

Clerk-Recorder

Terry Hansen, Clerk-Recorder

101-0200	FY 15/16 Adopted Budget	FY 16/17 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	564,900	638,479	73,579
Services and Supplies	38,213	40,978	2,765
Other Charges	0	0	0
Fixed Assets	0	0	0
TOTAL EXPENDITURES	603,113	679,457	76,344
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	369,392	387,663	18,271
TOTAL REVENUE	369,392	387,663	18,271
FUND BALANCE	0	0	0
NET COUNTY COST	233,721	291,794	58,073

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 2015-2016

Filled two long term vacant positions in Clerk Recorder Division as a result of increased recording/clerk activity.

Goals and Objectives

FY 2016-2017

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 15/16 Adopted Budget	FY 16/17 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	279,246	309,868	30,622
Services and Supplies	261,030	270,873	9,843
Other Charges	0	0	0
Fixed Assets	0	0	0
TOTAL EXPENDITURES	540,276	580,741	40,465
REVENUE			
Fed/State	0	0	0
Grant	0	17,621	17,621
Realignment	0	0	0
Fees/Misc	17,000	40,000	23,000
TOTAL REVENUE	17,000	57,621	40,621
FUND BALANCE	0	0	0
NET COUNTY COST	523,276	523,120	(156)

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 processing.

- Completed data readiness and testing functions for the VoteCal statewide voter registration system to include performance testing, functionality review, and implementation.
- Completed VoteCal data readiness ahead of schedule enabling conversion to occur significantly earlier.
- Implemented significant legislative changes to include changes to vote by mail ballot processing and poll site procedures.
- Redesigned sample ballot booklets to increase accessibility and incorporate the usage of plain language for improved readability.

Accomplishments FY 2015-2016

- Secured grant funding for accessibility services.
- Developed and produced accessibility and general training videos for poll worker training sessions.
- Developed quarterly newsletter to facilitate poll worker retention.

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Goals and Objectives

FY 2016-2017

- Implement election day registration and other legislative changes.
- Evaluate the feasibility of producing language specific election materials for mandate languages.
- Evaluate prospective polling sites for compliance with accessibility requirements.

Pending Issues/Policy Considerations

FY 2016-2017

- Implementation of the VoteCal system will trigger 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 are no viable options to update or replace components since 2007 when changes to the voting system recertification process severely restricted the approval process and use procedures.
- A significant increase in the number of statewide initiatives qualifying for the November 2016 ballot may have significant impacts to costs and processes. It is anticipated as many as 21 initiatives may qualify for the November 2016 ballot.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
CLERK RECORDER					
Salaries & Benefits					
101-0200-411.01-01	REGULAR	350,058	384,761	409,330	452,432
101-0200-411.01-03	EXTRA HELP	11,272	2,496	0	0
101-0200-411.01-04	OVERTIME	220	0	0	0
101-0200-411.02-02	CO SHARE PERS	53,936	61,790	68,686	77,416
101-0200-411.02-04	GROUP HEALTH INSURANCE	68,279	69,343	74,024	94,828
101-0200-411.02-05	MEDICARE	5,135	5,390	5,935	6,560
101-0200-411.02-06	WORKERS COMP INS	4,469	4,590	2,144	2,696
101-0200-411.02-07	LIFE INSURANCE	310	466	515	592
101-0200-411.02-08	UNEMPLOYMENT INS	1,190	0	1,263	881
101-0200-411.02-09	RETIREE HEALTHCARE INS	2,829	2,917	3,003	3,074
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* Salaries & Benefits		497,698	531,753	564,900	638,479
Services & Supplies					
101-0200-411.12-00	COMMUNICATION	1,228	1,143	2,000	2,000
101-0200-411.15-00	INSURANCE	2,924	4,532	4,153	5,392
101-0200-411.17-00	MAINTENANCE/EQUIPMENT	3,360	3,360	3,360	4,836
101-0200-411.20-00	MEMBERSHIPS	738	850	1,200	1,250
101-0200-411.22-00	OFFICE EXPENSE	17,817	17,293	19,150	16,390
101-0200-411.22-82	MICRO GRAPHIC	3,007	3,509	0	0
101-0200-411.22-83	TRUNCATION	18,000	299	0	0
101-0200-411.22-84	MODERNIZATION	149,802	51,646	0	0
101-0200-411.22-85	CLERK US TRUST	2,960	0	0	0
101-0200-411.23-00	PROFESSIONAL SERVICES	0	3,364	500	500
101-0200-411.25-00	RENTS & LEASES/EQUIPMENT	0	0	0	2,760
101-0200-411.26-00	RENTS & LEASES/BLDG & IMP	3,077	3,170	3,500	3,500
101-0200-411.28-00	SPECIAL DPMT EXPENSE	0	0	500	500
101-0200-411.29-00	TRAVEL	638	1,321	3,850	3,850
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* Services & Supplies		203,551	90,487	38,213	40,978

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
**	CLERK RECORDER	701,249	622,240	603,113	679,457
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
ELECTIONS					
Salaries & Benefits					
101-0800-415.01-01	REGULAR	145,146	156,044	184,275	192,256
101-0800-415.01-03	EXTRA HELP	7,055	7,894	12,000	25,381
101-0800-415.01-04	OVERTIME	2,609	3,109	5,000	6,000
101-0800-415.02-02	CO SHARE PERS	22,120	25,517	31,454	33,419
101-0800-415.02-03	COPST	120	121	360	761
101-0800-415.02-04	GROUP HEALTH INSURANCE	41,111	37,768	39,326	44,878
101-0800-415.02-05	MEDICARE	2,163	2,271	2,918	3,243
101-0800-415.02-06	WORKERS COMP INS	3,575	2,623	1,225	1,541
101-0800-415.02-07	LIFE INSURANCE	168	234	257	258
101-0800-415.02-08	UNEMPLOYMENT INS	744	0	914	577
101-0800-415.02-09	RETIREE HEALTHCARE INS	1,426	1,472	1,517	1,554
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*	Salaries & Benefits	226,237	237,053	279,246	309,868
Services & Supplies					
101-0800-415.12-00	COMMUNICATION	1,055	1,040	1,500	1,500
101-0800-415.17-00	MAINTENANCE/EQUIPMENT	16,920	16,920	20,070	22,913
101-0800-415.20-00	MEMBERSHIPS	138	250	300	350
101-0800-415.22-00	OFFICE EXPENSE	16,233	10,328	13,000	13,000
101-0800-415.23-00	PROFESSIONAL SERVICES	29,813	30,341	31,010	33,410
101-0800-415.24-00	PUBLICATIONS	2,820	1,540	4,450	3,600
101-0800-415.26-00	RENTS & LEASES/BLDG & IMP	1,872	2,022	3,200	3,600
101-0800-415.28-00	SPECIAL DPMT EXPENSE	134,553	126,068	184,000	189,000
101-0800-415.29-00	TRAVEL	364	879	3,500	3,500
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*	Services & Supplies	203,768	189,388	261,030	270,873
**	ELECTIONS	430,005	426,441	540,276	580,741