

RECORDER CLERK/REGISTRAR OF VOTERS

Mission

The Recorder-Clerk's mission is to provide reliable repository for public records and to provide efficient service to the public in a way that exemplifies the highest standard of courtesy, cost effectiveness, and ethical performance. Public records will be readily accessible in a convenient manner while safeguarding confidentiality and the security of those records. The Clerk's function provides Birth, and Death certified copies along with all types of licenses and passports.

The Elections Office provides elections services to all County residents for Federal, State, City and Special District elections. The elected 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. Also, the Registrar must comply with the Help America Vote Act (HAVA) and comply and work with the Secretary of State to ensure compliance with voting machines and procedures.

Program Summaries

Recorder-Clerk
Positions: 16 FTE
Extra Help: \$0

Total Appropriations: \$1,724,323
Total Revenues: 1,690,842
Net County Cost: \$33,481

Recorder

The Recorder 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.

Clerk

The County Clerk is responsible for providing non-judicial public services such as recordation of Fictitious Business Name Statements, issuance of U.S. Passport applications by acting as an authorized agent; issuance of Photocopier, Process Server and Unlawful Detainer Assistant licenses and I.D. cards; maintains official County records and indices for documents pertaining to the above activities. The Clerk also handles notary bonds, process server bonds, official bonds, and oaths of elected and appointed officials and issues all marriage licenses, performs ceremonies and provides instruction for deputies authorized to perform marriages.

(Government Code 27230 – 27297 and the Family Code 400-500 prescribe most of the duties of the Recorder-Clerk.) It should be noted that two FTE's are located at the South Lake Tahoe Office, and perform all functions of the Recorder and Clerk with the exception of actual recording of documents.

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Elections

Positions: 7.5 FTE
Extra Help: \$75,000

Total Appropriations: \$1,264,267
Total Revenues: \$137,950
Net County Cost: \$1,126,317

The Elections division provides elections services to all County residents for Federal, State, County, City and Special District elections in accordance with the current California Elections Code and the Help America Vote Act. The office provides ballot layout, Sample Ballot Mailer preparation, Vote by Mail preparation and mailing and when received from voters checks all signatures against original registration, provides all security, does drayage for delivery and pick up from all 106 polling places, does training of over 500 extra help polling place employees, does Voter Outreach and registration sign up for the public.

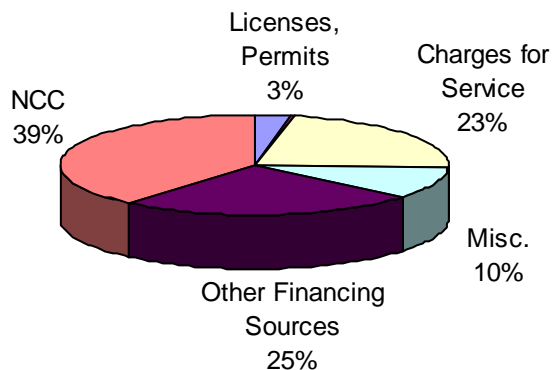
FPPC filing and activity as proscribed by the Secretary of State is provided by the Elections Office. All candidate filings and forms required are also administered.

GIS mapping and updating are provided by the Election staff. Also, during each census the office works to coordinate with the Census Bureau for collection of all data and input of data to our database. All precinct maps and boundaries are calculated by the office and provided to the public as needed.

Financial Charts

Source of Funds

License: Marriage (\$93,000): The Recorder-Clerk's revenue from the issuance of marriage licenses is projected to be in line with FY 2009-10 year-end projections. The fee for confidential marriage license is \$53.00 and the fee for a public marriage license is \$60.00.



State

Intergovernmental

(\$6,050): The Elections Division receives reimbursement from the State for sending out voter registration cards.

Charge for Services (\$683,050): The Elections Division receives reimbursement for conducting elections for special districts. Approximately \$131,900 is projected for the November General election. Recording fees have declined significantly in the past several years after peaking during the housing boom due to large volumes of documents related to real estate transactions.

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While document counts are anticipated to remain at FY 2009-10 levels, the Board of Supervisors approved a fee increase in March. This revenue is projected to be \$551,150 which is an increase in this revenue source of approximately 44% over FY 2009-10 year-end projections.

Miscellaneous (\$307,910): There are numerous Clerk functions, including but not limited to: filing fictitious business name statements, examination and posting of environmental documents, registration of process servers, and acceptance and filing of notary bonds. All functions have associated fees.

