

RECOMMENDED BUDGET

The Recorder-Clerk budget is recommended at \$1,561,857, which is a decrease of \$101,838 (6%) when compared to the FY 2023-24 Adopted Budget.

The General Fund cost for this Department is recommended at (\$44), a net return to the General Fund. Costs in the Recorder-Clerk's Office are substantially offset by Recording Fee revenue, and the Department currently does not require General Fund support.

DEPARTMENT BUDGET SUMMARY

Description	FY 2022-23 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
License, Pmt, Fran	22,231	30,000	20,000	(10,000)
Service Charges	989,938	665,000	610,000	(55,000)
Miscellaneous Rev	27,414	200,000	180,000	(20,000)
Other Fin Sources	186,062	769,000	751,901	(17,099)
Total Revenue	1,225,646	1,664,000	1,561,901	(102,099)
Salaries & Benefits	1,022,761	1,231,673	1,271,624	39,951
Services & Supplies	147,317	389,872	247,583	(142,289)
Other Charges	4,892	0	0	0
Fixed Assets	29,298	0	0	0
Intrafund Transfers	20,672	42,150	42,650	500
Total Appropriations	1,224,941	1,663,695	1,561,857	(101,838)
FUND 1000 GENERAL FUND TOTAL	(705)	(305)	(44)	261

MAJOR BUDGET CHANGES

Revenue*Licenses, Permits*

(\$10,000) Decrease in Marriage License revenue based on current trends.

Service Charges

(\$55,000) Decrease in Recording Fees revenue based on current trends.

Miscellaneous Revenue

(\$20,000) Decrease in Miscellaneous Revenue for Clerk functions based upon current trends.

Other Financing Sources

(\$17,099) Decrease in Operating Transfers In from Recorder-Clerk special revenue funds, with the decrease primarily from the Micrographic Special Revenue Fund (\$40,000) and Social Security Truncation Fund (\$145,500) with an increased use of the Electronic Recording Delivery System Fund (\$145,850).

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Appropriations

Salaries and Benefits

- \$19,045 Increase in Salaries and Benefits expenses primarily due to Health Insurance cost increases and employee step increases.
- \$13,867 Increase in CalPERS employer's contribution, primarily due to increases to the County's unfunded accrued liability payment.
- (\$17,456) Decrease in Retiree Health Program charges due to a rate holiday.
- \$24,495 Increase in Workers' Compensation premium charge.

Services and Supplies

- (\$142,289) Decrease in Services and Supplies primarily from a \$147,400 decrease in expenses for the scanning project that the Office is delaying until recordings and revenues increase.

Intrafund Transfers

- \$500 Increase in Intrafund Transfers to the Facilities Division for minor projects to align with projected needs for facilities improvements.

MISSION

The Recorder-Clerk's mission is to serve each person in our community with dignity, respect, transparency and professionalism. The Office's 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.

PROGRAM SUMMARIES

Recorder

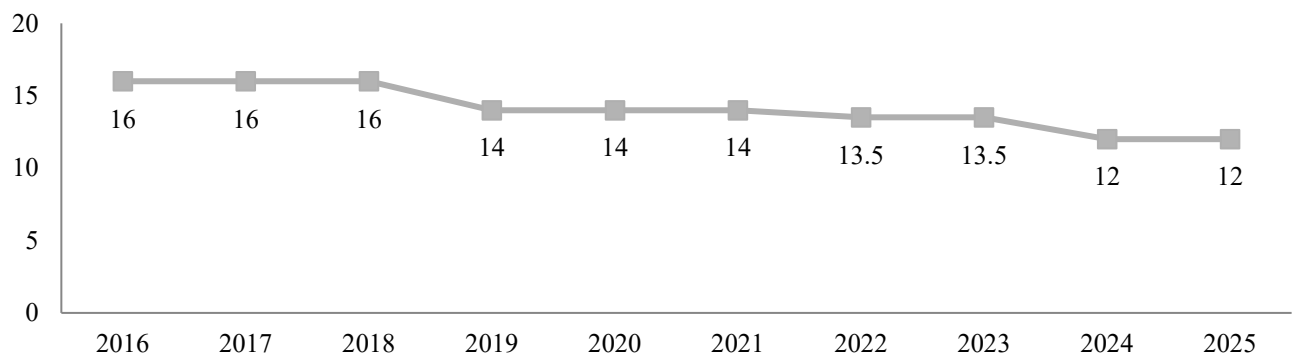
The County Recorder is responsible for the examination, recordation, indexing and image retention of all recorded instruments relating to real property within the County or as required by statute; collection and distribution of real property documentary transfer tax law and filing of vital records (birth, 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. There is no change in allocations proposed with the FY 2024-25 Recommended Budget. 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.



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 2022-23, the following revenue was collected:

- \$2,825,280 Documentary Transfer Tax – collected on the full value of the property being conveyed at a rate of \$1.10 per thousand.
- \$12,512 Children’s Trust Fund – collected on every certified copy of birth records.
- \$43,263 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 2024-25 reflects the following use of the Special Revenue Funds:

- \$200,000 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.

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\$288,551	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.
\$3,000	Notary fund used for administration of confidential marriages.
\$40,000	Vital Health Statistics fund used to offset the cost of modernization of vital records management.
\$16,500	Social Security Truncation fund used for the document imaging project. As of January 1, 2018, this fee is no longer collected.