

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY

DEPT: Clerk-Recorder

BOARD AGENDA #: 9:05 a.m.

AGENDA DATE: May 2, 2017

SUBJECT:

Public Hearing to Introduce, Waive the First Reading of, and Approve an Ordinance to Set the Fee of the Clerk-Recorder's Office for Producing Copies of Official Records Under Government Code Section 27366 at \$6.75 for the First Page and \$3.00 for Each Subsequent Page

BOARD ACTION AS FOLLOWS:

No. 2017-226

On motion of Supervisor Withrow, Seconded by Supervisor Monteith
and approved by the following vote,

Ayes: Supervisors: Olsen, Withrow, Monteith, DeMartini, and Chairman Chiesa

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

- 1) Approved as recommended
- 2) Denied
- 3) Approved as amended
- 4) Other:

MOTION: INTRODUCED AND WAIVED THE FIRST READING OF ORDINANCE C.S. 1191

ATTEST: Pam Villarreal
PAM VILLARREAL, Assistant Clerk

File No. ORD-55-Z-3

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Clerk-Recorder

Urgent

Routine

BOARD AGENDA #: 9:05 a.m.

AGENDA DATE: May 2, 2017

CEO CONCURRENCE: 

4/5 Vote Required: Yes No

SUBJECT:

Public Hearing to Introduce, Waive the First Reading of, and Approve an Ordinance to Set the Fee of the Clerk-Recorder's Office for Producing Copies of Official Records Under Government Code Section 27366 at \$6.75 for the First Page and \$3.00 for Each Subsequent Page

STAFF RECOMMENDATIONS:

1. Conduct the scheduled Public Hearing at 9:05 a.m. on May 2, 2017 to receive public comment in connection with the proposed ordinance.
2. Approve the proposed ordinance, included as Attachment A, which sets the Clerk-Recorder department fees for production of an official record at \$6.75 for the first page and \$3.00 for each additional page.
3. Find the current fees of \$3.00 for the first page and \$2.00 for each additional page set in 2001 are too low and do not adequately recover the current direct and indirect costs of providing copies of Official Records pursuant to Government Code section 27366.
4. Accept the Fee Study from MGT Consulting, included as Attachment B, which calculated the full potential cost of providing copies of Official Records.
5. Accept the Recommendations and Copy Fee Analysis from the Auditor-Controller, included as Attachment D.
6. Adopt the findings, included as Attachment F, and specifically find that the proposed fee of \$6.75 for the first page and \$3.00 for each subsequent page is sufficiently necessary to capture the direct and reasonably-related indirect costs of providing copies of Official Records under Government Code section 27366, based on the substantial evidence presented.
7. Determine that the proposed fee only captures those "indirect costs" that are reasonably attributed to (i.e., reasonably related to) the service of providing copies of Official Records, and rejects costs not reasonably attributed to the service.

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DISCUSSION:

A. Summary

There is an ongoing lawsuit involving fees for producing copies of Official Records against the County of Stanislaus filed by Petitioner, California Public Records Research, Inc. ("CPRR"). The case was reversed and remanded on appeal with instructions for further proceedings. Below is a summary of the facts and procedural posture of the case. The Board of Supervisors has been ordered to comply with the writ by considering the matter of the fees charged by the Clerk-Recorder's office for providing copies of Official Records by May 12, 2017.

The fee for producing copies of Official Records is governed by Government Code section 27366 which states: "The fee for any copy of any other record or paper on file in the office of the recorder, when the copy is made by the recorder, shall be set by the board of supervisors in an amount necessary to recover the direct and indirect costs of providing the product or service or the cost of enforcing any regulation for which the fee or charge is levied."

B. Background and Purpose of Clerk-Recorder's Office

California government is structured to protect private property ownership by the use of a system where all documents that affect property are recorded into a single public repository in each county known as the Official Records. Providing public access to all property records protects against secret conveyances and prevents power over private property by the government. The Clerk-Recorder's Office is designated as the "keeper of the official record" and is mandated by law to include the processing and maintaining of records such as: official documents affecting real property (deeds, deeds of trust, liens, maps, power of attorney, etc.), marriage, birth, and death certificates, Notary Public, fictitious business names, process servers, Notice of Determination and Notice of Exemption. (Gov. Code, §§ 26820, et seq., 27360, et seq.)

The mission of the Clerk-Recorder is to ensure that a vital link to the past is maintained for future generations by indexing, maintaining, archiving and preserving documents of historical, commercial and legal significance. These records include real property documents that provide constructive notice to the public. After documents are recorded, they are indexed and are open to public inspection to provide constructive notice to subsequent purchasers and lenders. The sequence in which the series of documents have recorded is known as the chain of title. If the Official Records show that throughout the history of each parcel of land, the legal owner or record transferred the property, then there is no break in the chain of title and ownership can be established. In order to prove ownership of real property in California, any member of the public doing due diligence may research the records of the County Recorder. In order for this system to work, all documents that have ever been recorded must remain open to public inspection and on record forever. This is the way that property rights have been proven since

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the founding of this country. If even one document were removed from the records or shielded from the public eye, the entire system of recording land transactions would be compromised.

The Recorder division of the Clerk-Recorder's Office is responsible for recording and retrieving the different types of documents in order to produce copies of official records at the request of the public. These applications for official record copies are also known as "official document requests."

There are several easily overlooked costs associated with producing official records for the public. The Clerk-Recorder's Office makes available digitized images back to 1920 for ease of reference to facilitate obtaining copies for the public. In addition to the digital version of recorded documents, the Clerk-Recorder has a duty to preserve the official record image. The official record image must be stored, serviced and maintained for the public on either microfilm or paper pursuant to the American National Standards Institute. In addition, a public copy of the microfilm is made available at the Clerk-Recorder's Office and another preserved version is stored at an offsite facility.

The fee for producing official records is to be in an amount necessary to recoup not just the cost of paper and printer toner, but also the proportionate costs of maintenance of the County's Official Records, maintenance of all the documents, digitalization, software, servers, storage, electricity, equipment, supplies, staff, supervision, training and facilities. These direct and indirect costs are all necessary to provide the retrieval and production service.

When a member of the public requests an official record copy be produced, the Recorder's staff retrieves and reviews the document and prepares it for production. Review of the document may require that private information be redacted before it is produced. The fees sought by the Recorder are used to cover these services as set forth under Government Code section 27366.

C. California Public Records Research, Inc. v. County of Stanislaus (Case No. 2006090)

On October 23, 2013, CPRR purchased a two-page document and was charged \$5. In December 2013, CPRR filed a government tort claim alleging the Recorder's Office overcharged for the document. CPRR claimed they should have paid \$0.14 per page. CPRR further claimed that at least \$25,000 was overcharged for other individuals' copies during the six months prior. The claim was denied.

In February 2014, CPRR filed a verified petition for writ of mandate alleging the copying fees charged by the County were excessive relative to the costs allowed by law. The trial court denied the petition and found the fees were reasonable. CPRR appealed the matter to the Court of Appeal.

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CPRR's causes of action alleged the copying fees (1) violated section 27366, (2) constituted an illegal special tax that violated the voter approval requirement in Article XIII C of the California Constitution, and (3) were adopted as the result of County abusing its limited discretion to set fees.

On April 28, 2016, the Fifth District Court of Appeal issued an Opinion in this matter on appeal reversing and remanding the case to the trial court for further proceedings. (*California Public Records Research, Inc. v. County of Stanislaus* (2016) 246 Cal.App.4th 1432, Fifth District Court of Appeal Case No. F070601.)¹

The Court of Appeal found that the County's Board of Supervisors abused its discretion when it approved a fee schedule that charged \$3 for the first page and \$2 per page for subsequent pages. Also, that there was not substantial evidence in the 2001 fee study to support the fee. The Court made legal findings consistent with the County's position defining the types of direct and indirect costs that can be recouped. The choice of methodology for calculating a county's cost of providing copying services is a matter committed to the discretion of the Board of Supervisors because there is no single legally correct methodology.

The Court's disposition and instructions for further proceedings were as follows:

The judgment is reversed and the matter remanded for further proceedings. The superior court is directed to vacate its August 21, 2014, ruling on the petition for writ of mandate and enter a new order that grants the petition for writ of mandate. The superior court shall issue a peremptory writ of mandate compelling County's Board of Supervisors to:

- (1) consider the matter of fees charged by the clerk-recorder's office for copying official records;
- (2) make findings under section 27366, supported by substantial evidence, as to the fee amount necessary to recover the direct and indirect costs of providing the copies;
- (3) determine what constitutes an "indirect cost" by using the general test that requires such costs to be reasonably attributed to (i.e., reasonably related to) the service of providing copies and rejects costs not reasonably attributed to the service of providing copies; and
- (4) set the copying fees charged by the clerk-recorder's office in accordance with its findings under section 27366.