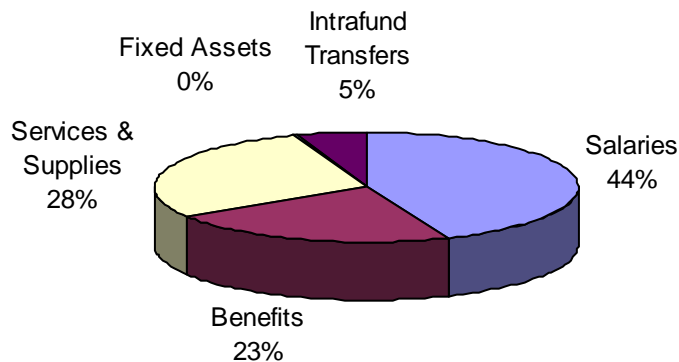
Operating Transfers (\$751,692): Various State laws require or permit the Recorder-Clerk to collect additional fees on certain documents for specified purposes. The Recorder is required to segregate those fees into separate funds. The funds are then transferred into the department to offset expenditures that are appropriate for reimbursement by those funds. The largest of these transfers (\$463,967) is coming from the Micrographics fund to cover salaries, equipment costs, and services associated with the conversion of microfilm documents to digital image. The Division will also transfer \$145,000 from its Modernization fund to cover salaries and services and supplies. The use of this fund is not as narrowly prescribed as the other funds and has been used extensively in the past several years to offset the Net County Cost of the division. The remaining transfers in come from the vital statistics fund and the notary fund.

Net County Cost (\$1,159,797): Approximately 39% of the department (primarily the Elections Division) is funded with discretionary General Fund tax dollars. These revenues are collected in Department 15 – General Fund Other Operations.

It should be noted that the Recorder-Clerk is responsible for collecting the Property Transfer Tax, which is a tax that is levied on the sale of property at the time the transfer documents are recorded. This revenue posts in Department 15 and is projected to be \$1,026,400 this fiscal year.

Use of Funds

Salaries & Benefits (\$1,979,154): Primarily comprised of general salaries and benefits (\$1,296,767), retirement (\$231,498), retiree health (\$23,535), workers' compensation (\$42,045) and health insurance (\$310,309). The Elections Division budget includes \$75,000 for extra help related to the November General Election.



Services & Supplies (\$844,253): Major components of this include postage (\$124,155) for mailing documents by the Recorder and mailing absentee ballots by the Elections Division.

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Professional and specialized services are budgeted at \$361,444 and are primarily attributable to the Recorder's project to digitize approximately 3.4 million microfiche images, redact 7.4 million records, and convert old paper records from 1911-1948 to digital image. These services are offset by revenues from the Micrographics fund. The appropriation for Special Departmental Expense of \$158,750 is for the purchase of elections materials, including sample and official ballots, absentee ballots, and other necessary supplies for two elections. The Elections Division budget also includes \$52,780 to compensate the precinct boards for staffing the polling places on election day.

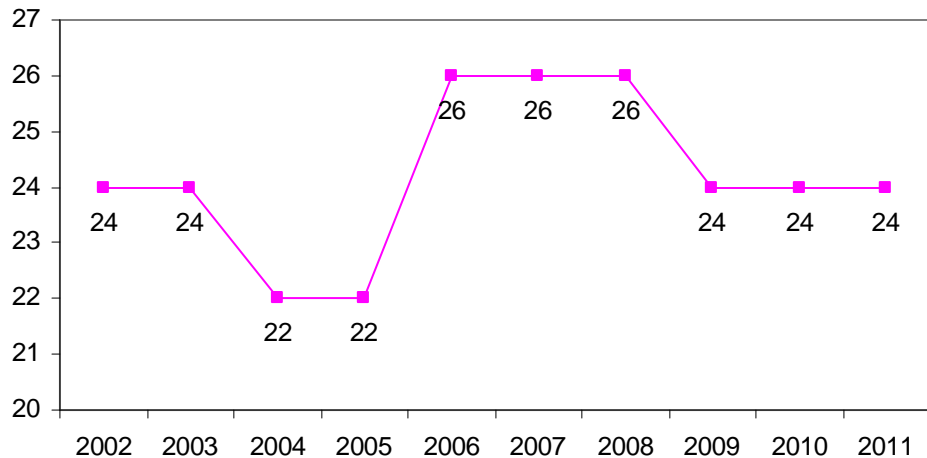
Fixed Assets (\$7,500): The Recorder-Clerk has included \$7,500 to replace an obsolete high-speed scanner. The funding for this purchase is coming from the Micrographics fund.

