

## RECORDER-CLERK / REGISTRAR OF VOTERS

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### 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: \$1,604,460**  
**Total Revenues: \$1,713,500**  
**Net County Cost: -\$109,040**

#### 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: \$166,867**

**Total Appropriations: \$1,381,801**  
**Total Revenues: \$164,784**  
**Net County Cost: \$1,217,017**

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.

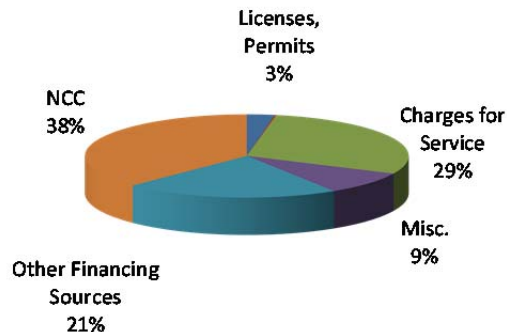
**GIS mapping and updating** are provided by the Election staff. Also, during each census the office works to coordinate with the Census Bureau for collection of all data and input of data to our database. All precinct maps and boundaries are calculated by the office and provided to the public as needed.

## Financial Charts

### Source of Funds

License: Marriage (\$81,000):  
The Recorder-Clerk's revenue from the issuance of marriage licenses is projected to be in line with FY 2011-12 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 (\$5,700):  
The Elections Division receives reimbursement from the State for sending out voter registration cards.



Federal Intergovernmental (\$39,084): The federal government provides funding through the Help America Vote Act (HAVA) for projects such as polling place improvement and election worker training.

Charge for Services (\$856,000): The Elections Division receives reimbursement for conducting elections for special districts. Approximately \$120,000 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 \$725,000.

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Miscellaneous (\$265,000): 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.

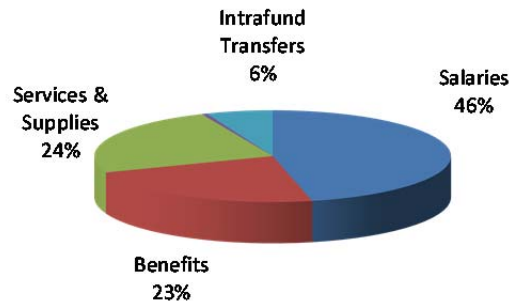
Operating Transfers (\$631,500): Various State laws require or permit the Recorder-Clerk to collect additional fees on certain documents for specified purposes. The Recorder is required to segregate those fees into separate funds. The funds are then transferred into the department to offset expenditures that are appropriate for reimbursement by those funds. The largest of these transfers (\$275,000) 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 \$260,000 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 (\$1,107,977): Approximately 37% 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.

### Use of Funds

Salaries & Benefits (\$2,066,342): Primarily comprised of general salaries and benefits (\$1,283,493), retirement (\$216,882), retiree health (\$22,854), workers' compensation (\$10,670) and health insurance (\$365,576). The Elections Division budget includes \$166,867 for extra help related to the November election.



Services & Supplies (\$724,165): Major components of this include postage (\$120,815) for mailing documents by the Recorder and mailing absentee ballots by the Elections Division. Professional and specialized services are budgeted at \$253,700 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 \$150,000 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 \$70,000 to compensate the precinct boards for staffing the polling places on election day.

