

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: \$1,726,195
Total Revenues: \$1,759,500
Net County Cost: -\$33,305

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: \$1,732,842
Total Revenues: \$631,161
Net County Cost: \$1,101,681

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

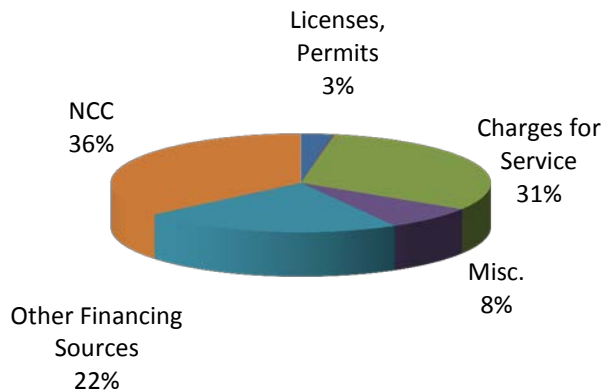
Source of Funds

License: Marriage (\$81,000): Fees from the issuance of marriage licenses. The fee for confidential marriage license is \$53.00 and the fee for a public marriage license is \$60.00.

State Intergovernmental (\$3,500): The Elections Division receives reimbursement from the State for sending out voter registration cards.

Federal Intergovernmental (\$495,927): 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 (\$921,734): The Elections Division receives reimbursement for conducting elections for special districts (\$90,500). Recording fees have declined significantly in the past



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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 \$790,000.

Miscellaneous (\$232,000): 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.

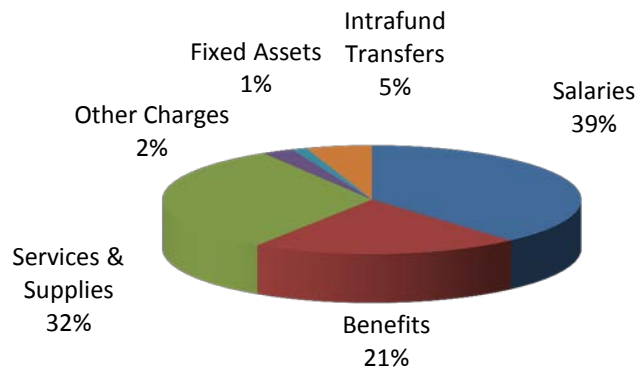
Operating Transfers (\$656,500): Various State laws require or permit the Recorder-Clerk to collect additional fees on certain documents for specified purposes. The Recorder is required to segregate those fees into separate funds. The funds are then transferred into the department to offset expenditures that are appropriate for reimbursement by those funds. The largest of these transfers, \$300,000, 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 (\$1,068,376): 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 \$75,000 for extra help related to the November election.



Services & Supplies (\$724,173): 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

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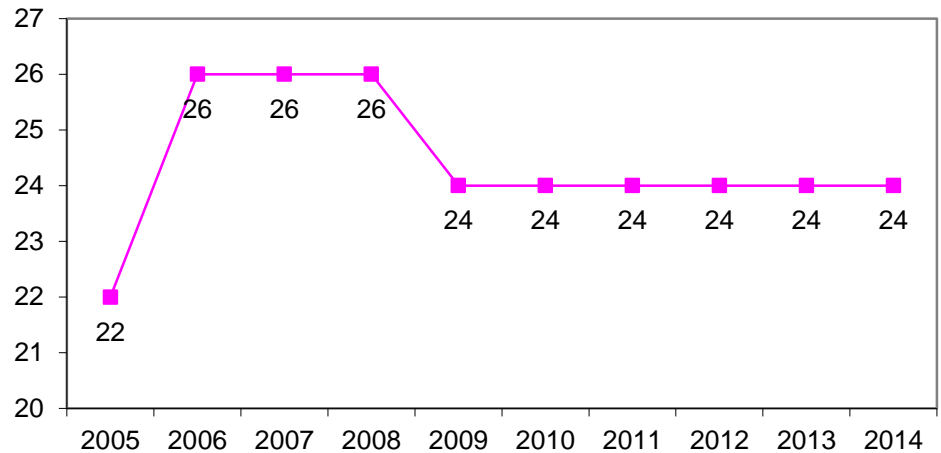
paper records from 1911-1948 to digital image. These services are offset by revenues from the Micrographics fund. The appropriation for Special Departmental Expense of \$150,000 is for the purchase of elections materials, including sample and official ballots, absentee ballots, and other necessary supplies for two elections. The Elections Division budget also includes \$45,000 to compensate the precinct boards for staffing the polling places on election day.