Intrafund Transfers (\$170,519): Intrafund transfers consist of charges from other departments for services such as mainframe support (\$58,089), telephone (\$12,448), and network support (\$58,722).

Intrafund Abatements (\$12,837): The Recorder-Clerk shares one administrative employee with the Surveyor's Office. The Surveyor pays for the portion of that employee's time through an intrafund abatement.

Staffing Trend

Staffing for the Recorder-Clerk/Registrar of Voters over the past ten years has changed very little. The allocation was increased by 2 FTE during the housing boom to accommodate the large volume of documents being recorded associated with real estate transactions. The allocation was



later reduced as revenues dropped. The proposed staff allocation for FY 2010-11 is 23.5 with 21.5 FTE on the West Slope and 2 FTE at South Lake Tahoe.

Chief Administrative Office Comments

The budget for the Recorder-Clerk/Registrar of Voters is recommended at a base level, and fully funds all existing allocations.

In the past several years, the Recorder-Clerk Division has relied heavily on the use of its modernization special revenue fund to meet budget goals. The budget has typically included

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the use of all current year projected revenues in addition to drawing down existing fund balance. The fee increase approved by the Board in FY 2009-10 will enable the department to maintain a small balance in this fund and budget only the use of revenues anticipated in the fiscal year.

Financial Information by Fund Type

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

		MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
TYPE: R REVENUE						
SUBOBJ	SUBOBJ TITLE					
0261	LICENSE: MARRIAGE	80,068	95,716	93,000	93,000	-2,716
CLASS: 02	REV: LICENSE, PERMIT, &	80,068	95,716	93,000	93,000	-2,716
0881	ST: MANDATED REIMBURSEMENTS	7,950	7,950	6,050	6,050	-1,900
CLASS: 05	REV: STATE INTERGOVERNMENTAL	7,950	7,950	6,050	6,050	-1,900
1125	FED:HAVA (HELP AMERICA VOTE ACT)	468	0	0	0	0
1126	FED:HAVA (SEC 261)	7,000	0	0	0	0
CLASS: 10	REV: FEDERAL INTERGOVERNMENTAL	7,468	0	0	0	0
1360	ELECTION SERVICES	105,000	105,000	131,900	131,900	26,900
1361	CANDIDATE FILING FEE	18,000	18,000	0	0	-18,000
1600	RECORDING FEES	368,987	300,000	536,150	536,150	236,150
1604	RECORDING FEES CD REPRODUCTION	23,195	12,000	15,000	15,000	3,000
CLASS: 13	REV: CHARGE FOR SERVICES	515,182	435,000	683,050	683,050	248,050
1940	MISC: REVENUE	347,401	296,000	295,000	295,000	-1,000
CLASS: 19	REV: MISCELLANEOUS	347,401	296,000	295,000	295,000	-1,000
2020	OPERATING TRANSFERS IN	55,000	55,000	60,000	60,000	5,000
2028	OPERATING TRSNF IN: COMPUTER	241,065	357,000	145,000	145,000	-212,000
2029	OPERATING TRSNF IN: MICROGRAPHICS	548,698	548,698	463,967	463,967	-84,731
2030	OPERATING TRSNF IN: VITAL STATISTICS	80,516	80,516	77,725	77,725	-2,791
2031	OPERATING TRSNF IN: LICENSE NOTARY	5,000	5,000	5,000	5,000	0
CLASS: 20	REV: OTHER FINANCING SOURCES	930,279	1,046,214	751,692	751,692	-294,522
TYPE: R SUBTOTAL		1,888,348	1,880,880	1,828,792	1,828,792	-52,088