The Superior Court was ordered to retain jurisdiction over the proceedings by way of a return to the writ, which jurisdiction shall include the authority to hear and decide plaintiff's claim for damages in the event that the new fee schedule sets **amounts less than** the schedule currently in effect. (Emphasis added.) (*Id.* at 1460-1461.)

¹ A copy of the Opinion can be found here: <http://www.courts.ca.gov/opinions/archive/F070601.PDF>

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On March 7, 2017, the Superior Court issued the Peremptory Writ of Mandate which commands the Board of Supervisors to file and serve a response to the Writ. Prior to the court hearing on May 12, 2017 the Board must comply with the writ by considering the matter of the fees charged by the Clerk-Recorder's office for providing copies of Official Records which has been and is within the Board's discretion.

D. 2001 Fee Study

In 2001, the County commissioned a private consultant named Peter Lauwerys with Government Finance Research to prepare a fee study that analyzed the direct and indirect costs that the County incurs in producing official copies for the public at the Clerk-Recorder's Office. The 2001 Fee Study reviewed sixteen different services, charges and license fees offered by the Clerk-Recorder's Office. Based on the recommendations made to the Board of Supervisors, Ordinance C.S. 763 was modified and set the fees charged to the public in providing official record copies from the prior amount of \$6.00 to \$3.00 for the first page, and \$2.00 for each additional page.

The 2001 study did not explain how the estimated cost of \$2.97 for the "average of three minutes for duplication of official records" related to its per page recommendations. In particular, the study did not say whether the three-minute average covered pulling the document and copying all pages or copying just the first page. Nor did the study address the amount of time spent copying subsequent pages of official records, which implies that activity was included in the "average of three minutes for duplication of official records." (*Id.* at 1440.) Similarly, the other documents in the record provided *no* evidence of the amount of time County staff spent in 2001 (1) obtaining a copy of only the first page of a document or (2) copying the second and subsequent pages of a document, either on a per page basis or for all pages after the first.

The Court of Appeal held: "In short, there was an apples-versus-oranges-type disconnect between the 2001 study's application of the time-based methodology to estimate *per document* costs and its recommendation to impose copying fees on a *per page* basis."

E. 2017 MGT Fee Study addressed both direct and indirect costs

To determine the fees to be charged, the Clerk-Recorder's Office hired MGT Consulting to conduct a fee study to determine the direct and indirect costs. MGT conducted the fee study to define and understand what it costs the Clerk-Recorder's Office to provide official document request copies for each step of its fee related activity, the first page, and each additional page. The completed fee study dated February 22, 2017, is attached as **Attachment B** and briefly addressed below. The spreadsheets and backup to the MGT Fee Study are provided in **Attachment C**. MGT relied on information provided by the County for fiscal year 2015-2016.

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MGT considered two components of costs: the direct costs associated with providing each fee-for-service activity, and the indirect costs that support these activities.

Table E of the MGT Fee Study shows the cost component/task, total cost, per page cost and notes for the 2015-2016 Full Per Page Cost of an Official Document Request. MGT calculated the cost per page by dividing the total cost of the official document request services (\$251,236.58) by the total number of pages processed (19,244 pages in 2015-2016). The full cost of an official document produced per page is \$13.06. (See Attachment B, pg. 6, Table E.)

In order to address the time-based methodology concerns raised by the Court of Appeal, MGT analyzed 10 separate cost components. (See Attachment B, pg. 6, Table E.) Only the first cost component in Table E is based on the amount of copy time spent per page. MGT calculated the direct cost of staff time in preparing copies of Official Records by doing a time study with staff and multiplying it by the average number of minutes spent copying each page. That cost was coupled with the remaining direct and indirect costs (See Attachment B, Table E, Cost Components 2-10) which are fixed and not dependent on the amount of time spent by a staff member actually making a copy. The remaining cost components are divided by the number of pages of official document requests made per year resulting in a per page fee.

In Fiscal Year 2015-2016 there were 5,411 official document request transactions and 19,244 pages were produced. (See Attachment B, Table C.) More than 85% of Official Document Requests are between 1-5 pages, 8% are between 6-10 pages, less than 6% are 11-25 pages, and less than 1% are more than 26 pages.

MGT conducted a time study with the employees of the Clerk-Recorder's Office² who perform official document requests. A one-week time period was completed with staff logging their time as they provided the service. There were five steps logged:

1. Customer inquiry;
2. Research and identify the document;
3. Print requested documents, review the documents for completeness;
4. Accuracy and redact when necessary; and
5. Finalize the request, collect and process payment.

Step 1-2 are associated with the first page, steps 3-5 are required for additional pages and will increase as the number of pages increases because review and printing will take longer. Based on the entries by each staff member, total number of minutes and pages the average total time for each document was 2.1 minutes per page. With this information and calculation of the staff salary and benefit, the cost in dollars per minute may be calculated.

² Note there is a typo in Table A – Time Study Summary. The row titled "Average Pages" for Jocelyn should be 2 not 6 and for Leticia should be 1 not 7. See backup documents including the Time Study Detail in Attachment C. This typo did not alter the calculations.

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The fee study identified the indirect costs in two categories (personnel costs and other operating expenses. (See Attachment B, Appendix 1, Indirect Cost Rate, column 4, Allowable Indirect.) Indirect costs include a proportionate share of other operating expenses and internal departmental administrative costs taken from the County Cost Allocation Plan. A pro rata share of these costs are added as departmental overhead.

F. Auditor-Controller's Office Review of Table E in the MGT Fee Study

The Board is to determine what constitutes indirect costs using the general test that requires such costs to be reasonably attributed to (i.e., reasonably related to) the service of providing copies and to reject costs not reasonably attributed to the service of providing copies. MGT's Fee study identified all indirect costs related to producing an official document request.

The Auditor-Controller's Office was asked to review and analyze MGT's Fee Study and consider the direct and indirect costs based on this County's parameters. The Auditor-Controller took a more conservative view in determining what would be considered reasonably-related direct and indirect costs attributed to the service of providing the copies. The Auditor-Controller ultimately reduced the Indirect Cost Pool from \$1,989,238 to \$1,528,550 and increased the Direct Cost Base from \$1,761,385 to \$2,272,462. As a result, MGT's Indirect Cost Rate was reduced from 112.94% to 67.26%.

The resulting full cost of a copy of an Official Record was reduced to \$6.78 per page based on the Auditor-Controller's review.

G. Recommendations of the Clerk-Recorder

Based on the above substantial evidence that exists, it appears the fees of \$3.00 for the first page and fee of \$2.00 for each additional page are much lower than the actual cost to provide the service of producing a copy of an Official Record when requested.

Based on the above analysis of the Auditor-Controller of MGT's Fee Study, the Clerk-Recorder recommends the fee for the first page be increased to \$6.75 per page and the fee for each subsequent page be increased to \$3.00.

The Board is asked to approve the proposed ordinance to set the fees to produce a copy of an Official Record in the Clerk-Recorder's Office under Government Code section 27366.

The Clerk-Recorder has considered the fees proposed resulting from the MGT study, the Auditor-Controller's view of the fee study and reasonably-attributed direct and indirect costs, the history of calculating these charges and what is currently charged now. In compliance with Government Code 27366, the Clerk-Recorder recommends that the Board of Supervisors consider adopting fees in the amount \$6.75 for the first page and \$3.00 each additional page.

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The Clerk-Recorder's Office proposes that a subsequent page fee of \$3.00 is the minimum amount necessary to preserve and duplicate each subsequent page. This amount includes the Copy Time (\$1.79), Staff Counter Time (\$0.97), Direct Ink (\$0.04), Direct Paper (\$0.01), Direct Printer Cost (\$0.00), and Cost of Storage of Official Records on Microfiche (\$0.52), totaling \$3.33 per page and rounded down to \$3.00 per subsequent page for the ease of transaction. While the Auditor-Controller acknowledges that the full cost is greater than \$3.00 per page, and the County has discretion to charge up to \$6.78 per page, the Clerk-Recorder recommends that \$3.00 per page would be sufficient to provide subsequent page fee copies.

