

COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS APPROPRIATION SUMMARY Fiscal Year 2014-15					
ADMINISTERED BY:		COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS			
Appropriations	FY 2012-13 Actuals	FY 2013-14 Est / Actual	FY 2014-15 Requested Budget	FY 2014-15 Recommended Budget	% Change from 2013-14
GENERAL FUND County Clerk / Recorder	\$ 7,092,648	\$ 9,206,094	\$ 10,310,576	\$ 11,646,154	26.5%
TOTAL ALL FUNDS	\$ 7,092,648	\$ 9,206,094	\$ 10,310,576	\$ 11,646,154	26.5%

FUNDED POSITIONS					
County Clerk / Recorder	56	56	56	56	0%
TOTAL FUNDED POSITIONS	56	56	56	56	0%
TOTAL ALLOCATED POSITIONS	65	65	65	65	0%

Mission Statement

To provide courteous, timely, and professional recording and elections services to the citizens, businesses and public agencies of the County with the utmost integrity, transparency, consistency, fairness, legal compliance and cost-effectiveness, using both the trained and committed staff of the Clerk-Recorder-Elections Office and technology to advance operations.

Department Comments

The Clerk-Recorder is pleased to serve the citizens of the County by performing duties related to the recording and indexing of real property and vital records. This service includes the issuance of certified copies of official documents, maintenance of specified registrations, and securing permanent filmed and imaged records of all recorded and filed documents. These services are provided to the public and to title companies and other agencies involved in property transactions.

The Registrar of Voters is responsible for conducting federal, state and local elections, conducting voter outreach and registering voters. In addition, the office provides related services for citizens, candidates and public officials in the County, including election services for cities, school districts and special districts.

Real Property Land Records

Documents related to real property are accepted for recordation in the office and become a part of the permanent database of real property records for the County. Numerous types of documents are recorded daily and include deeds, deeds of trust, reconveyances, liens and maps. In 2013, there were 118,634 documents recorded.

Recorded documents are scanned and indexed for posterity. Copies and certified copies of recorded documents are available for viewing or purchase in the office. The searchable index is available online or at the kiosks located in the office lobby. Last year, the office issued 17,629 copies of recorded documents and 3,790 copies of recorded maps.

The office provides for the preservation and continuity of permanent records. Records are stored digitally, on microfilm / microfiche, and in original historical record books. Microfilm and digital records are also stored offsite in a secure location to preserve the essential record of real property documents.

Vital Records

The office is the repository for birth, death and marriage vital records. Upon receipt, the vital records are scanned and indexed and become a part of the permanent record. Certified copies of birth, death and marriage certificates are available by application only, as prescribed in Government Code. The office provided 13,870 copies of vital records in 2013. Like real property records, the vital records are stored digitally, on microfilm / microfiche and in original historic record books. The microfilm and digital records are also stored offsite in a secure location.

Marriages

The County Clerk-Recorder provides many services related to marriage. In addition to maintaining the marriage vital records, the office issues marriage licenses, performs marriage ceremonies, and deputizes members of the public to perform marriage ceremonies within Placer County. Placer County issued 2,166 marriage licenses in 2013 and employees performed 547 marriages on the office grounds. Photos and DVDs of ceremonies performed at the office are available as well as rings, bouquets and keepsake certificates.

Filings / Registrations

In addition to real property records, the office accepts documents for filing and public information / viewing. The filings include environmental impact reports, fictitious business name statements and various bonds and certifications. There were 2,834 fictitious business name statements and 282 environmental documents filed in 2013.

Passport Acceptance Agent

The office is an authorized passport acceptance agent and accepts applications for new passports on behalf of the U.S. Department of State. In 2013 the office processed 1,982 passport applications. As an added convenience, passport photos are available for purchase at the office.

Elections

The office is responsible for conducting federal, state and local elections for Placer County. Our mission is to provide this important service in a manner that is legally compliant, timely, accurate, transparent and convenient.

The County is legally required to provide polling places for every voting precinct over 250 voters so voters may cast their vote in person on election day. Local poll workers are recruited and trained to staff those polling locations. All polling places are ADA compliant and are periodically surveyed as required to verify compliance.

