

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.

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: \$1,608,939
Total Revenues: \$1,703,453
Net County Cost: -\$94,514

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 provides non-judicial public services such as filing of Fictitious Business Name Statements, 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: \$1,548,097
Total Revenues: \$161,050
Net County Cost: \$1,387,047

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.

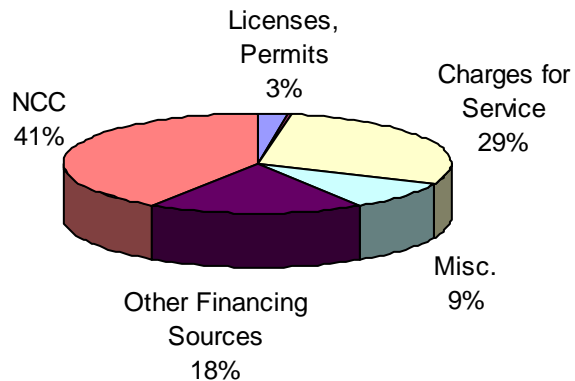
Financial Charts

Source of Funds

License: Marriage (\$83,000): The Recorder-Clerk's revenue from the issuance of marriage licenses is projected to be in line with FY 2010-11 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 (\$920,000): The Elections Division receives reimbursement for conducting elections for special districts. Approximately \$150,000 is projected for the November 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. This revenue is projected to be \$750,000.



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Miscellaneous (\$285,000): 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.

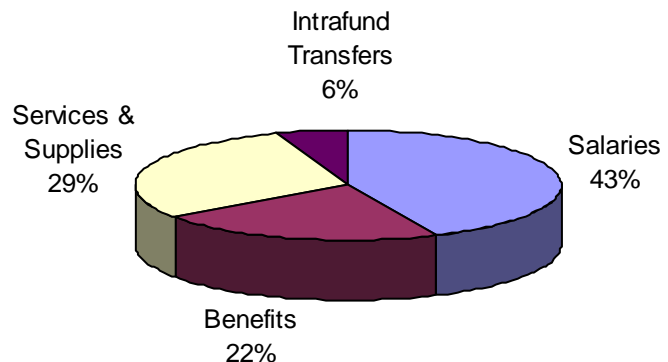
Operating Transfers (\$570,453): Various State laws require or permit the Recorder-Clerk to collect additional fees on certain documents for specified purposes. The Recorder is required to segregate those fees into separate funds. The funds are then transferred into the department to offset expenditures that are appropriate for reimbursement by those funds. The largest of these transfers (\$260,403) 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 \$225,000 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 (\$1,292,533): Approximately 41% 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 \$1,230,381 this fiscal year.

Use of Funds

Salaries & Benefits (\$2,055,597): Primarily comprised of general salaries and benefits (\$1,434,465), retirement (\$211,933), retiree health (\$21,652), workers' compensation (\$30,523) and health insurance (\$357,024). The Elections Division budget includes \$150,000 for extra help related to the November election and two primary elections. Overall salaries and benefits are declining, including a \$31,737 reduction in retirement due to the anticipated employee partial pick-up of retirement costs.



Services & Supplies (\$925,404): Major components of this include postage (\$167,825) for mailing documents by the Recorder and mailing absentee ballots by the Elections Division. Professional and specialized services are budgeted at \$289,500 and are primarily attributable to the Recorder's project to digitize approximately 3.4 million microfiche images, redact 7.4 million