H. Cost vs. Revenue Analysis and Fiscal Impact

Based on the total number of transactions and total pages, we calculated the revenue from producing official record document copy requests for the 2015-2016 fiscal year to be \$43,899. $((5,411 \times \$3.00) + (13,833 \times \$2.00) = \$43,899.)$

The revenue should not exceed the cost of providing the service under section 27366. It is clear from the 2017 MGT Fee Study that the County has not been charging a fee in excess of the costs necessary to provide the public with copies of Official Records. MGT calculated the full cost of providing the service at \$251,236.58. Even factoring in the more conservative cost rate suggested by the Auditor-Controller's Office, the adjusted total cost is \$130,474.32. The cost of an official record copy was almost three times as much as the revenue recouped in 2015-2016 $(\$130,474.32 / \$43,899 = 2.97.)$ Stated another way only 33.6% of the costs of providing the service of copies of Official Records was recouped in 2015-2016 based on the \$3/\$2 fee schedule.

POLICY ISSUE:

Clerk-Recorder services to produce an official record copy are set by the Board of Supervisors pursuant to Government Code section 27366 which states: "The fee for any copy of any other record or paper on file in the office of the recorder, when the copy is made by the recorder, shall be set by the board of supervisors in an amount necessary to recover the direct and indirect costs of providing the product or service or the cost of enforcing any regulation for which the fee or charge is levied."

FISCAL IMPACT:

The number of official record processing transactions per year varies depending on the market, however, the Clerk-Recorder does not anticipate any substantial deviation based on current market conditions. The recommended fee increase, would generate approximately \$78,023.25 based on the number of transactions in 2015-2016, we could expect to see an estimated increase in annual revenue of \$34,124.25. $((5,411 \times \$6.75) + (13,833 \times \$3.00) = \$78,023.25.)$ The MGT Study has established the full costs of producing Official Records at

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this volume to be \$251,236.58, requiring the variance of \$173,213.33 to be supported by Net County Cost. As a result, the County General Fund will continue to provide an annual contribution to offset the remainder of costs that may be necessary to balance the Clerk-Recorder budget.

BOARD OF SUPERVISORS' PRIORITY:

The recommended actions are consistent with the Board's priority of Efficient Delivery of Public Services by adopting necessary and reasonable fees to cover direct and indirect costs consistent with State law, of Clerk-Recorder services to produce an official record document copy.

STAFFING IMPACT:

There is no additional staffing associated with this item. Existing staff within the County Clerk-Recorder Office will support these recommended actions.

CONTACT PERSON:

Lee Lundrigan, Clerk-Recorder & Registrar of Voters / 209-525-5211

ATTACHMENT(S):

Attachment A – Proposed Ordinance

Attachment B – 2017 MGT Fee Study

Attachment C – Spreadsheets and Backup to 2017 MGT Fee Study

Attachment D – Recommendations and Copy Fee Analysis of the Auditor Controller

Attachment E – Letter from California Public Records Research, Inc. to Supervisor Chiesa, dated April 12, 2017

Attachment F – Findings and Determinations

ATTACHMENT A
Proposed Ordinance

ORDINANCE NO. C.S. _____

**AN ORDINANCE RELATING TO CLERK-RECORDER FEES
FOR PRODUCTION OF AN OFFICIAL RECORD**

The Board of Supervisors of the County of Stanislaus, State of California, do ordain as follows:

Section 1. Section 4.34.010 G., of the Stanislaus County Code is amended to read as follows:

“G. Clerk-Recorder department fees for production of an official record are \$6.75 for the first page and \$3.00 for each additional page.”

Section 2. This ordinance shall take effect thirty (30) days from and after the date of its passage and before the expiration of fifteen (15) days after its passage it shall be published once, with the names of the members voting for and against the same, in the Modesto Bee, a newspaper published in the County of Stanislaus, State of California.

Upon motion of Supervisor _____, seconded by Supervisor _____, the foregoing ordinance was passed and adopted at a regular meeting of the Board of Supervisors of the County of Stanislaus, State of California, the ___ day of _____, 2017, by the following called vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Vito Chiesa, Chairman of the Board of Supervisors of the County of Stanislaus, State of California

APPROVED AS TO FORM:
John P. Doering
County Counsel

ATTEST: Elizabeth A. King
Clerk of the Board of Supervisors of the County of Stanislaus, State of California

By: Deirdre McGrath
Deirdre McGrath
Deputy County Counsel

By: _____
Deputy

ATTACHMENT B
2017 MGT Fee Study

MGT Consulting Group, LLC Stanislaus County, CA

Final Report of Findings
Clerk/Recorder Official Document Copy Request
Full Cost Fee Calculations

February 22, 2017

TO:
County of Stanislaus
Clerk/Recorder
Lee Lundrigan
1021 I Street
Modesto, CA 95354



FINAL REPORT

FROM:
Patrick J. Dyer, Director
Financial Services
916.760.4121 (Phone)
2251 Harvard Street, Ste. 134
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www.mgtconsulting.com



Project Intro

Clerk-Recorder Official Document Request Full Cost User Fee Calculations

Project Introduction

The County of Stanislaus (County) has requested consulting assistance to prepare and calculate the full cost of their official document copy (ODC) request fees. These deliverables are specialties of MGT Consulting Group (MGT). **Our analysis allows the County to meet its objectives of having a comprehensive and defensible calculation that supports full cost recovery for official document copy request fees, and recommendations for the appropriate fee amounts to be charged for the service.**

MGT is thoroughly familiar with all relevant federal and state requirements, and the legal issues surrounding user fees. Our consultants have both successfully defended jurisdictions where challenges were made, and testified before numerous state government legislative bodies on user fee issues. Numerous state and federal districts have approved our methodology, and we guarantee acceptance of our analyses by any cognizant or audit agency. Our user fee methodology offers transparency to reviewers and contain important management information schedules.

While software is certainly important in creating user fee analyses, the key to a successful engagement is the personnel involved. Our team for this project has over 20+ years of experience in governmental cost determination. Project Director, Patrick Dyer, has been engaged in local government consulting for over 15 years, working directly for and overseeing projects of hundreds of cities, counties and special government districts.

Using a Consultant for Cost Analysis Services

Local governments often contract with a consulting firm to receive user fee services. The reasons for contracting vary but most often include the following factors:

- | | |
|---|--|
| Stanislaus County of internal resources | Expertise and understanding |
| Knowledge gained from similar engagements | Need to maximize cost recovery |
| Focus and history of meeting deadlines | Interface with approval entities |
| Ability of consultant to educate County staff | Independence of findings & recommendations |



County of Stanislaus Project Background

Fees should be reviewed on a regular basis and adjusted in accordance with established County policies on user fee cost recovery. This report is the culmination of the past two months of work between MGT and County Clerk/Recorder staff. MGT would like to take this opportunity to acknowledge all County staff who participated on this project for their efforts and coordination. Clerk Recorder's Office counter staff as well as department management were extremely open and responsive. The County staff responsiveness and continued interest in the outcome of this study contributed greatly to the success of this project.

Study Scope and Objectives.

This study included a review of the Clerk/Recorder's office official document request and per-page fee methodology. Listed below are the current amounts for the 1st page and each additional page thereafter:

First page -	\$3.00/first page fee
Each additional page-	\$2.00/page fee

The study was performed under the general direction of the Clerk Recorder's Office with the participation of staff involved with official document requests process. The primary goal of the study was to:

- Define and understand what it costs the County to provide official document request copies for:
 - Each step of its fee related activity
 - 1st printed page
 - Each additional page printed

The information summarized in this report addresses each of these issues and provides the County of Stanislaus with the tools necessary to make informed decisions about possible fee adjustments and the resulting impact on County revenues.

Methodology

A cost of service study analyzes two components of costs: the direct costs associated with providing each fee-for-service activity, and the indirect costs that support these activities. A brief discussion of each of these components follows.

Direct Costs. The direct costs associated with fee-for-service activities were analyzed in great detail in this study. MGT worked closely with staff and management within the Clerk/Recorder's office to develop the analysis that is summarized in the following sections of this report.



The first step in the process was to conduct a time study for official documents requests. MGT required time study data for a one-week time period and provided the staff with detailed time study log for staff to fill out as they provided the service. The logs included 5 steps for which staff was instructed to record time for. The steps are listed as follows:

1. Customer inquiry and initial interaction;
2. Research, document ID verification and confirm request;
3. Print requested document docs;
4. Review printed documents for completeness, accuracy and redact when necessary; and
5. Finalize request, collect and process payment.

MGT determined that the time for steps 1 and step 2 are required for the 1st page, and present a variable time when compared to the remaining steps. Time recorded in steps 3-5 are required for additional pages printed. We also determined that the time in step 4 will begin to increase as the number of pages increases. The logic behind this is simple, the more pages you print, the longer it will take to print. The longer document also increases staff time required to review the printed document to ensure that is correct, complete and redacted when necessary.

