

# RECORDER-CLERK/REGISTRAR OF VOTERS

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## Mission

The Recorder-Clerk's mission is to provide reliable repository for public records and to provide efficient service to the public in a way that exemplifies the highest standard of courtesy, cost effectiveness, and ethical performance. Public records will be readily accessible in a convenient manner while safeguarding confidentiality and the security of those records. The Clerk's function provides Birth, and Death certified copies along with all types of licenses.

The Elections Office provides elections services to all County residents for Federal, State, City and Special District elections. The elected Recorder-Clerk is also the Registrar of Voters, and is responsible for assuring compliance with laws related to the Fair Political Practices Commission (FPPC) and voter outreach programs. Also, the Registrar must comply with the Help America Vote Act (HAVA) and comply and work with the Secretary of State to ensure compliance with voting machines and procedures.

## Program Summaries

**Recorder-Clerk**  
**Positions: 16 FTE**  
**Extra Help: \$0**

**Total Appropriations: \$1,554,689**  
**Total Revenues: \$1,726,000**  
**Net County Cost: -\$171,311**

### Recorder

The Recorder is responsible for examination and recording of all documents presented for recording that deal with establishing ownership of land in the County or as required by statute; administers the real property transfer tax law and maintains a permanent record and indexes of all documents for public viewing plus providing certified copies requested by the public; recording of all lawful documents such as deeds of trust, judgments, liens, affidavits, Uniform Commercial Code Financial Statements, etc. and the filing of births, deaths and marriages. The office also files records of surveys, parcel maps, subdivisions and assessment maps. Also provided are copies of all Assessors' Plat Maps.

### Clerk

The County Clerk provides non-judicial public services such as filing of Fictitious Business Name Statements, issuance of Photocopier, Process Server and Unlawful Detainer Assistant licenses and I.D. cards; maintains official County records and indices for documents pertaining to the above activities. The Clerk also handles notary bonds, process server bonds, official bonds, and oaths of elected and appointed officials and issues all marriage licenses, performs ceremonies and provides instruction for deputies authorized to perform marriages.

(Government Code 27230 – 27297 and the Family Code 400-500 prescribe most of the duties of the Recorder-Clerk.) It should be noted that two FTE's are located at the South Lake Tahoe Office, and perform all functions of the Recorder and Clerk with the exception of actual recording of documents.

## RECORDER-CLERK/REGISTRAR OF VOTERS

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**Elections**  
**Positions: 7.5 FTE**  
**Extra Help: \$145,000**

**Total Appropriations: \$1,667,494**  
**Total Revenues: \$556,219**  
**Net County Cost: \$1,111,275**

The Elections division provides elections services to all County residents for Federal, State, County, City and Special District elections in accordance with the current California Elections Code and the Help America Vote Act. The office provides ballot layout, Sample Ballot Mailer preparation, Vote by Mail preparation and mailing and when received from voters checks all signatures against original registration, provides all security, does drayage for delivery and pick up from all 106 polling places, does training of over 500 extra help polling place employees, does Voter Outreach and registration sign up for the public.

**FPPC filing and activity** as proscribed by the Secretary of State is provided by the Elections Office. All candidate filings and forms required are also administered.

**GIS mapping and updating** are provided by the Election staff. Also, during each census the office works to coordinate with the Census Bureau for collection of all data and input of data to our database. All precinct maps and boundaries are calculated by the office and provided to the public as needed.

### Financial Charts

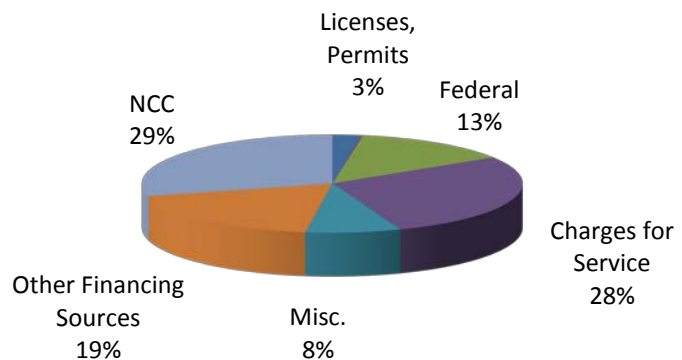
#### Source of Funds

License: Marriage (\$80,000): Fees from the issuance of marriage licenses. The fee for confidential marriage license is \$53.00 and the fee for a public marriage license is \$60.00.

