

# Recorder-Clerk

## RECOMMENDED BUDGET • FY 2022-23

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### 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 and 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

Description	FY 2020-21 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
License, Pmt, Fran	50,879	80,000	50,000	(30,000)
Service Charges	2,022,679	685,000	660,000	(25,000)
Miscellaneous Rev	115,400	452,000	450,000	(2,000)
Other Fin Sources	0	359,000	891,000	532,000
<b>Total Revenue</b>	<b>2,188,957</b>	<b>1,576,000</b>	<b>2,051,000</b>	<b>475,000</b>
Salaries & Benefits	930,772	1,257,575	1,413,801	156,226
Services & Supplies	190,099	253,430	577,497	324,067
Fixed Assets	148,952	0	0	0
Other Fin Uses	24,258	0	0	0
Intrafund Transfers	9,058	51,385	50,406	(979)
<b>Total Appropriations</b>	<b>1,303,140</b>	<b>1,562,390</b>	<b>2,041,704</b>	<b>479,314</b>
<b>FUND 1000 GENERAL FUND TOTAL</b>	<b>(885,817)</b>	<b>(13,610)</b>	<b>(9,296)</b>	<b>4,314</b>

### MAJOR BUDGET CHANGES

#### Revenue

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##### *Licenses, Permits*

(\$30,000) Decrease in Marriage License revenue based on current trend.

##### *Service Charges*

(\$25,000) Decrease in Recording Fee revenue based on expected decrease in transactions due to an increase in interest rates.

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## *Other Financing Sources*

\$532,000 Increase in operating transfers from dedicated Special Revenue Funds to fund the department's document imaging project to ensure compliance with AB 1466, which requires the Recorder to establish a restrictive covenant program to assist in the redaction of unlawfully restrictive covenants.

## Appropriations

### *Salaries and Benefits*

\$156,226 Increase primarily due to negotiated Salary and Benefits increases (\$90,438), and Deferred Compensation, Workers' Compensation and employer share of health insurance increases.

### *Services and Supplies*

\$324,067 Increase in General Liability Insurance premium and Professional Services for the document imaging project to ensure compliance with AB 1466, offset with a slight decrease in software licensing costs.

## PROGRAM SUMMARIES

### *Recorder*

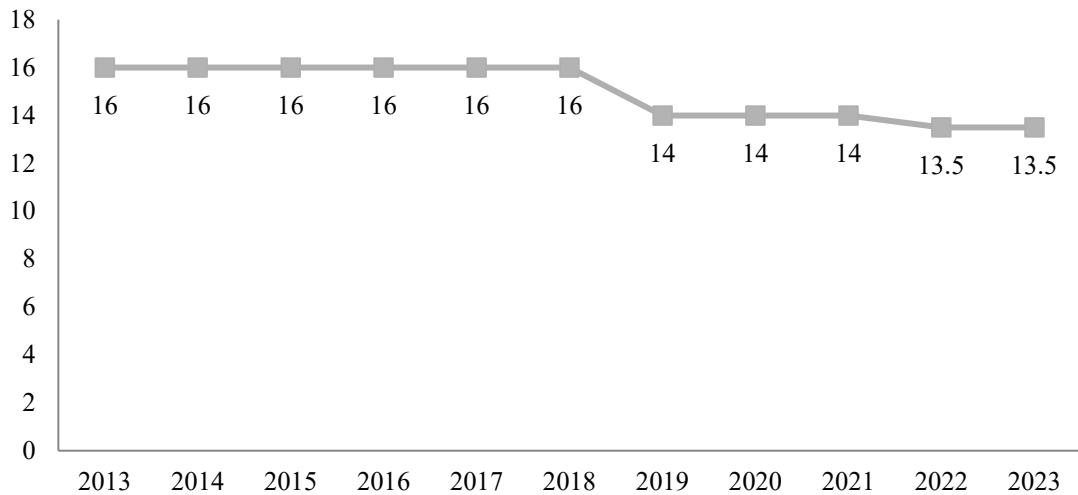
The County Recorder is responsible for the examination, recordation, indexing and image retention of all recorded instruments related to real property within the County or as required by statute; collection and distribution of real property documentary transfer tax law and filing of vital records (birth, death and marriage), records of survey, parcel maps, subdivision and assessment maps; and it 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 and 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.)

## STAFFING TREND

The Recommended Budget for Recorder-Clerk is 13.5 FTEs. There is no change from the prior year. There are 13.5 FTEs on the West Slope, and staffing is provided in the South Lake Tahoe office one day per week, based on demand.



## RECOMMENDED BUDGET

The Recorder-Clerk budget is recommended at \$2,041,704, which is an increase of \$479,314 (30%) when compared to the FY 2021-22 Adopted Budget.

The Recommended Budget includes Salaries and Benefits increases (\$90,438) and a new document imaging project (\$325,000) to import records from Digital Reel/Fiche to the current recording system.

The General Fund cost for this Department is recommended at (\$9,296), a net return to the General Fund. Costs in the Recorder-Clerk department are substantially offset by Recording Fee revenue, and the department currently does not require General Fund support.

### 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 FY 2020-21, the following revenue was collected:

- \$4,814,029 Documentary Transfer Tax – collected on the full value of the property being conveyed at a rate of \$1.10 per thousand.
- \$139,729 Real Estate Fraud Fee – collected on every document not included in a sale of real property.
- \$12,462 Children’s Trust Fund – collected on every certified copy of birth record.
- \$62,376 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 2022-23 reflects the following use of the Special Revenue Funds:

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- \$225,000 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 third year of the Book Restoration and Preservation project.
- \$240,000 Computer Modernization fund to cover a portion of salaries, services and supplies, software and maintenance fees.
- \$75,000 Electronic Recording Delivery System fund to cover a portion of salaries, the cost of regulation and oversight of electronic decoding by the Attorney General.
- \$1,000 Notary fund used for administration of confidential marriages.
- \$25,000 Vital Health Statistics fund used to offset the cost of modernization of vital records management.
- \$325,000 Social Security Truncation fund used for the document imaging project. This fee is no longer collected as of January 1, 2018.