

<b>COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS APPROPRIATION SUMMARY Fiscal Year 2014-15</b>					
<b>ADMINISTERED BY:</b>		<b>COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS</b>			
Appropriations	FY 2012-13 Actuals	FY 2013-14 Est / Actual	FY 2014-15 Proposed Budget	FY 2014-15 Final Budget	% Change from Proposed
<b>GENERAL FUND</b>					
County Clerk / Recorder	\$ 7,092,648	\$ 6,870,030	\$ 11,646,154	\$ 11,697,154	0.4%
<b>TOTAL ALL FUNDS</b>	\$ 7,092,648	\$ 6,870,030	\$ 11,646,154	\$ 11,697,154	0.4%
<b>FUNDED POSITIONS</b>					
County Clerk / Recorder	56	56	56	56	0%
<b>TOTAL FUNDED POSITIONS</b>	56	56	56	56	0%
<b>TOTAL ALLOCATED POSITIONS</b>	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.

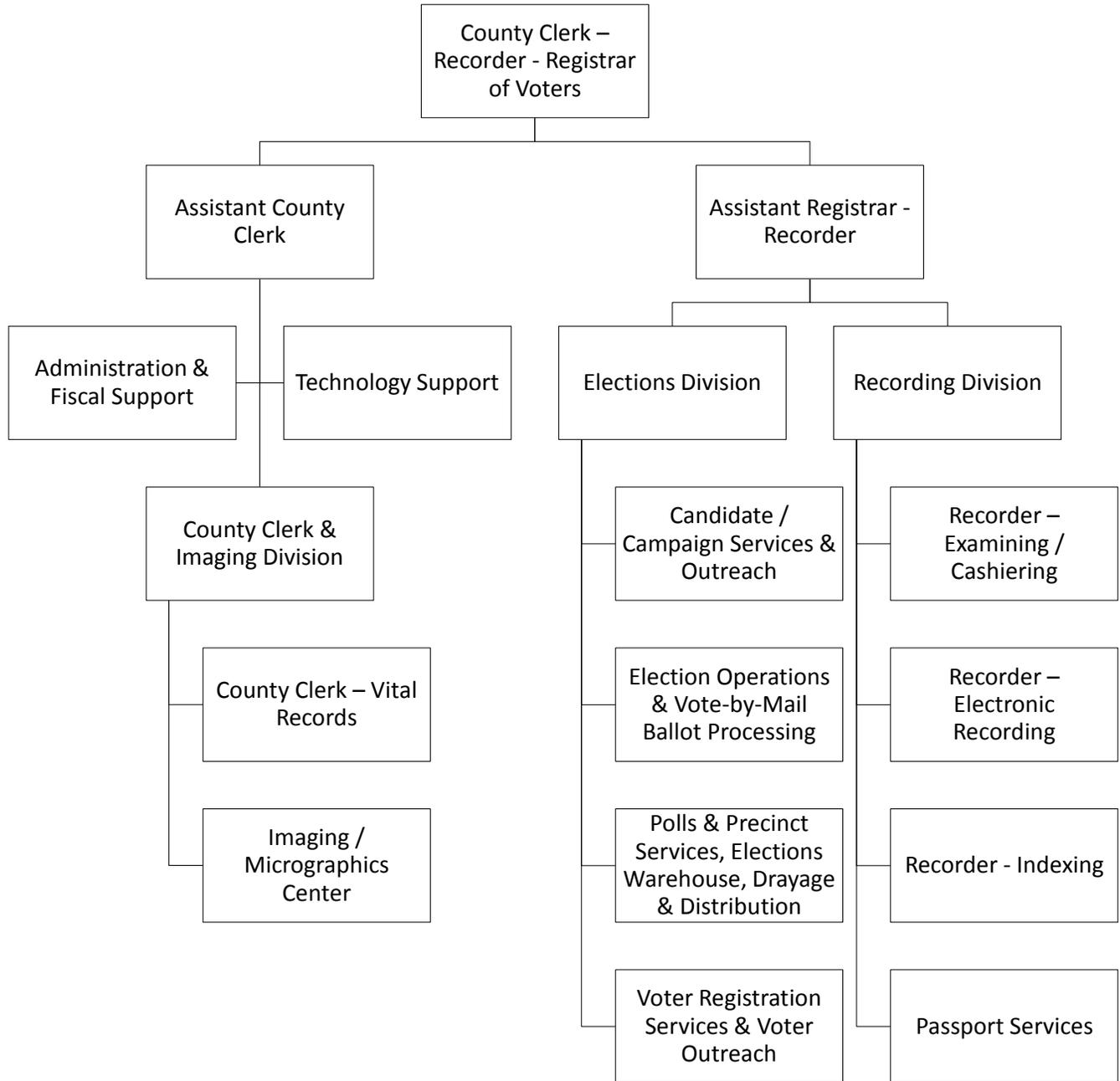
### **Form 700 Filing Officer**

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

### Final Budget Changes from the Proposed Budget

The Final Budget includes the following budget adjustments for the *County Clerk Recorder / Registrar of Voters* budget:

- One-time adjustments to Master Fixed Asset listing for automation equipment (\$16,000) and contract services for the Microfilm to Digital conversion (\$40,000); fully offset by Automation Trust Fund revenue (\$51,000) and elections precinct cost reduction (\$5,000).

