

# RECORDER-CLERK-REGISTRAR OF VOTERS

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## Mission

The County Recorder-Clerk is responsible for examination and recording of all documents presented for recording that deal with establishing ownership of land in the County or as required by statute; administers the real property transfer tax law and maintains a permanent record and indexes of all documents for public viewing plus providing certified copies requested by the public; recording of all lawful documents such as deeds of trust, judgments, liens, affidavits, Uniform Commercial Code Financial Statements, etc. and the filing of births, deaths and marriages. The office also files records of surveys, parcel maps, subdivisions and assessment maps. Also provided are copies of all Assessors' Plat Maps. The office provides such non-judicial public services as issuing marriage licenses, Fictitious Business Name Statements, U.S. Passport applications by acting as an authorized agent; issues Photocopier, Process Server and Unlawful Detainer Assistant licenses; performs civil wedding ceremonies and administers oath of office; maintain official County records and indices for documents pertaining to the above activities. The Recorder-Clerk also handles notary bonds, process server bonds, official bonds, and oaths of elected and appointed officials. State law prescribes most of the duties of the Recorder-Clerk.

The Elections division provides elections services to all County residents for Federal, State, County, City and Special District elections. The Recorder-Clerk is also the Registrar of Voters, and is responsible for assuring compliance with laws related to the Fair Political Practices Commission (FPPC) and voter outreach programs.

## Program Summaries

### Recorder-Clerk

**Positions: 18.5 FTE**

**Total Appropriations: \$1,804,588**

**Net County Cost: \$38,088**

The Recorder-Clerk provides services described in the mission statement above at two office locations, the Placerville Government Center and in South Lake Tahoe at the El Dorado Center building. The South Lake Tahoe branch office provides all services except the actual "recording" of documents, and is fully integrated now by providing elections services for the Registrar of Voters.

### Elections

**Positions: 7.5 FTE**

**Total Appropriations: \$1,271,300**

**Net County Cost: \$1,131,795**

Administers oaths of office; provides services to candidates and committees; conducts elections for District, City, County, State and Federal offices; assists in redistricting and census as required by law.

Administers processes required by law pertaining to the filing of conflict of interest statements for County officials and employees, district directors and judicial officers; processes candidate expenditure reports. Distributes voter registration forms and conducts outreach activities to promote voter registration. Maintains voter registration file, updates, purges and coordinates with DMV files. Verifies voter information; conducts outreach program for voters.

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## Fiscal Year 2007-08 Major Accomplishments

### Recorder-Clerk

#### *Improve Technology Efficiencies*

- Began implementation of electronic recording

### Elections

#### *Improve technology efficiencies*

- Used the new voting equipment to conduct three Countywide elections

## Fiscal Year 2008-09 Goals and Objectives

### Recorder-Clerk

#### *Enhance customer service*

- Streamline website

#### *Improve external and internal communication*

- Educate other departments regarding the basic statutes and requirements governing the recording of documents

### Elections

#### *Recruit and retain skilled workforce*

- Recruit and train pollworkers for three elections

#### *Improve external and internal communication*

- Sponsor a booth at the County Fair to demonstrate the new voting equipment for the public

## Chief Administrative Office Comments

The Proposed Budget for the Recorder-Clerk / Elections Department is recommended at a combined Net County Cost of \$1,169,883, an increase of \$165,287 from FY 2007-08.

### Recorder-Clerk Division

The Proposed Budget for the Recorder-Clerk division reflects an increase in Net County Cost of \$164,974.

Revenues are decreasing by \$40,050. Recording fees are expected to fall by \$405,000, due to the continued housing market slump. Operating transfers in from the department's special revenue funds are increasing by \$364,950.

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Appropriations are increasing by \$124,926 overall. Salary and Benefits are decreasing by \$147,294. This reduction is due mainly to the department's decision to hold two positions vacant throughout the fiscal year and a large reduction in the department's Worker's Compensation cost applied charge. The department's Salary and Benefits budget also includes a shift in costs from Extra Help to Permanent Employees with the addition of 0.5 FTE Recordable Document Examiner/Indexer I/II. The South Lake Tahoe office currently has two FTEs and relies heavily on Extra Help to cover vacations and sick leave. This is a continual need rather than a short-term need, and is therefore more appropriately met through the use of permanent staff. Fixed assets are reduced by \$33,400. These reductions are offset by an increase in Services and Supplies of \$310,000. This increase is in Professional Services, for the purpose of implementing AB 1168, legislation that requires conversion of microfiche to digital image and truncation of social security numbers on the digital image. Costs of this program are fully offset by an operating transfer in from one of the department's special revenue funds.

### Elections Division

The Proposed Budget for the Elections division reflects a Net County Cost of \$1,131,795, an increase of \$313 from FY 2007-08.