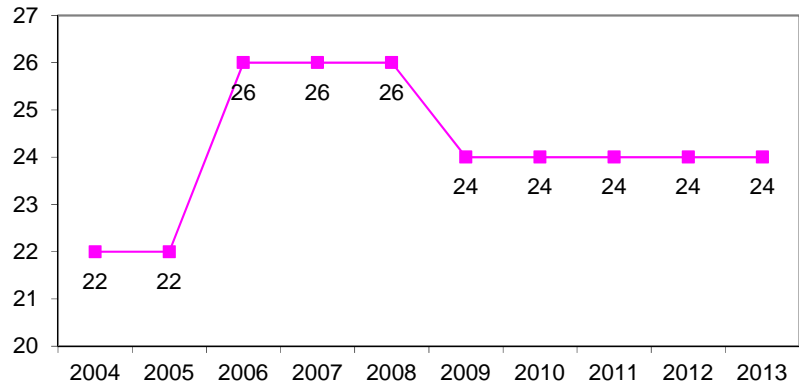
## RECORDER-CLERK / REGISTRAR OF VOTERS

Fixed Assets (\$15,000): Funding from the Micrographics special revenue fund will be used to replace computers and servers as needed.

Intrafund Transfers (\$180,754): Intrafund transfers consist of charges from other departments for services such as mainframe support (\$46,977), telephone (\$12,600), 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 2012-13 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 increase of \$13,781 or less than 1% in revenues and a decrease of \$170,775 or 5% in appropriations when compared to the FY 2011-12 approved budget. As a result, the Net County Cost has decreased \$184,556 or 14%.

The change in revenues is the result of several factors. Operating transfers in from the Recorder's special revenue funds are increasing by \$61,000, due to higher than budgeted revenues into those funds, creating small fund balances. Intergovernmental revenue is increasing by \$39,000 in HAVA funding in the Elections Division. These increases are offset somewhat by reductions in recording fees and clerk fees which are expected to decline slightly based on activity in FY 2011-12. Elections services fees are also declining due to the fact that there will only be one election in FY 2012-13. FY 2011-12 included revenues for three elections.

The change in appropriations is primarily related to the Elections Division, and reductions in services and supplies due to the fact that there will be one election in FY 2012-13, while the budget for FY 2011-12 included funding for three elections.

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

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## 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	
<b>TYPE: R REVENUE</b>						
<b>SUBOBJ</b>	<b>SUBOBJ TITLE</b>					
0261	LICENSE: MARRIAGE	81,908	83,000	81,000	81,000	-2,000
<b>CLASS: 02</b>	<b>REV: LICENSE, PERMIT, &amp;</b>	81,908	83,000	81,000	81,000	-2,000
0881	ST: MANDATED REIMBURSEMENTS	6,050	6,050	5,700	5,700	-350
<b>CLASS: 05</b>	<b>REV: STATE INTERGOVERNMENTAL</b>	6,050	6,050	5,700	5,700	-350
1125	FED:HAVA (HELP AMERICA VOTE ACT)	87,567	0	22,217	22,217	22,217
1126	FED:HAVA (SEC 261)	0	0	16,867	16,867	16,867
<b>CLASS: 10</b>	<b>REV: FEDERAL</b>	87,567	0	39,084	39,084	39,084
1360	ELECTION SERVICES	145,000	150,000	120,000	120,000	-30,000
1361	CANDIDATE FILING FEE	10,000	5,000	0	0	-5,000
1600	RECORDING FEES	717,550	750,000	725,000	725,000	-25,000
1604	RECORDING FEES CD REPRODUCTION	14,425	15,000	11,000	11,000	-4,000
<b>CLASS: 13</b>	<b>REV: CHARGE FOR SERVICES</b>	886,975	920,000	856,000	856,000	-64,000
1940	MISC: REVENUE	230,000	285,000	265,000	265,000	-20,000
<b>CLASS: 19</b>	<b>REV: MISCELLANEOUS</b>	230,000	285,000	265,000	265,000	-20,000
2020	OPERATING TRANSFERS IN	19,538	60,000	70,000	70,000	10,000
2028	OPERATING TRSNF IN: COMPUTER	251,768	225,000	260,000	260,000	35,000
2029	OPERATING TRSNF IN: MICROGRAPHICS	180,000	260,403	275,000	275,000	14,597
2030	OPERATING TRSNF IN: VITAL STATISTICS	20,050	20,050	20,000	20,000	-50
2031	OPERATING TRSNF IN: LICENSE NOTARY	5,000	5,000	6,500	6,500	1,500
<b>CLASS: 20</b>	<b>REV: OTHER FINANCING SOURCES</b>	476,356	570,453	631,500	631,500	61,047
<b>TYPE: R SUBTOTAL</b>		1,768,856	1,864,503	1,878,284	1,878,284	13,781