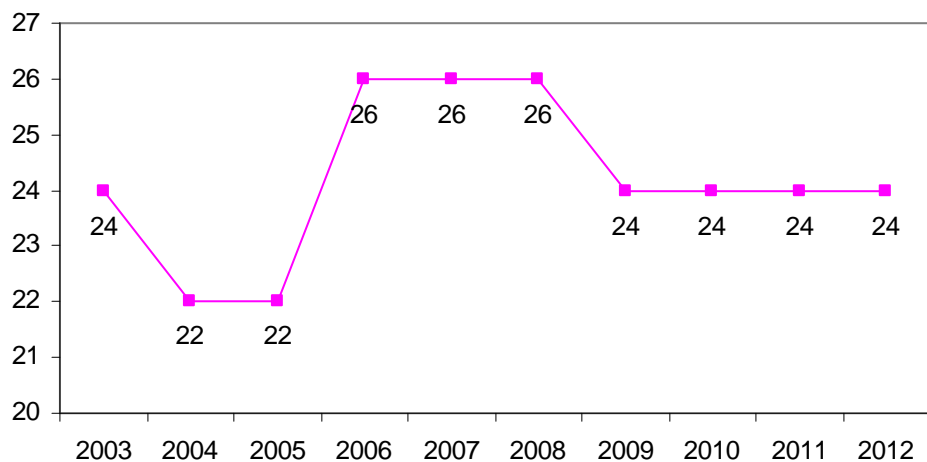
RECORDER CLERK/REGISTRAR OF VOTERS

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 \$214,500 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 \$113,800 to compensate the precinct boards for staffing the polling places on election day.

Intrafund Transfers (\$176,035): Intrafund transfers consist of charges from other departments for services such as mainframe support (\$46,977), telephone (\$13,300), and network support (\$76,140).

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 2011-12 is 23.5 with 21.5 FTE on the West Slope and 2 FTE at South Lake Tahoe.

Chief Administrative Office Comments

The Recommended Budget represents an overall decrease of \$164,289 or 8% in revenues and an increase of \$200,131 or 7% in appropriations when compared to the FY 2010-11 approved budget. As a result, the Net County Cost has increased \$364,420 or 39%.

The change in revenues is primarily comprised of a reduction in operating transfers in. In FY 2011-12, the Recorder-Clerk Division budgeted a one-time use of fund balance in the amount of \$100,000 from its Modernization special revenue fund in order to clear out that balance. Transfers in from the Micrographic special revenue fund are also reduced, but they are offset by reductions in services and supplies in this Division. Both of these revenue reductions are slightly offset by an increase in recording fees. The change in appropriations is primarily related to the Elections Division, and the need to budget for three elections, as opposed to the FY 2011-12 Adopted Budget, which only included funding for one election. Overall salaries and benefits are increasing, which is due again to the Elections Division including funding for extra help employees for the elections; however, the budget does reflect a \$43,962 reduction in retirement due to the anticipated employee partial pick-up of retirement costs.

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The budget for the Recorder-Clerk/Registrar of Voters is recommended at a base level, and fully funds all existing allocations. The budget for the Elections Division includes funding for a Uniform District Election Law (UDEL) election in November, 2011, a Presidential primary in February, and another primary election in June.

RECORDER CLERK/REGISTRAR OF VOTERS

Financial Information by Fund Type

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

		CURRENT YR			CAO	
		MID-YEAR	APPROVED	DEPARTMENT	RECOMMENDED	DIFFERENCE
		PROJECTION	BUDGET	REQUEST	BUDGET	
TYPE: R REVENUE						
SUBOBJ	SUBOBJ TITLE					
0261	LICENSE: MARRIAGE	83,000	93,000	83,000	83,000	-10,000
CLASS: 02	REV: LICENSE, PERMIT, & FRANCHISES	83,000	93,000	83,000	83,000	-10,000
0881	ST: MANDATED REIMBURSEMENTS	6,050	6,050	6,050	6,050	0
CLASS: 05	REV: STATE INTERGOVERNMENTAL	6,050	6,050	6,050	6,050	0
1126	FED:HAVA (SEC 261)	1,940	0	0	0	0
CLASS: 10	REV: FEDERAL INTERGOVERNMENTAL	1,940	0	0	0	0
1360	ELECTION SERVICES	227,660	131,900	150,000	150,000	18,100
1361	CANDIDATE FILING FEE	0	0	5,000	5,000	5,000
1600	RECORDING FEES	632,285	536,150	750,000	750,000	213,850
1604	RECORDING FEES CD REPRODUCTION	15,000	15,000	15,000	15,000	0
CLASS: 13	REV: CHARGE FOR SERVICES	874,945	683,050	920,000	920,000	236,950
1940	MISC: REVENUE	286,000	295,000	285,000	285,000	-10,000
CLASS: 19	REV: MISCELLANEOUS	286,000	295,000	285,000	285,000	-10,000
2020	OPERATING TRANSFERS IN	60,000	60,000	60,000	60,000	0
2028	OPERATING TRSNF IN: COMPUTER RECORDING	345,000	345,000	156,392	225,000	-120,000
2029	OPERATING TRSNF IN: MICROGRAPHICS	463,967	463,967	260,403	260,403	-203,564
2030	OPERATING TRSNF IN: VITAL STATISTICS	77,725	77,725	20,050	20,050	-57,675
2031	OPERATING TRSNF IN: LICENSE NOTARY	5,000	5,000	5,000	5,000	0
CLASS: 20	REV: OTHER FINANCING SOURCES	951,692	951,692	501,845	570,453	-381,239
TYPE: R SUBTOTAL		2,203,627	2,028,792	1,795,895	1,864,503	-164,289