Placer County has 203,147 registered voters as of March 2014 and 63% of these voters are registered to permanently vote by mail (PVBm). The office maintains the voter registration database with the PVBm designation and ensures that the voter is mailed the correct ballot, processes the incoming voted ballots and other mandated processes. On election day, voted ballots are collected from the post offices throughout the County to ensure all possible ballots are received.

Voter Registration

The Registrar of Voters provides voter registration services to the voters of Placer County, maintains the voter registration database and performs various mandated processes related to the database. According to the Secretary of State's Report of Registration as of December 31, 2013, 81% of eligible voters are registered to vote in the County.

Voter Outreach

The office is committed to ensuring that all eligible voters have the opportunity to register to vote and to cast their ballots on election day. With this goal in mind, the office reaches out to students through our successful high school voter outreach program. The County high school senior classes are visited each semester in order to explain the voting process to them. The students are given the opportunity to register to vote. Also included in the program are speakers representing various qualified political parties who provide information regarding the party platforms and local elected officials who discuss their role and experiences in office. The office also regularly visits facilities that enable us to reach out to senior citizen voters to afford them an opportunity to register to vote or re-register to vote and to sign up as permanent vote-by-mail voters.

Candidate Services

The office provides election services to candidates and to various special districts throughout the County. This includes elective term tracking, candidate filing, ballot measure assistance and various administrative tasks related to elections for the districts and candidates. The office is committed to supporting candidates for local races through candidate workshops and to further participation in electoral democracy in the County.