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 2013-14 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 \$713,670 or 23% in revenues and a decrease of \$753,271 or 18% in appropriations when compared to the FY 2012-13 approved budget. As a result, the Net County Cost has decreased \$39,601 or 4%.

The change in revenues is related to reduced funding for elections due to an anticipated smaller voter turnout for the June 3, 2014 Gubernatorial Primary Election vs. the November 6, 2012 Presidential Election. The reduction in revenues is offset with corresponding reductions in appropriations.

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

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT	CAO RECOMMENDED BUDGET	DIFFERENCE
TYPE: R REVENUE					
SUBOBJ SUBOBJ					
0261 LICENSE: MARRIAGE	72,816	81,000	81,000	81,000	0
CLASS: 02 REV: LICENSE, PERMIT, &	72,816	81,000	81,000	81,000	0
0881 ST: MANDATED REIMBURSEMENTS	8,607	5,700	3,500	3,500	-2,200
CLASS: 05 REV: STATE INTERGOVERNMENTAL	8,607	5,700	3,500	3,500	-2,200
1100 FED: OTHER	1,226,047	1,226,047	433,857	433,857	-792,190
1125 FED:HAVA (HELP AMERICA VOTE ACT)	0	22,217	45,920	45,920	23,703
1126 FED:HAVA (SEC 261)	15,937	16,867	16,150	16,150	-717
CLASS: 10 REV: FEDERAL	1,241,984	1,265,131	495,927	495,927	-769,204
1360 ELECTION SERVICES	231,025	120,000	90,500	90,500	-29,500
1361 CANDIDATE FILING FEE	0	0	41,234	41,234	41,234
1600 RECORDING FEES	853,110	725,000	780,000	780,000	55,000
1604 RECORDING FEES CD REPRODUCTION	10,000	11,000	10,000	10,000	-1,000
CLASS: 13 REV: CHARGE FOR SERVICES	1,094,135	856,000	921,734	921,734	65,734
1940 MISC: REVENUE	217,563	265,000	232,000	232,000	-33,000
CLASS: 19 REV: MISCELLANEOUS	217,563	265,000	232,000	232,000	-33,000
2020 OPERATING TRANSFERS IN	20,000	70,000	70,000	70,000	0
2028 OPERATING TRSNF IN: COMPUTER	260,000	260,000	260,000	260,000	0
2029 OPERATING TRSNF IN: MICROGRAPHICS	220,000	275,000	300,000	300,000	25,000
2030 OPERATING TRSNF IN: VITAL STATISTICS	20,000	20,000	20,000	20,000	0
2031 OPERATING TRSNF IN: LICENSE NOTARY	6,500	6,500	6,500	6,500	0
CLASS: 20 REV: OTHER FINANCING SOURCES	526,500	631,500	656,500	656,500	25,000
TYPE: R SUBTOTAL	3,161,605	3,104,331	2,390,661	2,390,661	-713,670

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Financial Information by Fund Type