RECORDER CLERK/REGISTRAR OF VOTERS

Financial Information by Fund Type

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

		CURRENT YR		DEPARTMENT	CAO	
		MID-YEAR	APPROVED	REQUEST	RECOMMENDED	DIFFERENCE
		PROJECTION	BUDGET		BUDGET	
TYPE: E EXPENDITURE						
SUBOBJ	SUBOBJ TITLE					
3000	PERMANENT EMPLOYEES / ELECTED	1,165,392	1,178,438	1,190,884	1,190,884	12,446
3001	TEMPORARY EMPLOYEES	205,013	75,000	150,000	150,000	75,000
3002	OVERTIME	13,159	5,500	7,500	7,500	2,000
3004	OTHER COMPENSATION	26,084	11,900	15,900	15,900	4,000
3005	TAHOE DIFFERENTIAL	4,800	4,800	4,800	4,800	0
3020	RETIREMENT EMPLOYER SHARE	228,622	231,498	243,670	211,933	-19,565
3022	MEDI CARE EMPLOYER SHARE	16,412	16,412	16,178	16,178	-234
3040	HEALTH INSURANCE EMPLOYER SHARE	310,309	310,309	357,024	357,024	46,715
3041	UNEMPLOYMENT INSURANCE EMPLOYER	24,342	19,320	19,319	19,319	-1
3042	LONG TERM DISABILITY EMPLOYER SHARE	4,344	4,344	4,277	4,277	-67
3043	DEFERRED COMPENSATION EMPLOYER	7,272	7,272	7,607	7,607	335
3046	RETIREE HEALTH: DEFINED CONTRIBUTIONS	23,535	23,535	21,652	21,652	-1,883
3060	WORKERS' COMPENSATION EMPLOYER	42,045	42,045	30,523	30,523	-11,522
3080	FLEXIBLE BENEFITS	20,500	20,500	18,000	18,000	-2,500
CLASS: 30	SALARY & EMPLOYEE BENEFITS	2,091,828	1,950,872	2,087,334	2,055,597	104,725
4040	TELEPHONE COMPANY VENDOR PAYMENTS	817	720	720	720	0
4041	COUNTY PASS THRU TELEPHONE CHARGES	800	800	676	676	-124
4100	INSURANCE: PREMIUM	11,251	11,251	11,220	11,220	-31
4140	MAINT: EQUIPMENT	28,677	28,677	25,677	25,677	-3,000
4141	MAINT: OFFICE EQUIPMENT	1,800	1,800	1,200	1,200	-600
4144	MAINT: COMPUTER	25,300	25,350	15,300	15,300	-10,050
4180	MAINT: BUILDING & IMPROVEMENTS	500	635	335	335	-300
4220	MEMBERSHIPS	220	220	0	0	-220
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	1,975	2,225	2,225	2,225	0
4260	OFFICE EXPENSE	20,000	25,000	23,000	23,000	-2,000
4261	POSTAGE	123,953	124,155	167,825	167,825	43,670
4262	SOFTWARE	5,783	5,000	2,500	2,500	-2,500
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	673	430	686	686	256
4264	BOOKS / MANUALS	400	500	250	250	-250
4265	LAW BOOKS	3,712	4,000	3,720	3,720	-280
4300	PROFESSIONAL & SPECIALIZED SERVICES	354,444	361,444	289,500	289,500	-71,944
4307	MICROFILM IMAGING SERVICES	1,200	1,500	1,500	1,500	0
4324	MEDICAL, DENTAL, LAB & AMBULANCE SRV	350	0	200	200	200
4400	PUBLICATION & LEGAL NOTICES	5,064	3,050	2,750	2,750	-300
4420	RENT & LEASE: EQUIPMENT	16,124	16,764	17,164	17,164	400
4440	RENT & LEASE: BUILDING & IMPROVEMENTS	2,720	1,915	2,730	2,730	815
4460	EQUIP: SMALL TOOLS & INSTRUMENTS	200	200	200	200	0
4461	EQUIP: MINOR	2,775	1,000	250	250	-750
4462	EQUIP: COMPUTER	2,000	2,000	6,800	6,800	4,800
4500	SPECIAL DEPT EXPENSE	270,973	158,750	214,500	214,500	55,750
4503	STAFF DEVELOPMENT	1,700	1,700	1,775	1,775	75

