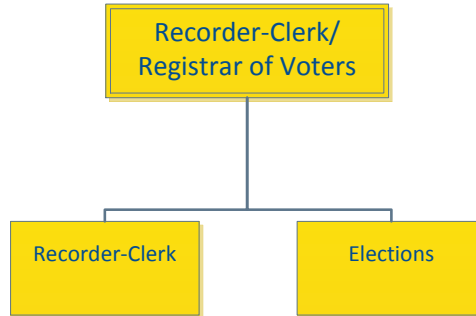




Recorder Clerk/Registrar of Voters

Organizational Chart



Mission Statement

Recorder-Clerk : Our mission is to help you at significant times throughout your life- from birth to death – when you purchase a new home, open a business, or want to get married in a civil ceremony, just to name a few.

Elections: To ensure that the voters of El Dorado County have the tools they need, the equipment they trust, the information and access they deserve, and the right they value in order to participate in the Elections process.

Goals

Recorder-Clerk :

Due to the downward trend in the housing and land title industry; the division's goal in the upcoming year is to be as fiscally responsible, cutting expenditures wherever we can while maintain the same "golden" service policy.

Elections:

Conduct voter outreach.

Conduct Presidential primary election and other small district elections while preparing for the Presidential general election.

Partner with the schools for voter registration and poll worker recruitment.

Continue to train and obtain employees in the election process.

Continue user acceptance training for the implementation of the statewide voter registration database in preparation to go live in March 2016.

Department Overview

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, Elections 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.

2015-16 Summary of Department Programs				
	Appropriation	Revenue	Net County Cost	Staffing
Recorder Clerk	\$1,547,044	\$1,646,650	-\$99,606	16.00
Registrar of Voters	\$1,515,324	\$444,365	\$1,070,959	7.50
<i>TOTAL</i>	<i>\$3,062,368</i>	<i>\$2,091,015</i>	<i>\$971,353</i>	<i>23.50</i>

Recommended Budget Highlights for Recorder Clerk/Registrar of Voters

The Recommended Budget represents an overall decrease of \$191,204 or 8% in revenues and a decrease of \$193,219 or 6% in appropriations when compared to the FY 2014-15 approved budget. As a result, the Net County Cost has decreased by \$2,015 or .2%.

The decrease in Net County Cost for the Registrar of Voters is due to a reduction in appropriations. The reduction is related to an \$110,000 decrease in extra help employee funding (e.g. short-term personnel help during elections). The decrease is due to the Registrar of Voters being on a different election cycle (e.g. General Election in 2014 vs. Primary Election in 2016) and the division budgeting closer to its spending during similar elections from the past (e.g. other presidential primary elections). If certain election variables change during next fiscal year (e.g. legislature mandates one-stop election sites before Election Day or absentee ballots for all county registered voters instead of a voter having to request an absentee ballot) the division might have to come back to the Board of Supervisors for a contingency transfer to cover the new election mandates. The division is closely following state legislation to see if it will be affected. In addition, services and supplies decreased by approximately \$141,500. This decrease is generally due to the department not needing as many services and supplies during the upcoming primary election as compared to the prior general election.

The Recorder Clerk includes a Net County Cost increase of approximately \$138,300. This increase is due to two factors. One, salaries increased as a result of the five percent cost of living adjustment. Two, document recording fee revenues were reduced to align the budgeted revenue estimates to actual collection amounts over the last two fiscal years. The decrease in recording fees is mostly due to less property recordings (e.g. refinancing recordings etc.).

For the first time since 2003 and in most cases 1993, the Recorder Clerk's recommended budget includes increases to the following fees.