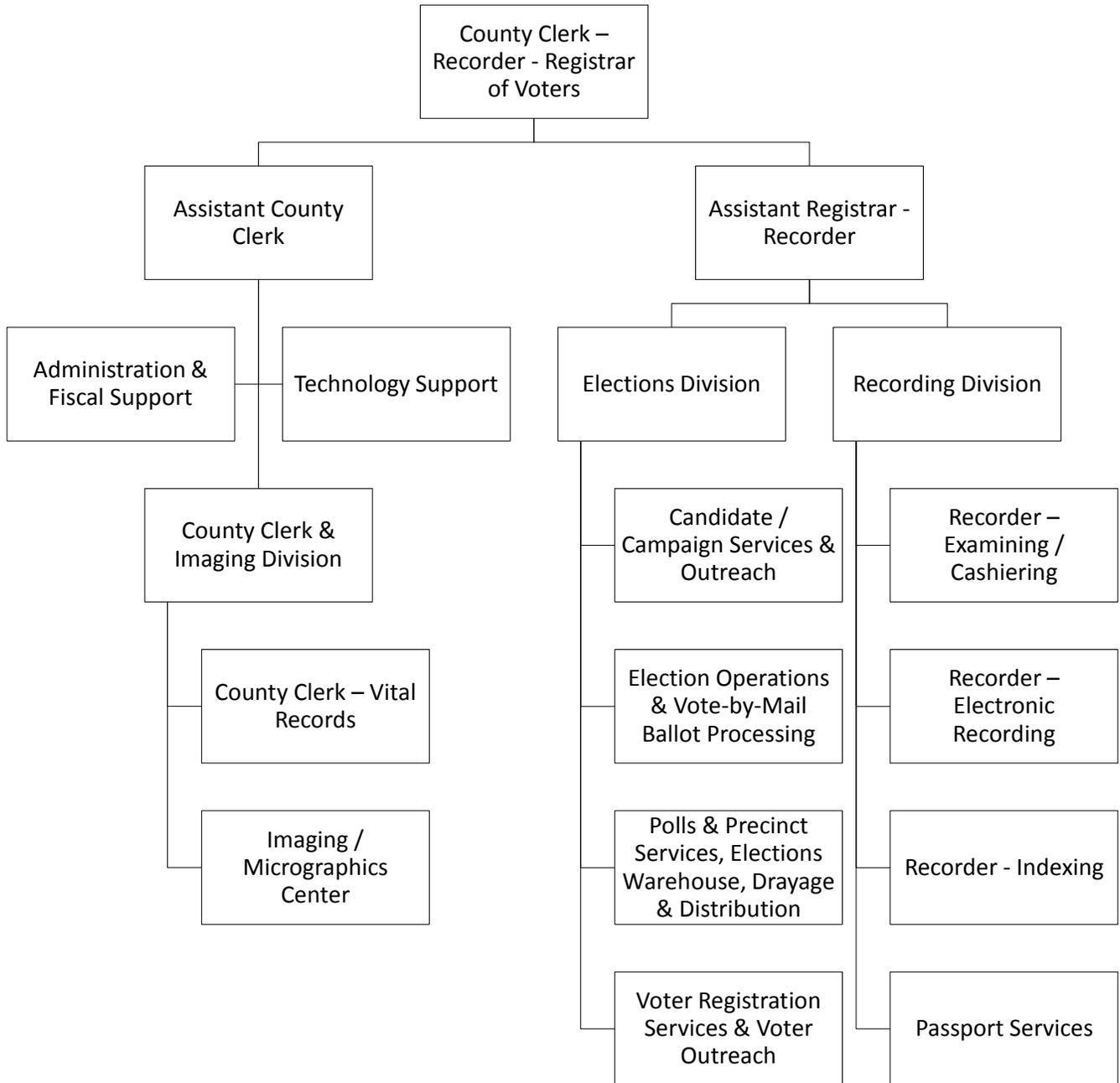
Form 700 Filing Officer

The responsibility for performing filing officer duties related to the filing of Statement of Economic Interests (Form 700) forms resides with the office. Approximately 1,500 forms are received each year from various boards / commissions, special districts, school districts and Placer County employees. These forms are reviewed and scanned and are preserved in accordance with state law. They are available to the public for viewing or to obtain a copy.

The office is committed to providing quality and timely professional services to our customers and to continue to develop efficiencies in work processes and incorporating technology to meet our responsibilities. We continue to see an increase in demand for Clerk services, such as vital record and official record copies, filings and registrations and, as the real estate market recovers, the volume of real property documents submitted for recordation. The anticipated implementation of electronic recording will assist in enhancing customer service and efficiency of recording documents. The office is nearing completion of the state-mandated redaction project well in advance of the 2017 deadline.

The office is looking forward to conducting the November 4, 2014 Gubernatorial General Election. Placer County continues to experience growth in voter registration and an increase in voting by mail. This growth requires sufficient staffing and increased election materials and resources as needed to meet demands. In 2014, the office will include the translations of certain voting materials into Spanish and Tagalog, a requirement being imposed by the Secretary of State. The office is also pursuing options to replace aging warehouse facilities and the acquisition of equipment that will assist with automating some of the current processes.

OFFICE OF THE COUNTY CLERK – RECORDER REGISTRAR OF VOTERS



COUNTY EXECUTIVE OFFICE COMMENTS AND RECOMMENDATIONS

Proposed Budget Summary

The FY 2014-15 Proposed Budget fully funds the service delivery of Clerk-Recorder and Elections programs. The department continues to refine its effective approaches to meeting service demands through targeted use of technology funded by federal, state, and fee-based revenues. With the same level of funded positions as in prior years, the department is prepared for an increased demand in Clerk-Recorder services including real property document recordings and vital records. The November 2014 General Election will bring an increased service demand for Vote by Mail (absentee ballot) as well as State mandated ballots to be printed in additional languages.

Although the operational budget remains relatively flat for Clerk-Recorder and Elections, the countywide alignment of central costs increases the department's budget significantly as detailed below.

APPROPRIATION SUMMARY

Below reflects program purpose for department appropriations as well as major budget adjustments. Further detail can be found beginning on page 276.

County Clerk-Recorder 22300
Administrative & Financial Service System

Program Purpose: The County Clerk-Recorder's Office provides direct services to the public that facilitate business and personal transactions through recording and maintenance of real property transactions; maps; issuing vital record copies (e.g. birth and death certificates), marriage licenses, and passport applications; performing civil wedding ceremonies when requested; filing of fictitious business name statements as well as other professional registrations; and providing permanent filmed and imaged records for all recorded and filed documents.

Major Budget Items: FY 2014-15 Proposed Budget

- Real Property Transfer Tax revenues are conservatively increased \$200,000 based on ongoing real estate market activity.
- The countywide alignment of costs to programs increases this budget by \$982,171 for A-87 (\$811,518), Building Maintenance (\$145,534) and the Placer County Government Center (\$25,119).
- As a net zero adjustment, Retiree Health Insurance costs of \$130,400 are moved from other line items to Salaries and Benefits.
- Equipment totaling \$186,000 is budgeted for replacement scanners, plotters, servers, and an archive writer, funded by fees collected for these purposes.

