

Recorder-Clerk/Registrar of Voters

RECOMMENDED BUDGET • FY 2017 - 18

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. In addition, the Clerk performs marriage ceremonies.

The Registrar of Voters Office (Elections) provides election 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.

DEPARTMENT BUDGET SUMMARY

	15/16 Actuals	16/17 Budget	17/18 Dept Requested	17/18 CAO Recommend	Change from Budget to Recommend	% Change
Licenses, Permits	\$ 88,329	\$ 79,000	\$ 79,000	\$ 79,000	\$ -	0%
State	\$ 7,428	\$ 3,500	\$ 3,000	\$ 3,000	\$ (500)	-14%
Federal	\$ 187,350	\$ 82,459	\$ 235,012	\$ 235,012	\$ 152,553	185%
Charges for Service	\$ 884,171	\$ 942,000	\$ 863,000	\$ 885,000	\$ (57,000)	-6%
Miscellaneous	\$ 279,941	\$ 255,000	\$ 260,000	\$ 260,000	\$ 5,000	2%
Other Financing Sources	\$ 528,639	\$ 571,000	\$ 586,000	\$ 586,000	\$ 15,000	3%
Total Revenue	\$ 1,975,858	\$ 1,932,959	\$ 2,026,012	\$ 2,048,012	\$ 115,053	6%
Salaries and Benefits	\$ 2,195,988	\$ 2,257,507	\$ 2,313,124	\$ 2,226,772	\$ (30,735)	-1%
Services & Supplies	\$ 621,660	\$ 549,219	\$ 808,748	\$ 808,748	\$ 259,529	47%
Other Charges	\$ -	\$ 82,459	\$ -	\$ -	\$ (82,459)	-100%
Fixed Assets	\$ -	\$ 12,000	\$ 14,547	\$ 14,547	\$ 2,547	21%
Intrafund Transfers	\$ 16,331	\$ 24,073	\$ 18,187	\$ 13,829	\$ (10,244)	-43%
Total Appropriations	\$ 2,833,979	\$ 2,925,258	\$ 3,154,606	\$ 3,063,896	\$ 138,638	5%
Net County Cost	858,121	992,299	1,128,594	1,015,884	23,585	2%
FTEs	23.5	23.5	23.5	22.5	(1)	-4%

MAJOR BUDGET CHANGES

Revenue

Revenue: Federal Intergovernmental

\$152,553 Grant revenue for Elections is budgeted to increase due to a combination of a decrease of (\$82,459) for the Ease grant which concluded in October 2016, combined with an increase of \$235,012 for the Help America Vote Act (HAVA) Section 301 grant. This grant is for voting system upgrades and will be spent as soon as the State of California certifies a voting system that meets the County’s needs, projected to begin in late FY 2017-18. The term of these grant funds expires June 30, 2021.

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Charges for Services

- \$53,000 Increase in Recording Fees in line with slightly higher than expected actuals and trend, as a result of more activity related to real estate transactions.
- (\$110,000) Revenue for Election Services is budgeted to decrease due to the cyclical nature of elections wherein there will be less reimbursement from other districts (\$130,000). This is typical with odd/even year elections that have no special districts in November and only Statewide and Countywide elections in June (Gubernatorial Primary Election). This decrease in revenue is offset by a \$20,000 increase in Candidate Filing Fees.

Miscellaneous Revenue

- \$5,000 Miscellaneous fees increase due to an increased activity related to filing fictitious business name statements, examination and posting of environmental documents, registration of process servers and acceptance and filing of notary bonds.

Other Financing Sources

- \$15,000 Increase in operating transfers from dedicated Special Revenue Funds related to Vital Health Statistics and Electronic Recording Delivery Systems. These funds are specific to modernization of vital records operations and electronic recording delivery systems.

Appropriations

Salaries and Benefits

- (\$76,352) Elimination of one Information Technology Department Specialist position.
- \$39,617 General increase due to on-going staffing costs, including increased retirement costs.