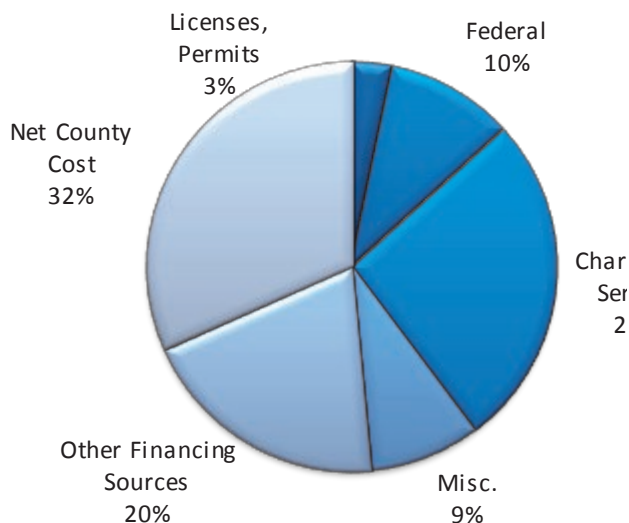
Document/Record Name	Current Fee	Proposed Fee	Year of Last Fee Change
Official Record	1st Page - \$1.50; Additional - \$.5	1st Page - \$3.00; Additional - \$1.00	1993
Map Small Copy	\$1.10	\$1.50 Per Page	1993
Assessor Map	\$1.00	\$1.50 Per Page	1993
Parcel Map	1st Page - \$1.50; Additional - \$.8	1st Page - \$3.00; Additional - \$1.00	1993
Record of Survey	1st Page - \$1.50; Additional - \$.8	1st Page - \$3.00; Additional - \$1.00	1993
Subdivision Map	1st Page - \$1.50; Additional - \$.8	1st Page - \$3.00; Additional - \$1.00	1993
Assessment Map	1st Page - \$1.50; Additional - \$.8	1st Page - \$3.00; Additional - \$1.00	1993
Certification Fee	\$1.00	\$2.00	1993
Preliminary 20 Day Notice	\$30.00	\$35.00	1993
Fictitious Business Name	\$30.00	\$35.00	1993
Fictitious Business Name - Each Additional Name on Statement	\$5.00	\$5.50	1993
Confidential Marriage License	\$53.00	\$58.00	2003
Regular Marriage License	\$61.00	\$68.00	2003
Duplicate License	\$5.00	\$25.00	Never Increased Fee
Marriage Ceremony Fee	\$37.00	\$40.00	2000
Deputy of the Day Program	\$40.00	\$50.00	Never Increased Fee
Witness Fee	\$0.00	\$5.00	New Fee

The above fees are proposed to increase due to many factors (e.g. align the fees more closely with regional and similar sized counties etc.). However, the main reason for the increases is due to the cost of completing the related tasks for the fees.