Table A – Time Study Summary – The data below is a compilation of 31 requests for an official document received by a Legal Clerk III (LCIII) over the time period of a week, from December 15th to December 21st, 2016. The data shows five different LCIII’s participating in the study. The average time varies by staff, with a range from six to twelve minutes. The data indicates 206 total minutes for 31 requests. Requests varied in length from 1 to 24 pages and there were a total of 98 total pages requested. On average, the time study revealed that approximately 2 minutes per page were spent by staff.

Table A – Time Study Summary

Stanislaus County Official Document Certified Copies - Time Study

Employee	Julia Cano	Jennine Behney	Jennie Schultz	Jocelyn Rodriguez	Leticia Dominguez
Total Entries	15	3	4	5	4
Total Time (in minutes)	93	35	14	40	24
Total Pages	65	7	12	10	4
Average Pages	4	2	3	6	7

Table B – Time Study Average



Total Entries	31	Requests
Total Minutes	206	Minutes
Total Pages	98	Pages
Average Total Time	2.1	Minutes per page

Table B above summarizes and averages a typical document copy request. MGT conducted the time study to gather enough data to calculate the average time per page involved in the process of providing an official document request. The average was calculated at two minutes per page. With this information, MGT was able to identify staff time spent directly on these routine requests. Salary and benefit dollars were assigned to the time involved to come up with the total direct staff costs.

Typical Document Length The County receives over 5,400 of these requests for official documents in a given year, but as mentioned above, 93% are less than 10 pages. A detail of the requests by page length are as follows in Table C

Table C

Pages	Requests	%
1-5	4,619	85.36%
6-10	445	8.22%
11-25	298	5.51%
26+	49	0.91%
Total	19,244	100.00%

FY	15-16	Transactions	Total Pages
2015	July	432	1,526
2015	August	495	1,508
2015	September	462	1,430
2015	October	477	1,754
2015	November	478	2,173
2015	December	398	1,272
2016	January	395	1,434
2016	February	437	1,438
2016	March	510	1,800
2016	April	445	1,293
2016	May	416	1,405
2016	June	466	2,211
TOTAL		5,411	19,244



Indirect Costs. A proportionate share of other operating expenses and internal departmental administrative costs were layered onto the direct costs as a departmental overhead. Countywide overhead costs are added from the cost allocation plan (described below) were also added in as overhead. These three components of costs: 1) direct salary and benefits, 2) departmental overhead and, 3) countywide overhead costs total up to the full cost of providing each service. The cost of each activity is then compared to the fee currently charged, and an under- or over-recovery of costs is identified.

Full Cost Hourly Rates MGT developed full cost hourly rates for Clerk Recorder staff that provide these fee activity services in Table D as follows:

Table D

		A	B	
Position	Annual Salary	Salary Per Hour with Benefits	Indirect Costs	Total Per Hour
Legal Clerk III	\$ 40,995	\$ 30.61	\$ 34.57	\$ 65.17
	<i>Calculation</i>			
	<i>Explanation</i>	$\$40,995 * 1.5529 / 2080$	$30.23 * 1.12$	A+B

LCIII Per Hour Total	LC III Cost per Minute
\$ 65.17	\$ 1.09
A+B above	\$65.17 divided by 60 minutes

Benefits Calculation Total fringe benefits for the department were totaled and divided by total salary. \$1,042,859 divided by \$1,886,038 equals 55.29%, therefore MGT calculates that for every dollar spent on clerk recorder salaries, approximately fifty-five cents of costs are spent on employee benefits such as retirement, medical, dental, insurance and other benefits.

Productive Hours When calculating a full cost hourly rates, the productive hours are divided by the annual salary to arrive at an hourly rate that accounts for paid absence. Items such as paid holidays, sick time, vacation, training, staff meetings and breaks factor into the productive hour calculation. MGT brings these costs back into the hourly rate as indirect costs, in item B above. A standard 8-hour work week totals 2080 annual hours and for most employees the annual productive hours are 1635.



Software Licenses These calculations take into account the proportionate share of software license fees. There are five different groups within the Clerk-Recorder: Vital Records, Clerk, Recorder, Records Retention and Data Processing. The last two divisions are required to produce official copies and therefore 40% (two-fifths) of the annual software costs are directly assigned to those requesting official copies and included in the full per page calculation above.

Per Page Full Cost The County engaged MGT to calculate a the full, per page cost. MGT divided the total cost of the official document request services by the total number of pages processed. That analysis is in Table E, as follows and shows both the total as well as per page cost for each line item:

Table E

2015-16 Full Per Page Cost of ODR			
Cost Component/Task	Total Cost	Per Page	Math/Note
1-Copy Time	\$ 43,894.60	\$2.28	(2.1*19,244)/60*65.17
2-Direct Supervision	\$ 58,639.28	\$3.05	50% of Full Cost of LC IV
3-Staff Counter Time	\$ 25,972.42	\$1.35	(5*4*52)*FC Hourly-FC of Copy Time
4-Equip Maintenance	\$ 8,031.74	\$0.42	Actual Exp (61600)
5-Direct Ink/Toner	\$ 755.91	\$0.04	HHP 78A Toner (HP LaserJet P1606dn) * 9 per year (62600)
6-Direct Paper	\$ 119.96	\$0.01	\$29.99*4 (10 ream case) (62600)
7-Direct Printer Cost	\$ 45.80	\$0.00	(2*\$229)/10 (PY 62980)
8-Storage Services Microfiche	\$ 50,000.00	\$2.60	Anticipated/Pending
9-Data Processing	\$ 35,339.00	\$1.84	Actual Exp 74130
10-Software Licenses	\$ 28,437.88	\$1.48	40% * \$71,094.69
Grand Total	\$ 251,236.58	\$13.06 per page	<i>Per page based on annual 19,244 page count.</i>

Full Cost The MGT analysis details that the full cost of official document copy request is \$13.06 per page.



Future Technology Needs The calculations outlined in this report do not take into account future technology needs. If in the near future the County were to replace its current software system or technology infrastructure, the costs could increase significantly from those detailed in this report. User fee law allows for a collection of a technology surcharge. This is a common practice with planning fees or building permit fees for cities and counties throughout California. If a major system change were necessary, MGT recommends that the County update the full cost calculation to account for these anticipated significant additional costs.



Appendix

1. Full Cost Calculation of Indirect Cost Rate
2. Expenditure Detail by Object Code



Appendix 1

Full Cost Calculation of Indirect Cost Rate

Indirect Cost Rate

Agency: County of Stanislaus, CA
 Department: Clerk-Recorder-Elections
 Fiscal Year: 2015-16

DESCRIPTION OF COST	Total Costs	Excluded	Allowable Indirect	Allowable Direct
A) Personnel Costs				
1 Salary and Wages	\$ 1,886,038		\$ 751,809	\$ 1,134,229
Distribution %:	100%	0%	39.86%	60.14%
2 Temporary & Overtime	\$ 159,428	\$ 159,428		
3 Benefits	55.29% \$ 1,042,859		\$ 415,703	\$ 627,157
Subtotal:	\$ 3,088,325	\$ 159,428	\$ 1,167,512	\$ 1,761,385
B) Other Operating Expenses				
4 Communications	11,950		11,950	
5 Food	-		-	
6 Maintenance-equipment	439,757	429,687	(0)	10,070
7 Maintenance-structures & grnd	27,597		27,597	
8 Memberships	3,200	3,200	-	
9 Annual License for software	40,443		-	40,443
10 Miscellaneous expense	(91)		(91)	
11 Banknote paper	9,283		9,283	
12 Office supplies	31,688		30,812	876
13 Outside printing service	10,123	3,456		6,667
14 Postage	216,197	215,763		434
15 Books and periodicals	326		326	
16 Subscriptions	1,405		1,405	
17 Photo services & supplies	3,308		3,308	
18 Computer Software - Non Asset	7,405		7,405	
19 Office Equipment - Non Asset	8,496		8,496	
20 Computer Equipment - Non Asse	39,453		39,453	
21 Exp. Computer Equip. To \$5,000	-		-	
22 Exp. Furnishings - to \$5,000	1,425		1,425	
23 Exp. Equipment - To \$5,000 -	568		568	
24 Fingerprint processing	689		689	
25 Contracts	329,184	5,250		323,934
26 Contracted svcs - other	850		850	
27 Election services	202,646	202,646		
28 Publications & legal notices	7,516		7,516	
29 Rents & leases-equipment	6,920		6,920	
30 Alarm & answering services	1,560		1,560	
31 Rents & leases-polling places	2,760		2,760	
32 Special departmental expense	-		-	
33 Education & training	11,479		11,479	
34 Services & supplies-districts	-		-	
35 Election officers	134,611	134,611		
36 Election supplies	677,656	677,656		
37 Other travel expenses	1,194		1,194	
38 Credit card purchases	(4,708)		(4,708)	
39 Pre-Placement Drug Test	1,675		1,675	
40 Govt fund PW GIS Services	6,395		6,395	

