

Clerk-Recorder

Terry Hansen, Clerk-Recorder

101-0200	FY 14/15 Adopted Budget	FY 15/16 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	551,128	564,900	13,772
Services and Supplies	38,242	38,213	(29)
Other Charges	0	0	0
Fixed Assets	0	0	0
TOTAL EXPENDITURES	589,370	603,113	13,743
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	399,435	369,392	(30,043)
TOTAL REVENUE	399,435	369,392	(30,043)
FUND BALANCE	0	0	0
NET COUNTY COST	189,935	233,721	43,786

Program Description

Ensure public land records remain readily available to the public while preserving the records and their integrity through use of technology, performance, and practical policies. Maintain an accurate index of real property documents authorized or required by law for recording. Inform and educate the public, the real estate industry and all appropriate agencies with tact, patience and courtesy of required statutes and ordinances dictating recording requirements.

Provide prompt, professional and courtesy service to those individuals accessing the Clerk functions of Yuba County for birth, death and marriage records and services.

Accomplishments

FY 2014-2015

- Completed implementation of a top to bottom new recording/clerking/cashiering system to increase service and efficiency of the clerk/recorder functions in Yuba County.

Goals and Objectives

FY 2015-2016

- Complete cross training of all staff members in the major components of the different division functions of the Clerk/Recorder/Registrar of Voters divisions.

Pending Issues/Policy Considerations

FY 2015-2016

- Continue ongoing staff and managerial training to comply with changing legislation in order to maintain the high level of service and operations to the citizens of Yuba County.

Elections

Terry Hansen, Clerk-Recorder

101-0800	FY 14/15 Adopted Budget	FY 15/16 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	243,181	279,246	36,065
Services and Supplies	257,690	261,030	3,340
Other Charges	0	0	0
Fixed Assets	0	0	0
TOTAL EXPENDITURES	500,871	540,276	39,405
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	35,000	17,000	(18,000)
TOTAL REVENUE	35,000	17,000	(18,000)
FUND BALANCE	0	0	0
NET COUNTY COST	465,871	523,276	57,405

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.

system. Yuba County is scheduled to convert in November 2015.

- Implement significant legislative changes related to the voting process.
- Restructure poll worker training to increase retention using more advanced learning techniques.

Accomplishments

FY 2014-2015

- Successfully conducted the November 2014 Gubernatorial General Election.
- Participated on the VoteCAL Business Process Committee.
- Completed various maintenance activities on electronic voting equipment.

Goals and Objectives

FY 2015-2016

- In 2015 California will implement VoteCAL, a statewide automated voter registration

Pending Issues/Policy Considerations FY 2015-2016

- Successful implementation of the VoteCAL system will trigger significant procedural changes to include election day registration. Possible changes to voting system approval processes may impact the county by making updates to existing systems or new systems available. Current election equipment and systems are aging but there have been no viable options to update or replace components since 2007 when changes to the voting system re-certification process severely restricted the approval process and use procedures.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
CLERK RECORDER					
Salaries & Benefits					
101-0200-411.01-01	REGULAR	345,802	350,058	394,343	409,330
101-0200-411.01-03	EXTRA HELP	0	11,272	0	0
101-0200-411.01-04	OVERTIME	397	220	0	0
101-0200-411.01-07	VACATION PAY	108	0	0	0
101-0200-411.02-02	CO SHARE PERS	49,221	53,936	62,921	68,686
101-0200-411.02-04	GROUP HEALTH INSURANCE	65,372	68,279	80,113	74,024
101-0200-411.02-05	MEDICARE	4,934	5,135	5,718	5,935
101-0200-411.02-06	WORKERS COMP INS	2,225	4,469	4,590	2,144
101-0200-411.02-07	LIFE INSURANCE	300	310	515	515
101-0200-411.02-08	UNEMPLOYMENT INS	1,097	1,190	0	1,263
101-0200-411.02-09	RETIREE HEALTHCARE INS	2,760	2,829	2,928	3,003
		-----	-----	-----	-----
* Salaries & Benefits		472,216	497,698	551,128	564,900
Services & Supplies					
101-0200-411.12-00	COMMUNICATION	1,195	1,228	2,000	2,000
101-0200-411.15-00	INSURANCE	4,110	2,924	4,532	4,153
101-0200-411.17-00	MAINTENANCE/EQUIPMENT	0	3,360	3,360	3,360
101-0200-411.20-00	MEMBERSHIPS	688	738	850	1,200
101-0200-411.22-00	OFFICE EXPENSE	20,465	17,817	21,000	19,150
101-0200-411.22-82	MICRO GRAPHIC	5,304	3,007	0	0
101-0200-411.22-83	TRUNCATION	2,880	18,000	0	0
101-0200-411.22-84	MODERNIZATION	4,368	149,802	0	0
101-0200-411.22-85	CLERK US TRUST	2,875	2,960	0	0
101-0200-411.23-00	PROFESSIONAL SERVICES	230	0	1,000	500
101-0200-411.26-00	RENTS & LEASES/BLDG & IMP	3,091	3,077	3,500	3,500
101-0200-411.28-00	SPECIAL DPMT EXPENSE	0	0	1,000	500
101-0200-411.29-00	TRAVEL	769	638	1,000	3,850
		-----	-----	-----	-----
* Services & Supplies		45,975	203,551	38,242	38,213

