

Recorder Special Revenue Funds - Consolidated

DESCRIPTION OF MAJOR SERVICES

Systems Development was established to support, maintain and modernize the creation, retention and retrieval of information in the county's system of recorded documents. Revenue includes fees collected pursuant to Government Code Section 27361 on legal documents.

| Budget at a Glance | |
|-----------------------------|-------------|
| Total Expenditure Authority | \$9,425,995 |
| Total Sources | \$3,679,987 |
| Fund Balance | \$5,746,008 |
| Total Staff | 12 |

Vital Records was established to support vital records operation and retention, including the improvement and automation of vital records systems. Revenue includes fees collected for certified copies of vital statistics records pursuant to Health and Safety Code Section 10605.3. There is no staffing associated with this budget unit.

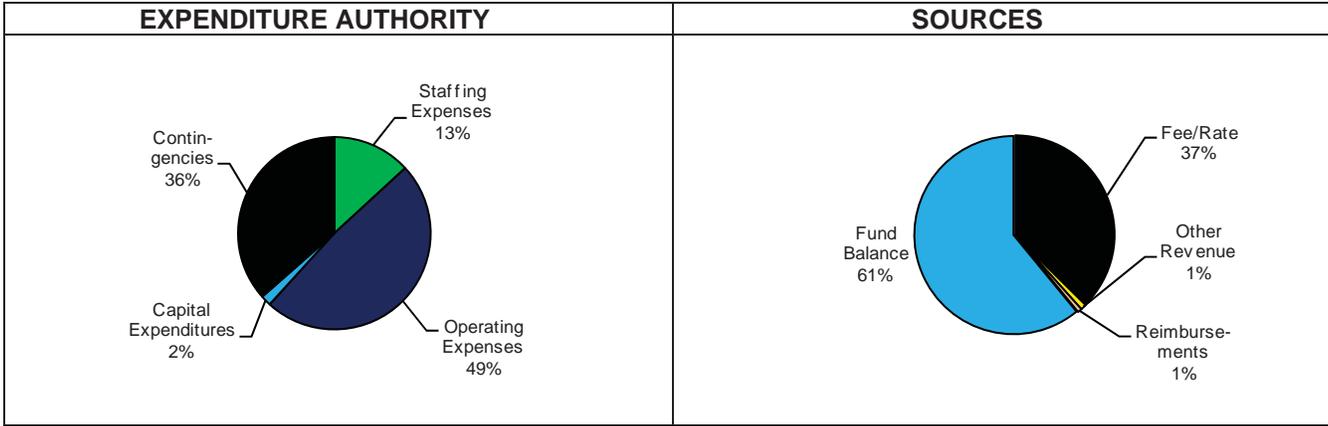
Recorder Records was established to defray the cost of storing, restoring, and imaging the County Recorder's documents. The primary service provided by this budget unit is the maintenance, repair and imaging digitization of the County Recorder's documents. Revenue includes fees collected pursuant to Government Code Section 27361 on legal documents.

Electronic Recording was established by Government Code Section 27279.1 to authorize the County of San Bernardino to accept electronic transmission of recordable documents and the Recorder has been recording electronic documents since 2004. Government Code Section 27397 authorized all California counties to accept electronic transmission of recordable documents subject to regulation set forth by the Attorney General. In 2007, the Board approved a joint powers agreement (JPA) for the California e-Recording Transaction Network Authority (CERTNA). This budget unit was established to support participation in the JPA. Revenue includes fees collected pursuant to Government Code Section 27397 regarding electronic recording delivery systems such as official records evidencing ownership and encumbrances of real and personal property, and other miscellaneous records. There is no staffing associated with this budget unit.

