

Recorder-Clerk

RECOMMENDED BUDGET • FY 2023-24

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 permanent records for certain legal documents affecting land titles 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 2021-22 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Taxes	441	0	0	0
License, Pmt, Fran	19,672	50,000	30,000	(20,000)
Service Charges	1,606,921	660,000	665,000	5,000
Miscellaneous Rev	0	450,000	200,000	(250,000)
Other Fin Sources	189,301	891,000	769,000	(122,000)
Total Revenue	1,816,335	2,051,000	1,664,000	(387,000)
Salaries & Benefits	951,567	1,413,801	1,231,673	(182,128)
Services & Supplies	187,107	546,029	389,872	(156,157)
Other Charges	4,637	0	0	0
Fixed Assets	29,500	31,468	0	(31,468)
Intrafund Transfers	29,218	50,406	42,150	(8,256)
Total Appropriations	1,202,030	2,041,704	1,663,695	(378,009)
FUND 1000 GENERAL FUND TOTAL	(614,305)	(9,296)	(305)	8,991

MAJOR BUDGET CHANGES

Revenue

Licenses, Permits

(\$20,000) Decrease in Marriage License revenue based on current trend.

Service Charges

\$5,000 Increase in Recording Fee revenue due to minor increases projected in transactions.

Recorder-Clerk

RECOMMENDED BUDGET • FY 2023-24

Miscellaneous Revenue

(\$250,000) Decrease in Miscellaneous revenue to align with actual revenues over the past 3 years.

Other Financing Sources

(\$122,000) Decrease in Operating Transfers In from special revenue due to a reduction in expenditures.

Appropriations

Salaries and Benefits

(\$139,895) Decrease in Salaries and Benefits due to the deletion of 1.0 FTE Sr. Recorder Document Examiner/Indexer and 0.5 FTE Fiscal Assistant I/II.

(\$27,245) Decrease in Health Insurance costs due to employees changing or no longer using County provided health plans.

(\$14,988) Decrease in Workers' Compensation premium charges as the Department's share of overall County claims incurred has decreased from prior years decreasing their Liability insurance premium expense.

Services and Supplies

(\$156,157) Decrease in Services and Supplies mainly due to a decrease in Professional and Specialized Services.

Fixed Assets

(\$31,468) Decrease in Fixed Assets due to projects related to office modernization being completed in FY 2022-23.

PROGRAM SUMMARIES

Recorder

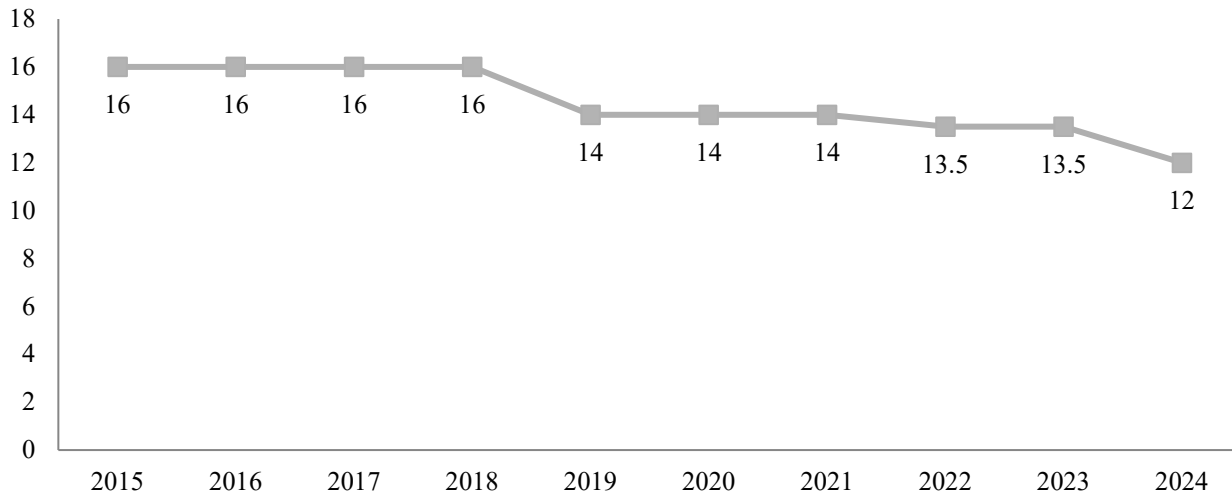
The County Recorder is responsible for the examination, recordation, indexing and image retention of all recorded instruments relating to real property within the County or as required by statute; collection and distribution of real property documentary transfer tax law and filing of vital records (birth, 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 Documents and Unlawful Detainer Assistants. (Government Code 27230 – 27297 and Family Code 400-500 prescribe most of the duties of the Recorder-Clerk.)

STAFFING TREND

The Recommended Budget for Recorder-Clerk is 12.0 FTEs. Due to the projected declining workload in Marriage Licenses and Recordings, 1.0 FTE Sr. Recorder Document Examiner/Indexer and 0.5 FTE Fiscal Assistant I/II have been deleted from personnel allocations. There are 12.0 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 \$1,663,695, which is a decrease of \$378,009 (18.5%) when compared to the FY 2022-23 Adopted Budget.

The General Fund cost for this Department is recommended at (\$305), a net return to the General Fund. Costs in the Recorder-Clerk’s 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’s 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 2021-22, the following revenue was collected:

- \$4,880,216 Documentary Transfer Tax – collected on the full value of the property being conveyed at a rate of \$1.10 per thousand.
- \$93,551 Real Estate Fraud Fee – collected on every document not included in a sale of real property.
- \$13,614 Children’s Trust Fund – collected on every certified copy of birth records.
- \$47,748 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

Recorder-Clerk

RECOMMENDED BUDGET • FY 2023-24

offset expenditures that are appropriate for reimbursement by those funds. The Recommended Budget for FY 2023-24 reflects the following use of the Special Revenue Funds:

- \$240,000 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 fourth year of the Book Restoration and Preservation project.
- \$283,000 Computer Modernization fund to cover a portion of salaries, services and supplies, software, and maintenance fees.
- \$58,000 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.
- \$162,000 Social Security Truncation fund used for the document imaging project. As of January 1, 2018, this fee is no longer collected.