Indirect Cost Rate

Agency: County of Stanislaus, CA
 Department: Clerk-Recorder-Elections
 Fiscal Year: 2015-16

DESCRIPTION OF COST	Total Costs	Excluded	Allowable Indirect	Allowable Direct
41 Telecommunications	22,777		22,777	
42 Auto liability	890		890	
43 Self insured general liabilt	32,560		32,560	
44 Mail room postage meter	49,590		49,590	
45 Mail room services	17,088		17,088	
46 Messenger services	2,454		2,454	
47 Salvage Disposal	1,589		1,589	
48 Data processing services	50,388		-	50,388
49 Fleet Svc - Fuel	279		279	
50 Fleet Svc - Rental Vehicles	2,557		2,557	
51 Fac Maint Utilities Chgs	60,472		60,472	
52 Purchasing Chgs	8,237		8,237	
53 Fac Maint Janitorial Svcs Chg	69,548		69,548	
54 Fac Maint Maint Svcs Chgs	16,973		16,973	
55 Fac Maint Svcs & Suppl Chgs	11,507		11,507	
56 Commercial insurance	4,964		4,964	
57 Crime & Fidelity insurance	50		50	
58 Fiduciary liability insurance	160		160	
59 Remodel	-		-	
60 Computer equipment	105,336	105,336	-	
61 Fingerprint processing	55		55	
62 Intrafund Collections Chgs	400		400	
63 Sheriff law enforcement servi	-		-	
Subtotal:	\$ 2,690,834	\$ 1,777,605	\$ 480,418	\$ 432,811
Total Dept Expenditures	\$ 5,779,159	\$ 1,937,033	\$ 1,647,930	\$ 2,194,196
C) Central Service Cost Allocation				
64 Countywide A-87, 20100	43,471		43,471	
65 Countywide A-87, 20200	290,815		290,815	
66 Equipment Depreciation	7,022		7,022	
67 Microfiche Services Storage	50,000		-	50,000
68	-		-	
Subtotal:	\$ 391,308	\$ -	\$ 341,308	\$ 50,000
Total Costs of all Divisions:	\$ 6,170,467	\$ 1,937,033	\$ 1,989,238	\$ 2,244,196
D) Internal Admin/Indirect Rate:				
Dept Indirect Costs:	\$1,989,238			
Direct Sal & Benes:	\$1,761,385		Internal Indirect Cost Rate:	112.9%



Appendix 2

Expenditure Detail by Object Code

Sum of Expenditures		Column Labels				Grand Total
Row Labels	Description	Automation	Elections	Recorder	Truncation	
50000	Salaries and wages	\$259,717.07	\$538,048.53	\$859,320.11		\$1,657,085.71
50001	Non-productive salaries - vac	\$13,445.66	\$16,973.86	\$50,527.62		\$80,947.14
50002	Non-productive salaries - sic	\$12,829.39	\$14,226.84	\$32,499.67		\$59,555.90
50003	Non-productive salaries - oth	\$16,061.59	\$25,396.23	\$46,991.09		\$88,448.91
50010	Overtime/comp time paid	\$6,216.15	\$16,899.61	\$14,371.36		\$37,487.12
50020	Extra help	\$2,647.64	\$106,236.28	\$10,681.27	\$229.44	\$119,794.63
50100	Comp time taken	\$276.50	\$1,257.00	\$612.26		\$2,145.76
50220	Termination cash-out	\$1,929.76	\$60.45	\$4,491.23		\$6,481.44
52000	Retirement	\$59,059.93	\$118,193.00	\$208,344.72		\$385,597.65
52010	Fica	\$23,400.16	\$46,802.59	\$76,178.05	\$3.33	\$146,384.13
52020	Deferred comp - part-time	\$52.96		\$213.62	\$4.59	\$271.17
52026	Deferred comp - part-time		\$1,567.96			\$1,567.96
53000	Group health insurance	\$79,305.69	\$162,233.27	\$196,326.34		\$437,865.30
53020	Unemployment insurance		\$850.00	\$1,250.00		\$2,100.00
53051	Employee benefits admin fee	\$341.17	\$540.42	\$926.38		\$1,807.97
53081	Long Term disability		\$291.37	\$505.69		\$797.06
54000	Workers compensation insuranc		\$4,757.58	\$25,192.20		\$29,949.78
55000	Auto allowance		\$406.16	\$4,430.89		\$4,837.05
55130	Deferred comp mgmt/confidenti		\$2,465.16	\$5,623.75		\$8,088.91
55140	Cafeteria pln hlth ben cashou	\$4,257.45	\$1,092.63	\$11,760.98		\$17,111.06
60400	Communications		\$6,169.72	\$5,780.37		\$11,950.09
60600	Food		\$0.00			\$0.00
61600	Maintenance-equipment	\$108,948.28	\$312,776.88	\$8,031.74	\$10,000.00	\$439,756.90
61800	Maintenance-structures & grnd	\$10,654.00		\$16,943.45		\$27,597.45
62200	Memberships		\$800.00	\$2,400.00		\$3,200.00
62210	Annual License for software	\$38,800.00	\$581.63	\$1,061.00	\$0.00	\$40,442.63
62400	Miscellaneous expense			(\$90.67)		(\$90.67)
62460	Banknote paper	\$9,207.00		\$76.06		\$9,283.06
62600	Office supplies	\$2,137.63	\$4,489.80	\$25,060.42		\$31,687.85
62630	Outside printing service		\$3,456.15	\$6,667.28		\$10,123.43
62730	Postage	\$160.63	\$215,762.92	\$273.00		\$216,196.55
62780	Books and periodicals		\$278.61	\$47.25		\$325.86
62790	Subscriptions		\$562.00	\$843.49		\$1,405.49
62800	Photo services & supplies	\$3,307.53				\$3,307.53
62840	Computer Software - Non Asset	\$0.00	\$7,404.71	\$0.00		\$7,404.71
62860	Office Equipment - Non Asset		\$2,459.35	\$867.78	\$5,168.59	\$8,495.72
62861	Computer Equipment - Non Asse		\$39,453.17	\$0.00		\$39,453.17
62980	Exp. Computer Equip. To \$5,00			\$0.00		\$0.00
62985	Exp. Furnishings - to \$5,000	\$1,424.96		\$0.00		\$1,424.96
62990	Exp. Equipment - To \$5,000 -			\$568.34		\$568.34
63220	Fingerprint processing		\$657.00	\$32.00		\$689.00
63280	Contracts	\$323,934.25	\$5,250.00		\$0.00	\$329,184.25