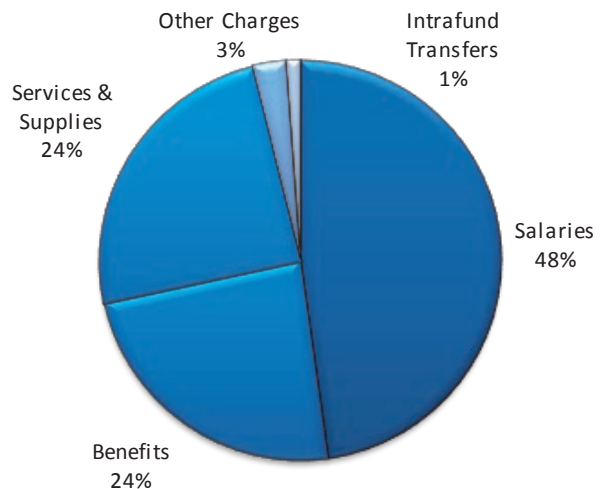
Recorder Clerk/Registrar of Voters

	12/13	13/14	14/15	15/16	15/16
	Actual	Actual	Projected	Dept Req	CAO Rec
Licenses, Permits	78,084	84,732	75,736	96,000	96,000
State	7,764	3,991	3,500	3,500	3,500
Federal	1,177,121	317,931	432,719	305,865	305,865
Charges for Service	1,159,807	802,157	1,056,872	811,050	811,050
Misc.	266,140	240,540	252,000	268,600	268,600
Other Financing Sources	515,358	565,685	578,000	606,000	606,000
Total Revenue	3,204,274	2,015,036	2,398,827	2,091,015	2,091,015
Salaries	1,193,052	1,209,202	1,415,638	1,462,934	1,462,934
Benefits	616,484	559,857	737,641	729,907	729,907
Services & Supplies	1,524,638	859,360	958,876	752,298	752,298
Other Charges	-	-	83,750	83,105	83,105
Fixed Assets	4,351	-	10,000	-	-
Intrafund Transfers	55,676	21,962	56,432	34,124	34,124
Total Appropriations	3,394,201	2,650,381	3,262,337	3,062,368	3,062,368
NCC	189,927	635,345	863,510	971,353	971,353
FTE's	24	24	24	24	24

Source of Funds



Use of Funds



Source of Funds—Recorder Clerk/Registrar of Voters

License: Marriage (\$96,000): 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 (\$305,865): 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 (\$811,050): 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 \$669,550.

Miscellaneous (\$268,600): 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 (\$606,000): 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, \$270,000, is coming from its Modernization fund to cover salaries and services and supplies. The Division will also transfer \$260,000 from the Micrographics fund to cover salaries, equipment costs, and services associated with the conversion of microfilm documents to digital image. The use of the Modernization fund is not as narrowly prescribed as the Micrographics fund 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 (\$971,353): 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—Recorder Clerk/Registrar of Voters

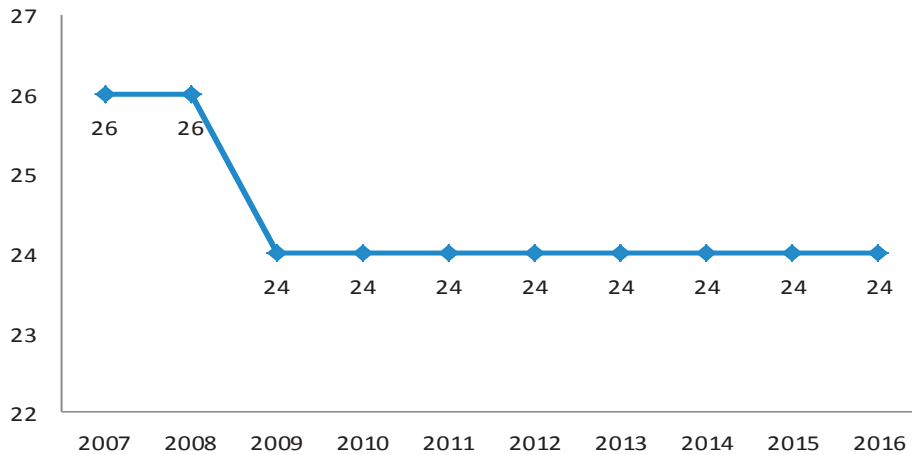
Salaries & Benefits (\$2,192,841): Primarily comprised of salaries (\$1,355,517), retirement (\$294,890), retiree health (\$24,140), workers' compensation (\$11,617) and health insurance (\$350,845). The Elections Division budget includes \$85,000 for extra help related to the June primary election.

Services & Supplies (\$752,298): Major components of this include postage (\$97,000) for mailing documents by the Recorder and mailing absentee ballots by the Elections Division. Professional and specialized services are budgeted at \$234,158 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 \$155,413 is for the purchase of elections materials, including sample and official ballots, absentee ballots, and other necessary supplies for one election. The Elections Division budget also includes \$55,000 to compensate the precinct boards for staffing the polling places on Election Day.

Other Charges (\$83,105) : Grant funding pass thru to other counties.

Intrafund Transfers (\$34,124): Intrafund transfers consist of charges from other departments for services such as mail service (\$13,076) and indirect charges (\$16,358).

