

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. In addition, the Clerk performs marriage ceremonies.

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.

Recorder Clerk / Elections Financial Summary

	14/15 Actuals	15/16 Budget	16/17 Dept Requested	16/17 CAO Recommend	Change from Budget to Recommend	% Change
Licenses, Permits	76,035	96,000	79,000	79,000	(17,000)	-18%
State	3,233	3,500	3,500	3,500	-	0%
Federal	186,762	305,865	82,459	82,459	(223,406)	-73%
Charges for Service	1,069,458	811,050	942,000	942,000	130,950	16%
Misc.	250,309	268,600	255,000	255,000	(13,600)	-5%
Other Financing Sources	499,248	606,000	571,000	571,000	(35,000)	-6%
Total Revenue	2,085,045	2,091,015	1,932,959	1,932,959	(158,056)	-8%
Salaries and Benefits	2,032,054	2,192,841	2,257,507	2,257,507	64,666	3%
Services & Supplies	649,725	752,298	631,678	549,219	(203,079)	-27%
Other Charges	-	83,105	82,459	82,459	(646)	-1%
Fixed Assets	-	-	12,000	12,000	12,000	
Intrafund Transfers	19,097	34,124	24,073	24,073	(10,051)	-29%
Total Appropriations	2,700,876	3,062,368	3,007,717	2,925,258	(137,110)	-4%
NCC	615,831	971,353	1,074,758	992,299	20,946	2%
FTE's	24	24	24	24	-	0%

Source of Funds

License: Marriage (\$79,000): Fees from the issuance of marriage licenses. The fee for confidential marriage license is \$58.00 and the fee for a public marriage license is \$68.00.

State Intergovernmental (\$3,500): The Elections Division receives reimbursement

from the State for sending out voter registration cards.

Federal Intergovernmental (\$82,459): The federal government provides funding through the Ease grant to explore technological improvements for military and overseas voters.

Charge for Services (\$942,000): The Elections Division receives reimbursement

RECORDER CLERK/REGISTRAR OF VOTERS

for conducting elections for special districts (\$250,000). 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 \$685,500.

Miscellaneous (\$255,000): 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 (\$571,000): 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, \$290,000, 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 \$200,000 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 (\$992,299): The department (due to 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 (\$2,257,507): Primarily comprised of salaries (\$1,377,229), retirement (\$308,251), retiree health (\$24,726), workers' compensation (\$16,654) and health insurance (\$374,215). The Elections Division budget includes \$85,000 for extra help related to the November election.

Services & Supplies (\$549,219): Major components of this include postage (\$70,000) for mailing documents by the Recorder and mailing absentee ballots by the Elections Division. Professional and specialized services are budgeted at \$80,000 and are primarily attributable to the Recorder's project to digitize vital statistics and redact 7.4 million other official records. These services are offset by revenues from the Micrographics fund. The appropriation for Special Departmental Expense of \$122,000 is for the purchase of elections materials, including sample and official ballots, absentee ballots, and other necessary supplies for one election. The Elections Division budget also includes \$55,000 to compensate the precinct boards for staffing the polling places on Election Day.

Other Charges (\$82,459): Distribution of Ease grant funding to other jurisdictions for election services.