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## 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	
<b>TYPE: E EXPENDITURE</b>						
<b>SUBOBJ</b>	<b>SUBOBJ TITLE</b>					
3000	PERMANENT EMPLOYEES / ELECTED	1,180,129	1,190,884	1,190,117	1,190,117	-767
3001	TEMPORARY EMPLOYEES	150,000	150,000	166,867	166,867	16,867
3002	OVERTIME	7,673	7,500	7,500	7,500	0
3004	OTHER COMPENSATION	11,752	15,900	17,878	17,878	1,978
3005	TAHOE DIFFERENTIAL	4,800	4,800	4,800	4,800	0
3020	RETIREMENT EMPLOYER SHARE	212,758	211,933	216,882	216,882	4,949
3022	MEDI CARE EMPLOYER SHARE	15,909	16,178	16,173	16,173	-5
3040	HEALTH INSURANCE EMPLOYER	354,764	357,024	365,576	365,576	8,552
3041	UNEMPLOYMENT INSURANCE EMPLOYER	19,319	19,319	19,319	19,319	0
3042	LONG TERM DISABILITY EMPLOYER	4,277	4,277	4,285	4,285	8
3043	DEFERRED COMPENSATION EMPLOYER	7,153	7,607	5,421	5,421	-2,186
3046	RETIREE HEALTH: DEFINED	21,652	21,652	21,652	22,854	1,202
3060	WORKERS' COMPENSATION EMPLOYER	30,523	30,523	30,523	10,670	-19,853
3080	FLEXIBLE BENEFITS	9,000	18,000	18,000	18,000	0
<b>CLASS: 30</b>	<b>SALARY &amp; EMPLOYEE BENEFITS</b>	<b>2,029,709</b>	<b>2,055,597</b>	<b>2,084,993</b>	<b>2,066,342</b>	<b>10,745</b>
4040	TELEPHONE COMPANY VENDOR	850	720	480	480	-240
4041	COUNTY PASS THRU TELEPHONE CHARGES	680	676	680	680	4
4080	HOUSEHOLD EXPENSE	99	0	100	100	100
4100	INSURANCE: PREMIUM	11,220	11,220	11,281	10,083	-1,137
4140	MAINT: EQUIPMENT	25,677	25,677	26,550	26,550	873
4141	MAINT: OFFICE EQUIPMENT	1,438	1,200	1,550	1,550	350
4144	MAINT: COMPUTER	16,248	15,300	14,800	14,800	-500
4180	MAINT: BUILDING & IMPROVEMENTS	335	335	240	240	-95
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	1,975	2,225	2,150	2,150	-75
4260	OFFICE EXPENSE	21,657	23,000	23,000	23,000	0
4261	POSTAGE	178,642	167,825	120,815	120,815	-47,010
4262	SOFTWARE	1,500	2,500	1,500	1,500	-1,000
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	955	686	588	588	-98
4264	BOOKS / MANUALS	250	250	250	250	0
4265	LAW BOOKS	3,640	3,720	3,765	3,765	45
4300	PROFESSIONAL & SPECIALIZED SERVICES	156,143	289,500	253,700	253,700	-35,800
4307	MICROFILM IMAGING SERVICES	1,028	1,500	1,250	1,250	-250
4324	MEDICAL,DENTAL,LAB & AMBULANCE SRV	3,800	200	1,500	1,500	1,300
4400	PUBLICATION & LEGAL NOTICES	2,750	2,750	1,900	1,900	-850
4420	RENT & LEASE: EQUIPMENT	16,715	17,164	17,464	17,464	300
4440	RENT & LEASE: BUILDING &	2,250	2,730	1,500	1,500	-1,230
4460	EQUIP: SMALL TOOLS & INSTRUMENTS	200	200	100	100	-100
4461	EQUIP: MINOR	3,225	250	1,200	1,200	950
4462	EQUIP: COMPUTER	1,126	6,800	6,800	6,800	0
4500	SPECIAL DEPT EXPENSE	255,021	214,500	150,000	150,000	-64,500
4503	STAFF DEVELOPMENT	2,540	1,775	1,940	1,940	165