RECORDER CLERK/REGISTRAR OF VOTERS

Financial Information by Fund Type

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

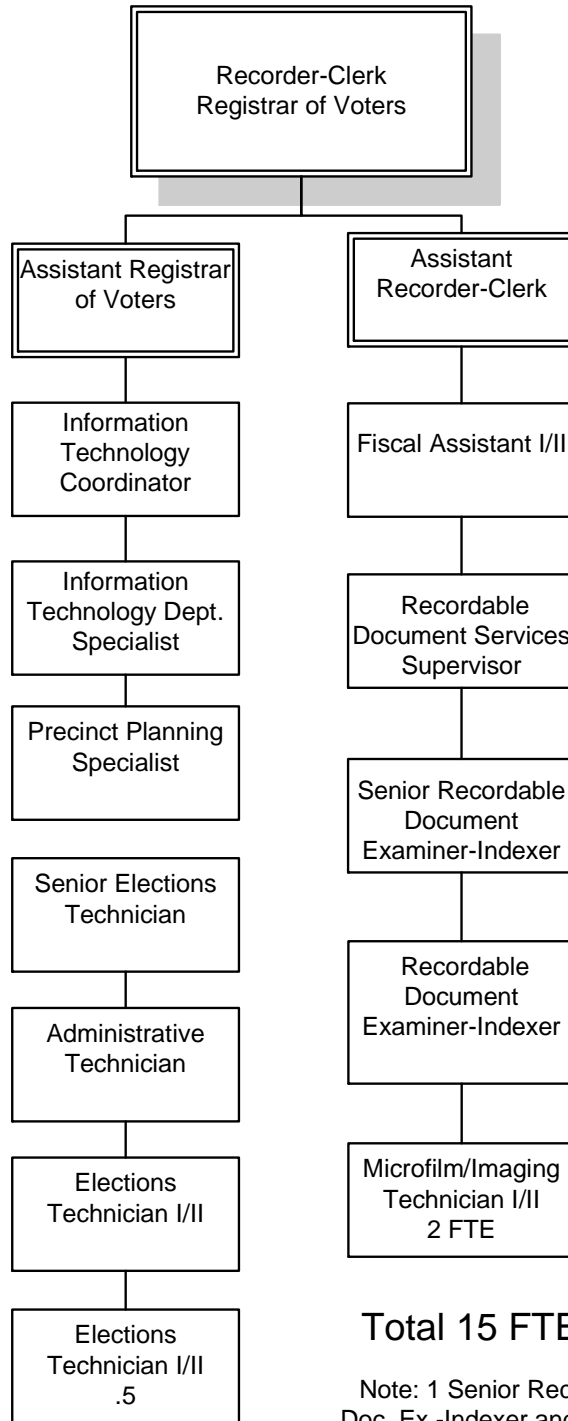
		CURRENT YR		CAO		
		MID-YEAR	APPROVED	DEPARTMENT	RECOMMENDED	
		PROJECTION	BUDGET	REQUEST	BUDGET	DIFFERENCE
4511	ELECTIONS OUTREACH	800	800	650	650	-150
4529	SOFTWARE LICENSE	298	298	4,555	4,555	4,257
4531	PRECINCT BOARD COMPENSATION	106,254	52,780	113,800	113,800	61,020
4600	TRANSPORTATION & TRAVEL	2,117	2,317	1,636	1,636	-681
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	4,055	1,950	4,200	4,200	2,250
4605	RENT & LEASE: VEHICLE	4,510	2,900	5,300	5,300	2,400
4606	FUEL PURCHASES	1,415	720	2,560	2,560	1,840
CLASS: 40	SERVICE & SUPPLIES	1,002,860	840,851	925,404	925,404	84,553
6042	FIXED ASSET: COMPUTER SYSTEM EQUIP	7,500	7,500	0	0	-7,500
CLASS: 60	FIXED ASSETS	7,500	7,500	0	0	-7,500
7200	INTRAFUND TRANSFERS: ONLY GENERAL	14,550	17,000	14,000	14,000	-3,000
7210	INTRAFND: COLLECTIONS	25	25	25	25	0
7220	INTRAFND: TELEPHONE EQUIPMENT &	12,448	12,448	13,300	13,300	852
7223	INTRAFND: MAIL SERVICE	8,961	8,961	9,940	9,940	979
7224	INTRAFND: STORES SUPPORT	2,674	2,674	2,203	2,203	-471
7225	INTRAFND: CENTRAL DUPLICATING	5,852	3,400	4,900	4,900	1,500
7227	INTRAFND: MAINFRAME SUPPORT	58,089	58,089	46,977	46,977	-11,112
7229	INTRAFND: PC SUPPORT	6,000	6,000	6,000	6,000	0
7231	INTRAFND: IS PROGRAMMING SUPPORT	2,300	2,500	2,200	2,200	-300
