

## 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. Sources include fees collected pursuant to Government Code Section 27361 on legal documents.

Budget at a Glance	
Total Requirements	\$12,651,458
Total Sources	\$4,490,092
Fund Balance	\$8,161,366
Use of Fund Balance	\$2,429,391
Total Staff	11

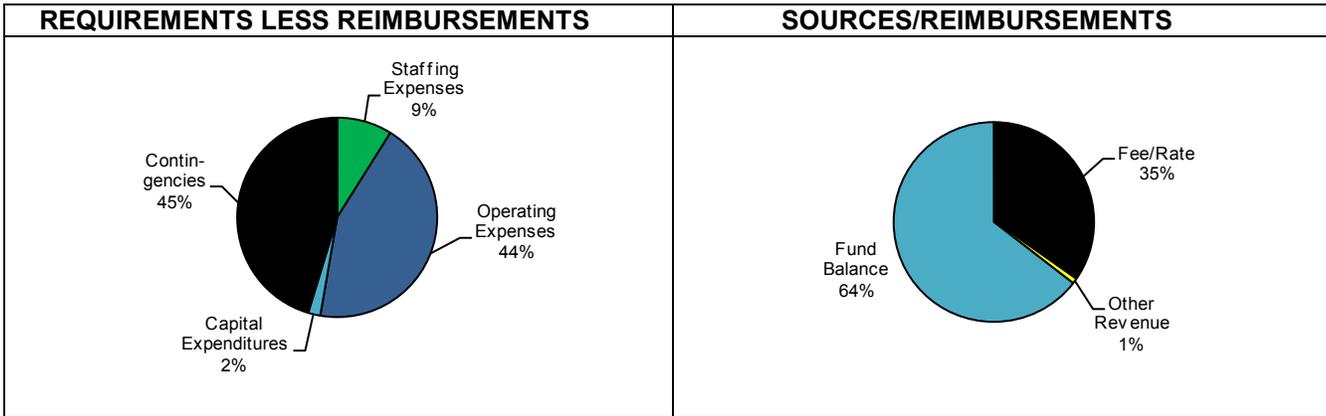
**Vital Records** was established to support vital records operation and retention, including the improvement and automation of vital records systems. Sources include fees collected for certified copies of vital statistics records pursuant to Health and Safety Code Section 10605.3. There is no staffing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

**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. Sources include 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.

**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. Sources include fees collected pursuant to Government Code Section 27361 on legal documents.

**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 2007. The index and images of the original recorded documents will be maintained in their entirety. Sources include fees collected pursuant to Government Code Section 27301. There is no staffing associated with this budget unit.

### 2013-14 ADOPTED BUDGET



**BUDGETED STAFFING**

STAFFING ANALYSIS					5-YEAR STAFFING TREND				
	2011-12	2012-13	2012-13	2013-14					
Authorized Positions	Final	Adopted	Final	Adopted					
Regular	4	12	12	11					
Limited Term	0	0	0	0					
Total	4	12	12	11					
Staffing Expenses	\$275,068	\$1,240,720	\$1,240,720	\$1,128,911					

**ANALYSIS OF 2013-14 ADOPTED BUDGET**

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

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

	2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From
	Actual	Actual	Actual	Actual	Final Budget	Adopted Budget	2012-13 Final Budget
<b>Requirements</b>							
Staffing Expenses	1,730,575	258,535	275,068	1,001,309	1,240,720	1,128,911	(111,809)
Operating Expenses	3,262,916	3,908,584	3,820,113	1,778,536	4,647,029	5,540,572	893,543
Capital Expenditures	267,995	24,460	12,173	57,022	222,057	250,000	27,943
Contingencies	0	0	0	0	3,880,608	5,731,975	1,851,367
Total Exp Authority	5,261,486	4,191,579	4,107,354	2,836,867	9,990,414	12,651,458	2,661,044
Reimbursements	0	(6,564)	(118,732)	0	(65,068)	0	65,068
Total Appropriation	5,261,486	4,185,015	3,988,622	2,836,867	9,925,346	12,651,458	2,726,112
Operating Transfers Out	0	600,919	4,000,000	0	0	0	0
Total Requirements	5,261,486	4,785,934	7,988,622	2,836,867	9,925,346	12,651,458	2,726,112
<b>Sources</b>							
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	3,659,566	3,753,003	3,804,794	4,517,817	3,527,831	4,400,000	872,169
Other Revenue	108,539	105,125	92,356	103,089	87,088	90,092	3,004
Total Revenue	3,768,105	3,858,128	3,897,150	4,620,906	3,614,919	4,490,092	875,173
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	3,768,105	3,858,128	3,897,150	4,620,906	3,614,919	4,490,092	875,173
Fund Balance					6,310,427	8,161,366	1,850,939
Budgeted Staffing					12	11	(1)