Services and Supplies

- (\$15,500) Decrease in Recorder-Clerk Equipment Maintenance to match actuals.
- \$17,930 Increase in Recorder-Clerk Professional and Specialized Services due to continuation of project to digitize vital statistics and redact 7.4 million other pre-1980 official records. These services are offset by revenues from the Micrographics fund.
- \$10,174 Annual maintenance fee for Elections FPPC automated Conflict of Interest system.
- \$9,500 Annual maintenance fee for Elections Democracy Live UOCAVA (Military/Overseas) Ballot download system.
- \$235,012 HAVA reimbursement grant expense related to voting system upgrades. Dollars match revenue.

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Other Charges

(\$82,459) Reduction in expense related to conclusion of Ease grant funding in October, 2016. This grant assisted localities in technological improvements for military and overseas voters. Reduction matches a reduction in revenue.

Fixed Assets

(\$12,000) Decrease due to prior year purchase of cabinets to archive 25,000 maps.

\$14,547 Purchase of Ballot on Demand Audit system upgrade. Camera must be upgraded to be compliant with California State certification requirements as a ballot manufacturer.

PROGRAM SUMMARIES

Recorder-Clerk

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 maintenance of 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. In addition, online, electronic recording is now available through the Recorder's Office.

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; maintaining 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 FTEs 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.

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Registrar of Voters (Elections)

The Elections Division provides election 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 and provides all security, training of over 500 extra help polling place employees, does Voter Outreach and registration sign up for the public.

FPPC filing and activity as mandated by the Secretary of State is provided by the Elections Office. All candidate filings and forms required are also administered. Form 700 filers may now use the new online application.

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.

Pending Issues

Funds are available to purchase State-approved voting systems, made available through Proposition 41 (2002), and have not been included in the Recommended Budget. Voting systems cannot be purchased until the State of California certifies a voting system that meets County needs. The County currently has \$621,206 available, and these funds will likely be budgeted in FY 2018-19. These funds have been available since 2002, pending a decision from the State. It is not yet known whether the total grant dollars available will be enough to pay for a new voting system, and this is a concern for the Registrar of Voters.

There is also some uncertainty about what State mandates (if any) will come regarding voting systems. The newly announced Assembly Bill 668 Voting Modernization Bond Act of 2018 will provide additional funding (\$450 million statewide) and County Elections personnel will apply for this. It has not yet been determined whether these funds will pay for a replacement of the current system or pay for conversion to an entirely new voting process that launches vote centers. The Registrar of Voters is currently researching the potential costs and impacts involved with both scenarios.

BUDGET SUMMARY BY PROGRAM

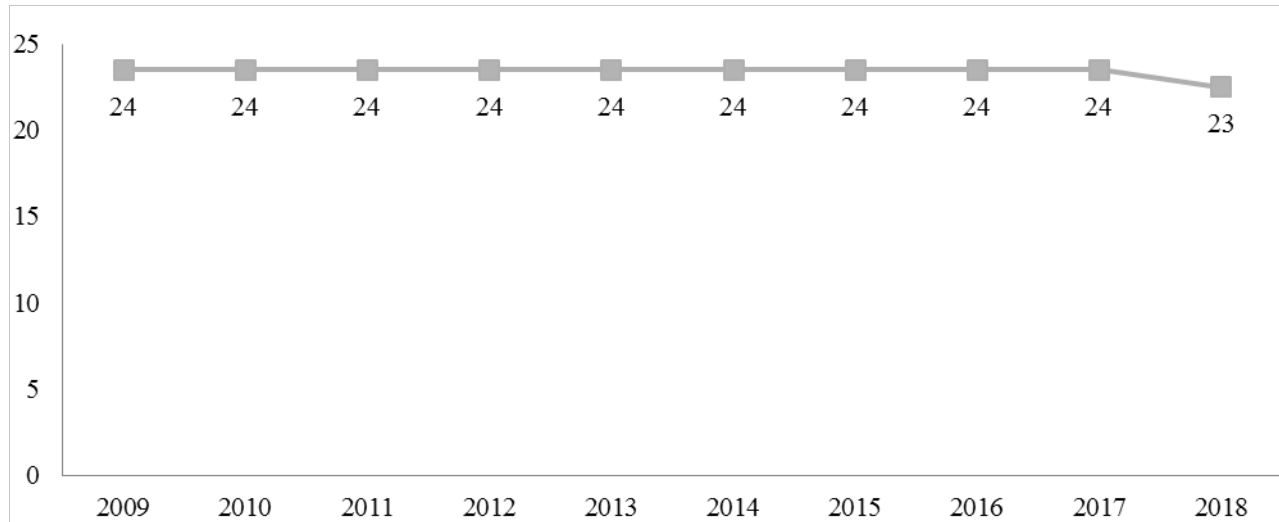
	Appropriations	Revenues	Net County Cost	Staffing
Recorder Clerk	\$ 1,601,130	\$ 1,670,000	\$ (68,870)	16
Registrar of Voters	\$ 1,462,766	\$ 378,012	\$ 1,084,754	6.5
Total	\$ 3,063,896	\$ 2,048,012	\$ 1,015,884	22.5

