

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

Description	Prior Year Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Taxes	149	0	0	0
License, Pmt, Fran	84,898	85,000	80,000	(5,000)
Service Charges	694,869	820,000	690,500	(129,500)
Miscellaneous Rev	424,240	280,000	448,000	168,000
Other Fin Sources	499,764	736,975	481,000	(255,975)
Total Revenue	1,703,920	1,921,975	1,699,500	(222,475)
Salaries & Benefits	1,230,687	1,473,432	1,313,911	(159,521)
Services & Supplies	145,921	418,227	345,863	(72,364)
Intrafund Transfers	10,594	9,524	17,237	7,713
Total Appropriations	1,387,202	1,901,183	1,677,011	(224,172)
FUND 1000 GENERAL FUND TOTAL	(316,717)	(20,792)	(22,489)	(1,697)

MAJOR BUDGET CHANGES

Revenue

Licenses, Permits

(\$5,000) Decrease in Marriage License revenue based on current trend.

Service Charges

(\$129,500) Net decrease in service charges based on decrease in recording fees (\$135,000) offset by increase in fees for CD reproduction (\$5,500).

Recorder-Clerk

RECOMMENDED BUDGET • FY 2019-20

Misc. Revenue

\$168,000 Increase primarily related to SB2, the “Building Homes and Jobs Act” (Government Code 27388.1) which was effective January 1, 2018 and requires a \$75.00 per document fee for recorded documents.

Other Financing Sources

(\$255,975) Decrease in operating transfers from dedicated Special Revenue Funds, based on anticipated use. Prior year transfers included one-time funding for the purchase of a new Recorder-Clerk Management System (\$323,000).

Appropriations

Salaries and Benefits

(\$159,521) Net decrease due primarily to the reduction of 2.0 Full Time Equivalent (FTEs) during FY 2018-19, resulting from department efficiencies with implementation of a new Recorder-Clerk Management System (\$147,000), and a reduction in extra help costs (\$15,460).

Services and Supplies

(\$256,962) Decrease in one-time expenditures related to a new Recorder-Clerk Management System purchased in FY 2018-19.

\$19,200 Increase in vendor payments for auto indexing and redaction that were budgeted in prior years but inadvertently removed in FY 2018-19.

\$90,000 Reconfiguration of Recorder-Clerk office space to make more efficient use of new Recorder-Clerk Management System and staffing, resulting in improved service to clients.

\$50,000 Professional Services related to the Book Restoration and Preservation project, a multi-year effort to maintain historical records from 1850 to 1998, and restore damaged images, in compliance of Government Code 26205.5(d).

\$24,180 Net increases due to adjustments in other expenditure accounts including rent/leases equipment, travel and training, office expense, postage, telephone charges and microfilm imaging service based on spending trend.

Intrafund Transfers

\$7,700 Net increase due to a one-time increase in charges from Facilities for office renovation (\$10,000) offset by a reduction in charges for internal mail service (\$2,122).

PROGRAM SUMMARIES

Recorder

The 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 Recorder will implement a new recording and clerk document system for FY 2019-20. The new system has several paperless features and efficiencies that will save the department time and money. Additionally, microfiche images from 1850 to 1980 are now available digitally, which allows for easy access to these images by other County departments and the public.

The Recommended Budget includes funding for recorder book restoration and preservation along with an office reconfiguration. The book restoration and preservation project will be a 10 year project that will improve current microfiche images, as well as restore pages that have been damaged and preserve the books for future generations. Once the books are fully restored they will be stored in a climate controlled environment. The purpose of the office reconfiguration is to create a large public service area, move all staff into the same area to more efficiently serve the public, and to create an ideal environment for the books.

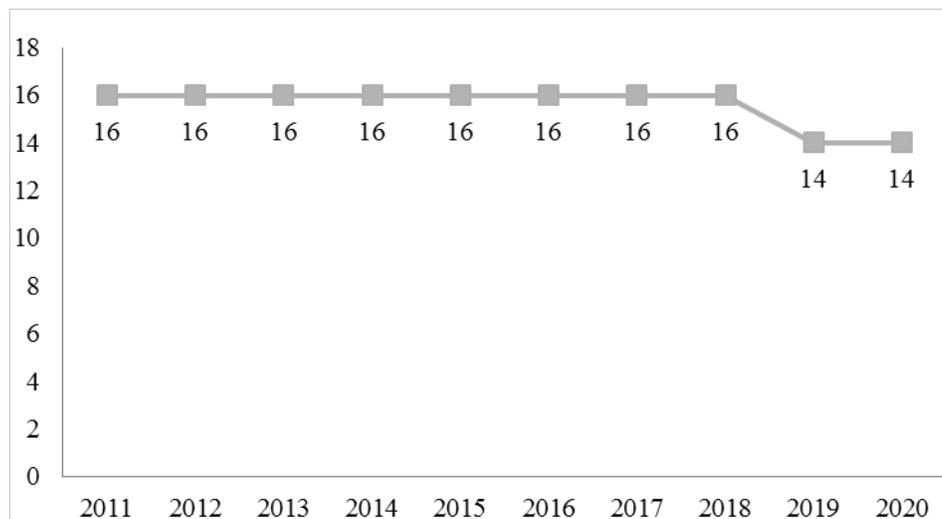
At the end of 2018, the Recorder-Clerk entered into a contract with Clear Source Financial Consulting to conduct a Fee Study. The purpose of the study was to determine the County's cost for providing services including personnel, indirect and overhead costs, supervision, equipment and reasonable fees to recover the cost of providing said services. The Study identified the need to increase fees for Fictitious Business Name Statements, Regular and Confidential Marriage Licenses, and Notary Oath filing. An ordinance to adopt a revised Recorder-Clerk Fee Schedule will be presented to the Board of Supervisors in June or July.

