



COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**  
12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

**CONNIE B. McCORMACK**  
Registrar-Recorder/County Clerk

January 21, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE 2002-03 APPROPRIATION ADJUSTMENT FOR THE DEPARTMENT OF  
REGISTRAR-RECORDER/COUNTY CLERK  
(ALL DISTRICTS) (4 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the attached appropriation adjustment appropriating \$6.1 million in over-realized recording fee revenue to offset various unanticipated recorder and election function expenditures.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The Registrar-Recorder/County Clerk (RR/CC) is requesting Board approval of an appropriation adjustment in the amount of \$6.1 million to offset heightened expenditures in overtime, temporary staffing, and services and supplies as a result of unprecedented activity in the recorder and election operations.

Within the last two fiscal years, our document recording operations have experienced a significant workload increase due to surges in refinancing activity attributable to continuing declines in interest rates. Additionally, we have experienced increases in election-related workload primarily attributable to the recent implementation of legislatively mandated redistricting processes necessary to successfully conduct the November 2002 General election. As a result, unbudgeted overtime and temporary staffing in the amount of \$1.7 million has been utilized in an attempt to keep up with election and recorder workload demands.

The Department is also estimating an unanticipated expenditure of \$4.4 million in Services and Supplies primarily resulting from: 1) enhanced election sample ballot printing and multilingual translation requirements due to Census 2000 redistricting; 2) increased utilization of Recorder forms, supplies and services directly attributed to the upsurge in real estate market activity; and 3) increased demand in Internal Services Department support services directly related to escalating election and document recording activities.

Based on recording fee revenue collected through November 2002, we estimate a surplus in our recording fee budget that will sufficiently offset the appropriation adjustment request of \$6.1 million.

**Implementation of Strategic Plan Goals:**

This request supports the County's Strategic Plan as follows:

**Goal No. 1: Service Excellence:** Provide the public with easy access to quality information and services that are both beneficial and responsive through appropriation of over-realized revenue to continue providing the public with quality and efficient recorder, County clerk and election services.

**Goal No. 4: Fiscal Responsibility:** Strengthen the County's fiscal capacity. Manage effectively the resources we have by realigning appropriation and estimated revenues to more appropriately reflect our current fiscal environment.

**FISCAL IMPACT/FINANCING**

The requested appropriation adjustment is fully funded by increased recording fee revenues resulting primarily from increases in refinancing activity in the real estate market due to interest rate reductions. This requested action would not increase net County cost.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The requested appropriation adjustment does not impact current election and recorder/County clerk operations.

Respectfully submitted,

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CONNOR B. McCORMACK  
Registrar-Recorder/County Clerk

CMC:AS  
Attachment (1)

c: Chief Administrative Officer  
Executive Officer, Board of Supervisors

The Honorable Board of Supervisors  
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Auditor-Controller

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