Revenues are decreasing overall by \$1,675,330. Part of this reduction (\$550,000) reflects the fact that revenues are budgeted for two Countywide elections, whereas the FY 2007-08 budget included revenues for three Countywide elections. The remainder of the decrease is in the department's grant fund accounts. State and Federal grant revenues totaling \$1,125,330 were included in the FY 2007-08 budget, and are expected to be fully expended by June 30, 2008. Any grant funds not spent at the end of the year may be re-budgeted in the Addenda process.

The budget includes an overall appropriation reduction of \$1,675,017. Part of this decrease (\$549,687) is due to the fact that the department will be responsible for one less Countywide election, as noted above. The remainder of the decrease is in the department's grant fund accounts, and offsets the revenue reduction discussed above.

The total number of FTEs in the combined department is increased to 26.

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### Personnel Allocations

Classification Title	2007-08 Adjusted Allocation	2008-09 Dept Request	2008-09 CAO Recm'd	Diff from Adjusted
Recorder/Clerk Division				
County Recorder/Clerk	1.00	1.00	1.00	0.00
Assistant County Recorder	1.00	1.00	1.00	0.00
Fiscal Technician	1.00	1.00	1.00	0.00
Microfilm/Imaging Technician I/II	2.00	2.00	2.00	0.00
Recordable Document Examiner/Indexer I/II	9.00	9.50	9.50	0.50
Recordable Document Services Supervisor	1.00	1.00	1.00	0.00
Recordable Document Technician	1.00	1.00	1.00	0.00
Sr. Recordable Document Examiner/Indexer	2.00	2.00	2.00	0.00
Elections Division				
Administrative Technician	1.00	1.00	1.00	0.00
Assistant Registrar of Voters	1.00	1.00	1.00	0.00
Elections Technician I/II	1.50	1.50	1.50	0.00
Information Technology Department Coordinator	1.00	1.00	1.00	0.00
Information Technology Department Specialist	1.00	1.00	1.00	0.00
Precinct Planning Specialist	1.00	1.00	1.00	0.00
Sr. Elections Technician	1.00	1.00	1.00	0.00
<b>Department Total</b>	<b>25.50</b>	<b>26.00</b>	<b>26.00</b>	<b>0.50</b>

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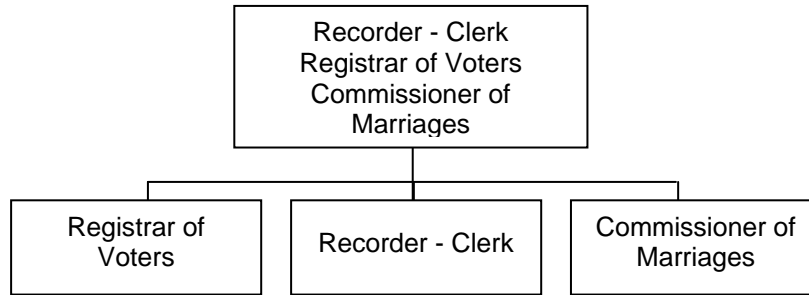
## Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND  
 DEPARTMENT: 28 RECORDER / CLERK

		PRIOR YR ACTUAL	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
<b>TYPE: R REVENUE</b>						
<b>CLASS</b>	<b>CLASS TITLE</b>					
02	REV: LICENSE, PERMIT, & FRANCHISES	110,891	90,000	90,000	90,000	0
05	REV: STATE INTERGOVERNMENTAL	7,436	1,078,706	7,500	7,500	-1,071,206
10	REV: FEDERAL INTERGOVERNMENTAL	2,002,722	516,129	12,005	12,005	-504,124
13	REV: CHARGE FOR SERVICES	1,043,004	1,150,000	645,000	645,000	-505,000
19	REV: MISCELLANEOUS	456,345	375,000	375,000	375,000	0
20	REV: OTHER FINANCING SOURCES	438,260	411,550	776,500	776,500	364,950
<b>TYPE: R SUBTOTAL</b>		4,058,658	3,621,385	1,906,005	1,906,005	-1,715,380
<b>TYPE: E EXPENDITURE</b>						
<b>CLASS</b>	<b>CLASS TITLE</b>					
30	SALARY & EMPLOYEE BENEFITS	1,881,769	2,105,712	2,074,115	1,931,550	-174,162
40	SERVICE & SUPPLIES	2,059,396	2,255,360	966,044	969,155	-1,286,205
50	OTHER CHARGES	15,130	2,702	2,702	900	-1,802
60	FIXED ASSETS	953,530	100,200	13,500	13,500	-86,700
72	INTRAFUND TRANSFERS	156,755	162,007	157,487	160,783	-1,224
<b>TYPE: E SUBTOTAL</b>		5,066,580	4,625,981	3,213,848	3,075,888	-1,550,093
<b>FUND TYPE:</b>	<b>10 SUBTOTAL</b>	1,007,922	1,004,596	1,307,843	1,169,883	165,287
<b>DEPARTMENT:</b>	<b>28 SUBTOTAL</b>	1,007,922	1,004,596	1,307,843	1,169,883	165,287

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Positions: 26