

## 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

Requirements Less Reimbursements	\$5,608,486
Sources/Reimbursements	\$3,469,300
Use of/ (Contribution to) Fund Balance	\$2,139,186
Total Staff	10

**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 103625(f) and 103625(g)(2). There is no staffing associated with this budget unit.

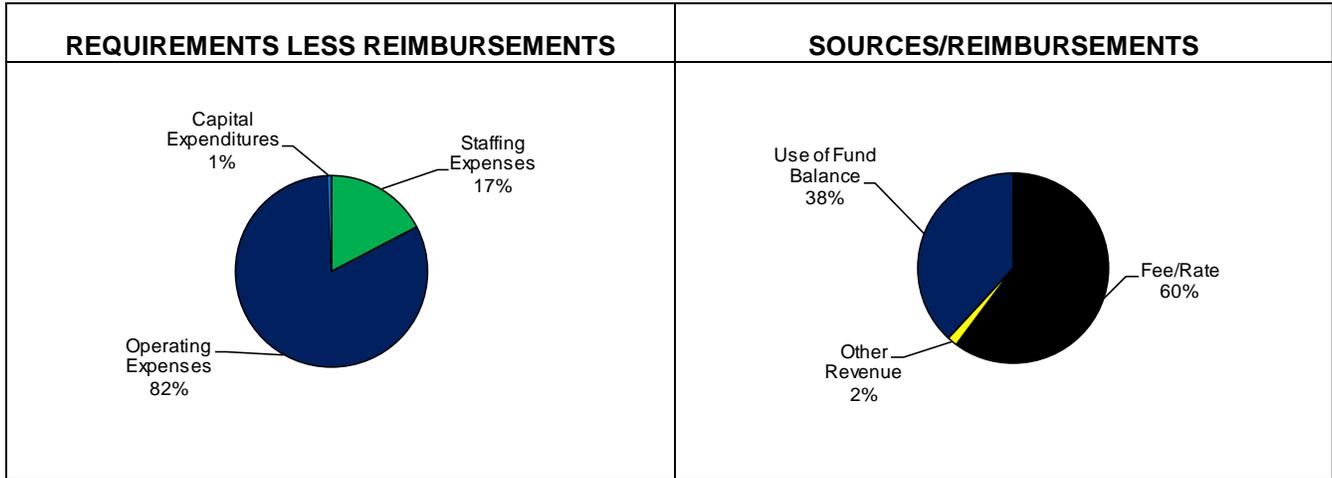
**Electronic Recording** was established by Government Code Section 27279.1 to authorize the County of San Bernardino to accept electronic transmission of recordable documents and the Recorder has been recording electronic documents since 2004. Government Code Section 27397 authorized all California 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. Sources include fees collected pursuant to Government Code Section 27301. There is no staffing associated with this budget unit.



**2015-16 RECOMMENDED BUDGET**



**ANALYSIS OF 2015-16 RECOMMENDED BUDGET**

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

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

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Modified Budget	2015-16 Recommended Budget	Change From 2014-15 Modified Budget
<b>Requirements</b>							
Staffing Expenses	275,068	1,001,309	1,077,801	874,177	1,003,693	972,054	(31,639)
Operating Expenses	3,820,113	1,778,299	1,787,635	2,740,634	5,632,731	4,600,432	(1,032,299)
Capital Expenditures	12,173	57,022	134,879	5,995	105,995	36,000	(69,995)
Total Exp Authority	4,107,354	2,836,630	3,000,315	3,620,806	6,742,419	5,608,486	(1,133,933)
Reimbursements	(118,732)	0	(53,218)	0	0	0	0
Total Appropriation	3,988,622	2,836,630	2,947,097	3,620,806	6,742,419	5,608,486	(1,133,933)
Operating Transfers Out	4,000,000	0	0	0	0	0	0
Total Requirements	7,988,622	2,836,630	2,947,097	3,620,806	6,742,419	5,608,486	(1,133,933)
<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	3,804,794	4,517,817	3,589,381	3,144,660	3,690,000	3,375,000	(315,000)
Other Revenue	92,356	103,089	90,296	93,292	89,200	94,300	5,100
Total Revenue	3,897,150	4,620,906	3,679,677	3,237,952	3,779,200	3,469,300	(309,900)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	3,897,150	4,620,906	3,679,677	3,237,952	3,779,200	3,469,300	(309,900)
<b>Fund Balance</b>							
Use of / (Contribution to) Fund Balance	4,091,472	(1,784,276)	(732,580)	382,854	2,963,219	2,139,186	(824,033)
Available Reserves					5,930,964	6,372,143	441,179
Total Fund Balance					8,894,183	8,511,329	(382,854)
Budgeted Staffing*	4	12	11	10	10	10	0