State Intergovernmental (\$3,500): The Elections Division receives reimbursement from the State for sending out voter registration cards.

Federal Intergovernmental (\$432,719): The federal government provides funding through the Help America Vote Act (HAVA) for projects such as polling place improvement and election worker training.

Charge for Services (\$908,000): The Elections Division receives reimbursement for conducting elections for special districts (\$120,000). Recording fees have declined significantly in the past several years after peaking during the housing boom due to large volumes of documents related to real estate transactions. This revenue is projected to be \$788,000.



## RECORDER-CLERK/REGISTRAR OF VOTERS

Miscellaneous (\$260,000): There are numerous Clerk functions, including but not limited to: filing fictitious business name statements, examination and posting of environmental documents, registration of process servers, and acceptance and filing of notary bonds. All functions have associated fees.

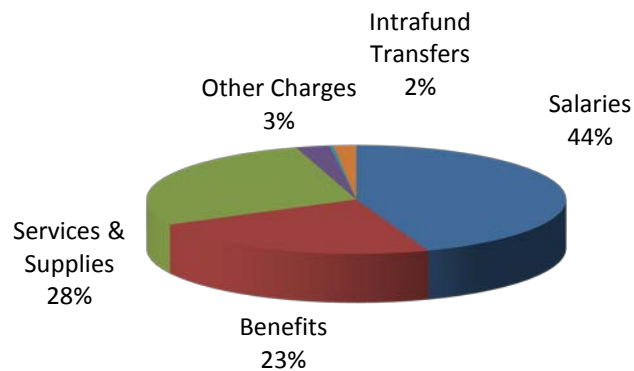
Operating Transfers (\$598,000): Various State laws require or permit the Recorder-Clerk to collect additional fees on certain documents for specified purposes. The Recorder is required to segregate those fees into separate funds. The funds are then transferred into the department to offset expenditures that are appropriate for reimbursement by those funds. The largest of these transfers, \$305,000, is coming from the Micrographics fund to cover salaries, equipment costs, and services associated with the conversion of microfilm documents to digital image. The Division will also transfer \$200,000 from its Modernization fund to cover salaries and services and supplies. The use of this fund is not as narrowly prescribed as the other funds and has been used extensively in the past several years to offset the Net County Cost of the division. The remaining transfers in come from the vital statistics fund and the notary fund.

Net County Cost (\$939,964): The department (due to the Elections Division) is funded with discretionary General Fund tax dollars. These revenues are collected in Department 15 – General Fund Other Operations.

It should be noted that the Recorder-Clerk is responsible for collecting the Property Transfer Tax, which is a tax that is levied on the sale of property at the time the transfer documents are recorded. This revenue posts in Department 15.

### Use of Funds

Salaries & Benefits (\$2,169,875): Primarily comprised of salaries (\$1,262,224), retirement (\$251,828), retiree health (\$22,956), workers' compensation (\$10,271) and health insurance (\$406,475). The Elections Division budget includes \$145,000 for extra help related to the November election.