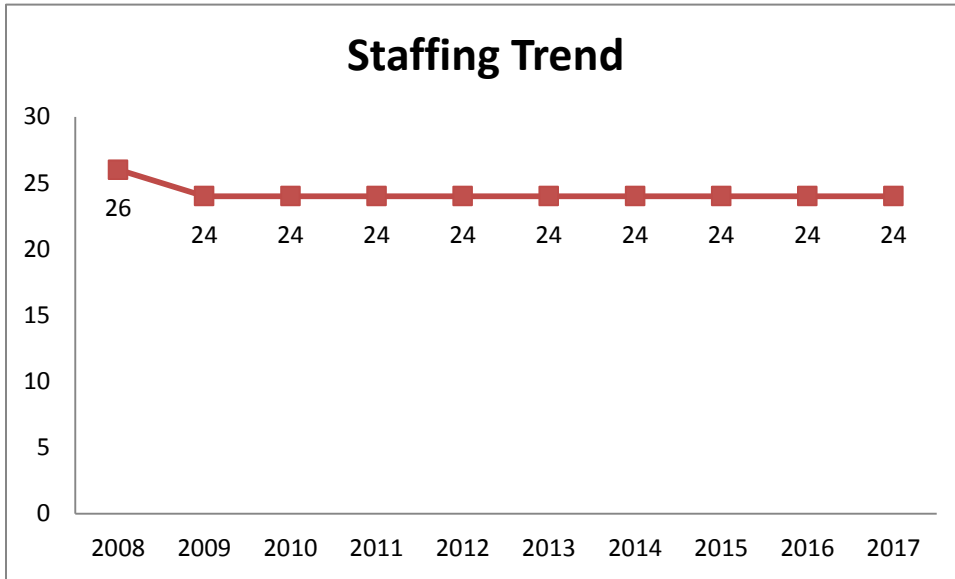
Fixed Assets (\$12,000): Funding from the Modernization special revenue fund will be used to build cabinets to archive 25,000 maps. This will be the first set of cabinets to be built. The whole project will take a few fiscal years.

RECORDER CLERK/REGISTRAR OF VOTERS

Intrafund Transfers (\$24,073): Intrafund transfers consist of charges from other departments for services such as mail service (\$15,445) and telephone equipment and services (\$4,858).

Staffing Trend

Staffing for the Recorder-Clerk/Registrar of Voters over the past ten years has changed very little. The allocation was decreased by 2 FTEs during the downturn in the housing market. During that time, there was a lower volume of documents being recorded associated with real estate transactions. The proposed staff allocation for FY 2016-17 is 23.5 with 21.5 FTE on the West Slope and 2 FTE at South Lake Tahoe.



RECORDER CLERK/REGISTRAR OF VOTERS

2016-17 Summary of Department Programs				
	Appropriations	Revenues	Net County Cost	Staffing
Recorder Clerk	1,571,961	1,597,000	(25,039)	16.00
Registrar of Voters	1,353,297	335,959	1,017,338	7.50
<i>TOTAL</i>	<i>2,925,258</i>	<i>1,932,959</i>	<i>992,299</i>	<i>23.50</i>

Program Summaries

Recorder-Clerk

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.

Elections

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 74 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 mandated 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.

RECORDER CLERK/REGISTRAR OF VOTERS

Chief Administrative Office Recommendation

The Recommended Budget represents an overall decrease of \$158,056 or 8% in revenues and a decrease of \$137,110 or 4% in appropriations when compared to the FY 2015-16 approved budget. As a result, the Net County Cost has increased by \$20,946 or 2%. This represents a status quo budget.

The change in revenue and appropriations in the Registrar of Voters is related to the reduced funding for the Ease Grant and Help America Vote Act (HAVA) Grant. El Dorado County acts as the administrator of

the Ease Grant for 13 other counties. The grant assists localities to explore technological improvements for military and overseas voters. The reduction in revenues is offset with a corresponding reduction in appropriations. The County does not anticipate receiving HAVA funds in FY 2016-17. In addition, the Recorder-Clerk's division is decreasing the use of its Modernization fund by \$70,000 due to the set-up work being completed for the e-lie recording system. The increase to Net County Cost can be attributed to increases in salaries and benefits to cover employee step increases and retirement and health insurance increases.