Sum of Expenditures		Column Labels				
Row Labels	Description	Automation	Elections	Recorder	Truncation	Grand Total
63474	Contracted svcs - other		\$850.00			\$850.00
64050	Election services		\$202,645.66			\$202,645.66
65000	Publications & legal notices		\$5,928.47	\$1,587.67		\$7,516.14
65100	Rents & leases-equipment		\$4,962.97	\$1,957.46		\$6,920.43
65200	Alarm & answering services		\$1,020.00	\$540.00		\$1,560.00
65310	Rents & leases-polling places		\$2,760.00			\$2,760.00
65660	Special departmental expense		\$0.00	\$0.00		\$0.00
65780	Education & training	\$0.00	\$7,421.49	\$4,057.24		\$11,478.73
66390	Services & supplies-districts		\$0.00			\$0.00
66950	Election officers		\$134,610.90			\$134,610.90
66951	Election supplcs		\$677,655.66			\$677,655.66
67040	Other travel expenses	\$14.30	\$884.16	\$295.80		\$1,194.26
67120	Credit card purchases		\$1,049.23	(\$5,757.31)		(\$4,708.08)
67990	Pre-Placement Drug Test		\$1,020.00	\$655.00		\$1,675.00
73571	Govt fund PW GIS Services		\$5,704.50	\$690.50		\$6,395.00
74011	Telecommunications		\$12,315.19	\$10,461.76		\$22,776.95
74050	Auto liability		\$360.00	\$530.00		\$890.00
74060	Self insured general liabllt		\$3,860.00	\$28,700.00		\$32,560.00
74100	Mail room postage meter		\$9,748.18	\$39,841.97		\$49,590.15
74110	Mail room services		\$3,526.00	\$13,562.00		\$17,088.00
74120	Messenger services		\$881.00	\$1,573.00		\$2,454.00
74123	Salvage Disposal		\$570.00	\$1,019.00		\$1,589.00
74130	Data processing services		\$16,461.44	\$33,926.64		\$50,388.08
74173	Fleet Svc - Fuel		\$279.23			\$279.23
74175	Fleet Svc - Rental Vehicles		\$1,673.20	\$883.80		\$2,557.00
74270	Fac Maint Utilities Chgs		\$17,700.41	\$42,771.54		\$60,471.95
74302	Purchasing Chgs		\$4,611.00	\$3,626.00		\$8,237.00
74303	Fac Maint Janitorial Svcs Chg		\$17,005.81	\$52,541.81		\$69,547.62
74306	Fac Maint Maint Svcs Chgs		\$3,963.74	\$13,009.23		\$16,972.97
74307	Fac Maint Svcs & Suppl Chgs		\$3,028.69	\$8,477.93		\$11,506.62
74700	Commercial insurance		\$1,497.00	\$3,467.00		\$4,964.00
74704	Crime & Fidelity insurance			\$50.00		\$50.00
75040	Fiduciary liability insurance		\$70.00	\$90.00		\$160.00
80410	Remodel			\$0.00		\$0.00
82570	Computer equipment	\$105,336.42		\$0.00		\$105,336.42
87040	Fingerprint processing		\$30.00	\$25.00		\$55.00
87070	Intrafund Collections Chgs			\$400.14		\$400.14
87621	Sheriff law enforcement servi		\$0.00			\$0.00
Grand Total		\$1,083,466.12	\$2,802,494.81	\$1,877,791.92	\$15,405.95	\$5,779,158.80

ATTACHMENT C

Spreadsheets and Backup Documents to 2017 MGT Fee Study

Agency: County of Stanislaus, CA
 Department: Clerk-Recorder-Elections
 Fiscal Year: 2015-16

I	Ord	Position Title	# of FTE	Annual Wages	Hours per FTE	Annual Hours	Hours per Day	Weeks per Year	Vacation
1	1	App Spec III	1.00	\$ 73,623	2,080	2,080	8	52	104
2	2	Sr Syst Engr	1.00	\$ 98,554	2,080	2,080	8	52	104
3	3	App Spec II	1.00	\$ 56,603	2,080	2,080	8	52	104
4	4	Systems Engr II	1.00	\$ 66,136	2,080	2,080	8	52	104
5	5	Conf Asst II - VACANT	0.00	\$ -	2,080	-	8	52	-
6	6	Acct I	1.00	\$ 50,926	2,080	2,080	8	52	104
7	7	Conf Asst IV	1.00	\$ 58,487	2,080	2,080	8	52	104
8	8	Clerk Recorder	1.00	\$ 138,977	2,080	2,080	8	52	104
9	9	Mgr II	1.00	\$ 89,095	2,080	2,080	8	52	104
10	10	AC III - VACANT	0.00	\$ -	2,080	-	8	52	-
11	11	LC III	11.00	\$ 450,948	2,080	22,880	8	52	1,144
12	12	LC II	1.00	\$ 36,757	2,080	2,080	8	52	104
13	13	LC I	2.00	\$ 70,565	2,080	4,160	8	52	208
14	14	LC IV	4.00	\$ 180,473	2,080	8,320	8	52	416
15	15	Mgr III	1.00	\$ 87,224	2,080	2,080	8	52	104
16	16	Supvr LC II - 2 VACANCIES	0.00	\$ -	2,080	-	8	52	-
17	17	Assistant ROV - VACANT	0.00	\$ -	2,080	-	8	52	-
18	18	Election Mgr	2.00	\$ 145,807	2,080	4,160	8	52	208
19	19	Staff Serv Analyst	1.00	\$ 56,791	2,080	2,080	8	52	104
20	20	Staff Serv Tech - 2 VACANCIES	0.00	\$ -	2,080	-	8	52	-
21	21	Legal Clerk	5.00	\$ 198,506	2,080	10,400	8	52	520
22	22	Store Keeper	1.00	\$ 46,542	2,080	2,080	8	52	104
23	23	Adj to match budget	1.00	\$ (19,975)	2,080	2,080	8	52	104

Total: 37.00 \$ 1,886,038

Agency: County of Stanislaus, CA
 Department: Clerk-Recorder-Elections
 Fiscal Year: 2015-16

Non-Fee Activities	Time	Units
Vacation	13 days per year	
Holiday	10 days per year	
Sick Leave	9 days per year	
Training/Conferences	5 days per year	
Staff Meetings	12 days per year	

I	Ord	Position Title	Holiday	Sick Leave	Training/Conferences	Staff Meetings	Hrs/Yr	Days/Yr	Hrs/Wk	
							Working Hours	Training Entry	Training & Educ	Meetings Entry
1	1	App Spec III	80	72	40	96	1,688	-	-	-
2	2	Sr Syst Engr	80	72	40	96	1,688	-	-	-
3	3	App Spec II	80	72	40	96	1,688	-	-	-
4	4	Systems Engr II	80	72	40	96	1,688	-	-	-
5	5	Conf Asst II - VACANT	-	-	-	-	-	-	-	-
6	6	Acct I	80	72	40	96	1,688	-	-	-
7	7	Conf Asst IV	80	72	40	96	1,688	-	-	-
8	8	Clerk Recorder	80	72	40	96	1,688	-	-	-
9	9	Mgr II	80	72	40	96	1,688	-	-	-
10	10	AC III - VACANT	-	-	-	-	-	-	-	-
11	11	LC III	880	792	440	1,056	18,568	-	-	-
12	12	LC II	80	72	40	96	1,688	-	-	-
13	13	LC I	160	144	80	192	3,376	-	-	-
14	14	LC IV	320	288	160	384	6,752	-	-	-
15	15	Mgr III	80	72	40	96	1,688	-	-	-
16	16	Supvr LC II - 2 VACANCIES	-	-	-	-	-	-	-	-
17	17	Assistant ROV - VACANT	-	-	-	-	-	-	-	-
18	18	Election Mgr	160	144	80	192	3,376	-	-	-
19	19	Staff Serv Analyst	80	72	40	96	1,688	-	-	-
20	20	Staff Serv Tech - 2 VACACIES	-	-	-	-	-	-	-	-
21	21	Legal Clerk	400	360	200	480	8,440	-	-	-
22	22	Store Keeper	80	72	40	96	1,688	-	-	-
23	23	Adj to match budget	80	72	40	96	1,688	-	-	-

Total:

Agency: County of Stanislaus, CA
 Department: Clerk-Recorder-Elections
 Fiscal Year: 2015-16

I	Ord	Position Title	Min/Day		% Working Hours						
			Breaks Entry	Breaks	Other Entry	Other (Specify)	Admin Entry	Admin	Direct Hours	Percent Direct	Direct \$
1	1	App Spec III	15	53	-	-	70%	1,145	491	23.59%	17,364
2	2	Sr Syst Engr	15	53	-	-	70%	1,145	491	23.59%	23,244
3	3	App Spec II	15	53	-	-	70%	1,145	491	23.59%	13,350
4	4	Systems Engr II	15	53	-	-	70%	1,145	491	23.59%	15,598
5	5	Conf Asst II - VACANT	-	-	-	-	-	-	-	-	-
6	6	Acct I	15	53	-	-	70%	1,145	491	23.59%	12,011
7	7	Conf Asst IV	15	53	-	-	70%	1,145	491	23.59%	13,794
8	8	Clerk Recorder	15	53	-	-	70%	1,145	491	23.59%	32,778
9	9	Mgr II	15	53	-	-	70%	1,145	491	23.59%	21,013
10	10	AC III - VACANT	-	-	-	-	-	-	-	-	-
11	11	LC III	15	580	-	-	-	-	17,988	78.62%	354,525
12	12	LC II	15	53	-	-	-	-	1,635	78.62%	28,898
13	13	LC I	15	106	-	-	-	-	3,271	78.62%	55,476
14	14	LC IV	15	211	-	-	-	-	6,541	78.62%	141,884
15	15	Mgr III	15	53	-	-	-	-	1,635	78.62%	68,573
16	16	Supvr LC II - 2 VACANCIES	-	-	-	-	-	-	-	-	-
17	17	Assistant ROV - VACANT	-	-	-	-	-	-	-	-	-
18	18	Election Mgr	15	106	-	-	-	-	3,271	78.62%	114,631
19	19	Staff Serv Analyst	15	53	-	-	-	-	1,635	78.62%	44,647
20	20	Staff Serv Tech - 2 VACANCIES	-	-	-	-	-	-	-	-	-
21	21	Legal Clerk	15	264	-	-	-	-	8,176	78.62%	156,061
22	22	Store Keeper	15	53	-	-	-	-	1,635	78.62%	36,590
23	23	Adj to match budget	-	-	-	-	-	-	1,688	81.15%	(16,210)