# 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 PROJECTION	APPROVED BUDGET		RECOMMENDED BUDGET	DIFFERENCE
4511	ELECTIONS OUTREACH	850	650	0	0	-650
4529	SOFTWARE LICENSE	8,500	4,555	0	0	-4,555
4531	PRECINCT BOARD COMPENSATION	75,478	113,800	70,000	70,000	-43,800
4600	TRANSPORTATION & TRAVEL	2,750	1,636	1,500	1,500	-136
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	4,695	4,200	3,500	3,500	-700
4605	RENT & LEASE: VEHICLE	6,100	5,300	1,700	1,700	-3,600
4606	FUEL PURCHASES	2,560	2,560	1,060	1,060	-1,500
4608	HOTEL ACCOMMODATIONS	1,712	0	2,500	2,500	2,500
<b>CLASS: 40</b>	<b>SERVICE &amp; SUPPLIES</b>	812,609	925,404	725,363	724,165	-201,239
6040	FIXED ASSET: EQUIPMENT	46,333	0	0	0	0
6042	FIXED ASSET: COMPUTER SYSTEM	0	0	15,000	15,000	15,000
<b>CLASS: 60</b>	<b>FIXED ASSETS</b>	46,333	0	15,000	15,000	15,000
7200	INTRAFUND TRANSFERS: ONLY GENERAL	12,833	14,000	15,000	15,000	1,000
7210	INTRAFND: COLLECTIONS	26	25	25	25	0
7220	INTRAFND: TELEPHONE EQUIPMENT &	13,055	13,300	12,600	12,600	-700
7221	INTRAFND: RADIO EQUIPMENT & SUPPORT	106	0	0	0	0
7223	INTRAFND: MAIL SERVICE	9,940	9,940	10,276	11,569	1,629
7224	INTRAFND: STORES SUPPORT	2,203	2,203	2,314	823	-1,380
7225	INTRAFND: CENTRAL DUPLICATING	4,393	4,900	5,000	5,000	100
7227	INTRAFND: MAINFRAME SUPPORT	46,977	46,977	49,298	49,298	2,321
7229	INTRAFND: PC SUPPORT	6,000	6,000	6,000	6,000	0
7231	INTRAFND: IS PROGRAMMING SUPPORT	715	2,200	1,700	1,700	-500
7232	INTRAFND: MAINT BLDG & IMPROVMNTS	350	350	400	400	50
7234	INTRAFND: NETWORK SUPPORT	76,140	76,140	78,339	78,339	2,199
<b>CLASS: 72</b>	<b>INTRAFUND TRANSFERS</b>	172,738	176,035	180,952	180,754	4,719
<b>TYPE: E SUBTOTAL</b>		3,061,389	3,157,036	3,006,308	2,986,261	-170,775
<b>FUND TYPE: 10</b>	<b>SUBTOTAL</b>	1,292,533	1,292,533	1,128,024	1,107,977	-184,556
<b>DEPARTMENT: 28</b>	<b>SUBTOTAL</b>	1,292,533	1,292,533	1,128,024	1,107,977	-184,556