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**DETAIL OF 2013-14 ADOPTED BUDGET**

	2013-14			
	Requirements	Sources	Fund Balance	Staffing
<b><u>Special Revenue Funds</u></b>				
Systems Development (Fund SDW)	5,666,347	2,825,000	2,841,347	8
Vital Records (Fund SDX)	983,775	130,000	853,775	0
Electronic Recording (Fund SIW)	1,477,550	502,952	974,598	0
Recorder Records (Fund SIX)	1,470,371	504,160	966,211	3
Social Security Number Truncation (Fund SST)	3,053,415	527,980	2,525,435	0
Total Special Revenue Funds	12,651,458	4,490,092	8,161,366	11

**Systems Development** includes approximately \$5.7 million in requirements to fund 8 positions, costs for document indexing/imaging, computer hardware, software and associated maintenance, and includes approximately \$1.6 million in budgeted contingencies. Sources of approximately \$2.8 million are from Recorder modernization fees.

**Vital Records** includes approximately \$1.0 million in requirements to fund computer software, printing and other professional services, and includes approximately \$0.8 million in budgeted contingencies. Sources of \$130,000 are from vital and health statistic fees.

**Electronic Recording** includes approximately \$1.5 million in requirements for computer hardware and CeRTNA related expenses, and includes approximately \$0.9 million in budgeted contingencies. Sources of \$502,952 are from electronic recording fees and anticipated interest earnings.

**Recorder Records** includes approximately \$1.5 million in requirements for staffing expenses to fund 3 positions, costs associated with preservation efforts, and includes approximately \$0.7 in budgeted contingencies. Sources of \$504,160 are from records fees and anticipated interest earnings.

**Social Security Number Truncation** includes approximately \$3.1 million in requirements to fund the cost of truncating records as required by law, and includes approximately \$1.7 million in budgeted contingencies. Sources of \$527,980 are from redaction fees and anticipated interest earnings.

**BUDGET CHANGES AND OPERATIONAL IMPACT**

Requirements are increasing by approximately \$2.7 million primarily due to an increase in contingencies, increases in computer hardware, software and associated maintenances and the purchase of servers in the Systems Development budget unit, and a professional services contract to truncate records as required by law. These increases are partially offset by decreased staffing expenses due to the elimination of one position in the Recorder Records budget unit.

**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing expenses of \$1.1 million fund 11 budgeted regular positions. The 2013-14 budget includes the addition of 1 Automated Systems Analyst II and the deletion of 1 Business Systems Analyst III in the Systems Development budget unit, as well as the deletion of 1 Archives Analyst in the Recorder Records budget unit. These actions eliminate positions that do not meet the current needs of the Department and provide a new position that will enable the IT staff to more proactively meet the needs of the computer system.

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**2013-14 POSITION SUMMARY**

<u>Division</u>	<u>Regular</u>	<u>Limited Term</u>	<u>Total</u>	<u>Filled</u>	<u>Vacant</u>	<u>New</u>	<u>Total</u>
Systems Development	8	0	8	7	0	1	8
Recorder Records	3	0	3	3	0	0	3
<b>Total</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>11</b>

<b>Systems Development</b>	<b>Recorder Records</b>
<u>Classification</u>	<u>Classification</u>
1 Business Applications Manager	1 Archives Program Administrator
2 Programmer Analyst III	1 Archives Technician
1 Automated Systems Analyst II	1 Storekeeper
3 Automated Systems Analyst I	<u>3 Total</u>
1 Automated Systems Technician	
<u>8 Total</u>	