### 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 296.

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 Actual	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Revenue</b>				
<b>Taxes</b>				
6168 Real Property Transfer Tax	\$ 3,438,573	\$ 3,578,776	\$ 2,800,000	\$ 2,800,000
<b>Total Taxes</b>	<b>\$ 3,438,573</b>	<b>\$ 3,578,776</b>	<b>\$ 2,800,000</b>	<b>\$ 2,800,000</b>
<b>Fines, Forfeits &amp; Penalties</b>				
6860 Forfeitures & Penalties	\$ 1,924	\$ 3,045	\$	\$
<b>Total Fines, Forfeits &amp; Penalties</b>	<b>\$ 1,924</b>	<b>\$ 3,045</b>	<b>\$</b>	<b>\$</b>
<b>Rev from Use of Money &amp; Property</b>				
6950 Interest	\$	\$ 615	\$	\$
<b>Total Rev from Use of Money &amp; Property</b>	<b>\$</b>	<b>\$ 615</b>	<b>\$</b>	<b>\$</b>
<b>Intergovernmental Revenue</b>				
7232 State Aid - Other	\$ 84,866	\$ 40,124	\$ 443,000	\$ 443,000
<b>Total Intergovernmental Revenue</b>	<b>\$ 84,866</b>	<b>\$ 40,124</b>	<b>\$ 443,000</b>	<b>\$ 443,000</b>
<b>Charges for Services</b>				
8117 Election Services	\$ 971,977	\$ 14,985	\$ 750,000	\$ 750,000
8141 Civil Process Services	22,780	14,180	16,000	16,000
8150 County Clerk Fees	402,639	429,729	400,000	400,000
8152 Electronic Recording Fees	11,269	34,769	130,327	130,327
8155 Recording Fees Recorder	1,952,773	1,390,050	1,486,000	1,486,000
8156 Micrographic Fees	247,484	318,549	769,636	769,636
8157 Recording Fees Vital Statistics	10,161	2,382	6,200	6,200
8159 Redaction Fees	13,260	72,666	78,672	78,672
8218 Forms and Photocopies	6,448	2,844	3,000	3,000
8254 Recorders Automation Fees	873,393	1,165,946	1,504,095	1,555,095
8312 Candidates Statement Fees	44,895	14,570	33,500	33,500
<b>Total Charges for Services</b>	<b>\$ 4,557,079</b>	<b>\$ 3,460,670</b>	<b>\$ 5,177,430</b>	<b>\$ 5,228,430</b>
<b>Miscellaneous Revenues</b>				
8764 Miscellaneous Revenues	\$ 45	\$	\$	\$
8766 Cash Overage	6,609	4,601	4,000	4,000
<b>Total Miscellaneous Revenues</b>	<b>\$ 6,654</b>	<b>\$ 4,601</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>Other Financing Sources</b>				
8954 Operating Transfers In	\$	\$ 25,000	\$	\$
<b>Total Other Financing Sources</b>	<b>\$</b>	<b>\$ 25,000</b>	<b>\$</b>	<b>\$</b>
<b>Total Revenue</b>	<b>\$ 8,089,096</b>	<b>\$ 7,112,831</b>	<b>\$ 8,424,430</b>	<b>\$ 8,475,430</b>
<b>Expenditures / Appropriations</b>				
<b>Salaries &amp; Benefits</b>				
1001 Employee Paid Sick Leave	\$ 13,065	\$	\$ 19,000	\$ 19,000
1002 Salaries and Wages	2,975,298	2,995,013	3,584,845	3,584,845
1003 Extra Help	213,275	27,192	67,472	67,472
1005 Overtime & Call Back	50,850	18,380	61,800	61,800
1010 Cafeteria Plans (Non-PERS)	76,045	144,444	176,246	176,246
1017 Uniform Allowance		5		
1018 Taxable Meal Reimbursements	851	936	950	950
1300 P.E.R.S.	681,045	687,967	841,687	841,687
1301 F.I.C.A.	236,409	228,918	279,188	279,188
1303 Other - Post Employment Benefits	356,655	208,780	242,592	242,592
1304 Other - Post Emplmnt Charges (Up Front)		223,440	186,200	186,200
1310 Employee Group Ins	517,231	547,521	675,529	675,529
1315 Workers Comp Insurance	(2)	8,477	26,566	26,566
1320 Retired Employee Grp Ins			217,333	217,333
1325 401 (k) Employer Match	2,792	3,458	5,250	5,250
<b>Total Salaries &amp; Benefits</b>	<b>\$ 5,123,514</b>	<b>\$ 5,094,531</b>	<b>\$ 6,384,658</b>	<b>\$ 6,384,658</b>
<b>Services &amp; Supplies</b>				
2051 Communication Services - Telephone	\$ 89,894	\$ 94,033	\$ 102,714	\$ 102,714
2052 Communication Services - Mobile Devices	7,164	3,299	6,600	6,600
2140 Gen Liability Ins		394		
2290 Maintenance - Equipment	31,473	30,651	48,385	48,385
2291 Maintenance - Computer Equip	14,489	16,736	94,937	94,937
2292 Maintenance - Software	295,234	307,591	254,038	254,038
2415 Campus Services-PCGC			57,184	57,184