Total:

Direct \$ 1,134,228.59
 Indirect \$ 751,809.23

County of Stanislaus
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Currency: USD
Fund=0100 (General Fund), Org=0020100 (CLK Clerk Recorder), GL Project=0000000 (No Project), Location=000000 (No Location), Misc.=000000 (No Misc.), Other=00000 (No Other)

Account	YTD Legal Budget	MTD Actual Expenditures	YTD Actual Expenditures	Encumbrances Outstanding	YTD Expend + Enc as % of Budget	Unencumbered/Unexpended Bala
50000 Salaries and wages	1,011,363.00	26,592.91	859,320.11	0.00	84.97	152,042.89
50001 Non-productive salaries - vac	0.00	0.00	114.75	0.00	n/m	(50,527.62)
50002 Non-productive salaries - sic	0.00	646.52	32,499.67	0.00	n/m	(32,499.67)
50003 Non-productive salaries - oth	0.00	9,719.74	46,991.09	0.00	n/m	(46,991.09)
50010 Overtime/comp time paid	0.00	5,753.31	14,371.36	0.00	n/m	(14,371.36)
50020 Extra help	0.00	(1,996.70)	10,681.27	0.00	n/m	(10,681.27)
50100 Comp time taken	0.00	72.21	612.26	0.00	n/m	(612.26)
50220 Termination cash-out	0.00	0.00	4,491.23	0.00	n/m	(4,491.23)
52000 Retirement	222,474.00	7,567.18	208,344.72	0.00	93.65	14,129.28
52010 Fica	83,601.00	3,191.24	76,178.05	0.00	91.12	7,422.95
52020 Deferred comp - part-time	0.00	(39.93)	213.62	0.00	n/m	(213.62)
53000 Group health insurance	240,394.00	7,697.71	196,326.34	0.00	81.67	44,067.66
53020 Unemployment insurance	1,250.00	104.00	1,250.00	0.00	100.00	
53051 Employee benefits admin fee	900.00	42.22	926.38	0.00	102.93	(26.38)
53081 Long Term disability	564.00	4.00	505.69	0.00	89.66	58.31
54000 Workers compensation insuranc	25,192.00	2,099.00	25,192.20	0.00	100.00	(0.20)
55000 Auto allowance	4,800.00	0.01	4,430.89	0.00	92.31	369.11
55130 Deferred comp mgmt/confidenti	5,991.00	81.99	5,623.75	0.00	93.87	367.25
55140 Cafeteria pln hlth ben cashou	0.00	921.07	11,760.98	0.00	n/m	(11,760.98)
Salaries & Employee Benefits	1,596,529.00	62,571.23	1,550,247.23	0.00	97.10	46,281.77
60400 Communications	5,500.00	660.35	5,780.37	0.00	105.10	(280.37)
61600 Maintenance-equipment	6,200.00	172.93	8,031.74	69.60	130.67	(1,901.34)
61800 Maintenance-structures & grnd	4,300.00	599.27	16,943.45	1,300.00	424.27	(13,943.45)
62200 Memberships	1,800.00	0.00	2,400.00	0.00	133.33	(600.00)
62210 Annual License for software -	8,600.00	0.00	1,061.00	6,500.00	87.92	1,039.00
62400 Miscellaneous expense	600.00	(966.61)	(90.67)	0.00	(15.11)	690.67
62460 Banknote paper	0.00	0.00	76.06	0.00	n/m	(76.06)
62600 Office supplies	15,000.00	19,910.62	25,060.42	0.00	167.07	(10,060.42)
62630 Outside printing service	6,000.00	840.48	6,667.28	0.00	111.12	(667.28)
62730 Postage	400.00	0.00	273.00	0.00	68.25	127.00
62780 Books and periodicals	1,000.00	0.00	47.25	0.00	4.73	952.75
62790 Subscriptions	50.00	366.59	843.49	0.00	1,686.98	(793.49)
62840 Computer Software - Non Asset	3,600.00	0.00	0.00	0.00		3,600.00
62860 Office Equipment - Non Asset	2,000.00	512.00	867.76	0.00	43.39	1,132.22
62861 Computer Equipment - Non Asse	3,000.00	0.00	0.00	0.00		3,000.00
62980 Exp. Computer Equip. To \$5,00	10,000.00	0.00	0.00	0.00		10,000.00
62985 Exp. Furnishings - to \$5,000	1,000.00	0.00	0.00	0.00		1,000.00
62990 Exp. Equipment - To \$5,000 -	6,000.00	0.00	568.34	0.00	9.47	5,431.66
63220 Fingerprint processing	400.00	0.00	32.00	0.00	8.00	368.00
65000 Publications & legal notices	0.00	1,022.39	1,587.67	0.00	n/m	(1,587.67)
65100 Rents & leases-equipment	2,500.00	140.18	1,957.46	0.00	78.30	542.54
65200 Alarm & answering services	810.00	0.00	540.00	0.00	66.67	270.00
65660 Special departmental expense	84,612.64	0.00	0.00	0.00		84,612.64
65780 Education & training	5,000.00	925.72	4,057.24	0.00	81.14	942.76
67040 Other travel expenses	3,000.00	(98.08)	295.80	0.00	9.86	2,704.20
67120 Credit card purchases	0.00	(19,236.23)	(5,757.31)	0.00	n/m	5,757.31
67990 Pre-Placement Drug Test	1,400.00	0.00	655.00	0.00	46.79	745.00
Services & Supplies	172,772.64	4,851.61	71,897.37	7,869.60	46.17	93,005.67

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Fund=0100 (General Fund), Org=0020100 (CLK Clerk Recorder), GL Project=0000000 (No Project), Location=000000 (No Location), Misc.=000000 (No Misc.), Other=00000 (No Other)

Account	YTD Legal Budget	MTD Actual Expenditures	YTD Actual Expenditures	Encumbrances Outstanding	YTD Expend + Enc as % of Budget	Unencumbered/Unexpended Bala
73571 Govt fund PW GIS Services	0.00	0.00	690.50	0.00	n/m	(690.50)

74011 Telecommunications	10,564.00	855.18	10,461.76	0.00	99.03	102.24
74050 Auto liability	530.00	44.00	530.00	0.00	100.00	
74060 Self insured general liabilit	28,700.00	2,392.00	28,700.00	0.00	100.00	
74100 Mail room postage meter	34,450.00	3,504.59	39,841.97	0.00	115.65	(5,391.97)
74110 Mail room services	9,090.00	2,892.00	13,562.00	0.00	149.20	(4,472.00)
74120 Messenger services	2,610.00	234.00	1,573.00	0.00	60.27	1,037.00
74123 Salvage Disposal	410.00	153.00	1,019.00	0.00	248.54	(609.00)
74130 Data processing services	33,254.00	2,827.22	33,926.64	0.00	102.02	(672.64)
74175 Fleet Svc - Rental Vehicles	640.00	0.00	883.80	0.00	138.09	(243.80)
74270 Fac Maint Utilities Chgs	45,199.00	11,035.14	42,771.54	0.00	94.63	2,427.46
74302 Purchasing Chgs	4,200.00	260.00	3,626.00	0.00	86.33	574.00
74303 Fac Maint Janitorial Svcs Chg	50,260.00	4,068.96	52,541.81	0.00	104.54	(2,281.81)
74306 Fac Maint Maint Svcs Chgs	19,760.00	208.05	13,009.23	0.00	65.84	6,750.77
74307 Fac Maint Svcs & Suppl Chgs	20,172.00	1,136.32	8,477.93	0.00	42.03	11,694.07
74700 Commercial insurance	4,210.00	289.00	3,467.00	0.00	82.35	743.00
74704 Crime & Fidelity Insurance	50.00	4.00	50.00	0.00	100.00	
75040 Fiduciary liability insurance	30.00	8.00	90.00	0.00	300.00	(60.00)
Other Charges	264,129.00	29,911.46	255,222.18	0.00	96.63	8,906.82
80410 Remodel	178,857.36	0.00	0.00	39,696.61	22.19	139,160.75
82570 Computer equipment	36,530.00	0.00	0.00	0.00		36,530.00
Fixed Assets	215,387.36	0.00	0.00	39,696.61	18.43	175,690.75
87040 Fingerprint processing	25.00	5.00	25.00	0.00	100.00	
87070 Intrafund Collections Chgs	400.14	124.62	400.14	0.00	100.00	
Intrafund	425.14	129.62	425.14	0.00	100.00	
Segment Total	2,249,243.14	97,463.92	1,877,791.92	47,566.21	85.60	323,885.01