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
	Other Financing Uses				
101-0200-411.85-02	COMPENSATED ABSENCES	2,536-	0	0	0
		-----	-----	-----	-----
*	Other Financing Uses	2,536-	0	0	0
		-----	-----	-----	-----
**	CLERK RECORDER	515,655	701,249	589,370	603,113
***	CLERK RECORDER	515,655	701,249	589,370	603,113

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
ELECTIONS					
Salaries & Benefits					
101-0800-415.01-01	REGULAR	166,415	145,146	156,044	184,275
101-0800-415.01-03	EXTRA HELP	8,775	7,055	12,000	12,000
101-0800-415.01-04	OVERTIME	3,337	2,609	5,000	5,000
101-0800-415.01-07	VACATION PAY	5,549	0	0	0
101-0800-415.02-02	CO SHARE PERS	23,575	22,120	24,898	31,454
101-0800-415.02-03	COPST	189	120	360	360
101-0800-415.02-04	GROUP HEALTH INSURANCE	38,221	41,111	38,013	39,326
101-0800-415.02-05	MEDICARE	2,592	2,163	2,509	2,918
101-0800-415.02-06	WORKERS COMP INS	1,271	3,575	2,623	1,225
101-0800-415.02-07	LIFE INSURANCE	179	168	257	257
101-0800-415.02-08	UNEMPLOYMENT INS	912	744	0	914
101-0800-415.02-09	RETIREE HEALTHCARE INS	1,388	1,426	1,477	1,517
		-----	-----	-----	-----
*	Salaries & Benefits	252,403	226,237	243,181	279,246
Services & Supplies					
101-0800-415.12-00	COMMUNICATION	985	1,055	1,500	1,500
101-0800-415.17-00	MAINTENANCE/EQUIPMENT	14,333	16,920	17,310	20,070
101-0800-415.20-00	MEMBERSHIPS	138	138	200	300
101-0800-415.22-00	OFFICE EXPENSE	11,453	16,233	13,000	13,000
101-0800-415.23-00	PROFESSIONAL SERVICES	28,051	29,813	30,380	31,010
101-0800-415.24-00	PUBLICATIONS	4,319	2,820	3,400	4,450
101-0800-415.26-00	RENTS & LEASES/BLDG & IMP	2,340	1,872	4,400	3,200
101-0800-415.28-00	SPECIAL DPMT EXPENSE	228,256	134,553	184,000	184,000
101-0800-415.29-00	TRAVEL	239	364	3,500	3,500
		-----	-----	-----	-----
*	Services & Supplies	290,114	203,768	257,690	261,030
Other Financing Uses					
101-0800-415.85-02	COMPENSATED ABSENCES	948-	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
* Other Financing Uses		948-	0	0	0
** ELECTIONS		541,569	430,005	500,871	540,276
*** ELECTIONS		541,569	430,005	500,871	540,276