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

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT	CAO RECOMMENDED BUDGET	DIFFERENCE
TYPE: E EXPENDITURE					
SUBOBJ SUBOBJ					
3000 PERMANENT EMPLOYEES / ELECTED	1,102,631	1,190,117	1,229,983	1,229,983	39,866
3001 TEMPORARY EMPLOYEES	80,500	166,867	75,000	75,000	-91,867
3002 OVERTIME	16,439	7,500	1,500	1,500	-6,000
3004 OTHER COMPENSATION	22,234	17,878	20,796	20,796	2,918
3005 TAHOE DIFFERENTIAL	4,800	4,800	4,800	4,800	0
3020 RETIREMENT EMPLOYER SHARE	211,126	216,882	237,242	237,242	20,360
3022 MEDI CARE EMPLOYER SHARE	16,173	16,173	16,746	16,746	573
3040 HEALTH INSURANCE EMPLOYER SHARE	365,028	365,576	405,407	405,407	39,831
3041 UNEMPLOYMENT INSURANCE EMPLOYER	24,977	19,319	3,640	3,640	-15,679
3042 LONG TERM DISABILITY EMPLOYER	4,285	4,285	4,427	4,427	142
3043 DEFERRED COMPENSATION EMPLOYER	6,267	5,421	5,478	5,478	57
3046 RETIREE HEALTH: DEFINED CONTRIBUTIONS	22,854	22,854	22,854	22,854	0
3060 WORKERS' COMPENSATION EMPLOYER	10,670	10,670	1,122	1,122	-9,548
3080 FLEXIBLE BENEFITS	18,000	18,000	18,000	18,000	0
CLASS: 30 SALARY & EMPLOYEE BENEFITS	1,905,984	2,066,342	2,046,995	2,046,995	-19,347
4040 TELEPHONE COMPANY VENDOR PAYMENTS	480	480	480	480	0
4041 COUNTY PASS THRU TELEPHONE CHARGES	680	680	700	700	20
4080 HOUSEHOLD EXPENSE	100	100	100	100	0
4100 INSURANCE: PREMIUM	10,083	10,083	10,083	10,083	0
4140 MAINT: EQUIPMENT	23,121	26,550	26,550	26,550	0
4141 MAINT: OFFICE EQUIPMENT	1,988	1,550	2,000	2,000	450
4144 MAINT: COMPUTER	24,520	14,800	61,296	61,296	46,496
4180 MAINT: BUILDING & IMPROVEMENTS	240	240	240	240	0
4221 MEMBERSHIPS: LEGISLATIVE ADVOCACY	1,575	2,150	2,075	2,075	-75
4260 OFFICE EXPENSE	20,052	23,000	23,000	23,000	0
4261 POSTAGE	64,800	120,815	118,905	118,905	-1,910
4262 SOFTWARE	1,500	1,500	1,500	1,500	0
4263 SUBSCRIPTION / NEWSPAPER / JOURNALS	587	588	588	588	0
4264 BOOKS / MANUALS	350	250	350	350	100
4265 LAW BOOKS	3,506	3,765	3,984	3,984	219
4266 PRINTING / DUPLICATING SERVICES	518	0	5,200	5,200	5,200
4300 PROFESSIONAL & SPECIALIZED SERVICES	1,333,623	1,399,500	613,532	613,532	-785,968
4307 MICROFILM IMAGING SERVICES	1,250	1,250	1,250	1,250	0
4324 MEDICAL,DENTAL,LAB & AMBULANCE SRV	0	1,500	0	0	-1,500
4400 PUBLICATION & LEGAL NOTICES	2,179	1,900	3,400	3,400	1,500
4420 RENT & LEASE: EQUIPMENT	16,114	17,464	17,440	17,440	-24
4440 RENT & LEASE: BUILDING & IMPROVEMENTS	1,020	1,500	1,800	1,800	300
4460 EQUIP: SMALL TOOLS & INSTRUMENTS	106	100	100	100	0
4461 EQUIP: MINOR	2,551	1,200	500	500	-700
4462 EQUIP: COMPUTER	6,800	6,800	7,600	7,600	800
4500 SPECIAL DEPT EXPENSE	97,500	150,000	152,000	152,000	2,000
4503 STAFF DEVELOPMENT	2,265	1,940	2,310	2,310	370
4511 ELECTIONS OUTREACH	0	0	600	600	600
4529 SOFTWARE LICENSE	99	0	600	600	600
4531 PRECINCT BOARD COMPENSATION	43,728	70,000	45,000	45,000	-25,000
4600 TRANSPORTATION & TRAVEL	1,650	1,500	1,375	1,375	-125
4602 MILEAGE: EMPLOYEE PRIVATE AUTO	3,500	3,500	3,000	3,000	-500
4605 RENT & LEASE: VEHICLE	1,700	1,700	1,400	1,400	-300
4606 FUEL PURCHASES	560	1,060	810	810	-250
4608 HOTEL ACCOMMODATIONS	1,380	2,500	1,650	1,650	-850
CLASS: 40 SERVICE & SUPPLIES	1,670,125	1,869,965	1,111,418	1,111,418	-758,547