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STAFFING TREND

The proposed staff allocation for FY 2017-18 is 22.5 with 20.5 FTE on the West Slope and 2 FTE at South Lake Tahoe. This includes the reduction of 1.0 Information Technology Department Specialist position in the Elections division.



RECOMMENDED BUDGET

The Budget is recommended at \$3,063,896. The Recommended Budget reflects an increase in revenue of \$115,053 or 6% and an increase in appropriations of \$138,638 or 5% when compared to the FY 2016-17 Adopted Budget.

Net County Cost for the Department is \$1,015,884. Overall, Net County Cost is increasing by \$23,585, or 2%.

The increase in NCC can be attributed to the swing in election cycles for odd/even years. Elections must be administered during these years; however, the Department will not be reimbursed by other districts. It is expected that in the next budget year (FY 2018-19) the revenue stream will increase significantly to include revenues from the districts. This represents a status quo budget.

The Elections Division anticipates the use of HAVA reimbursement grant funds for \$235,012 in FY 2017-18 to replace outdated and aging voting system equipment.

CAO Adjustments

The CAO office increased revenue for Recording Fees by \$22,000 to be in line with prior year actual and year to date trends.

Appropriations were reduced by \$10,000 for Temporary Employees in the Recorder-Clerk Division based on updated Salary and Benefit projections.

The CAO office is recommending the reduction of one Information Technology Department Specialist position in the Elections Division. This recommendation will result in a Reduction in Force to be

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effective no later than August 4, 2017 and results in a Net County Cost savings of \$76,352. The Department is also staffed with an Information Technology Department Coordinator position, as well as a Precinct Planning Specialist position.

Sources & Uses of Funds

The Recorder Division is funded by fees and has no Net County Cost.

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. 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 Division to offset expenditures that are appropriate for reimbursement by those funds. The Recommended Budget reflects the following use of the Special Revenue Funds:

- \$290,000 Micrographics fund to cover salaries, equipment costs and services associated with the conversion of microfilm documents to digital image.
- \$200,000 Modernization fund to cover salaries, services and supplies, and to help offset the Net County Cost of the Division.
- \$50,000 Electronic Recording Delivery System to cover the cost of regulation and oversight of electronic decoding by the Attorney General.
- \$30,000 Vital Health Statistics fund used to offset the cost of modernization of vital records management.
- \$15,000 Social Security Truncation fund use for efforts to truncate social security numbers in recorded documents.

The Elections Division is funded primarily with discretionary General Fund revenues. These revenues are collected in Department 15 – General Fund Other Operations.