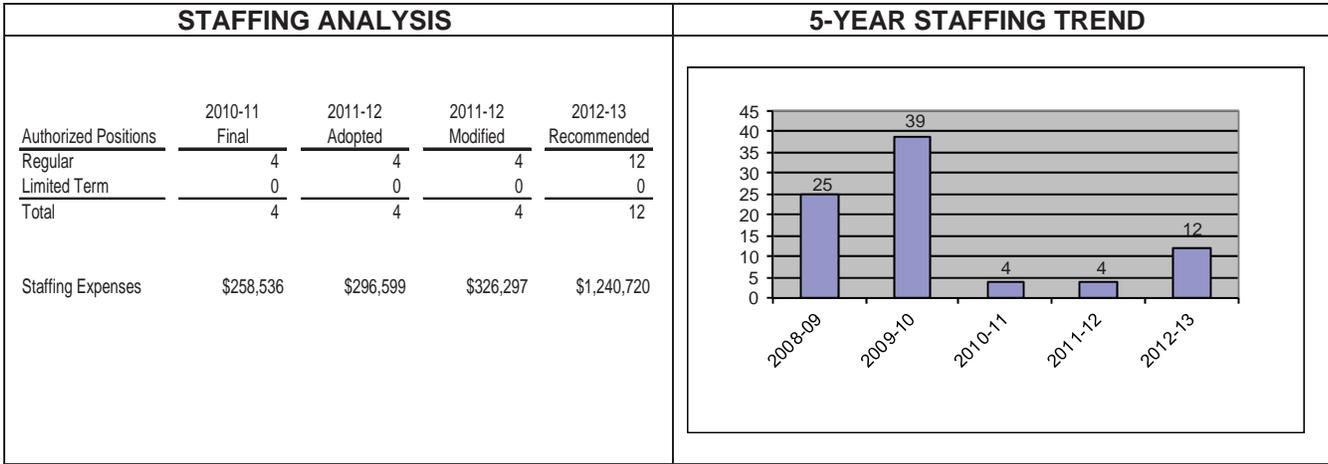
Social Security Number Truncation was established to defray the cost of implementing Government Code Section 27301 which requires local governments to truncate the first five digits of social security numbers (SSN) that appear in records that may be disclosed to the public. The law requires the Recorder to implement the SSN truncation program for all records back to 1980. The primary service provided by this budget unit is the review of all recorded documents, flagging of high-value personal information, truncation of the first five digits of the SSN, and the creation of a separate index and images for public view. Phase 1 began with all the documents recorded since January 2009. Phase 2 will require a professional services contract for the documents from 1980 through 2008. The index and images of the original recorded documents will be maintained in their entirety. Revenue includes fees collected pursuant to Government Code Section 27301. There is no staffing associated with this budget unit.



2012-13 RECOMMENDED BUDGET



BUDGETED STAFFING



FISCAL



ANALYSIS OF 2012-13 RECOMMENDED BUDGET

GROUP: Fiscal
 DEPARTMENT: Assessor/Recorder/County Clerk
 FUND: Recorder Special Revenue Funds - Consolidated

BUDGET UNIT: Various
 FUNCTION: Public Protection
 ACTIVITY: Other Protection

| | 2008-09 Actual | 2009-10 Actual | 2010-11 Actual | 2011-12 Estimate | 2011-12 Modified Budget | 2012-13 Recommended Budget | Change From 2011-12 Modified Budget |
|-----------------------------|-------------------|-------------------|-------------------|---------------------|-------------------------------|----------------------------------|--|
| Appropriation | | | | | | | |
| Staffing Expenses | 1,675,412 | 1,730,575 | 258,535 | 276,970 | 326,297 | 1,240,720 | 914,423 |
| Operating Expenses | 3,847,382 | 3,262,916 | 3,908,584 | 4,014,619 | 7,296,407 | 4,579,321 | (2,717,086) |
| Capital Expenditures | 296,010 | 267,995 | 24,460 | 12,174 | 225,924 | 165,000 | (60,924) |
| Contingencies | 0 | 0 | 0 | 0 | 2,401,970 | 3,440,954 | 1,038,984 |
| Total Exp Authority | 5,818,804 | 5,261,486 | 4,191,579 | 4,303,763 | 10,250,598 | 9,425,995 | (824,603) |
| Reimbursements | (3,745) | 0 | (6,564) | (65,068) | (75,068) | (65,068) | 10,000 |
| Total Appropriation | 5,815,059 | 5,261,486 | 4,185,015 | 4,238,695 | 10,175,530 | 9,360,927 | (814,603) |
| Operating Transfers Out | 1,000,000 | 0 | 600,919 | 4,000,000 | 4,000,000 | 0 | (4,000,000) |
| Total Requirements | 6,815,059 | 5,261,486 | 4,785,934 | 8,238,695 | 14,175,530 | 9,360,927 | (4,814,603) |
| Departmental Revenue | | | | | | | |
| Taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Realignment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| State, Fed or Gov't Aid | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fee/Rate | 3,593,589 | 3,659,566 | 3,753,003 | 3,527,831 | 3,701,000 | 3,527,831 | (173,169) |
| Other Revenue | 124,038 | 108,539 | 105,125 | 89,878 | 107,536 | 87,088 | (20,448) |
| Total Revenue | 3,717,627 | 3,768,105 | 3,858,128 | 3,617,709 | 3,808,536 | 3,614,919 | (193,617) |
| Operating Transfers In | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Financing Sources | 3,717,627 | 3,768,105 | 3,858,128 | 3,617,709 | 3,808,536 | 3,614,919 | (193,617) |
| | | | | Fund Balance | 10,366,994 | 5,746,008 | (4,620,986) |
| | | | | Budgeted Staffing | 4 | 12 | 8 |