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		MID-YEAR	CURRENT YR	DEPARTMENT	CAO	
		PROJECTION	APPROVED	REQUEST	RECOMMENDED	DIFFERENCE
			BUDGET		BUDGET	
TYPE: E EXPENDITURE						
SUBOBJ	SUBOBJ TITLE					
3000	PERMANENT EMPLOYEES / ELECTED	1,195,814	1,195,814	1,206,720	1,206,720	10,906
3001	TEMPORARY EMPLOYEES	75,000	75,000	75,000	75,000	0
3002	OVERTIME	4,998	6,000	5,500	5,500	-500
3004	OTHER COMPENSATION	11,723	11,723	11,900	11,900	177
3005	TAHOE DIFFERENTIAL	4,800	4,800	4,800	4,800	0
3020	RETIREMENT EMPLOYER SHARE	226,905	226,905	231,498	231,498	4,593
3022	MEDI CARE EMPLOYER SHARE	16,254	16,254	16,412	16,412	158
3040	HEALTH INSURANCE EMPLOYER SHARE	250,979	250,979	286,067	310,309	59,330
3041	UNEMPLOYMENT INSURANCE EMPLOYER	9,870	8,868	19,320	19,320	10,451
3042	LONG TERM DISABILITY EMPLOYER SHARE	4,305	4,305	4,344	4,344	39
3043	DEFERRED COMPENSATION EMPLOYER	7,272	7,272	7,272	7,272	0
3046	RETIREE HEALTH: DEFINED CONTRIBUTIONS	18,009	18,009	18,009	23,535	5,526
3060	WORKERS' COMPENSATION EMPLOYER	40,950	40,950	40,950	42,045	1,095
3080	FLEXIBLE BENEFITS	9,000	9,000	20,500	20,500	11,500
CLASS: 30	SALARY & EMPLOYEE BENEFITS	1,875,879	1,875,879	1,948,292	1,979,154	103,275
4040	TELEPHONE COMPANY VENDOR PAYMENTS	744	744	720	720	-24
4041	COUNTY PASS THRU TELEPHONE CHARGES	1,000	1,000	800	800	-200
4100	INSURANCE: PREMIUM	13,939	13,939	13,939	11,251	-2,688
4140	MAINT: EQUIPMENT	22,300	22,300	28,677	28,677	6,377
4141	MAINT: OFFICE EQUIPMENT	2,000	2,000	1,800	1,800	-200
4143	MAINT: SERVICE CONTRACT	700	700	0	0	-700
4144	MAINT: COMPUTER	0	0	25,350	25,350	25,350
4180	MAINT: BUILDING & IMPROVEMENTS	630	630	635	635	5
4220	MEMBERSHIPS	220	220	220	220	0
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	1,425	1,425	2,225	2,225	800
4260	OFFICE EXPENSE	25,000	25,000	25,000	25,000	0
4261	POSTAGE	124,189	124,189	124,155	124,155	-34
4262	SOFTWARE	5,000	5,000	5,000	5,000	0
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	423	423	430	430	7
4264	BOOKS / MANUALS	500	500	500	500	0
4265	LAW BOOKS	3,120	3,120	4,000	4,000	880
4300	PROFESSIONAL & SPECIALIZED SERVICES	471,500	471,500	361,444	361,444	-110,056
4307	MICROFILM IMAGING SERVICES	1,500	1,500	1,500	1,500	0
4400	PUBLICATION & LEGAL NOTICES	5,000	5,000	3,050	3,050	-1,950
4420	RENT & LEASE: EQUIPMENT	16,960	16,960	16,764	16,764	-196
4440	RENT & LEASE: BUILDING & IMPROVEMENTS	1,925	1,925	1,915	1,915	-10
4460	EQUIP: SMALL TOOLS & INSTRUMENTS	300	300	200	200	-100
4461	EQUIP: MINOR	1,000	1,000	1,000	1,000	0
4462	EQUIP: COMPUTER	2,200	2,200	2,000	2,000	-200
4500	SPECIAL DEPT EXPENSE	190,900	183,900	158,750	158,750	-25,150
4503	STAFF DEVELOPMENT	1,500	1,500	1,700	1,700	200

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Financial Information by Fund Type