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 REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: R REVENUE						
SUBOBJ	SUBOBJ TITLE					
0261	LICENSE: MARRIAGE	77,000	96,000	79,000	79,000	-17,000
CLASS: 02	REV: LICENSE, PERMIT, &	77,000	96,000	79,000	79,000	-17,000
0881	ST: MANDATED REIMBURSEMENTS	3,500	3,500	3,500	3,500	0
CLASS: 05	REV: STATE INTERGOVERNMENTAL	3,500	3,500	3,500	3,500	0
1100	FED: OTHER	222,263	222,263	82,459	82,459	-139,804
1125	FED:HAVA (HELP AMERICA VOTE ACT)	66,602	66,602	0	0	-66,602
1126	FED:HAVA (SEC 261)	17,000	17,000	0	0	-17,000
CLASS: 10	REV: FEDERAL	305,865	305,865	82,459	82,459	-223,406
1360	ELECTION SERVICES	120,000	120,000	250,000	250,000	130,000
1361	CANDIDATE FILING FEE	15,000	15,000	0	0	-15,000
1600	RECORDING FEES	714,174	669,550	685,500	685,500	15,950
1604	RECORDING FEES CD REPRODUCTION	6,500	6,500	6,500	6,500	0
CLASS: 13	REV: CHARGE FOR SERVICES	855,674	811,050	942,000	942,000	130,950
1940	MISC: REVENUE	250,000	268,600	255,000	255,000	-13,600
CLASS: 19	REV: MISCELLANEOUS	250,000	268,600	255,000	255,000	-13,600
2020	OPERATING TRANSFERS IN	50,000	50,000	55,000	55,000	5,000
2028	OPERATING TRSNF IN: COMPUTER	288,000	270,000	200,000	200,000	-70,000
2029	OPERATING TRSNF IN: MICROGRAPHICS	260,000	260,000	290,000	290,000	30,000
2030	OPERATING TRSNF IN: VITAL STATISTICS	25,000	25,000	25,000	25,000	0
2031	OPERATING TRSNF IN: LICENSE NOTARY	1,000	1,000	1,000	1,000	0
CLASS: 20	REV: OTHER FINANCING SOURCES	624,000	606,000	571,000	571,000	-35,000
TYPE: R SUBTOTAL		2,116,039	2,091,015	1,932,959	1,932,959	-158,056

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 REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD	
TYPE: E EXPENDITURE						
SUBOBJ SUBOBJ TITLE						
3000	PERMANENT EMPLOYEES / ELECTED	1,380,297	1,355,517	1,377,229	1,377,229	21,712
3001	TEMPORARY EMPLOYEES	85,000	85,000	85,000	85,000	0
3002	OVERTIME	6,000	6,000	6,000	6,000	0
3004	OTHER COMPENSATION	11,617	11,617	11,679	11,679	62
3005	TAHOE DIFFERENTIAL	4,800	4,800	4,800	4,800	0
3020	RETIREMENT EMPLOYER SHARE	294,890	294,890	308,251	308,251	13,361