Services & Supplies (\$902,126): Major components of this include postage (\$101,093) for mailing documents by the Recorder and mailing absentee ballots by the Elections Division. Professional and specialized services are budgeted at \$440,879 and are primarily attributable to the Recorder's project to digitize approximately 3.4 million microfiche images, redact 7.4 million records, and convert old paper records from 1911-1948 to digital image. These services are offset by revenues from the Micrographics fund. The appropriation for Special Departmental Expense of \$150,000 is for the purchase of elections materials, including sample and official ballots, absentee ballots, and other necessary supplies for one

## RECORDER-CLERK/REGISTRAR OF VOTERS

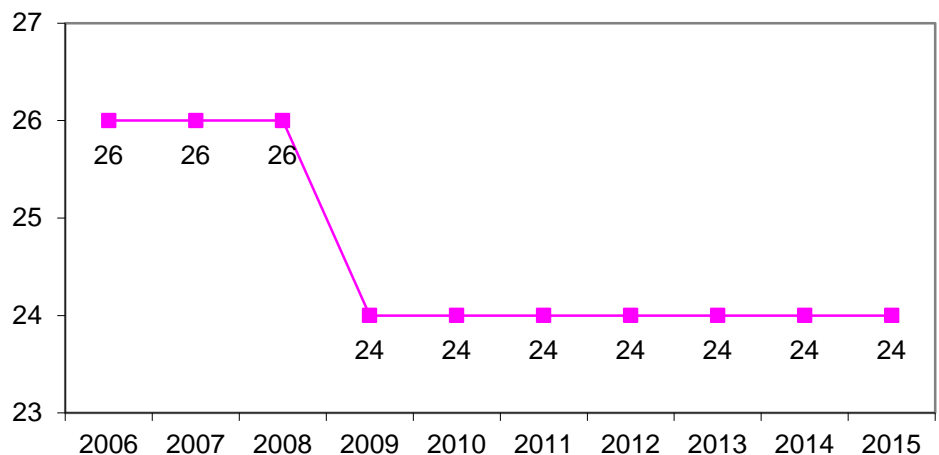
election. The Elections Division budget also includes \$50,000 to compensate the precinct boards for staffing the polling places on Election Day.

Fixed Assets (\$10,000): Funding from the Micrographics special revenue fund will be used to replace computers and servers as needed.

Intrafund Transfers (\$56,432): Intrafund transfers consist of charges from other departments for services such as mail service (\$14,399) and Information Services Programming Support (\$25,700).

### Staffing Trend

Staffing for the Recorder-Clerk/Registrar of Voters over the past ten years has changed very little. The allocation was decreased by 2 FTEs during the downturn in the housing market. During that time, there was a lower volume of documents being recorded associated with real estate transactions. The proposed staff allocation for FY 2014-15 is 23.5 with 21.5 FTE on the West Slope and 2 FTE at South Lake Tahoe.



### Chief Administrative Office Comments

The Recommended Budget represents an overall decrease of \$118,442 or 5% in revenues and a decrease of \$256,402 or 7% in appropriations when compared to the FY 2013-14 approved budget. As a result, the Net County Cost has decreased by \$137,960 or 13%.

The change in revenue and appropriations in the Registrar of Voters is related to the reduced funding for the Ease Grant. El Dorado County acts as the administrator of the grant for 13 other counties. The grant assists localities to explore technological improvements for military and overseas voters. Last fiscal year, the office collected a one-time online fee from the participating counties and in FY 2014-15 the County will only be collecting a smaller maintenance fee. The reduction in revenues is offset with a corresponding reduction in appropriations. In addition, the Recorder-Clerk's division is slowing down the amount of microfiche documents it is digitalizing, which will lower its professional and specialized services line-item by approximately \$172,600 compared to the FY 2013-14 approved budget.

The budget does include one staffing change to true up an underfill with the addition of an Elections Technician and the deletion of a Sr. Elections Technician.

# RECORDER-CLERK/REGISTRAR OF VOTERS

## Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND  
 DEPARTMENT: 28 RECORDER / CLERK