7232	INTRAFND: MAINT BLDG & IMPROVMNTS	200	700	350	350	-350
7234	INTRAFND: NETWORK SUPPORT	58,722	58,722	62,140	76,140	17,418
CLASS: 72	INTRAFUND TRANSFERS	169,821	170,519	162,035	176,035	5,516
7350	INTRFND ABATEMENTS: GF ONLY	0	-12,837	0	0	12,837
CLASS: 73	INTRAFUND ABATEMENT	0	-12,837	0	0	12,837
TYPE: E SUBTOTAL		3,272,009	2,956,905	3,174,773	3,157,036	200,131
FUND TYPE: 10	SUBTOTAL	1,068,382	928,113	1,378,878	1,292,533	364,420
DEPARTMENT: 28	SUBTOTAL	1,068,382	928,113	1,378,878	1,292,533	364,420

RECORDER CLERK/REGISTRAR OF VOTERS

Personnel Allocation

Classification Title	2010-11 Adjusted Allocation	2011-12 Dept Request	2011-12 CAO Recm'd	Diff from Adjusted
County Recorder/Clerk	1.00	1.00	1.00	-
Assistant County Recorder	1.00	1.00	1.00	-
Fiscal Assistant I/II	1.00	1.00	1.00	-
Microfilm/Imaging Technician I/II	2.00	2.00	2.00	-
Recordable Document Examiner/Indexer I/II	8.00	8.00	8.00	-
Recorder-Clerk Services Supervisor	1.00	1.00	1.00	-
Sr. Recordable Document Examiner/Indexer	2.00	2.00	2.00	-
Division Total	16.00	16.00	16.00	-
Elections				
Administrative Technician	1.00	1.00	1.00	-
Assistant Registrar of Voters	1.00	1.00	1.00	-
Elections Technician I/II	1.50	1.50	1.50	-
Information Technology Department Coordinator	1.00	1.00	1.00	-
Information Technology Department Specialist	1.00	1.00	1.00	-
Precinct Planning Specialist	1.00	1.00	1.00	-
Sr. Elections Technician	1.00	1.00	1.00	-
Division Total	7.50	7.50	7.50	-
Department Total	23.50	23.50	23.50	-

