

MISSION

The *Recorder-Clerk's* mission is to serve each person in our community with dignity, respect, transparency and professionalism. Our vision is to be leaders (by example) in customer satisfaction, employee knowledge and empowerment, and to serve with honesty and integrity.

The County Recorder accepts, records and preserves for permanent record, certain legal documents affecting land title, and vital statistics. The County Recorder also creates and maintains a daily index of these documents for reference, research, and issuance of certified copies.

The County Clerk issues and registers marriage licenses; accepts and indexes Fictitious Business Name statements; files notary bond certificates, powers of attorney, surety bonds, inventory statements, certain environmental documents, and maintains a list of public rosters. The County Clerk registers Professional Photocopiers, Process Servers, Unlawful Detainer Assistants, and Legal Document Assistants.

DEPARTMENT BUDGET SUMMARY

DEPT : 18 RECORDER-CLERK

Description	Prior Year Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Taxes	378	0	0	0
License, Pmt, Fran	81,659	80,000	83,000	3,000
Service Charges	602,936	690,500	685,000	(5,500)
Miscellaneous Rev	497,592	448,000	455,000	7,000
Other Fin Sources	339,321	481,000	374,000	(107,000)
Total Revenue	1,521,886	1,699,500	1,597,000	(102,500)
Salaries & Benefits	1,283,505	1,313,911	1,290,743	(23,168)
Services & Supplies	171,543	345,863	265,300	(80,563)
Intrafund Transfers	12,407	17,237	15,200	(2,037)
Total Appropriations	1,467,455	1,677,011	1,571,243	(105,768)
FUND 1000 GENERAL FUND TOTAL	(54,431)	(22,489)	(25,757)	(3,268)

MAJOR BUDGET CHANGES

Revenue

Licenses, Permits

\$3,000 Increase in Marriage License revenue based on current trend and updated fees.

Service Charges

(\$5,500) Net decrease in service charges based on Official Records Daily Image & Index Subscriptions.

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RECOMMENDED BUDGET • FY 2020-21

Misc. Revenue

\$7,000 Increase in Miscellaneous Clerk filing fees.

Other Financing Sources

(\$107,000) Decrease in operating transfers from dedicated Special Revenue Funds, based on anticipated use.

Appropriations

Salaries and Benefits

\$15,115 Net increase due primarily to merit and salary adjustments (\$41,070) and other salary and benefits increases (\$6,700), offset by a decrease in employer share of health insurance (\$32,654.).

(\$38,283) Decrease in Workers' Compensation premium charge to bring the program funding level to an acceptable confidence level, as provided by the Risk Management Division.

Services and Supplies

\$10,000 Increase in Office Expenses for one-time purchase of chairs for the reconfigured wedding room (\$1,500) and unanticipated costs associated with the office reconfiguration (\$8,500).

\$5,500 Increase due to increase in travel attributed to more frequent trips between Placerville and South Lake Tahoe offices (\$3,500), and addition of County Recorder Association of California conference in Southern California (\$2,000).

(\$90,000) Decrease in one-time Special Department Expense due to completion of Office Reconfiguration project in FY 2019-20.

(\$5,423) General Liability insurance premium charge recommended at \$0 to bring the program funding level to an acceptable confidence level, as provided by the Risk Management Division.

Intrafund Transfers

(\$2,037) Net decrease primarily due to one-time increase in charges from IT for implementation of new Recorder-Clerk Management system (\$5,000), increase in mail service (\$2,000), offset by decrease in Facilities support for Office Reconfiguration project completed in FY 2019-20 (\$10,000).

PROGRAM SUMMARIES

Recorder

The County Recorder is responsible for the examination, recordation, indexing and image retention of all recorded instruments related to real property within the County or as required by statute; collection and

distribution of real property documentary transfer tax law; filing of vital records (birth, death and marriage), records of survey, parcel maps, subdivision and assessment maps; and provides certified copies of recorded instruments, maps and vital records upon request.