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
<b>TYPE: R REVENUE</b>					
<b>SUBOBJ SUBOBJ TITLE</b>					
0261 LICENSE: MARRIAGE	81,000	81,000	80,000	80,000	-1,000
<b>CLASS: 02 REV: LICENSE, PERMIT, &amp;</b>	81,000	81,000	80,000	80,000	-1,000
0881 ST: MANDATED REIMBURSEMENTS	5,166	3,500	3,500	3,500	0
<b>CLASS: 05 REV: STATE INTERGOVERNMENTAL</b>	5,166	3,500	3,500	3,500	0
1100 FED: OTHER	433,857	433,857	311,040	311,040	-122,817
1125 FED:HAVA (HELP AMERICA VOTE ACT)	45,920	45,920	105,529	105,529	59,609
1126 FED:HAVA (SEC 261)	16,150	16,150	16,150	16,150	0
<b>CLASS: 10 REV: FEDERAL</b>	495,927	495,927	432,719	432,719	-63,208
1360 ELECTION SERVICES	95,037	90,500	120,000	120,000	29,500
1361 CANDIDATE FILING FEE	38,788	41,234	0	0	-41,234
1600 RECORDING FEES	750,000	780,000	780,000	780,000	0
1604 RECORDING FEES CD REPRODUCTION	10,000	10,000	8,000	8,000	-2,000
<b>CLASS: 13 REV: CHARGE FOR SERVICES</b>	893,825	921,734	908,000	908,000	-13,734
1940 MISC: REVENUE	232,000	232,000	260,000	260,000	28,000
<b>CLASS: 19 REV: MISCELLANEOUS</b>	232,000	232,000	260,000	260,000	28,000
2020 OPERATING TRANSFERS IN	70,000	70,000	70,000	70,000	0
2028 OPERATING TRSNF IN: COMPUTER	260,000	260,000	200,000	200,000	-60,000
2029 OPERATING TRSNF IN: MICROGRAPHICS	310,000	310,000	305,000	305,000	-5,000
2030 OPERATING TRSNF IN: VITAL STATISTICS	20,000	20,000	20,000	20,000	0
2031 OPERATING TRSNF IN: LICENSE NOTARY	6,500	6,500	3,000	3,000	-3,500
<b>CLASS: 20 REV: OTHER FINANCING SOURCES</b>	666,500	666,500	598,000	598,000	-68,500
<b>TYPE: R SUBTOTAL</b>	2,374,418	2,400,661	2,282,219	2,282,219	-118,442

# RECORDER-CLERK/REGISTRAR OF VOTERS

## Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND  
 DEPARTMENT: 28 RECORDER / CLERK

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
<b>TYPE: E EXPENDITURE</b>					
<b>SUBOBJ</b>	<b>SUBOBJ TITLE</b>				
3000	1,141,502	1,229,983	1,262,224	1,262,224	32,241
3001	88,323	75,000	145,000	145,000	70,000
3002	1,800	1,500	3,000	3,000	1,500
3004	29,309	20,796	17,210	17,210	-3,586
3005	4,800	4,800	4,800	4,800	0
3020	237,242	237,242	251,828	251,828	14,586
3022	16,746	16,746	17,068	17,068	322
3040	405,407	405,407	406,475	406,475	1,068
3041	4,556	3,640	0	0	-3,640
3042	4,427	4,427	3,157	3,157	-1,270
3043	5,778	5,478	7,886	7,886	2,408
3046	22,854	22,854	22,956	22,956	102
3060	10,670	10,670	10,271	10,271	-399
3080	18,000	18,000	18,000	18,000	0
<b>CLASS: 30</b>	<b>1,991,414</b>	<b>2,056,543</b>	<b>2,169,875</b>	<b>2,169,875</b>	<b>113,332</b>
4040	480	480	480	480	0
4041	700	700	700	700	0
4080	100	100	150	150	50
4100	10,083	10,083	9,808	9,808	-275
4140	26,550	26,550	22,000	22,000	-4,550
4141	2,000	2,000	1,550	1,550	-450
4144	64,296	61,296	25,876	25,876	-35,420
4180	240	240	240	240	0
4221	1,850	2,075	2,775	2,775	700
4260	23,000	23,000	23,000	23,000	0
4261	118,905	118,905	101,093	101,093	-17,812
4262	1,500	1,500	6,162	6,162	4,662
4263	588	588	593	593	5
4264	350	350	450	450	100
4265	4,202	3,984	4,340	4,340	356
4266	5,200	5,200	4,500	4,500	-700
4300	583,532	613,532	440,879	440,879	-172,653
4307	1,250	1,250	1,600	1,600	350
4400	3,400	3,400	1,900	1,900	-1,500
4420	17,440	17,440	17,440	17,440	0
4440	1,800	1,800	1,000	1,000	-800
4460	100	100	200	200	100
4461	500	500	7,841	7,841	7,341
4462	7,746	7,600	7,000	7,000	-600
4500	152,000	152,000	150,000	150,000	-2,000
4503	3,110	2,310	3,110	3,110	800
4511	600	600	600	600	0
4529	804	600	5,779	5,779	5,179
4531	45,000	45,000	50,000	50,000	5,000
4600	1,375	1,375	1,500	1,500	125
4602	3,000	3,000	3,300	3,300	300
4605	1,400	1,400	1,700	1,700	300
4606	810	810	1,060	1,060	250
4608	2,500	1,650	3,500	3,500	1,850
<b>CLASS: 40</b>	<b>1,086,411</b>	<b>1,111,418</b>	<b>902,126</b>	<b>902,126</b>	<b>-209,292</b>