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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 CURR YR CAO RECMD
TYPE: R REVENUE					
SUBOBJ SUBOBJ TITLE					
0261 LICENSE: MARRIAGE	79,000	79,000	79,000	79,000	0
CLASS: 02 REV: LICENSE, PERMIT, &	79,000	79,000	79,000	79,000	0
0881 ST: MANDATED REIMBURSEMENTS	3,500	3,500	3,000	3,000	-500
CLASS: 05 REV: STATE INTERGOVERNMENTAL	3,500	3,500	3,000	3,000	-500
1100 FED: OTHER	82,459	82,459	0	0	-82,459
1125 FED:HAVA (HELP AMERICA VOTE ACT)	235,013	0	235,012	235,012	235,012
CLASS: 10 REV: FEDERAL	317,472	82,459	235,012	235,012	152,553
1360 ELECTION SERVICES	469,575	250,000	120,000	120,000	-130,000
1361 CANDIDATE FILING FEE	0	0	20,000	20,000	20,000
1600 RECORDING FEES	685,500	685,500	715,000	736,000	50,500
1604 RECORDING FEES CD REPRODUCTION	6,500	6,500	8,000	9,000	2,500
CLASS: 13 REV: CHARGE FOR SERVICES	1,161,575	942,000	863,000	885,000	-57,000
1940 MISC: REVENUE	255,000	255,000	260,000	260,000	5,000
CLASS: 19 REV: MISCELLANEOUS	255,000	255,000	260,000	260,000	5,000
2020 OPERATING TRANSFERS IN	55,000	55,000	65,000	65,000	10,000
2028 OPERATING TRSNF IN: COMPUTER	200,000	200,000	200,000	200,000	0
2029 OPERATING TRSNF IN: MICROGRAPHICS	290,000	290,000	290,000	290,000	0
2030 OPERATING TRSNF IN: VITAL STATISTICS	25,000	25,000	30,000	30,000	5,000
2031 OPERATING TRSNF IN: LICENSE NOTARY	1,000	1,000	1,000	1,000	0
CLASS: 20 REV: OTHER FINANCING SOURCES	571,000	571,000	586,000	586,000	15,000
TYPE: R SUBTOTAL	2,387,547	1,932,959	2,026,012	2,048,012	115,053
TYPE: E EXPENDITURE					
SUBOBJ SUBOBJ TITLE					
3000 PERMANENT EMPLOYEES / ELECTED	1,377,229	1,377,229	1,401,352	1,329,328	-47,901
3001 TEMPORARY EMPLOYEES	85,000	85,000	94,000	84,000	-1,000
3002 OVERTIME	6,000	6,000	9,000	9,000	3,000
3004 OTHER COMPENSATION	11,679	11,679	13,197	13,197	1,518
3005 TAHOE DIFFERENTIAL	4,800	4,800	4,800	4,800	0
3020 RETIREMENT EMPLOYER SHARE	308,251	308,251	325,537	322,433	14,182
3022 MEDI CARE EMPLOYER SHARE	18,703	18,703	19,057	18,013	-690
3040 HEALTH INSURANCE EMPLOYER	374,215	374,215	371,249	371,249	-2,966
3042 LONG TERM DISABILITY EMPLOYER	3,442	3,442	3,501	3,321	-121
3043 DEFERRED COMPENSATION EMPLOYER	8,808	8,808	8,774	8,774	-34
3046 RETIREE HEALTH: DEFINED	24,726	24,726	26,913	26,913	2,187
3060 WORKERS' COMPENSATION EMPLOYER	16,654	16,654	24,980	24,980	8,326
3080 FLEXIBLE BENEFITS	18,000	18,000	10,764	10,764	-7,236
CLASS: 30 SALARY & EMPLOYEE BENEFITS	2,257,507	2,257,507	2,313,124	2,226,772	-30,735
4040 TELEPHONE COMPANY VENDOR	480	480	780	780	300
4041 COUNTY PASS THRU TELEPHONE CHARGES	1,800	1,800	1,995	1,995	195
4080 HOUSEHOLD EXPENSE	400	400	400	400	0
4100 INSURANCE: PREMIUM	11,257	11,257	9,998	9,998	-1,259
4140 MAINT: EQUIPMENT	22,000	22,000	6,500	6,500	-15,500
4141 MAINT: OFFICE EQUIPMENT	2,300	2,300	2,500	2,500	200
4143 MAINT: SERVICE CONTRACT	0	0	2,000	2,000	2,000
4144 MAINT: COMPUTER	92,610	92,610	125,000	125,000	32,390
4180 MAINT: BUILDING & IMPROVEMENTS	140	140	0	0	-140
4221 MEMBERSHIPS: LEGISLATIVE ADVOCACY	3,300	3,300	2,600	2,600	-700
4260 OFFICE EXPENSE	21,500	21,500	21,000	21,000	-500
4261 POSTAGE	70,000	70,000	70,000	70,000	0
4262 SOFTWARE	700	700	300	300	-400
4263 SUBSCRIPTION / NEWSPAPER / JOURNALS	700	700	650	650	-50
4264 BOOKS / MANUALS	450	450	500	500	50
4265 LAW BOOKS	592	592	595	595	3
4266 PRINTING / DUPLICATING SERVICES	3,000	3,000	3,000	3,000	0
4300 PROFESSIONAL & SPECIALIZED SERVICES	80,000	80,000	100,430	100,430	20,430