Clerk

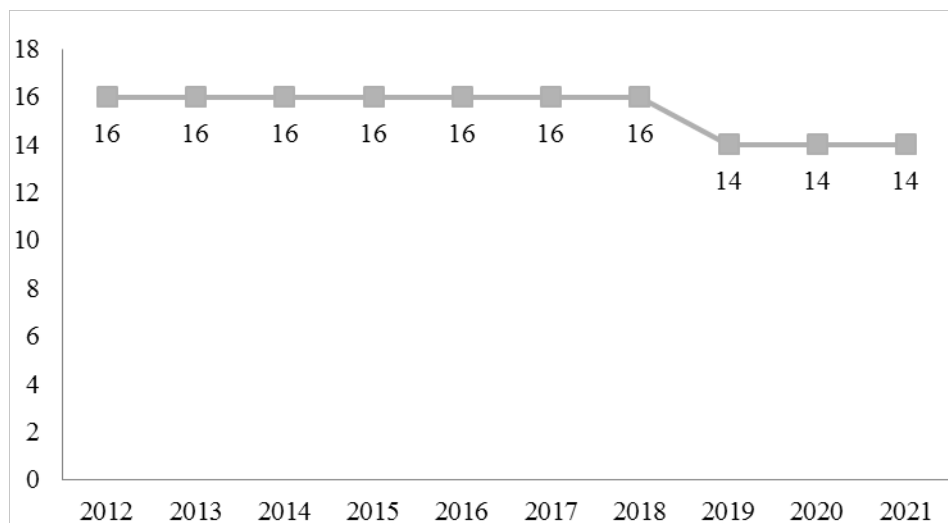
The County Clerk is responsible for the issuance of marriage licenses, performing marriage ceremonies or authorizing one time deputy commissioners. The Clerk is also responsible for filing and maintenance of Fictitious Business Name Statements, registration of Process Servers, Professional Photocopiers, Legal Document and Unlawful Detainer Assistants. (Government Code 27230 – 27297 and the Family Code 400-500 prescribe most of the duties of the Recorder-Clerk.)

PENDING ISSUES

The County Recorder will implement a new recording and clerk document system by September 2020. The new system has several paperless features and efficiencies that will save the department time and money. Approximately six months after implementation, the County Recorder will conduct another fee study to assess the need for further adjustments to Recorder-Clerk fees.

STAFFING TREND

The Recommended Budget for Recorder-Clerk is 14 FTEs. This is no change from prior year. There are 14 FTEs on the West Slope and staffing will be provided in the South Lake Tahoe office two days a week, based on demand.



RECOMMENDED BUDGET

The Recorder-Clerk budget is recommended at \$1,571,243, which is a decrease of \$105,768 (6.3%) when compared to the FY 2019-20 Adopted Budget.

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The Recommended Budget includes the continuation of the Book Restoration and Preservation Project to maintain and preserve historical records (\$50,000), the completion of purchases related to the Office Reconfiguration Project completed for the most part in FY 2019-20 (\$10,000), increased travel related primarily to more frequent trips between the Placerville and South Lake Tahoe offices (\$5,500), and IT support related to final implementation of the new Recorder-Clerk Management system \$5,000).

The General Fund cost for this Department is recommended at (\$25,757), a negative number. The General Fund cost is decreasing by \$3,268 when compared to the FY 2019-20 Adopted Budget because the FY 2019-20 Adopted Budget reflected a Net County Cost of (\$22,489). Costs in the Recorder-Clerk Department are substantially offset by Recording Fee revenue, and the Department currently does not require General Fund support.

CAO Adjustments

No CAO adjustments are recommended.

Sources & Uses of Funds

The Recorder-Clerk Department is primarily funded by fees and typically has no Net County Cost.

The Recorder-Clerk is responsible for the collection of various fees as outlined below. In Fiscal Year 2018-19, the following revenue was collected:

- \$2,973,897 - Documentary Transfer Tax – collected on the full value of the property being conveyed at a rate of \$1.10 per thousand.
- \$98,010 - Real Estate Fraud Fee – collected on every document not included in a sale of real property.
- \$14,654 - Children's Trust Fund – collected on every certified copy of birth record.
- \$63,572 – Domestic Violence Trust Fund – collected on every marriage license issued.

The Documentary Transfer Tax is a tax that is levied on the sale of property at the time the transfer documents are recorded. These revenues are collected in Department 15 – General Fund Other Operations.

State law provides for the collection of additional fees through the Recorder-Clerk for certain documents for specified purposes. These revenues are held in Special Revenue Funds and transferred to the department to offset expenditures that are appropriate for reimbursement by those funds. The Recommended Budget for FY 2020-21 reflects the following use of the Special Revenue Funds:

\$145,000	Micrographics fund to cover a portion of salaries, equipment costs and services associated with the conversion of microfilm documents to digital image. Includes \$50,000 for the second year of the Book Restoration and Preservation project.
\$123,000	Modernization fund to cover a portion of salaries, services and supplies, software and maintenance fees.
\$69,100	Electronic Recording Delivery System fund to cover a portion of salaries, the cost of regulation and oversight of electronic decoding by the Attorney General.

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- \$25,000 Vital Health Statistics fund used to offset the cost of modernization of vital records management.
- \$10,900 Social Security Truncation fund used for efforts to truncate social security numbers in recorded documents. This fee is no longer collected as of January 1, 2018.
- \$1,000 Notary fund used for administration of confidential marriages.