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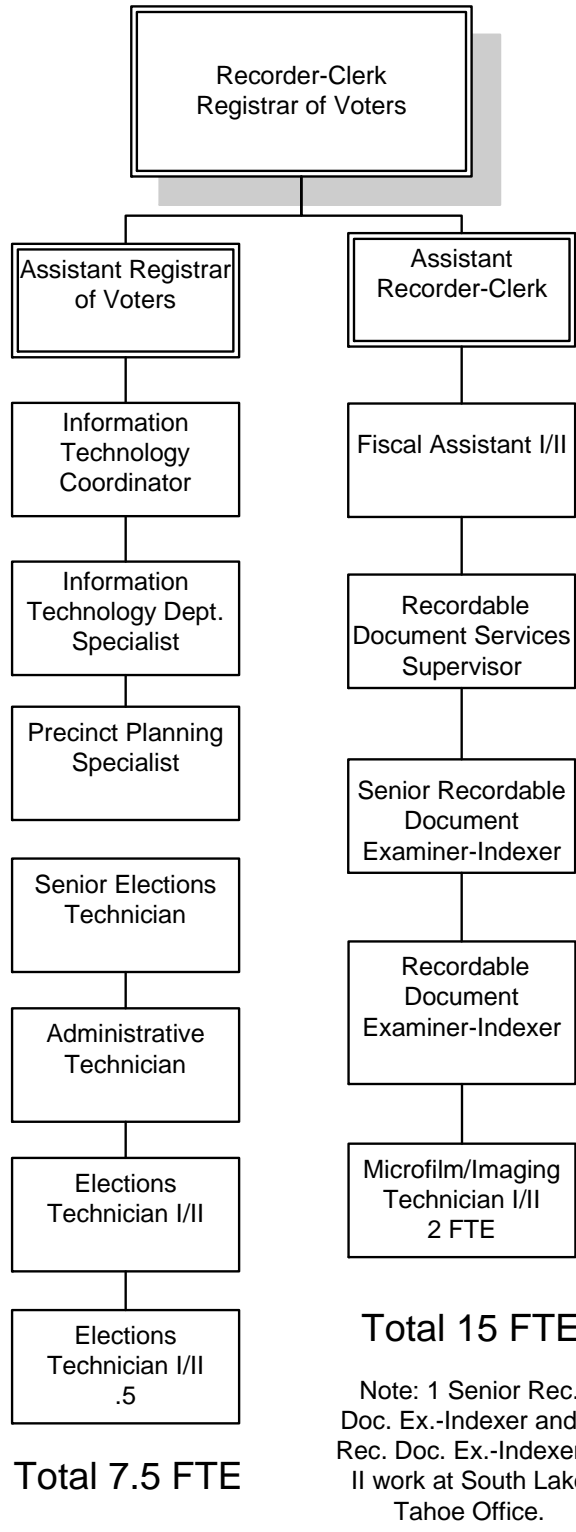
### Personnel Allocation

Classification Title	2011-12 Adjusted Allocation	2012-13 Dept Request	2012-13 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 VII	1.00	1.00	1.00	-
Microfilm/Imaging Technician VII	2.00	2.00	2.00	-
Recordable Document Examiner/Indexer VII	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	-
<b>Division Total</b>	16.00	16.00	16.00	-
<b>Elections</b>				
Administrative Technician	1.00	1.00	1.00	-
Assistant Registrar of Voters	1.00	1.00	1.00	-
Elections Technician VII	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	-
<b>Division Total</b>	7.50	7.50	7.50	-
<b>Department Total</b>	23.50	23.50	23.50	-