3022	MEDI CARE EMPLOYER SHARE	18,382	18,382	18,703	18,703	321
3040	HEALTH INSURANCE EMPLOYER	371,474	350,845	374,215	374,215	23,370
3042	LONG TERM DISABILITY EMPLOYER	3,387	3,387	3,442	3,442	55
3043	DEFERRED COMPENSATION EMPLOYER	8,646	8,646	8,808	8,808	162
3046	RETIREE HEALTH: DEFINED	24,140	24,140	24,726	24,726	586
3060	WORKERS' COMPENSATION EMPLOYER	11,617	11,617	16,654	16,654	5,037
3080	FLEXIBLE BENEFITS	18,000	18,000	18,000	18,000	0
CLASS: 30	SALARY & EMPLOYEE BENEFITS	2,238,250	2,192,841	2,257,507	2,257,507	64,666
4040	TELEPHONE COMPANY VENDOR	480	480	480	480	0
4041	COUNTY PASS THRU TELEPHONE CHARGES	1,300	1,300	1,800	1,800	500
4080	HOUSEHOLD EXPENSE	150	150	400	400	250
4100	INSURANCE: PREMIUM	9,295	9,295	11,257	11,257	1,962
4140	MAINT: EQUIPMENT	22,000	22,000	22,000	22,000	0
4141	MAINT: OFFICE EQUIPMENT	1,550	1,550	2,300	2,300	750
4144	MAINT: COMPUTER	98,098	98,098	92,610	92,610	-5,488
4180	MAINT: BUILDING & IMPROVEMENTS	140	140	140	140	0
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	2,850	2,850	3,300	3,300	450
4260	OFFICE EXPENSE	19,000	19,000	21,500	21,500	2,500
4261	POSTAGE	97,000	97,000	70,000	70,000	-27,000
4262	SOFTWARE	900	900	700	700	-200
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	2,187	4,882	700	700	-4,182
4264	BOOKS / MANUALS	450	450	450	450	0
4265	LAW BOOKS	592	592	592	592	0
4266	PRINTING / DUPLICATING SERVICES	3,500	3,500	3,000	3,000	-500
4300	PROFESSIONAL & SPECIALIZED SERVICES	181,158	234,158	162,459	80,000	-154,158
4307	MICROFILM IMAGING SERVICES	1,500	1,500	1,000	1,000	-500
4400	PUBLICATION & LEGAL NOTICES	2,500	2,500	2,000	2,000	-500
4420	RENT & LEASE: EQUIPMENT	15,700	15,700	15,700	15,700	0
4421	RENT & LEASE: SECURITY SYSTEM	0	0	15,000	15,000	15,000
4440	RENT & LEASE: BUILDING &	1,230	1,230	1,230	1,230	0
4460	EQUIP: SMALL TOOLS & INSTRUMENTS	100	100	100	100	0
4461	EQUIP: MINOR	3,000	3,000	2,000	2,000	-1,000
4462	EQUIP: COMPUTER	7,000	7,000	10,000	10,000	3,000
4500	SPECIAL DEPT EXPENSE	155,413	155,413	122,000	122,000	-33,413
4503	STAFF DEVELOPMENT	2,550	2,550	3,800	3,800	1,250

