

Budget Presentation for Recorder-Clerk- Registrar of Voters 2009-10



From the Quill to the Mouse



Mission Statements

- 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 issues ID cards to Professional Photocopiers, Process Servers, Unlawful Detainer Assistants, Legal Document Assistants, Probate Referee and Humane Officers.
- The **County Registrar of Voters** is the Department Head for the Elections Department. This department provides elections services to all County residents for Federal, State, County, City and Special District elections. Precinct mapping, voter registration, polling place and extra help hiring for staffing during elections is provided. The Registrar also assures compliance with laws related to the Fair Political Practices Commission (FPPC) and voter outreach programs in accordance with the Help America Vote Act (HAVA).

Recorder-Clerk

- RECORDER- All functions are listed in the Mission Statement and all but the passport function are required by a code or statute.
- Passport function provides between **\$50,000.00** and **\$100,000.00** annual revenue. The changes to the Passport rules in the last 3 years, including the most recent change have been difficult for the public and also our staff.
- Currently there are two offices, one in Placerville and one in South Lake Tahoe.
- We are currently at a staffing level found in 1991. We cut 2.5 FTE's in the 2008-09 budget.

Recorder

- From **1997** through **2007** the Recorder always had a “negative net county cost” and transferred a total of **\$6,819,773.00** to the general and special funds during those years, over and above the **\$19.2 million** Transfer Tax collected. (And, this was after all expenses)
- We collect over **\$54,066.60** in fees for the District Attorney’s Real Estate Fraud program.
- We also collect and transfer over **\$150,000.00** for Court Funding. The court system receives \$1.00 on each page after the first page of each document recorded.

Recorder-Clerk

- It should be mentioned that the Recorder reviews and collects Property Transfer Tax on all exchanges of property recorded, the amount collected (including Pville and SLT) from **7/1/08** to **6/2/09** is **\$1,177,432.34**. The County tax (**deposit to Dept. 15 revenue**) not including the amounts that are sent to the cities is **\$1,034,206.00**. However, it is not shown that the Recorder-Clerk office is recognized for this important revenue stream that **used** to be in our revenue projection.

Recorder-Clerk

- **CLERK Duties** are prescribed by code and statute. Mission statement defines services provided.
- Employees are cross trained to provide both Recorder and Clerk functions
- Office at South Lake Tahoe provides all functions except the actual recording of documents.
- We also collect and transmit fees (**\$100,000.00**) collected for Fish and Game and Environmental Documents to the state.
- South Lake Tahoe employees also provide Election services as needed.

Election Department

- Duties provided in accordance with California Elections Code, and the Help America Vote Act.
- All elections except land owner type are done by this office for the entire county, school districts and special districts.
- Each employee has specialized functions within the election procedures. With the advent of the Help America Vote Act in 2002 many additional duties were added.

Election Department

- The November UDEL election will probably be a similar turnout to the May 19th Special Election.
- The June 2010 election is anticipated to be a large turnout election due to the many local candidates and measures that are expected. We have started processing candidates for the June election this month.
- We will be starting to process the November 2010 election immediately after the June election.
- Keeping up with changes in election procedures by the Secretary of State is a challenge for our small department.
- An Organization Chart is provided with this presentation.

Recorder-Clerk-Registrar of Voters-Commissioner of Marriages

Elections Office

7.5 FTE

- 1 Assistant Registrar
- 1 Information Technology Coordinator
- 1 Information Technology Dept. Specialist
- 1 Precinct Planning Specialist
- 1 Senior Elections Technician
- 1.5 Elections Technician I/II
- 1 Administrative Technician

Election Machine Preparation

Candidate Preparation and FPPC Filings

Administration, Secretary of State And HAVA payments

PollWorker Management and Training

Warehouse Management and Storage

Vote by Mail Processing

Extra Help Supervision

Stand Alone Computer Management System

GIS Election Specific Mapping and Information

Recorder-Clerk Office

15 FTE

- 1 Assistant Recorder-Clerk
- 1 Recordable Document Services Supervisor
- 2 Senior Recordable Document Examiner-Indexer
- 8 Recordable Document Examiner-Indexer I/II
- 2 Micrographic-Imaging Technician I/II
- 1 Fiscal Technician

Note: 1 Senior Document Examiner-Indexer and 1 Recordable Document Examiner-Indexer work at the SOUTH LAKE TAHOE office.

Total of 22.5 FTE And 1 Elected Official
5/14/2009

Administration

Marriage License issuance, instruction and ceremonies

Fictitious Business Name Statements

Filing Notary Oaths and Bonds

Processing Passport Applications

Posting Environment Documents

Registering Process Servers

Administering and filing Oaths of Office

Electronic Recording of Tax Liens

Filing, Indexing and maintaining a variety of miscellaneous public documents

Accepts, Files and Indexes a variety of public documents associated with land transactions

Accepts, Files and Indexes Vital Statistics, Births, Deaths, Marriages both Public and Confidential

Provides certified copies of public documents

Indexes all documents within 48 hours of recording

Scan, digitize and make microfilm copy of all documents

Comply with AB1168 to Redact Soc. Sec. Numbers

Maintain, File, Index and provide DVD and copies of all recorded Maps