

Clerk-Recorder

Terry Hansen - Clerk-Recorder

101-0200	FY 13/14 Adopted Budget	FY 14/15 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	532,088	557,914	25,826
Services and Supplies	36,222	38,242	2,020
Other Charges	0	0	0
Fixed Assets	0	0	0
TOTAL EXPENDITURES	568,310	596,156	27,846
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	431,432	399,435	(31,997)
TOTAL REVENUE	431,432	399,435	(31,997)
FUND BALANCE	0	0	0
NET COUNTY COST	136,878	196,721	59,843

Program Description

Ensure that public land records remain public while protecting the records and the integrity of the records through use of technology, performance and practical policies. Maintain a complete, accurate index of real property documents authorized or required by law to be recorded. Review documents for accuracy, completeness and compliance with legal codes, statutes and regulations. Inform and educate the public, the real estate industry and inside/outside agencies with tact, patience and courtesy of required statutes and ordinances that dictate recording requirements.

- The purchase and implementation of a new system to provide a high level of service and efficiency for the functions of the recorder and county clerk.
- Development of a map retrieval process to provide the public and other County departments access to all digitized map images.
- Development of an archival collection of images of recorded maps for sale to the public.

Goals and Objectives

FY 2014-2015

- Continue to meet the needs of our constituents in a positive and productive manner while meeting the many mandates associated with the integrity and storage of land and personal records and data.

Accomplishments

FY 2013-2014

- The completion of our project to provide high quality film and scanned images of Yuba County's recorded maps.

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Pending Issues/Policy Considerations FY 2014-2015

- Continue staff and manager training due to new and changing legislation resulting in changes in department services, operations and procedures.

Elections

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101-0800	FY 13/14 Adopted Budget	FY 14/15 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	232,545	245,936	13,391
Services and Supplies	254,419	257,690	3,271
Other Charges	0	0	0
Fixed Assets	0	0	0
TOTAL EXPENDITURES	486,964	503,626	16,662
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	7,750	35,000	27,250
TOTAL REVENUE	7,750	35,000	27,250
FUND BALANCE	0	0	0
NET COUNTY COST	479,214	468,626	(10,588)

Program Description

Provide mandated election services for federal, State, County, special and local elections as required by California Elections Code, California Government Code, and the California Constitution. Mandated services include voter registration, voter outreach, candidate services, election services and vote by mail and petition checking.

Accomplishments FY 2013-2014

- Successfully conducted November 2013 General District Elections.
- County Clerk member of VoteCal Business Process Committee in support of the implementation of the Statewide Voter Database.

Goals and Objectives FY 2014-2015

- Successful implementation of Statewide Voter Database.