Elections 22300
Administrative & Financial Service System

Program Purpose: The County Elections Office promotes high levels of civic involvement in the election process by registering eligible voters, encouraging informed voter and candidate participation, conducting timely, legally compliant, and accurate elections and related services for the County's citizens, candidates and public officials, and for the cities, schools and special districts within the County.

Major Budget Items: FY 2014-15 Proposed Budget

- Elections revenue is increased \$750,000 reflecting the biennial pattern of November General Election reimbursements.
- The countywide alignment of costs to programs increases this budget by \$727,753 for A-87 (\$587,651), Building Maintenance (\$108,037) and the Placer County Government Center (\$32,065).
- As a net zero adjustment, Retiree Health Insurance costs of \$86,933 are moved from other line items to Salaries and Benefits.
- Equipment is budgeted for vote-by-mail automated ballot sorting and signature recognition (\$300,000) and in-house ballot printing (\$58,000) funded by federal and State grants; in addition, \$50,000 in General Fund supports server replacements (\$49,000) and an additional ballot room surveillance camera (\$1,000).

Budget Unit **General Fund - 100**
Function General
Activity County Clerk-Recorder - 22300

Detail by Revenue Category and Expenditure Object	2012-13 Final Actuals	2013-14 Estimated	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5
Revenue				
Taxes				
6168 Real Property Transfer Tax	\$ 3,438,573	\$ 2,600,000	\$ 2,800,000	\$
Total Taxes	\$ 3,438,573	\$ 2,600,000	\$ 2,800,000	\$
Fines, Forfeits & Penalties				
6860 Forfeitures & Penalties	\$ 1,924	\$	\$	\$
Total Fines, Forfeits & Penalties	\$ 1,924	\$	\$	\$
Intergovernmental Revenue				
7232 State Aid - Other	\$ 84,866	\$ 10,000	\$ 443,000	\$
Total Intergovernmental Revenue	\$ 84,866	\$ 10,000	\$ 443,000	\$
Charges for Services				
8117 Election Services	\$ 971,977	\$	\$ 750,000	\$
8141 Civil Process Services	22,780	20,000	16,000	
8150 County Clerk Fees	402,639	392,500	400,000	
8152 Electronic Recording Fees	11,269	167,532	130,327	
8155 Recording Fees Recorder	1,952,773	1,525,000	1,486,000	
8156 Micrographic Fees	247,484	619,812	769,636	
8157 Recording Fees Vital Statistics	10,161	5,800	6,200	
8159 Redaction Fees	13,260	85,257	78,672	
8218 Forms and Photocopies	6,448	3,000	3,000	
8254 Recorders Automation Fees	873,393	1,486,470	1,504,095	
8312 Candidates Statement Fees	44,895	23,500	33,500	
Total Charges for Services	\$ 4,557,079	\$ 4,328,871	\$ 5,177,430	\$
Miscellaneous Revenues				
8764 Miscellaneous Revenues	\$ 45	\$	\$	\$
8766 Cash Overage	6,609	4,000	4,000	
Total Miscellaneous Revenues	\$ 6,654	\$ 4,000	\$ 4,000	\$
Other Financing Sources				
8954 Operating Transfers In	\$	\$ 25,000	\$	\$
Total Other Financing Sources	\$	\$ 25,000	\$	\$
Total Revenue	\$ 8,089,096	\$ 6,967,871	\$ 8,424,430	\$
Expenditures / Appropriations				
Salaries & Benefits				
1001 Employee Paid Sick Leave	\$ 13,065	\$ 19,000	\$ 19,000	\$
1002 Salaries and Wages	2,975,298	3,533,085	3,584,845	
1003 Extra Help	213,275	297,000	67,472	
1005 Overtime & Call Back	50,850	54,775	61,800	
1010 Cafeteria Plans (Non-PERS)	76,045	174,475	176,246	
1018 Taxable Meal Reimbursements	851	950	950	
1300 P.E.R.S.	681,045	800,666	841,687	
1301 F.I.C.A.	236,409	288,661	279,188	
1303 Other - Post Employment Benefits	356,655	242,592	242,592	
1304 Other - Post Emplmnt Charges (Up Front)		260,700	186,200	
1310 Employee Group Ins	517,231	652,210	675,529	
1315 Workers Comp Insurance	(2)	15,407	26,566	
1320 Retired Employee Grp Ins			217,333	
1325 401 (k) Employer Match	2,792	5,250	5,250	
Total Salaries & Benefits	\$ 5,123,514	\$ 6,344,771	\$ 6,384,658	\$
Services & Supplies				
2051 Communication Services - Telephone	\$ 89,894	\$ 102,714	\$ 102,714	\$
2052 Communication Services - Mobile Devices	7,164	6,600	6,600	
2290 Maintenance - Equipment	31,473	50,385	48,385	
2291 Maintenance - Computer Equip	14,489	109,453	94,937	
2292 Maintenance - Software	295,234	230,934	254,038	
2415 Campus Services-PCGC			57,184	
2439 Membership/Dues	2,661	4,200	3,950	
2461 Dept Cash Shortage	93			
2481 PC Acquisition	3,181	47,500	19,900	
2511 Printing	40,201	67,200	68,250	
2522 Other Supplies	23,815	38,633	46,133	