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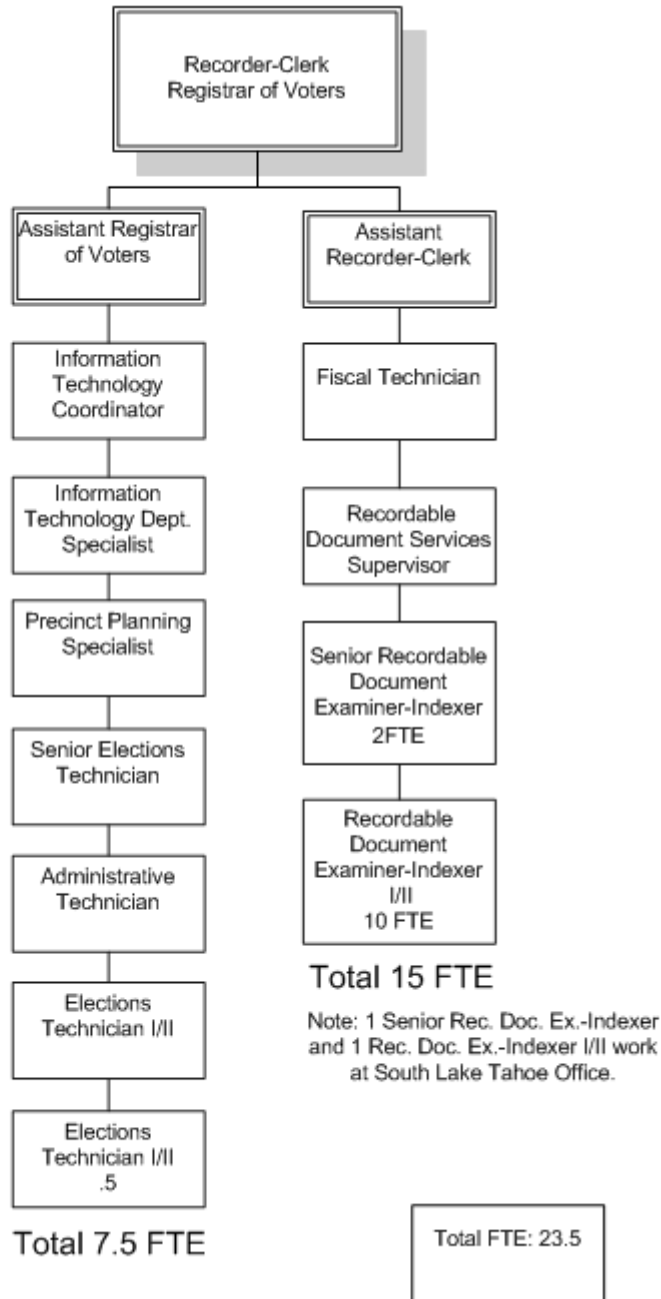
	MID-YEAR PROJECTION	CURRENT YR		CAO		DIFFERENCE
		APPROVED BUDGET	DEPARTMENT REQUEST	RECOMMENDED BUDGET		
4511 ELECTIONS OUTREACH	800	800	800	800	800	0
4529 SOFTWARE LICENSE	28,048	28,048	3,700	3,700	3,700	-24,348
4531 PRECINCT BOARD COMPENSATION	52,835	52,835	52,780	52,780	52,780	-55
4600 TRANSPORTATION & TRAVEL	2,670	2,202	2,317	2,317	2,317	115
4602 MILEAGE: EMPLOYEE PRIVATE AUTO	1,950	1,950	1,950	1,950	1,950	0
4605 RENT & LEASE: VEHICLE	2,900	2,900	2,900	2,900	2,900	0
4606 FUEL PURCHASES	700	700	720	720	720	20
CLASS: 40 SERVICE & SUPPLIES	983,878	976,410	846,941	844,253	844,253	-132,157
6042 FIXED ASSET: COMPUTER SYSTEM EQUIP	35,500	35,500	7,500	7,500	7,500	-28,000
CLASS: 60 FIXED ASSETS	35,500	35,500	7,500	7,500	7,500	-28,000
7200 INTRAFUND TRANSFERS: ONLY GENERAL	17,000	17,000	17,000	17,000	17,000	0
7210 INTRAFND: COLLECTIONS	25	25	25	25	25	0
7220 INTRAFND: TELEPHONE EQUIPMENT &	12,448	12,448	12,448	12,448	12,448	0
7223 INTRAFND: MAIL SERVICE	11,246	11,246	8,961	8,961	8,961	-2,285
7224 INTRAFND: STORES SUPPORT	2,956	2,956	2,674	2,674	2,674	-282
7225 INTRAFND: CENTRAL DUPLICATING	7,050	7,050	3,400	3,400	3,400	-3,650
7227 INTRAFND: MAINFRAME SUPPORT	49,466	49,466	58,089	58,089	58,089	8,623
7229 INTRAFND: PC SUPPORT	5,000	5,000	6,000	6,000	6,000	1,000
7231 INTRAFND: IS PROGRAMMING SUPPORT	2,500	2,500	2,500	2,500	2,500	0
7232 INTRAFND: MAINT BLDG & IMPROVMNTS	1,000	1,000	700	700	700	-300
7234 INTRAFND: NETWORK SUPPORT	43,936	43,936	58,722	58,722	58,722	14,786
CLASS: 72 INTRAFUND TRANSFERS	152,627	152,627	170,519	170,519	170,519	17,892
7350 INTRFND ABATEMENTS: GF ONLY	-13,000	-13,000	-12,837	-12,837	-12,837	163
CLASS: 73 INTRAFUND ABATEMENT	-13,000	-13,000	-12,837	-12,837	-12,837	163
TYPE: E SUBTOTAL	3,034,884	3,027,416	2,960,415	2,988,589	2,988,589	-38,827
FUND TYPE: 10 SUBTOTAL	1,146,536	1,146,536	1,131,623	1,159,797	1,159,797	13,261
DEPARTMENT: 28 SUBTOTAL	1,146,536	1,146,536	1,131,623	1,159,797	1,159,797	13,261