RECORDER CLERK/REGISTRAR OF VOTERS



Total 7.5 FTE

Total 15 FTE

Note: 1 Senior Rec. Doc. Ex.-Indexer and 1 Rec. Doc. Ex.-Indexer I/II work at South Lake Tahoe Office.

Total FTE: 23.5

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Ten Year History

	02/03	03/04	04/05	05/06	06/07
	Actual	Actual	Actual	Actual	Actual
Taxes	2,229,486	2,932,230	3,944,291	3,008,303	-
Licenses, Permits	107,058	133,854	120,577	113,386	110,891
State	-	-	27,665	39,106	7,436
Federal	-	-	-	154,939	2,002,722
Charges for Service	1,542,495	1,808,490	1,323,830	1,045,042	1,043,004
Misc.	383,601	392,395	446,646	439,074	456,345
Other Financing Sources	-	-	989,384	952,260	438,260
Total Revenue	4,262,640	5,266,969	6,852,393	5,752,110	4,058,658
Salaries	576,131	563,326	886,291	1,067,127	1,281,290
Benefits	229,898	256,253	481,894	547,443	600,479
Services & Supplies	145,547	169,252	798,722	770,036	2,059,396
Other Charges	1,141	108	916	816	15,130
Fixed Assets	58,741	-	9,964	42,769	953,530
Intrafund Transfers	181,386	127,065	168,370	204,980	156,755
Total Appropriations	1,192,844	1,116,004	2,346,157	2,633,171	5,066,580
NCC	(3,069,796)	(4,150,965)	(4,506,236)	(3,118,939)	1,007,922
FTE's	24	22	22	26	26

RECORDER CLERK/REGISTRAR OF VOTERS

Ten Year History

	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Projected	11/12 Budget
Taxes	-	-	-	-	-
Licenses, Permits	99,501	97,163	87,469	83,000	83,000
State	29,314	11,175	4,999	6,050	6,050
Federal	12,284	88,978	2,120	1,940	-
Charges for Service	652,415	639,208	590,695	874,945	920,000
Misc.	381,479	309,255	304,807	286,000	285,000
Other Financing Sources	491,242	602,659	707,195	951,692	570,453
Total Revenue	1,666,235	1,748,438	1,697,285	2,203,627	1,864,503
Salaries	1,379,387	1,280,333	1,275,595	1,414,448	1,369,084
Benefits	618,176	622,372	614,352	677,381	686,513
Services & Supplies	617,115	830,149	620,782	1,002,860	925,404
Other Charges	39	-	-	-	-
Fixed Assets	16,039	23,749	26,999	7,500	-
Intrafund Transfers	151,264	155,931	145,458	169,821	176,035
Total Appropriations	2,782,020	2,912,534	2,683,186	3,272,010	3,157,036
NCC	1,115,785	1,164,096	985,901	1,068,383	1,292,533
FTE's	26	24	24	24	24

10 Year Variance		
	\$ Change	% Change
Taxes	(2,229,486)	-100%
Licenses, Permits	(24,058)	-22%
State	6,050	N/A
Federal	(1,542,495)	N/A
Charges for Service	536,399	-40%
Misc.	285,000	-26%
Other Financing Sources	(3,692,187)	N/A
Total Revenue	(2,398,137)	-56%
Salaries	792,953	138%
Benefits	456,615	199%
Services & Supplies	779,857	536%
Other Charges	(1,141)	-100%
Fixed Assets	(58,741)	-100%
Intrafund Transfers	(5,351)	-3%
Total Appropriations	1,964,192	165%
NCC	4,362,329	142%
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