County of Placer
 Financing Sources and Uses by Budget Unit by Object
 Governmental Funds
 Fiscal Year 2014-15

Budget Unit **General Fund - 100**
 Function **General**
 Activity **County Clerk-Recorder - 22300**

Detail by Revenue Category and Expenditure Object	2012-13 Final Actuals	2013-14 Estimated	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5
2523 Office Supplies & Exp	41,843	48,250	48,250	
2524 Postage	210,592	248,665	253,065	
2555 Prof/Spec Svcs - Purchased	118,137	393,769	643,950	
2701 Publications & Legal Notices	7,186	10,500	9,500	
2709 Countywide System Charges	14,615	40,440	47,994	
2727 Rents & Leases - Bldgs & Impr	70,700	89,585	33,841	
2770 Fuels & Lubricants	840	1,200	1,200	
2831 Precinct Costs	343,437	377,650	452,902	
2832 Election Outreach Costs	1,080	7,500	8,500	
2833 Voter Registration Supplies	1,907	5,000	5,000	
2834 Election Supplies	19,010	25,000	25,000	
2835 Ballot Printing & Materials	355,497	477,500	477,500	
2840 Special Dept Expense	1,320	3,250	3,250	
2844 Training	2,150	31,150	31,150	
2860 Library Materials	9,845	9,700	9,700	
2931 Travel & Transportation	1,621	13,500	15,500	
2932 Mileage	1,907	4,100	3,000	
2933 Lodging	2,266	8,250	9,250	
2941 County Vehicle Mileage	9,947	19,500	16,250	
2964 Meals/Food Purchases	835	3,900	3,400	
2965 Utilities	9,437	10,070	10,070	
Total Services & Supplies	\$ 1,732,377	\$ 2,486,098	\$ 2,810,363	\$
Other Charges				
3551 Transfer Out A-87 Costs	\$	\$	\$ 1,333,482	\$
Total Other Charges	\$	\$	\$ 1,333,482	\$
Capital Assets				
4451 Equipment	\$	\$ 120,750	\$ 594,000	\$
Total Capital Assets	\$	\$ 120,750	\$ 594,000	\$
Intrafund Transfers Out				
5310 I/T Employee Group Insurance	\$	\$	\$ 59,293	\$
5404 I/T Maintenance - Services	13,495	26,540	253,571	
5552 I/T - MIS Services	176,599	187,616	192,468	
5556 I/T - Professional Services	36,902	29,519	7,519	
5880 I/T-Public Safety Svcs	10,161	10,800	10,800	
Total Intrafund Transfers Out	\$ 237,157	\$ 254,475	\$ 523,651	\$
Intrafund Transfers In				
5004 I/T - Road Fund	\$ (400)	\$	\$	\$
Total Intrafund Transfers In	\$ (400)	\$	\$	\$
Total Expenditures / Appropriations	\$ 7,092,648	\$ 9,206,094	\$ 11,646,154	\$
Net Cost	\$ (996,448)	\$ 2,238,223	\$ 3,221,724	\$