\*Data represents modified budgeted staffing



## DETAIL OF 2015-16 RECOMMENDED BUDGET

	2015-16				
	Requirements	Sources	Use of / (Contribution to) Fund Balance	Available Reserves	Staffing
<b>Special Revenue Funds</b>					
Systems Development (Fund SDW)	3,230,256	2,075,000	1,155,256	1,760,496	7
Vital Records (Fund SDX)	134,348	190,000	(55,652)	1,145,330	0
Electronic Recording (Fund SIW)	364,744	394,300	(29,556)	1,259,292	0
Recorder Records (Fund SIX)	558,765	388,500	170,265	391,042	3
Social Security Number Truncation (Fund SST)	1,320,373	421,500	898,873	1,815,983	0
Total Special Revenue Funds	5,608,486	3,469,300	2,139,186	6,372,143	10

**Systems Development** includes \$3.2 million in requirements to fund 7 positions, costs for document indexing/imaging, computer hardware, software and associated maintenance. Sources of \$2.1 million are from Recorder modernization fees. Fund balance of \$1.2 million is being used to support ongoing costs related to the modernization of Recorder systems. The department is reviewing operations in an effort to make adjustments to programs to reduce the reliance on fund balance in future years.

**Vital Records** includes \$134,348 in requirements to fund computer software, printing and other professional services. Sources of \$190,000 are from vital and health statistic fees. Contribution to fund balance of \$55,652 is included for future vital records system improvements.

**Electronic Recording** includes \$364,744 in requirements for computer hardware and CeRTNA related expenses. Sources of \$394,300 are from electronic recording fees and anticipated interest earnings. Contribution to fund balance of \$29,556 is included for future electronic recording system improvements.

**Recorder Records** includes \$558,765 in requirements for staffing expenses to fund 3 positions and costs associated with preservation efforts. Sources of \$388,500 are from records fees and anticipated interest earnings. Fund balance of \$170,265 is being used to support ongoing costs related to preservation efforts. Cost savings in lease and utility costs are anticipated through a requested move from a leased facility to a County-owned facility, which would eliminate reliance on fund balance to fund ongoing costs.

**Social Security Number Truncation** includes \$1.3 million in requirements to fund the cost of truncating records as required by law. Sources of \$421,500 are from redaction fees and anticipated interest earnings. Fund balance of \$898,873 is being used to fund one-time costs related to a large redaction project.

## BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$1.1 million primarily due to decreases in professional services from a one-time archival restoration project in 2014-15, and capitalized software. Revenues are decreasing by \$309,900 primarily due to a reduction in recorded documents.

## ANALYSIS OF FUND BALANCE

Fund balance has historically been used for special projects and periods of temporary revenue decline, and has been increased during years of strong revenues in all Recorder special revenue funds. In 2015-16 Systems Development will use fund balance of \$1.2 million to support ongoing costs related to the modernization of Recorder systems. The department is reviewing operations in an effort to make adjustments to programs to reduce the reliance on fund balance in future years. Recorder Records will use fund balance of \$170,265 to



support ongoing costs related to preservation efforts. Cost savings in lease and utility costs are anticipated through a requested move from a leased facility to a County-owned facility, which would eliminate reliance on fund balance to fund ongoing costs. Social Security Number Truncation will use fund balance of \$898,873 to fund one-time costs of redaction.

**2015-16 POSITION SUMMARY\***

Division	2014-15				2015-16		
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended	Limited	Regular
Systems Development	7	0	0	0	7	0	7
Recorder Records (Archives)	3	0	0	0	3	0	3
Total	10	0	0	0	10	0	10

\*Detailed classification listing available in Appendix D

**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing expenses of \$972,054 fund 10 budgeted regular positions. There are no staffing changes.