RECORDER CLERK/REGISTRAR OF VOTERS

Financial Information by Fund Type

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

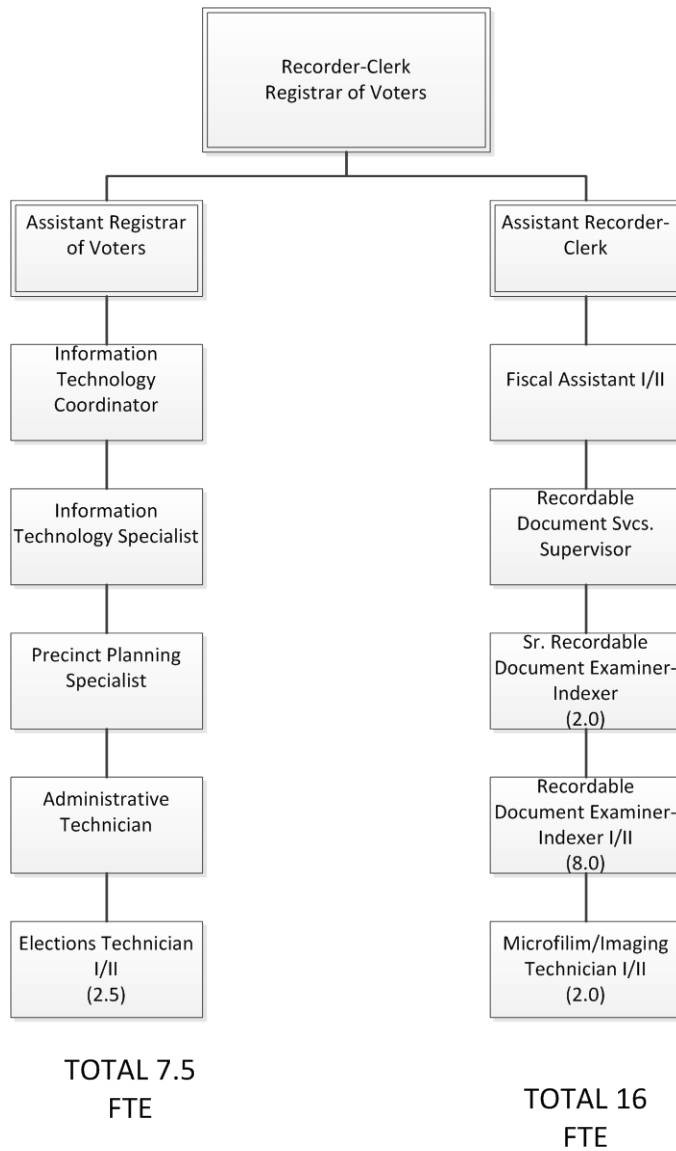
	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
4505 SB924: TRANSPORTATION & TRAVEL	0	0	200	200	200
4511 ELECTIONS OUTREACH	1,200	1,200	500	500	-700
4529 SOFTWARE LICENSE	1,500	1,500	0	0	-1,500
4531 PRECINCT BOARD COMPENSATION	55,000	55,000	55,000	55,000	0
4600 TRANSPORTATION & TRAVEL	1,000	1,000	1,250	1,250	250
4602 MILEAGE: EMPLOYEE PRIVATE AUTO	3,100	3,100	2,550	2,550	-550
4605 RENT & LEASE: VEHICLE	1,300	1,300	1,600	1,600	300
4606 FUEL PURCHASES	1,060	1,060	1,060	1,060	0
4608 HOTEL ACCOMMODATIONS	2,800	2,800	3,000	3,000	200
CLASS: 40 SERVICE & SUPPLIES	696,603	752,298	631,678	549,219	-203,079
5240 CONTRIB: NON-CNTY GOVERNMENTAL	83,105	83,105	82,459	82,459	-646
CLASS: 50 OTHER CHARGES	83,105	83,105	82,459	82,459	-646
6040 FIXED ASSET: EQUIPMENT	0	0	12,000	12,000	12,000
CLASS: 60 FIXED ASSETS	0	0	12,000	12,000	12,000
7200 INTRAFUND TRANSFERS: ONLY GENERAL	5,858	16,358	1,000	1,000	-15,358
7210 INTRAFND: COLLECTIONS	35	35	50	50	15
7220 INTRAFND: TELEPHONE EQUIPMENT &	960	960	4,858	4,858	3,898
7223 INTRAFND: MAIL SERVICE	13,076	13,076	15,445	15,445	2,369
7224 INTRAFND: STORES SUPPORT	595	595	1,520	1,520	925
7229 INTRAFND: PC SUPPORT	3,000	3,000	0	0	-3,000
7230 INTRAFND: IS SOFTWARE TRAINING	100	100	0	0	-100
7232 INTRAFND: MAINT BLDG & IMPROVMNTS	0	0	1,200	1,200	1,200
CLASS: 72 INTRAFUND TRANSFERS	23,624	34,124	24,073	24,073	-10,051
TYPE: E SUBTOTAL	3,041,582	3,062,368	3,007,717	2,925,258	-137,110
FUND TYPE: 10 SUBTOTAL	925,543	971,353	1,074,758	992,299	20,946
DEPARTMENT: 28 SUBTOTAL	925,543	971,353	1,074,758	992,299	20,946

RECORDER CLERK/REGISTRAR OF VOTERS

Personnel Allocation

Classification Title	2015-16 Adjusted Allocation	2016-17 Dept Request	2016-17 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	-
Registrar of Voters				
Administrative Technician	1.00	1.00	1.00	-
Assistant Registrar of Voters	1.00	1.00	1.00	-
Elections Technician I/II	2.50	2.50	2.50	-
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	-	-	-	-
Division Total	7.50	7.50	7.50	-
Department Total	23.50	23.50	23.50	-

RECORDER CLERK/REGISTRAR OF VOTERS



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