Staffing Trend for Recorder Clerk/Registrar of Voters



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 2015-16 is 23.5 with 21.5 FTE on the West Slope and 2 FTE at South Lake Tahoe.

Classification Title	2014-15 Adjusted Allocation	2015-16 Dept Request	2015-16 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 I/II	1.00	1.00	1.00	-
Microfilm/Imaging Technician I/II	2.00	2.00	2.00	-
Recordable Document Examiner/Indexer I/II	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	-
Division Total	16.00	16.00	16.00	-
Registrar of Voters				
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	1.50	-
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	-
Division Total	7.50	7.50	7.50	-
Department Total	23.50	23.50	23.50	-

Recorder Clerk Program

Program Summary:

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.

Accomplishments:

In 2014 there were 54,037 documents, 1,367 Fictitious Business name Statements, 2,302 confidential marriage licenses, 1,019 regular marriage licenses, 5,295 confidential marriage Certified Copies, 2,176 marriage license copies, 6,869 Official Record copies with 19,854 additional pages. We scanned and reviewed 221,957 pages of official records. Indexed and verified 199,549 grantor and grantee names; not included are the process server, photocopier, unlawful detainer assistants, Fish and Game (Wildlife) filings, instruction and assistance to taxpayers with the computers in our copy room, marriage ceremonies and, answering the multiple telephone lines.

ELECTRONIC RECORDING (ERDS)

The County of El Dorado has been an early participant in the groundbreaking advance of Electronic Recording. This method of recording is regulated by the Department of Justice and provides a highly automated and safe method of recording.

Since its inception we have recorded a total of 30,813 documents electronically. Once recorded the documents are automatically scanned and ready to be indexed; saving the time it normally takes to prepare the document for scanning and scanning the document; adding to the efficiency of the department.

Registrar of Voters (Elections) Program

Program Summary:

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.

Accomplishments:

Conducted and certified the all mail ballot election of Special Districts, August 2014.

Conducted and certified the Special Supervisorial District II Election, September 2014.

Conducted and certified the Gubernatorial General Election, November 2014.

Conducted and certified the Audubon Hills CSD Recall Election, March 2015.

Currently conducting the Many Oaks Zone of Benefit election. May 5, 2015.

Obtained new polling places and poll workers.

Partnered with the State, election management vendor and CGI as a pilot count for implementation of the statewide voter registration system (VoteCal).

El Dorado County
 Detail of Financing Sources and Financing Uses
 Governmental Funds
 Fiscal Year 2015-16

Budget Unit **28 Recorder/Clerk**

Function **Public Protection**

Activity **Other Protection**

Detail by Revenue Category and Expenditure Object	2013-14 Actual	2014-15 Actual <input type="checkbox"/> Estimated <input checked="" type="checkbox"/>	2015-16 Department Requested	2015-16 CAO Recommended
1	2	3	4	5

Licenses, Permits and Franchises

0261 Marriage License	\$ 84,732	\$ 75,736	\$ 96,000	\$ 96,000
Total Licenses, Permits and Franchises	\$ 84,732	\$ 75,736	\$ 96,000	\$ 96,000

Intergovernmental Revenue - State

0881 State - Mandated Reimbursements	\$ 3,991	\$ 3,500	\$ 3,500	\$ 3,500
Total Intergovernmental Revenue - State	\$ 3,991	\$ 3,500	\$ 3,500	\$ 3,500

Intergovernmental Revenue - Federal

1100 Federal - Other	\$ 313,120	\$ 311,040	\$ 222,263	\$ 222,263
1125 Federal - HAVA	-	105,529	66,602	66,602
1126 Federal - HAVA (Sec 261)	4,811	16,150	17,000	17,000
Total Intergovernmental Revenue - Federal	\$ 317,931	\$ 432,719	\$ 305,865	\$ 305,865