Pending Issues/Policy Considerations FY 2014-2015

- Legislative changes impacting election processes and procedures.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2011-2012	ACTUAL EXPENDITURES 2012-2013	BOS APPROVED 2013 - 2014	CAO RECOMMENDED 2014 - 2015
CLERK RECORDER					
Salaries & Benefits					
101-0200-411.01-01	REGULAR	337,113	345,802	375,758	392,543
101-0200-411.01-03	EXTRA HELP	7,517	0	0	0
101-0200-411.01-04	OVERTIME	0	397	0	0
101-0200-411.01-07	VACATION PAY	0	108	0	0
101-0200-411.02-02	CO SHARE PERS	46,319	49,221	57,909	62,634
101-0200-411.02-03	COPST	226	0	0	0
101-0200-411.02-04	GROUP HEALTH INSURANCE	57,274	65,372	83,979	89,190
101-0200-411.02-05	MEDICARE	4,905	4,934	5,625	5,692
101-0200-411.02-06	WORKERS COMP INS	1,670	2,225	4,469	4,590
101-0200-411.02-07	LIFE INSURANCE	297	300	331	337
101-0200-411.02-08	UNEMPLOYMENT INS	1,098	1,097	1,190	0
101-0200-411.02-09	RETIREE HEALTHCARE INS	2,688	2,760	2,827	2,928
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*	Salaries & Benefits	459,107	472,216	532,088	557,914
Services & Supplies					
101-0200-411.12-00	COMMUNICATION	1,066	1,195	2,000	2,000
101-0200-411.15-00	INSURANCE	8,650	4,110	2,924	4,532
101-0200-411.17-00	MAINTENANCE/EQUIPMENT	0	0	3,360	3,360
101-0200-411.20-00	MEMBERSHIPS	688	688	688	850
101-0200-411.22-00	OFFICE EXPENSE	20,091	20,465	21,000	21,000
101-0200-411.22-82	MICRO GRAPHIC	11,875	5,304	0	0
101-0200-411.22-83	TRUNCATION	2,795	2,880	0	0
101-0200-411.22-84	MODERNIZATION	40,732	4,368	0	0
101-0200-411.22-85	CLERK US TRUST	2,790	2,875	0	0
101-0200-411.23-00	PROFESSIONAL SERVICES	553	230	1,000	1,000
101-0200-411.26-00	RENTS & LEASES/BLDG & IMP	2,957	3,091	3,500	3,500
101-0200-411.28-00	SPECIAL DPMT EXPENSE	0	0	1,000	1,000
101-0200-411.29-00	TRAVEL	612	769	750	1,000
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COUNTY OF YUBA
 CAO RECOMMENDED BUDGET DETAIL
 FISCAL YEAR 2014-2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2011-2012	ACTUAL EXPENDITURES 2012-2013	BOS APPROVED 2013 - 2014	CAO RECOMMENDED 2014 - 2015
*	Services & Supplies	92,809	45,975	36,222	38,242
	Other Financing Uses				
101-0200-411.85-02	COMPENSATED ABSENCES	951	2,536-	0	0
*	Other Financing Uses	951	2,536-	0	0
**	CLERK RECORDER	552,867	515,655	568,310	596,156
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2011-2012	ACTUAL EXPENDITURES 2012-2013	BOS APPROVED 2013 - 2014	CAO RECOMMENDED 2014 - 2015
ELECTIONS					
Salaries & Benefits					
101-0800-415.01-01	REGULAR	153,443	166,415	144,546	154,844
101-0800-415.01-03	EXTRA HELP	6,135	8,775	12,000	12,000
101-0800-415.01-04	OVERTIME	1,260	3,337	5,000	5,000
101-0800-415.01-07	VACATION PAY	2,376	5,549	0	0
101-0800-415.02-02	CO SHARE PERS	20,696	23,575	22,197	24,707
101-0800-415.02-03	COPST	184	189	360	360
101-0800-415.02-04	GROUP HEALTH INSURANCE	17,517	38,221	40,135	42,265
101-0800-415.02-05	MEDICARE	2,335	2,592	2,403	2,492
101-0800-415.02-06	WORKERS COMP INS	835	1,271	3,575	2,623
101-0800-415.02-07	LIFE INSURANCE	162	179	166	168
101-0800-415.02-08	UNEMPLOYMENT INS	759	912	744	0
101-0800-415.02-09	RETIREE HEALTHCARE INS	1,358	1,388	1,419	1,477
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*	Salaries & Benefits	207,060	252,403	232,545	245,936
Services & Supplies					
101-0800-415.12-00	COMMUNICATION	908	985	1,500	1,500
101-0800-415.17-00	MAINTENANCE/EQUIPMENT	13,650	14,333	17,310	17,310
101-0800-415.20-00	MEMBERSHIPS	138	138	150	200
101-0800-415.22-00	OFFICE EXPENSE	8,545	11,453	13,000	13,000
101-0800-415.23-00	PROFESSIONAL SERVICES	0	28,051	29,834	30,380
101-0800-415.24-00	PUBLICATIONS	3,391	4,319	4,800	3,400
101-0800-415.26-00	RENTS & LEASES/BLDG & IMP	1,872	2,340	3,400	4,400
101-0800-415.28-00	SPECIAL DPMT EXPENSE	139,669	228,256	184,000	184,000
101-0800-415.29-00	TRAVEL	451	239	425	3,500
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*	Services & Supplies	168,624	290,114	254,419	257,690
Other Financing Uses					
101-0800-415.85-02	COMPENSATED ABSENCES	4,428	948-	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2011-2012	ACTUAL EXPENDITURES 2012-2013	BOS APPROVED 2013 - 2014	CAO RECOMMENDED 2014 - 2015
*	Other Financing Uses	4,428	948-	0	0
**	ELECTIONS	380,112	541,569	486,964	503,626
***	ELECTIONS	380,112	541,569	486,964	503,626