RECORDER-CLERK / REGISTRAR OF VOTERS

Financial Information by Fund Type

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

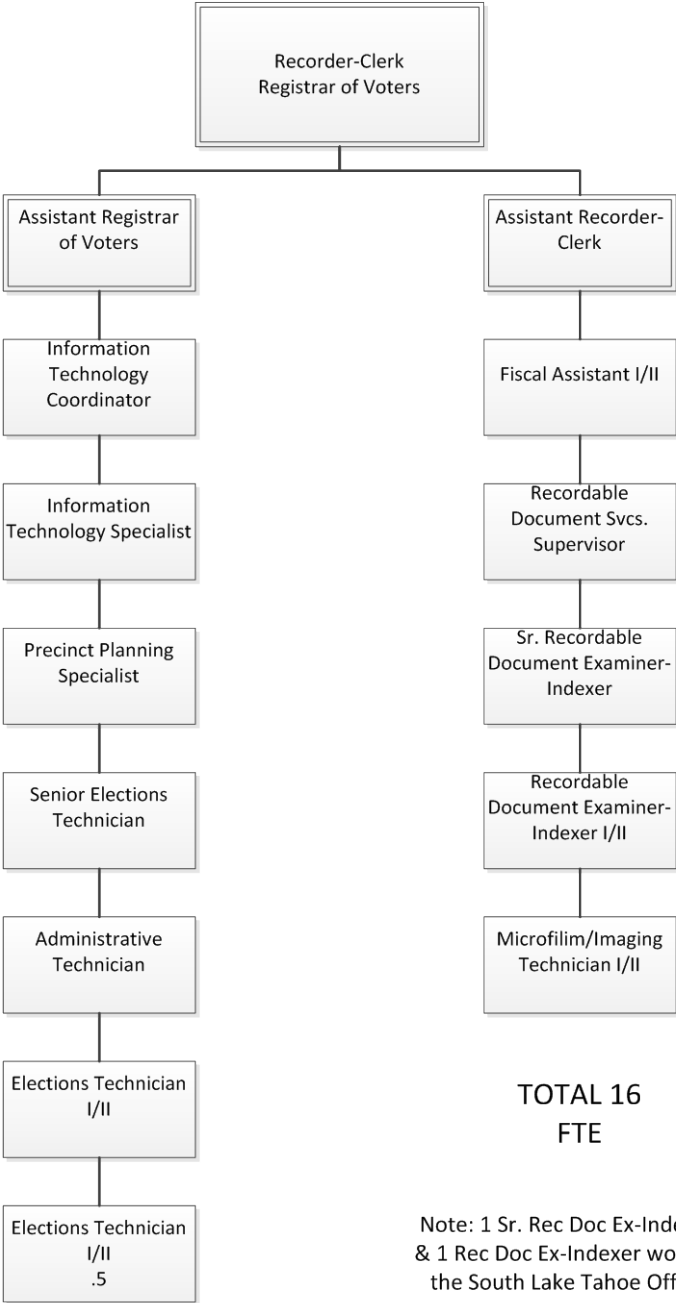
	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT	CAO RECOMMENDED BUDGET	DIFFERENCE
5240 CONTRIB: NON-CNTY GOVERNMENTAL	80,247	80,247	83,750	83,750	3,503
CLASS: 50 OTHER CHARGES	80,247	80,247	83,750	83,750	3,503
6040 FIXED ASSET: EQUIPMENT	0	0	25,000	25,000	25,000
6042 FIXED ASSET: COMPUTER SYSTEM EQUIP	15,000	15,000	15,000	15,000	0
CLASS: 60 FIXED ASSETS	15,000	15,000	40,000	40,000	25,000
7200 INTRAFUND TRANSFERS: ONLY GENERAL	15,000	15,000	15,000	15,000	0
7210 INTRAFND: COLLECTIONS	25	25	25	25	0
7220 INTRAFND: TELEPHONE EQUIPMENT &	12,600	12,600	12,220	12,220	-380
7223 INTRAFND: MAIL SERVICE	11,569	11,569	11,569	11,569	0
7224 INTRAFND: STORES SUPPORT	823	823	823	823	0
7225 INTRAFND: CENTRAL DUPLICATING	914	5,000	1,500	1,500	-3,500
7227 INTRAFND: MAINFRAME SUPPORT	49,298	49,298	49,298	49,298	0
7229 INTRAFND: PC SUPPORT	6,000	6,000	6,000	6,000	0
7231 INTRAFND: IS PROGRAMMING SUPPORT	1,700	1,700	1,700	1,700	0
7232 INTRAFND: MAINT BLDG & IMPROVMNTS	200	400	400	400	0
7234 INTRAFND: NETWORK SUPPORT	78,339	78,339	78,339	78,339	0
CLASS: 72 INTRAFUND TRANSFERS	176,468	180,754	176,874	176,874	-3,880
TYPE: E SUBTOTAL	3,847,824	4,212,308	3,459,037	3,459,037	-753,271
FUND TYPE: 10 SUBTOTAL	686,219	1,107,977	1,068,376	1,068,376	-39,601
DEPARTMENT: 28 SUBTOTAL	686,219	1,107,977	1,068,376	1,068,376	-39,601