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

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
4307 MICROFILM IMAGING SERVICES	1,000	1,000	250	250	-750
4400 PUBLICATION & LEGAL NOTICES	2,000	2,000	2,500	2,500	500
4420 RENT & LEASE: EQUIPMENT	15,700	15,700	15,700	15,700	0
4421 RENT & LEASE: SECURITY SYSTEM	15,000	15,000	0	0	-15,000
4440 RENT & LEASE: BUILDING &	1,230	1,230	1,050	1,050	-180
4460 EQUIP: SMALL TOOLS & INSTRUMENTS	100	100	100	100	0
4461 EQUIP: MINOR	2,000	2,000	500	500	-1,500
4462 EQUIP: COMPUTER	10,000	10,000	9,000	9,000	-1,000
4500 SPECIAL DEPT EXPENSE	357,013	122,000	365,050	365,050	243,050
4503 STAFF DEVELOPMENT	3,800	3,800	4,650	4,650	850
4505 SB924: TRANSPORTATION & TRAVEL	200	200	0	0	-200
4511 ELECTIONS OUTREACH	500	500	500	500	0
4531 PRECINCT BOARD COMPENSATION	55,000	55,000	50,000	50,000	-5,000
4600 TRANSPORTATION & TRAVEL	1,250	1,250	1,750	1,750	500
4602 MILEAGE: EMPLOYEE PRIVATE AUTO	2,550	2,550	2,750	2,750	200
4605 RENT & LEASE: VEHICLE	1,600	1,600	1,900	1,900	300
4606 FUEL PURCHASES	1,060	1,060	1,100	1,100	40
4608 HOTEL ACCOMMODATIONS	3,000	3,000	3,700	3,700	700
CLASS: 40 SERVICE & SUPPLIES	784,232	549,219	808,748	808,748	259,529
5240 CONTRIB: NON-CNTY GOVERNMENTAL	82,459	82,459	0	0	-82,459
CLASS: 50 OTHER CHARGES	82,459	82,459	0	0	-82,459
6040 FIXED ASSET: EQUIPMENT	12,000	12,000	0	0	-12,000
6042 FIXED ASSET: COMPUTER SYSTEM	0	0	14,547	14,547	14,547
CLASS: 60 FIXED ASSETS	12,000	12,000	14,547	14,547	2,547
7200 INTRAFUND TRANSFERS: ONLY GENERAL	1,000	1,000	500	500	-500
7210 INTRAFND: COLLECTIONS	50	50	50	50	0
7220 INTRAFND: TELEPHONE EQUIPMENT &	4,858	4,858	4,358	0	-4,858
7223 INTRAFND: MAIL SERVICE	15,445	15,445	11,702	11,702	-3,743
7224 INTRAFND: STORES SUPPORT	1,520	1,520	977	977	-543
7232 INTRAFND: MAINT BLDG & IMPROVMNTS	1,200	1,200	600	600	-600
CLASS: 72 INTRAFUND TRANSFERS	24,073	24,073	18,187	13,829	-10,244
TYPE: E SUBTOTAL	3,160,271	2,925,258	3,154,606	3,063,896	138,638
FUND TYPE: 10 SUBTOTAL	772,724	992,299	1,128,594	1,015,884	23,585
DEPARTMENT: 28 SUBTOTAL	772,724	992,299	1,128,594	1,015,884	23,585

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PERSONNEL ALLOCATION

Classification Title	2016-17 Adjusted Allocation	2017-18 Dept Request	2017-18 CAO Recm'd	Diff from Adjusted
<i>Recorder Clerk</i>				
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	-
<i>Division Total</i>	<i>16.00</i>	<i>16.00</i>	<i>16.00</i>	-
<i>Registrar of Voters</i>				
Administrative Technician	1.00	1.00	1.00	-
Assistant Registrar of Voters	1.00	1.00	1.00	-
Elections Technician I/II	2.50	2.50	2.50	-
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	-
<i>Division Total</i>	<i>7.50</i>	<i>7.50</i>	<i>6.50</i>	<i>(1.00)</i>
Department Total	23.50	23.50	22.50	(1.00)

Recommended reduction no later than August 4, 2017

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ORGANIZATIONAL CHART