Charges for Services

1360 Election Services	\$ 85,432	\$ 325,467	\$ 120,000	\$ 120,000
1361 Candidate Filing Fee	76,554	46,489	15,000	15,000
1600 Recording Fees	632,921	678,516	669,550	669,550
1604 Recording Fees CD Reproduction	7,250	6,400	6,500	6,500
Total Charges for Services	\$ 802,157	\$ 1,056,872	\$ 811,050	\$ 811,050

Miscellaneous Revenues

1940 Miscellaneous Revenue	\$ 240,540	\$ 252,000	\$ 268,600	\$ 268,600
Total Miscellaneous Revenues	\$ 240,540	\$ 252,000	\$ 268,600	\$ 268,600

Other Financing Sources

2020 Operating Transfers In	\$ 47,153	\$ 50,000	\$ 50,000	\$ 50,000
2028 Operating Transfers In: Computer Recording	260,000	200,000	270,000	270,000
2029 Operating Transfers In: Micrographics	232,032	305,000	260,000	260,000
2030 Operating Transfers In: Vital Statistics	20,000	20,000	25,000	25,000
2031 Operating Transfers In: License Notary	6,500	3,000	1,000	1,000
Total Other Financing Sources	\$ 565,685	\$ 578,000	\$ 606,000	\$ 606,000

Total Revenue	\$ 2,015,035	\$ 2,398,827	\$ 2,091,015	\$ 2,091,015
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Salaries and Employee Benefits

3000 Permanent Employees / Elected Officials	\$ 1,089,430	\$ 1,195,628	\$ 1,355,517	\$ 1,355,517
3001 Temporary Employees	94,174	195,000	85,000	85,000
3002 Overtime	4,399	3,000	6,000	6,000
3004 Other Compensation	16,381	17,210	11,617	11,617
3005 Tahoe Differential	4,818	4,800	4,800	4,800
3020 Employer Share - Employee Retirement	208,907	251,828	294,890	294,890
3022 Employer Share - Medi Care	15,510	17,068	18,382	18,382
3040 Employer Share - Health Insurance	296,921	406,475	350,845	350,845
3041 Employer Share - Unemployment Insurance	4,098	-	-	-
3042 Employer Share - Long Term Disab Insurance	1,849	3,157	3,387	3,387
3043 Employer Share - Deferred Compensation	6,541	7,886	8,646	8,646
3046 Retiree Health - Defined Contributions	22,854	22,956	24,140	24,140
3060 Employer Share - Workers' Compensation	3,171	10,271	11,617	11,617

El Dorado County
 Detail of Financing Sources and Financing Uses
 Governmental Funds
 Fiscal Year 2015-16

Budget Unit **28 Recorder/Clerk**
 Function **Public Protection**
 Activity **Other Protection**

Detail by Revenue Category and Expenditure Object	2013-14 Actual	2014-15 Actual <input type="checkbox"/> Estimated <input checked="" type="checkbox"/>	2015-16 Department Requested	2015-16 CAO Recommended
1	2	3	4	5

3080 Flexible Benefits	6	18,000	18,000	18,000
Total Salaries and Employee Benefits	\$ 1,769,059	\$ 2,153,279	\$ 2,192,841	\$ 2,192,841