BUDGET CHANGES AND OPERATIONAL IMPACT

Appropriation is decreasing by \$4.8 million primarily due to a one-time expense in 2011-12 in the Systems Development budget unit to fund the cost of including Recording functionality in the new Universal Property Tax System. In addition, staffing expenses are increased as a result of the transfer of 8 information technology (IT) related positions from the Auditor-Controller/Treasurer/Tax Collector's budget unit to the Systems Development budget unit. Operating expenses are reduced due to a reduction in scope of an imaging project. Departmental revenue is expected to decrease due to current economic conditions.

DETAIL OF 2012-13 RECOMMENDED BUDGET

| | 2012-13 | | | |
|-----------------------------------|---------------|-----------|--------------|----------|
| | Appropriation | Revenue | Fund Balance | Staffing |
| Special Revenue Funds | | | | |
| Systems Development | 3,743,855 | 2,196,041 | 1,547,814 | 8 |
| Vital Records | 887,795 | 125,684 | 762,111 | 0 |
| Recorder Records | 1,256,163 | 418,907 | 837,256 | 4 |
| Electronic Recording | 1,091,678 | 422,304 | 669,374 | 0 |
| Social Security Number Truncation | 2,381,436 | 451,983 | 1,929,453 | 0 |
| Total Special Revenue Funds | 9,360,927 | 3,614,919 | 5,746,008 | 12 |

Systems Development includes \$3,743,855 in appropriation to fund 8 IT related positions, and costs for document indexing/imaging, computer hardware, software and associated maintenance, and includes \$562,011 in budgeted contingencies. Departmental revenue of \$2,196,041 is from Recorder modernization fees.



Vital Records includes \$887,795 in appropriation to fund computer software, printing and other professional services, costs to accommodate Recorder services into existing Assessor office locations, and includes \$568,048 in budgeted contingencies. Departmental revenue of \$125,684 is from vital and health statistic fees.

Recorder Records includes \$1,256,163 in appropriation for staffing expenses to fund 4 positions, costs associated with preservation efforts, and includes \$417,145 in budgeted contingencies; departmental revenue of \$418,907 is from records fees and anticipated interest earnings.

Electronic Recording includes \$1,091,678 in appropriation for computer hardware and CERTNA related expenses, and includes \$535,768 in budgeted contingencies; departmental revenue of \$422,304 is from electronic recording fees and anticipated interest earnings.

Social Security Number Truncation includes \$2,381,436 in appropriation to fund the cost of truncating records as required by law, and includes \$1,357,982 in budgeted contingencies; departmental revenue of \$451,983 is from redaction fees and anticipated interest earnings.

STAFFING CHANGES AND OPERATIONAL IMPACT

The 2012-13 budget reflects the transfer of the following 8 positions from the Auditor-Controller/Treasurer/Tax Collector’s budget unit to the Systems Development budget unit: 1 Business Applications Manager, 1 Business Systems Analyst III, 2 Programmer Analyst IIIs, 3 Automated Systems Analyst Is and 1 Automated Systems Technician. Expenses for these positions were previously reimbursed to the Auditor-Controller/Treasurer/Tax Collector so there should not be any resulting impact.

2012-13 POSITION SUMMARY

| Division | Regular | Limited Term | Total | Filled | Vacant | New | Total |
|---------------------|---------|--------------|-------|--------|--------|-----|-------|
| Systems Development | 8 | 0 | 8 | 6 | 2 | 0 | 8 |
| Recorder Records | 4 | 0 | 4 | 3 | 1 | 0 | 4 |
| Total | 12 | 0 | 12 | 9 | 3 | 0 | 12 |

| Systems Development | | Recorder Records | |
|---------------------------------|--|----------------------------------|--|
| Classification | | Classification | |
| 1 Business Applications Manager | | 1 Archives Program Administrator | |
| 1 Business Systems Analyst III | | 1 Archives Analyst | |
| 2 Programmer Analyst III | | 1 Archives Technician | |
| 3 Automated Systems Analyst I | | 1 Storekeeper | |
| 1 Automated Systems Technician | | 4 Total | |
| 8 Total | | | |