# RECORDER-CLERK/REGISTRAR OF VOTERS

## Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND  
 DEPARTMENT: 28 RECORDER / CLERK

		MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
5240	CONTRIB: NON-CNTY GOVERNMENTAL	83,750	83,750	83,750	83,750	0
<b>CLASS: 50</b>	<b>OTHER CHARGES</b>	83,750	83,750	83,750	83,750	0
6040	FIXED ASSET: EQUIPMENT	25,000	25,000	0	0	-25,000
6042	FIXED ASSET: COMPUTER SYSTEM	25,000	25,000	10,000	10,000	-15,000
<b>CLASS: 60</b>	<b>FIXED ASSETS</b>	50,000	50,000	10,000	10,000	-40,000
7200	INTRAFUND TRANSFERS: ONLY GENERAL	15,000	15,000	15,000	15,000	0
7210	INTRAFND: COLLECTIONS	25	25	25	25	0
7220	INTRAFND: TELEPHONE EQUIPMENT &	12,220	12,220	0	0	-12,220
7223	INTRAFND: MAIL SERVICE	11,569	11,569	14,399	14,399	2,830
7224	INTRAFND: STORES SUPPORT	823	823	908	908	85
7225	INTRAFND: CENTRAL DUPLICATING	1,500	1,500	0	0	-1,500
7227	INTRAFND: MAINFRAME SUPPORT	49,298	49,298	0	0	-49,298
7229	INTRAFND: PC SUPPORT	6,000	6,000	0	0	-6,000
7231	INTRAFND: IS PROGRAMMING SUPPORT	1,700	1,700	25,700	25,700	24,000
7232	INTRAFND: MAINT BLDG & IMPROVMNTS	400	400	400	400	0
7234	INTRAFND: NETWORK SUPPORT	78,339	78,339	0	0	-78,339
<b>CLASS: 72</b>	<b>INTRAFUND TRANSFERS</b>	176,874	176,874	56,432	56,432	-120,442
<b>TYPE: E SUBTOTAL</b>		3,388,449	3,478,585	3,222,183	3,222,183	-256,402
<b>FUND TYPE: 10</b>	<b>SUBTOTAL</b>	1,014,031	1,077,924	939,964	939,964	-137,960
<b>DEPARTMENT: 28</b>	<b>SUBTOTAL</b>	1,014,031	1,077,924	939,964	939,964	-137,960

