

Recorder-Clerk
RECOMMENDED BUDGET • FY 2021-22

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

DEPT : 18 RECORDER-CLERK

Description	Prior Year Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
License, Pmt, Fran	78,739	83,000	80,000	(3,000)
Service Charges	813,311	685,000	685,000	0
Miscellaneous Rev	631,099	455,000	452,000	(3,000)
Other Fin Sources	169,675	600,876	359,000	(241,876)
Total Revenue	1,692,824	1,823,876	1,576,000	(247,876)
Salaries & Benefits	1,158,979	1,295,258	1,299,225	3,967
Services & Supplies	207,149	265,300	253,430	(11,870)
Fixed Assets	77,484	201,876	0	(201,876)
Other Fin Uses	218,362	25,000	0	(25,000)
Intrafund Transfers	7,863	10,200	9,735	(465)
Total Appropriations	1,669,836	1,797,634	1,562,390	(235,244)
FUND 1000 GENERAL FUND TOTAL	(22,988)	(26,242)	(13,610)	12,632

MAJOR BUDGET CHANGES

Revenue

Licenses, Permits

(\$3,000) Net decrease in Marriage License revenue based on current trend.

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Misc. Revenue

(\$3,000) Net decrease in Miscellaneous Clerk filing fees.

Other Financing Sources

(\$241,876) Decrease in operating transfers from dedicated Special Revenue Funds based on anticipated use.

Appropriations

Salaries and Benefits

\$3,967 Net increase due primarily to negotiated salary and benefits increases, offset by a decrease in Tahoe Differential, Other Compensation, Deferred Compensation, Workers' Compensation and employer share of health insurance.

Services and Supplies

(\$11,870) Decrease in Telephone vendor payments, office equipment maintenance and expenses, Books and Manuals with an increase in General Liability Insurance premium and online subscription for software updates for the microfiche printer.

Fixed Assets

(\$201,876) Decrease in Fixed Assets related to Equipment software and installation service costs.

Other Financial Uses

(\$25,000) Decrease due to the completion of the office Reconfiguration Project in FY 2020-21.

Intrafund Transfers

(\$465) Net decrease due to Intrafund charges reflecting higher Mail charges offset by lower service anticipated from Facilities and Stores charges.

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.

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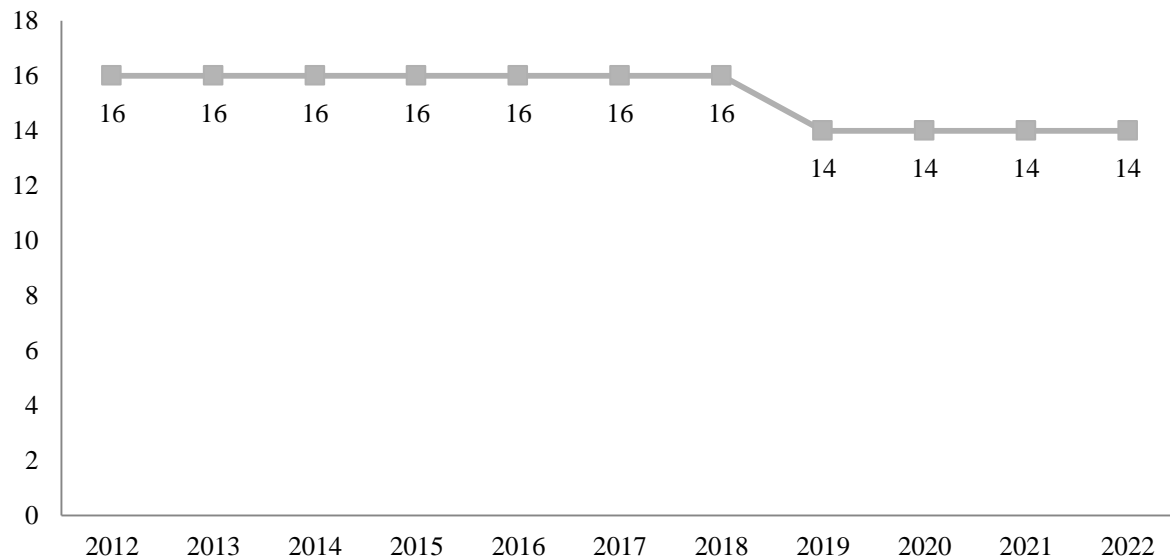
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Clerk

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 14 FTEs. This is no change from the prior year. There are 14 FTEs on the West Slope, and staffing will be provided in the South Lake Tahoe office one day per week, based on demand.



RECOMMENDED BUDGET

The Recorder-Clerk budget is recommended at \$1,562,390, which is a decrease of \$235,244 (13%) when compared to the FY 2020-21 Adopted Budget.

The Recommended Budget includes the continuation of the Book Restoration and Preservation Project to maintain and preserve historical records (\$50,000) and increased travel related primarily to more frequent trips between the Placerville and South Lake Tahoe offices (\$5,500).

The General Fund cost for this Department is recommended at (\$13,610), 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.

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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 2019-20, the following revenue was collected:

- \$2,670,387 Documentary Transfer Tax – collected on the full value of the property being conveyed at a rate of \$1.10 per thousand.
- \$103,725 Real Estate Fraud Fee – collected on every document not included in a sale of real property.
- \$12,235 Children’s Trust Fund – collected on every certified copy of birth record.
- \$50,462 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 2021-22 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.
\$65,000	Modernization fund to cover a portion of salaries, services and supplies, software and maintenance fees.
\$123,000	Electronic Recording Delivery System fund to cover a portion of salaries, the cost of regulation and oversight of electronic decoding by the Attorney General.
\$25,000	Vital Health Statistics fund used to offset the cost of modernization of vital records management.
\$2,000	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.