RECORDER CLERK/REGISTRAR OF VOTERS

Personnel Allocation

Classification Title	2009-10 Adjusted Allocation	2010-11 Dept Request	2010-11 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	8.00	8.00	8.00	0.00
Recordable Document Services Supervisor	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
Department Total	23.50	23.50	23.50	0.00

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Ten Year History

	01/02 Actual	02/03 Actual	03/04 Actual	04/05 Actual	05/06 Actual
Taxes	1,785,609	2,229,486	2,932,230	3,944,291	3,008,303
Licenses, Permits	97,937	107,058	133,854	120,577	113,386
State	-	-	-	27,665	39,106
Federal	-	-	-	-	154,939
Charges for Service	1,132,830	1,542,495	1,808,490	1,323,830	1,045,042
Misc.	334,706	383,601	392,395	446,646	439,074
Other Financing Sources	-	-	-	989,384	952,260
Total Revenue	3,351,082	4,262,640	5,266,969	6,852,393	5,752,110
Salaries	546,305	576,131	563,326	886,291	1,067,127
Benefits	188,857	229,898	256,253	481,894	547,443
Services & Supplies	141,409	145,547	169,252	798,722	770,036
Other Charges	66	1,141	108	916	816
Fixed Assets	51,980	58,741	-	9,964	42,769
Intrafund Transfers	122,967	181,386	127,065	168,370	204,980
Total Appropriations	1,051,584	1,192,844	1,116,004	2,346,157	2,633,171
NCC	(2,299,498)	(3,069,796)	(4,150,965)	(4,506,236)	(3,118,939)
FTE's	24	24	22	22	26

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Ten Year History

	06/07 Actual	07/08 Actual	08/09 Actual	09/10 Projected	10/11 Budget
Taxes	-	-	-	-	-
Licenses, Permits	110,891	99,501	97,163	89,499	93,000
State	7,436	29,314	11,175	4,999	6,050
Federal	2,002,722	12,284	88,978	7,026	-
Charges for Service	1,043,004	652,415	639,208	552,897	683,050
Misc.	456,345	381,479	309,255	307,910	295,000
Other Financing Sources	438,260	491,242	602,659	675,964	751,692
Total Revenue	4,058,658	1,666,235	1,748,438	1,638,295	1,828,792
Salaries	1,281,290	1,379,387	1,280,333	1,267,689	1,303,920
Benefits	600,479	618,176	622,372	582,542	675,235
Services & Supplies	2,059,396	617,115	830,149	694,174	844,253
Other Charges	15,130	39	-	-	-
Fixed Assets	953,530	16,039	23,749	27,000	7,500
Intrafund Transfers	156,755	151,264	155,931	138,483	157,682
Total Appropriations	5,066,580	2,782,020	2,912,534	2,709,888	2,988,590
NCC	1,007,922	1,115,785	1,164,096	1,071,593	1,159,798
FTE's	26	26	24	24	24

10 Year Variance		
	\$ Change	% Change
Taxes	(1,785,609)	-100%
Licenses, Permits	(4,937)	-5%
State	6,050	N/A
Federal	(1,132,830)	-100%
Charges for Service	348,344	104%
Misc.	295,000	N/A
Other Financing Sources	(2,599,390)	-78%
Total Revenue	(1,522,290)	-45%
Salaries	757,615	139%
Benefits	486,378	258%
Services & Supplies	702,844	497%
Other Charges	(66)	-100%
Fixed Assets	(44,480)	-86%
Intrafund Transfers	34,715	28%
Total Appropriations	1,937,006	184%
NCC	3,459,296	150%
FTE's	-	0%

Notes

In FY 2006-07, Property transfer taxes were moved out of Recorder/Clerk and into Department 15 - Non Departmental. These taxes have steadily declined. FY 2010-11 estimate = \$1,026,400