RECORDER-CLERK / REGISTRAR OF VOTERS

Personnel Allocation

Classification Title	2012-13 Adjusted Allocation	2013-14 Dept Request	2013-14 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	-
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 16
FTE

Note: 1 Sr. Rec Doc Ex-Indexer
& 1 Rec Doc Ex-Indexer work at
the South Lake Tahoe Office

RECORDER-CLERK / REGISTRAR OF VOTERS

Ten Year History

	04/05	05/06	06/07	07/08	08/09
	Actual	Actual	Actual	Actual	Actual
Taxes	3,944,291	3,008,303	-	-	-
Licenses, Permits	120,577	113,386	110,891	99,501	97,163
State	27,665	39,106	7,436	29,314	11,175
Federal	-	154,939	2,002,722	12,284	88,978
Charges for Service	1,323,830	1,045,042	1,043,004	652,415	639,208
Misc.	446,646	439,074	456,345	381,479	309,255
Other Financing Sources	989,384	952,260	438,260	491,242	602,659
Total Revenue	6,852,393	5,752,110	4,058,658	1,666,235	1,748,438
Salaries	886,291	1,067,127	1,281,290	1,379,387	1,280,333
Benefits	481,894	547,443	600,479	618,176	622,372
Services & Supplies	798,722	770,036	2,059,396	617,115	830,149
Other Charges	916	816	15,130	39	-
Fixed Assets	9,964	42,769	953,530	16,039	23,749
Intrafund Transfers	168,370	204,980	156,755	151,264	155,931
Total Appropriations	2,346,157	2,633,171	5,066,580	2,782,020	2,912,534
NCC	(4,506,236)	(3,118,939)	1,007,922	1,115,785	1,164,096
FTE's	22	26	26	26	24

RECORDER-CLERK / REGISTRAR OF VOTERS

Ten Year History

	09/10 Actual	10/11 Actual	11/12 Actual	12/13 Projected	13/14 Budget
Taxes	-	-	-	-	-
Licenses, Permits	87,469	82,212	80,936	72,816	81,000
State	4,999	7,578	3,250	8,607	3,500
Federal	2,120	1,940	90,832	1,241,984	495,927
Charges for Service	590,695	993,776	908,936	1,094,135	921,734
Misc.	304,807	248,786	232,176	217,563	232,000
Other Financing Sources	707,195	716,364	467,455	526,500	656,500
Total Revenue	1,697,285	2,050,656	1,783,585	3,161,605	2,390,661
Salaries	1,275,595	1,319,042	1,272,206	1,226,604	1,332,079
Benefits	614,352	649,560	666,835	679,380	714,916
Services & Supplies	620,782	717,631	510,061	1,670,125	1,111,410
Other Charges	-	-	-	80,247	83,750
Fixed Assets	26,999	6,329	46,333	15,000	40,000
Intrafund Transfers	145,458	158,723	173,361	176,468	176,874
Total Appropriations	2,683,186	2,851,285	2,668,796	3,847,824	3,459,029
NCC	985,901	800,629	885,211	686,219	1,068,368
FTE's	24	24	24	24	24

10 Year Variance		
	\$ Change	% Change
Taxes	(3,944,291)	-100%
Licenses, Permits	(39,577)	-33%
State	(24,165)	-87%
Federal	(827,903)	N/A
Charges for Service	475,088	-30%
Misc.	(757,384)	-48%
Other Financing Sources	(6,195,893)	-34%
Total Revenue	(4,461,732)	-65%
Salaries	445,788	50%
Benefits	233,022	48%
Services & Supplies	312,688	39%
Other Charges	82,834	9043%
Fixed Assets	30,036	301%
Intrafund Transfers	8,504	5%
Total Appropriations	1,112,872	47%
NCC	5,574,604	124%
FTE's	2	9%

Notes

In FY 2006-07, Property transfer taxes were moved out of Recorder/Clerk and into Department 15 - Non Departmental. FY 2013-14 estimate = \$1,750,000

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