## RECORDER-CLERK/REGISTRAR OF VOTERS

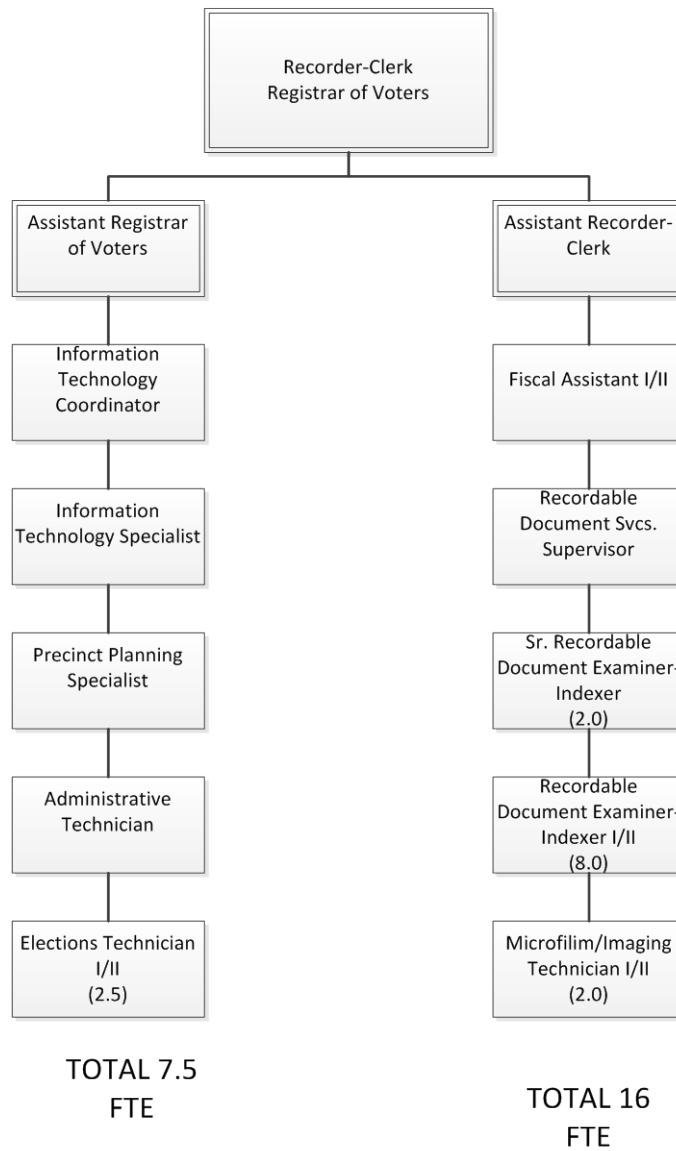
### Personnel Allocation

Classification Title	2013-14 Adjusted Allocation	2014-15 Dept Request	2014-15 CAO Recm'd	Diff from Adjusted
County Recorder/Clerk	1.00	1.00	1.00	-
Assistant County Recorder	1.00	1.00	1.00	-
Fiscal Assistant VII	1.00	1.00	1.00	-
Microfilm/Imaging Technician VII	2.00	2.00	2.00	-
Recordable Document Examiner/Indexer VII	8.00	8.00	8.00	-
Recorder-Clerk Services Supervisor	1.00	1.00	1.00	-
Sr. Recordable Document Examiner/Indexer	2.00	2.00	2.00	-
<b>Division Total</b>	16.00	16.00	16.00	-
<b>Elections</b>				
Administrative Technician	1.00	1.00	1.00	-
Assistant Registrar of Voters	1.00	1.00	1.00	-
Elections Technician I/II	1.50	1.50	2.50	1.00
Information Technology Department Coordinator	1.00	1.00	1.00	-
Information Technology Department Specialist	1.00	1.00	1.00	-
Precinct Planning Specialist	1.00	1.00	1.00	-
Sr. Elections Technician	1.00	1.00	-	(1.00)
<b>Division Total</b>	7.50	7.50	7.50	-
<b>Department Total</b>	23.50	23.50	23.50	-



# RECORDER-CLERK/REGISTRAR OF VOTERS

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## RECORDER-CLERK/REGISTRAR OF VOTERS