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 Actual	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5
2439 Membership/Dues	2,661	2,852	3,950	3,950
2461 Dept Cash Shortage	93	35		
2481 PC Acquisition	3,181	31,274	19,900	19,900
2511 Printing	40,201	51,075	68,250	68,250
2522 Other Supplies	23,815	9,913	46,133	46,133
2523 Office Supplies & Exp	41,843	36,238	48,250	48,250
2524 Postage	210,592	198,469	253,065	253,065
2555 Prof/Spec Svcs - Purchased	118,137	116,170	643,950	683,950
2556 Prof/Spec Svcs - County		294		
2701 Publications & Legal Notices	7,186	5,168	9,500	9,500
2709 Countywide System Charges	14,615	40,440	47,994	47,994
2727 Rents & Leases - Bldgs & Impr	70,700	70,469	33,841	33,841
2770 Fuels & Lubricants	840	670	1,200	1,200
2831 Precinct Costs	343,437	238,872	452,902	447,902
2832 Election Outreach Costs	1,080	4,137	8,500	8,500
2833 Voter Registration Supplies	1,907	1,235	5,000	5,000
2834 Election Supplies	19,010	31,676	25,000	25,000
2835 Ballot Printing & Materials	355,497	218,627	477,500	477,500
2838 Special Dept Expense-1099 Reportable		78		
2840 Special Dept Expense	1,320	2,524	3,250	3,250
2844 Training	2,150	5,673	31,150	31,150
2860 Library Materials	9,845	10,661	9,700	9,700
2931 Travel & Transportation	1,621	2,033	15,500	15,500
2932 Mileage	1,907	1,691	3,000	3,000
2933 Lodging	2,266	4,936	9,250	9,250
2941 County Vehicle Mileage	9,947	12,781	16,250	16,250
2964 Meals/Food Purchases	835	1,106	3,400	3,400
2965 Utilities	9,437	2,877	10,070	10,070
<b>Total Services &amp; Supplies</b>	<b>\$ 1,732,377</b>	<b>\$ 1,554,678</b>	<b>\$ 2,810,363</b>	<b>\$ 2,845,363</b>
<b>Other Charges</b>				
3551 Transfer Out A-87 Costs	\$	\$	\$ 1,333,482	\$ 1,333,482
<b>Total Other Charges</b>	<b>\$</b>	<b>\$</b>	<b>\$ 1,333,482</b>	<b>\$ 1,333,482</b>
<b>Capital Assets</b>				
4451 Equipment	\$	\$ 7,635	\$ 594,000	\$ 610,000
<b>Total Capital Assets</b>	<b>\$</b>	<b>\$ 7,635</b>	<b>\$ 594,000</b>	<b>\$ 610,000</b>
<b>Intrafund Transfers Out</b>				
5310 I/T Employee Benefit Systems	\$	\$	\$ 59,293	\$ 59,293
5404 I/T Maintenance - Services	13,495	10,052	253,571	253,571
5552 I/T - MIS Services	176,599	181,817	192,468	192,468
5556 I/T - Professional Services	36,902	7,950	7,519	7,519
5880 I/T-Public Safety Svcs	10,161	8,681	10,800	10,800
5965 I/T Utilities		5,086		
<b>Total Intrafund Transfers Out</b>	<b>\$ 237,157</b>	<b>\$ 213,586</b>	<b>\$ 523,651</b>	<b>\$ 523,651</b>
<b>Intrafund Transfers In</b>				
5004 I/T - Road Fund	\$ (400)	\$ (400)	\$	\$
<b>Total Intrafund Transfers In</b>	<b>\$ (400)</b>	<b>\$ (400)</b>	<b>\$</b>	<b>\$</b>
<b>Total Expenditures / Appropriations</b>	<b>\$ 7,092,648</b>	<b>\$ 6,870,030</b>	<b>\$ 11,646,154</b>	<b>\$ 11,697,154</b>
<b>Net Cost</b>	<b>\$ (996,448)</b>	<b>\$ (242,801)</b>	<b>\$ 3,221,724</b>	<b>\$ 3,221,724</b>