Services and Supplies

4040 Telephone Company Vendor Payments	\$ 456	\$ 480	\$ 480	\$ 480
4041 Cnty Pass thru Telephone Chrges to Depts	1,269	700	1,300	1,300
4080 Household Expense	185	172	150	150
4100 Insurance - Premium	4,283	9,808	9,295	9,295
4140 Maintenance - Equipment	18,096	22,000	22,000	22,000
4141 Maintenance - Office Equipment	-	1,550	1,550	1,550
4144 Maintenance - Computer System Supplies	64,809	48,863	98,098	98,098
4180 Maintenance - Building and Improvements	-	240	140	140
4221 Memberships - Legislative Advocacy	2,025	2,775	2,850	2,850
4260 Office Expense	21,206	23,000	19,000	19,000
4261 Postage	97,507	101,093	97,000	97,000
4262 Software	-	6,162	900	900
4263 Subscription / Newspaper / Journals	1,268	593	4,882	4,882
4264 Books / Manuals	427	450	450	450
4265 Law Books	3,835	4,340	592	592
4266 Printing / Duplicating	2,116	4,500	3,500	3,500
4300 Professional and Specialized Services	464,341	464,983	234,158	234,158
4307 Microfilm Services	478	1,600	1,500	1,500
4324 Medical, Dental and Lab Services	373	-	-	-
4400 Publication and Legal Notices	2,795	3,636	2,500	2,500
4420 Rents and Leases - Equipment	15,171	17,440	15,700	15,700
4440 Rent & Lease - Building/Improvements	1,170	1,080	1,230	1,230
4460 Small Tools and Instruments	-	200	100	100
4461 Minor Equipment	1,785	7,841	3,000	3,000
4462 Minor Computer Equipment	22,121	7,000	7,000	7,000
4500 Special Departmental Expense	78,092	150,000	155,413	155,413
4503 Staff Development	2,290	3,110	2,550	2,550
4511 Elections Outreach	1,148	600	1,200	1,200
4529 Software License	804	12,529	1,500	1,500
4531 Precinct Board Compensation	45,284	50,000	55,000	55,000
4600 Transportation and Travel	437	1,500	1,000	1,000
4602 Employee - Private Auto Mileage	2,274	3,300	3,100	3,100
4604 Volunteer - Private Auto Mileage	-	1,071	-	-
4605 Vehicle - Rent or Lease	1,240	1,700	1,300	1,300
4606 Fuel Purchases	636	1,060	1,060	1,060
4608 Hotel Accommodations	1,439	3,500	2,800	2,800
Total Services and Supplies	\$ 859,360	\$ 958,876	\$ 752,298	\$ 752,298

Other Charges

5240 Contribution To Non-county Governmental	\$ -	\$ 83,750	\$ 83,105	\$ 83,105
Total Other Charges	\$ -	\$ 83,750	\$ 83,105	\$ 83,105

Fixed Assets

6042 Fixed Assets - Computer Sys Equipment	\$ -	\$ 10,000	\$ -	\$ -
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El Dorado County
 Detail of Financing Sources and Financing Uses
 Governmental Funds
 Fiscal Year 2015-16

Budget Unit **28 Recorder/Clerk**
 Function **Public Protection**
 Activity **Other Protection**

Detail by Revenue Category and Expenditure Object		2013-14 Actual	2014-15 Actual <input type="checkbox"/> Estimated <input checked="" type="checkbox"/>	2015-16 Department Requested	2015-16 CAO Recommended
1	2	3	4	5	
Total Fixed Assets		\$ -	\$ 10,000	\$ -	\$ -
Intrafund Transfers					
7200	Intrafund Transfers	\$ 7,506	\$ 15,000	\$ 16,358	\$ 16,358
7210	Intrafund: Collections	55	25	35	35
7220	Intrafund: Telephone Equipment and Support	-	-	960	960
7223	Intrafund: Mail Service	13,586	14,399	13,076	13,076
7224	Intrafund: Stores Support	585	908	595	595
7229	Intrafund: PC Support	-	-	3,000	3,000
7230	Intrafund: IS Software	-	-	100	100
7231	Intrafund: IS Programming Support	59	25,700	-	-
7232	Intrafund: Maint Bldg & Improvmnts	171	400	-	-
Total Intrafund Transfers		\$ 21,962	\$ 56,432	\$ 34,124	\$ 34,124
Total Expenditures/Appropriations		\$ 2,650,381	\$ 3,262,337	\$ 3,062,368	\$ 3,062,368
Net Cost		\$ (635,345)	\$ (863,510)	\$ (971,353)	\$ (971,353)