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Total FTE: 23.5

## RECORDER-CLERK / REGISTRAR OF VOTERS

### Ten Year History

	<b>03/04</b>	<b>04/05</b>	<b>05/06</b>	<b>06/07</b>	<b>07/08</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
Taxes	2,932,230	3,944,291	3,008,303	-	-
Licenses, Permits	133,854	120,577	113,386	110,891	99,501
State	-	27,665	39,106	7,436	29,314
Federal	-	-	154,939	2,002,722	12,284
Charges for Service	1,808,490	1,323,830	1,045,042	1,043,004	652,415
Misc.	392,395	446,646	439,074	456,345	381,479
Other Financing Sources	-	989,384	952,260	438,260	491,242
<b>Total Revenue</b>	<b>5,266,969</b>	<b>6,852,393</b>	<b>5,752,110</b>	<b>4,058,658</b>	<b>1,666,235</b>
Salaries	563,326	886,291	1,067,127	1,281,290	1,379,387
Benefits	256,253	481,894	547,443	600,479	618,176
Services & Supplies	169,252	798,722	770,036	2,059,396	617,115
Other Charges	108	916	816	15,130	39
Fixed Assets	-	9,964	42,769	953,530	16,039
Intrafund Transfers	127,065	168,370	204,980	156,755	151,264
<b>Total Appropriations</b>	<b>1,116,004</b>	<b>2,346,157</b>	<b>2,633,171</b>	<b>5,066,580</b>	<b>2,782,020</b>
<b>NCC</b>	<b>(4,150,965)</b>	<b>(4,506,236)</b>	<b>(3,118,939)</b>	<b>1,007,922</b>	<b>1,115,785</b>
<b>FTE's</b>	<b>22</b>	<b>22</b>	<b>26</b>	<b>26</b>	<b>26</b>

# RECORDER-CLERK / REGISTRAR OF VOTERS

## Ten Year History

	08/09 Actual	09/10 Actual	10/11 Actual	11/12 Projected	12/13 Budget
Taxes	-	-	-	-	-
Licenses, Permits	97,163	87,469	82,212	81,908	81,000
State	11,175	4,999	7,578	6,050	5,700
Federal	88,978	2,120	1,940	87,567	39,084
Charges for Service	639,208	590,695	993,776	886,975	856,000
Misc.	309,255	304,807	248,786	230,000	265,000
Other Financing Sources	602,659	707,195	716,364	476,356	631,500
<b>Total Revenue</b>	<b>1,748,438</b>	<b>1,697,285</b>	<b>2,050,656</b>	<b>1,768,856</b>	<b>1,878,284</b>
Salaries	1,280,333	1,275,595	1,319,042	1,354,354	1,387,162
Benefits	622,372	614,352	649,560	675,355	679,180
Services & Supplies	830,149	620,782	717,631	812,609	724,165
Other Charges	-	-	-	-	-
Fixed Assets	23,749	26,999	6,329	46,333	15,000
Intrafund Transfers	155,931	145,458	158,723	172,738	180,754
<b>Total Appropriations</b>	<b>2,912,534</b>	<b>2,683,186</b>	<b>2,851,285</b>	<b>3,061,389</b>	<b>2,986,261</b>
<b>NCC</b>	<b>1,164,096</b>	<b>985,901</b>	<b>800,629</b>	<b>1,292,533</b>	<b>1,107,977</b>
<b>FTE's</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>

10 Year Variance		
	\$ Change	% Change
Taxes	(2,932,230)	-100%
Licenses, Permits	(52,854)	-39%
State	5,700	N/A
Federal	(1,769,406)	N/A
Charges for Service	463,605	-53%
Misc.	265,000	-32%
Other Financing Sources	(4,635,469)	N/A
<b>Total Revenue</b>	<b>(3,388,685)</b>	<b>-64%</b>
Salaries	823,836	146%
Benefits	422,927	165%
Services & Supplies	554,913	328%
Other Charges	(108)	-100%
Fixed Assets	15,000	N/A
Intrafund Transfers	53,689	42%
<b>Total Appropriations</b>	<b>1,870,257</b>	<b>168%</b>
<b>NCC</b>	<b>5,258,942</b>	<b>127%</b>
<b>FTE's</b>	<b>-</b>	<b>0%</b>

### 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 2012-13 estimate = \$1,250,000

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