### Ten Year History

	05/06 Actual	06/07 Actual	07/08 Actual	08/09 Actual	09/10 Actual
Taxes	3,008,303	-	-	-	-
Licenses, Permits	113,386	110,891	99,501	97,163	87,469
State	39,106	7,436	29,314	11,175	4,999
Federal	154,939	2,002,722	12,284	88,978	2,120
Charges for Service	1,045,042	1,043,004	652,415	639,208	590,695
Misc.	439,074	456,345	381,479	309,255	304,807
Other Financing Sources	952,260	438,260	491,242	602,659	707,195
<b>Total Revenue</b>	<b>5,752,110</b>	<b>4,058,658</b>	<b>1,666,235</b>	<b>1,748,438</b>	<b>1,697,285</b>
Salaries	1,067,127	1,281,290	1,379,387	1,280,333	1,275,595
Benefits	547,443	600,479	618,176	622,372	614,352
Services & Supplies	770,036	2,059,396	617,115	830,149	620,782
Other Charges	816	15,130	39	-	-
Fixed Assets	42,769	953,530	16,039	23,749	26,999
Intrafund Transfers	204,980	156,755	151,264	155,931	145,458
<b>Total Appropriations</b>	<b>2,633,171</b>	<b>5,066,580</b>	<b>2,782,020</b>	<b>2,912,534</b>	<b>2,683,186</b>
<b>NCC</b>	<b>(3,118,939)</b>	<b>1,007,922</b>	<b>1,115,785</b>	<b>1,164,096</b>	<b>985,901</b>
<b>FTE's</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>24</b>	<b>24</b>

# RECORDER-CLERK/REGISTRAR OF VOTERS

## Ten Year History

	10/11 Actual	11/12 Actual	12/13 Actual	13/14 Projected	14/15 Budget
Taxes	-	-	-	-	-
Licenses, Permits	82,212	80,936	78,084	81,000	80,000
State	7,578	3,250	7,764	5,166	3,500
Federal	1,940	90,832	1,177,121	495,927	432,719
Charges for Service	993,776	908,936	1,159,807	893,825	908,000
Misc.	248,786	232,176	266,140	232,000	260,000
Other Financing Sources	716,364	467,455	515,358	666,500	598,000
<b>Total Revenue</b>	<b>2,050,656</b>	<b>1,783,585</b>	<b>3,204,274</b>	<b>2,374,418</b>	<b>2,282,219</b>
Salaries	1,319,042	1,272,206	1,193,052	1,265,734	1,432,234
Benefits	649,560	666,835	616,484	725,680	737,641
Services & Supplies	717,631	510,061	1,524,638	1,086,411	902,126
Other Charges	-	-	-	83,750	83,750
Fixed Assets	6,329	46,333	4,351	50,000	10,000
Intrafund Transfers	158,723	173,361	55,676	176,874	56,432
<b>Total Appropriations</b>	<b>2,851,285</b>	<b>2,668,796</b>	<b>3,394,201</b>	<b>3,388,449</b>	<b>3,222,183</b>
<b>NCC</b>	<b>800,629</b>	<b>885,211</b>	<b>189,927</b>	<b>1,014,031</b>	<b>939,964</b>
<b>FTE's</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>

10 Year Variance		
	\$ Change	% Change
Taxes	(3,008,303)	-100%
Licenses, Permits	(33,386)	-29%
State	(35,606)	-91%
Federal	(612,323)	179%
Charges for Service	468,926	-13%
Misc.	(692,260)	-41%
Other Financing Sources	(5,154,110)	-37%
<b>Total Revenue</b>	<b>(3,469,891)</b>	<b>-60%</b>
Salaries	365,107	34%
Benefits	190,198	35%
Services & Supplies	132,090	17%
Other Charges	82,934	10163%
Fixed Assets	(32,769)	-77%
Intrafund Transfers	(148,548)	-72%
<b>Total Appropriations</b>	<b>589,012</b>	<b>22%</b>
<b>NCC</b>	<b>4,058,903</b>	<b>130%</b>
<b>FTE's</b>	<b>(2)</b>	<b>-8%</b>

### Notes

In FY 2006-07, Property transfer taxes were moved out of Recorder/Clerk and into Department 15 - Non Departmental

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