

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 (Excl. Reimb.)	\$4,417,943
Total Sources (Incl. Reimb.)	\$3,312,900
Use of/ (Contribution to) Fund Balance	\$1,105,043
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.

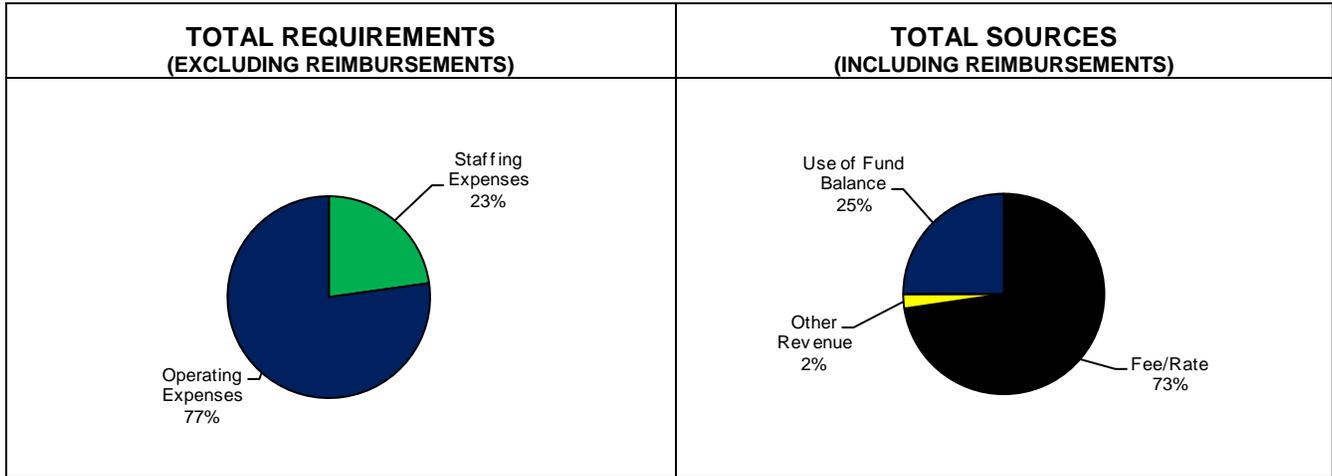
Electronic Recording was established by Government Code Section 27279.1 to authorize the County of San Bernardino to accept electronic transmission of recordable documents and the Recorder has been recording electronic documents since 2004. Government Code Section 27397 authorized all California counties to accept electronic transmission of recordable documents subject to regulations 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 this 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.



2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 RECOMMENDED BUDGET

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

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

	2012-13	2013-14	2014-15	(A) 2015-16	2015-16	(B) 2016-17	(B-A) Change From Prior Year Modified Budget
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	
Requirements							
Staffing Expenses	1,001,309	1,077,801	830,848	976,054	923,638	1,000,820	24,766
Operating Expenses	1,778,299	1,787,635	2,387,785	4,596,432	1,927,953	3,391,123	(1,205,309)
Capital Expenditures	57,022	134,879	21,571	36,000	36,000	26,000	(10,000)
Total Exp Authority	2,836,630	3,000,315	3,240,204	5,608,486	2,887,591	4,417,943	(1,190,543)
Reimbursements	0	(53,218)	0	0	0	0	0
Total Appropriation	2,836,630	2,947,097	3,240,204	5,608,486	2,887,591	4,417,943	(1,190,543)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,836,630	2,947,097	3,240,204	5,608,486	2,887,591	4,417,943	(1,190,543)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	0	0	0	0	0	0	0
Fee/Rate	4,517,817	3,589,381	3,563,403	3,375,000	3,087,999	3,210,500	(164,500)
Other Revenue	103,089	90,296	95,640	94,300	98,582	102,400	8,100
Total Revenue	4,620,906	3,679,677	3,659,043	3,469,300	3,186,581	3,312,900	(156,400)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	4,620,906	3,679,677	3,659,043	3,469,300	3,186,581	3,312,900	(156,400)
Fund Balance							
Use of / (Contribution to) Fund Balance**	(1,784,276)	(732,580)	(418,839)	2,139,186	(298,990)	1,105,043	(1,034,143)
Available Reserves				8,069,049	10,507,225	9,402,182	1,333,133
Total Fund Balance				10,208,235	10,208,235	10,507,225	298,990
Budgeted Staffing*	12	11	10	10	10	10	0

*Data represents modified budgeted staffing

**Contribution to Fund Balance appears as a negative number and increases Available Reserves.



DETAIL OF 2016-17 RECOMMENDED BUDGET

	2016-17				
	Requirements	Sources	Use of / (Contribution to) Fund Balance	Available Reserves	Staffing
Special Revenue Funds					
Systems Development (Fund SDW)	3,172,743	1,925,000	1,247,743	3,205,913	7
Vital Records (Fund SDX)	136,120	180,000	(43,880)	1,251,955	0
Electronic Recording (Fund SIW)	332,610	386,800	(54,190)	1,451,099	0
Recorder Records (Fund SIX)	469,100	385,100	84,000	466,603	3
Social Security Number Truncation (Fund SST)	307,370	436,000	(128,630)	3,026,612	0
Total Special Revenue Funds	4,417,943	3,312,900	1,105,043	9,402,182	10

Systems Development includes \$3.2 million in Requirements to fund seven positions, costs for document indexing/imaging, computer hardware, software and associated maintenance. Sources of \$1.9 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 reliance on Fund Balance in future years.

Vital Records includes \$136,120 in Requirements to fund computer software, printing and other professional services. Sources of \$180,000 are from vital and health statistic fees. Contribution to Fund Balance of \$43,880 will fund future vital records system improvements.

Electronic Recording includes \$332,610 in Requirements for computer hardware and CeRTNA related expenses. Sources of \$386,800 are from electronic recording fees and anticipated interest earnings. Contribution to Fund Balance of \$54,190 will fund future electronic recording system improvements.

Recorder Records includes \$469,100 in Requirements for Staffing Expenses to fund three positions and costs associated with preservation efforts. Sources of \$385,100 are from records fees and anticipated interest earnings. Fund Balance of \$84,000 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 \$307,370 in Requirements to fund the cost of truncating records as required by law. Sources of \$436,000 are from redaction fees and anticipated interest earnings. Contribution to Fund Balance of \$128,630 will fund future social security number truncation system improvements.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$1.2 million primarily due to decreases in professional services in fund SST in the amount of \$1.0 million related to a one-time historic redaction project in 2015-16. Sources are decreasing by \$156,400 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 2016-17, the department anticipates the use of \$1.3 million of Fund Balance in the Systems Development special revenue fund 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.



The department also anticipates a use of \$84,000 of Fund Balance in the Recorder Records special revenue fund 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.

2016-17 POSITION SUMMARY*

Division	2015-16				2016-17		
	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 \$1.0 million fund 10 budgeted regular positions. There are no staffing changes for 2016-17.