Recorder-Clerk

RECOMMENDED BUDGET • FY 2019-20

STAFFING TREND

The Recommended Budget for Recorder-Clerk is 14 FTEs. This includes a reduction from FY 2018-19 Adopted Budget of 2.0 FTE Microfilm/Imaging Technician positions due to streamlined work processes as a result of the new Recorder-Clerk Management System and digital imaging technology. The proposed staff allocation for FY 2019-20 is 14 with 12 FTEs on the West Slope and 2 FTEs at South Lake Tahoe. Staff located in South Lake Tahoe performs all functions of the Recorder and Clerk with the exception of actual instrument recording.



RECOMMENDED BUDGET

The Recorder-Clerk budget is recommended at \$1,677,011, which is a decrease of \$224,172 (11.8%) when compared to the FY 2018-19 Adopted Budget.

The General Fund cost for this Department is recommended at (\$22,489), a negative number. The General Fund cost is decreasing by \$1,697 when compared to the FY 2018-19 Adopted Budget because the FY 2018-19 Adopted Budget reflected a Net County Cost of (\$20,792). Costs in the Recorder-Clerk Department are substantially offset by Recording Fee revenue, and the Department currently does not require General Fund support.

Two significant supplemental budget requests are recommended:

- \$100,000 Reconfiguration of Recorder-Clerk office space to make more efficient use of new Recorder-Clerk Management System and staffing, resulting in improved service to clients. This is funded by the Modernization Trust Fund.
- \$50,000 The first year of a Book Restoration and Preservation project to maintain historical records from 1850 to 1998, and restore damaged images, in compliance of Government Code 26205.5(d). This is funded by the Micrographics Trust Fund.

CAO Adjustments

No CAO adjustments were made.

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 2017-18, the following revenue was collected:

- \$3,246,648 - Documentary Transfer Tax – collected on the full value of the property being conveyed at a rate of \$1.10 per thousand.
- \$ 118,411 - Real Estate Fraud Fee – collected on every document not included in a sale of real property.
- \$13,960 - Children’s Trust Fund – collected on every certified copy of birth record.
- \$68,103 – 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 2019-20 reflects the following use of the Special Revenue Funds:

\$200,000	Micrographics fund to cover salaries, equipment costs and services associated with the conversion of microfilm documents to digital image. Includes \$50,000 for the first year of the Book Restoration and Preservation project.
\$200,000	Modernization fund to cover salaries, services and supplies, office reconfiguration costs and to help offset the Net County Cost of the Department. Includes \$100,000 for a one-time office reconfiguration.
\$42,750	Electronic Recording Delivery System fund to cover the cost of regulation and oversight of electronic decoding by the Attorney General.
\$25,000	Vital Health Statistics fund used to offset the cost of modernization of vital records management.
\$12,250	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.

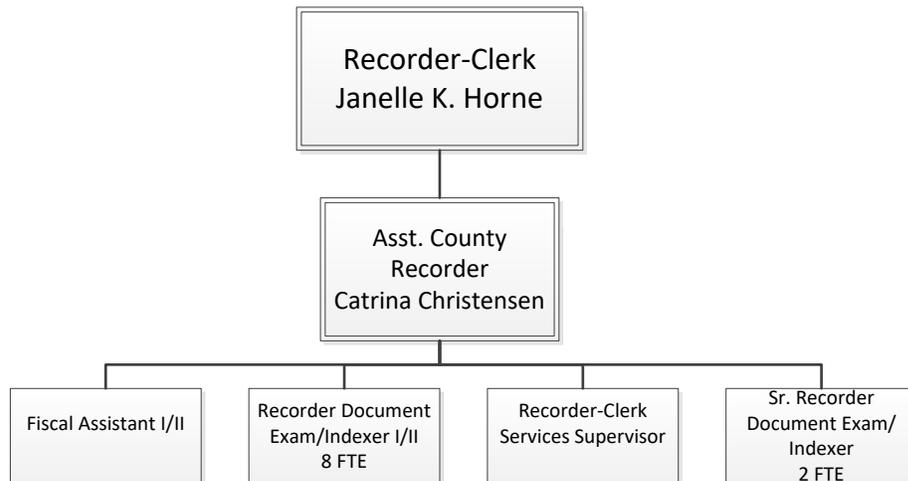
Recorder-Clerk

RECOMMENDED BUDGET • FY 2019-20

PERSONNEL ALLOCATION

Classification Title	2018-19 Adjusted Allocation	2019-20 Dept Request	2019-20 CAO Recm'd	Diff from Adjusted
Recorder-Clerk	1.00	1.00	1.00	-
Assistant County Recorder-Clerk	1.00	1.00	1.00	-
Fiscal Assistant I/II	1.00	1.00	1.00	-
Recorder Document Examiner/Indexer I/II	8.00	8.00	8.00	-
Recorder-Clerk Services Supervisor	1.00	1.00	1.00	-
Sr. Recorder Document Examiner/Indexer	2.00	2.00	2.00	-
Department Total	14.00	14.00	14.00	-

ORGANIZATIONAL CHART



Total FTE: 14

Note: 1 Sr. Rec Doc Ex-Indexer & 1 Rec Doc Ex-Indexer work at the SLT Office