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Fund=1786 (CLK Vital and Health Statistics), Org=0020601 (CLK Vital and Health Statistics), GL Project=0000000 (No Project), Location=000000 (No Location), Misc.=000000 (No Misc.), Other=00000 (No Other)

Account	YTD Legal Budget	MTD Actual Expenditures	YTD Actual Expenditures	Encumbrances Outstanding	YTD Expend + Enc as % of Budget	Unencumbered/Unexpended Bala
63280 Contracts	132,743.21	0.00	0.00	89,152.01	67.16	43,591.20
Services & Supplies	132,743.21	0.00	0.00	89,152.01	67.16	43,591.20
Segment Total	132,743.21	0.00	0.00	89,152.01	67.16	43,591.20

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Fund=1723 (CLK Fixed Asset Acquisition), Org=0020510 (CLK Automation), GL Project=0000000 (No Project), Location=000000 (No Location), Misc.=000000 (No Misc.), Other=00000 (N o Other)

Account	YTD Legal Budget	MTD Actual Expenditures	YTD Actual Expenditures	Encumbrances Outstanding	YTD Expend + Enc as % of Budget	Unencumbered/Unexpended Balance
50000 Salaries and wages	453,299.00	24,115.72	259,717.07	0.00	57.29	193,581.93
50001 Non-productive salaries - vac	0.00	(179.99)	13,445.66	0.00	n/m	(13,445.66)
50002 Non-productive salaries - sic	0.00	450.92	12,829.39	0.00	n/m	(12,829.39)
50003 Non-productive salaries - oth	0.00	3,108.79	16,061.59	0.00	n/m	(16,061.59)
50010 Overtime/comp time paid	0.00	2,484.28	6,216.15	0.00	n/m	(6,216.15)
50020 Extra help	0.00	102.06	2,647.64	0.00	n/m	(2,647.64)
50100 Comp time taken	0.00	31.61	276.50	0.00	n/m	(276.50)
50220 Termination cash-out	0.00	0.00	1,929.76	0.00	n/m	(1,929.76)
52000 Retirement	87,120.00	5,442.32	59,059.93	0.00	67.79	28,060.07
52010 Fica	34,710.00	2,241.41	23,400.16	0.00	67.42	11,309.84
52020 Deferred comp - part-time	0.00	2.06	52.96	0.00	n/m	(52.96)
53000 Group health insurance	114,117.00	6,622.60	79,305.69	0.00	69.50	34,811.31
53051 Employee benefits admin fee	0.00	30.99	341.17	0.00	n/m	(341.17)
55140 Cafeteria pln hlth ben cashou	0.00	387.60	4,257.45	0.00	n/m	(4,257.45)
Salaries & Employee Benefits	689,246.00	44,840.37	479,541.12	0.00	69.57	209,704.88
61600 Maintenance-equipment	142,223.15	834.28	108,948.28	9,121.72	83.02	24,153.15
61800 Maintenance-structures & grnd	0.00	0.00	10,654.00	0.00	n/m	(10,654.00)
62210 Annual license for software -	145,000.00	0.00	38,800.00	0.00	26.76	106,200.00
62460 Banknote paper	10,000.00	0.00	9,207.00	0.00	92.07	793.00
62600 Office supplies	8,000.00	0.00	2,137.63	71.04	27.61	5,791.33
62730 Postage	0.00	0.00	160.63	0.00	n/m	(160.63)
62800 Photo services & supplies	3,500.00	1,809.44	3,307.53	0.00	94.50	192.47
62840 Computer Software - Non Asset	12,000.00	0.00	0.00	0.00	0.00	12,000.00
62985 Exp. Furnishings - to \$5,000	12,000.00	0.00	1,424.96	0.00	11.87	10,575.04
63280 Contracts	655,507.29	1,491.97	323,934.25	347,444.31	102.42	(15,871.27)
65780 Education & training	5,000.00	0.00	0.00	0.00	0.00	5,000.00
67040 Other travel expenses	3,000.00	0.00	14.30	0.00	0.48	2,985.70
Services & Supplies	996,230.44	4,135.69	498,588.58	356,637.07	85.85	141,004.79
82570 Computer equipment	150,000.00	0.00	105,336.42	557.76	70.60	44,105.82
Fixed Assets	150,000.00	0.00	105,336.42	557.76	70.60	44,105.82
Segment Total	1,835,476.44	48,976.06	1,083,466.12	357,194.83	78.49	394,815.49

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Account	YTD Legal Budget	MTD Actual Expenditures	YTD Actual Expenditures	Encumbrances Outstanding	YTD Expend + Enc as % of Budget	Unencumbered/Unexpended Bala
50000 Salaries and wages	591,783.01	96,539.49	538,048.53	0.00	90.92	53,734.48
50001 Non-productive salaries - vac	0.00	0.00	16,973.86	0.00	n/m	(16,973.86)
50002 Non-productive salaries - sic	0.00	(579.78)	14,226.84	0.00	n/m	(14,226.84)
50003 Non-productive salaries - oth	0.00	3,632.40	25,396.23	0.00	n/m	(25,396.23)
50010 Overtime/comp time paid	0.00	11,189.40	16,899.61	0.00	n/m	(16,899.61)
50020 Extra help	161,091.50	31,668.77	106,236.28	0.00	65.95	54,855.22
50100 Comp time taken	0.00	0.00	1,257.00	0.00	n/m	(1,257.00)
50220 Termination cash-out	0.00	0.00	60.45	0.00	n/m	(60.45)
52000 Retirement	133,147.00	20,485.79	118,193.00	0.00	88.77	14,954.00
52010 Fica	53,217.00	8,804.76	46,802.59	0.00	87.95	6,414.41
52020 Deferred comp - part-time	0.00	422.80	1,567.96	0.00	n/m	(1,567.96)
53000 Group health insurance	192,902.00	21,093.73	162,233.27	0.00	84.10	30,668.73
53020 Unemployment insurance	850.00	71.00	850.00	0.00	100.00	
53051 Employee benefits admin fee	600.00	95.22	540.42	0.00	90.07	59.58
53081 Long Term disability	459.00	63.58	291.37	0.00	63.48	167.63
54000 Workers compensation insuranc	4,758.00	396.00	4,757.58	0.00	99.99	0.42
55000 Auto allowance	0.00	406.16	406.16	0.00	n/m	(406.16)
55130 Deferred comp mgmt/confidenti	3,534.00	607.52	2,465.16	0.00	69.76	1,068.84
55140 Cafeteria plan hlth ben cashou	0.00	233.92	1,092.63	0.00	n/m	(1,092.63)
Salaries & Employee Benefits	1,142,341.51	195,130.76	1,058,298.94	0.00	92.64	84,042.57
60400 Communications	3,800.00	521.02	6,169.72	0.00	162.36	(2,369.72)
60600 Food	500.00	0.00	0.00	0.00		500.00
61600 Maintenance-equipment	313,093.40	22,404.09	312,776.88	316.52	100.00	
62200 Memberships	500.00	0.00	800.00	0.00	160.00	(300.00)
62210 Annual license for software -	0.00	0.00	581.63	0.00	n/m	(581.63)
62600 Office supplies	9,300.00	2,539.11	4,489.80	0.00	48.28	4,810.20
62630 Outside printing service	2,500.00	3,370.05	3,456.15	2,783.07	249.57	(3,739.22)
62730 Postage	181,183.47	30,419.41	215,762.92	0.00	119.09	(34,579.45)
62780 Books and periodicals	700.00	0.00	278.61	0.00	39.80	421.39
62790 Subscriptions	0.00	562.00	562.00	0.00	n/m	(562.00)
62840 Computer Software - Non Asset	7,404.71	0.00	7,404.71	0.00	100.00	
62860 Office Equipment - Non Asset	1,961.76	402.69	2,459.35	0.00	125.36	(497.59)
62861 Computer Equipment - Non Asse	0.00	1,323.73	39,453.17	0.00	n/m	(39,453.17)
63220 Fingerprint processing	500.00	32.00	657.00	291.00	189.60	(448.00)
63200 Contracts	7,500.00	0.00	5,250.00	28,250.00	446.67	(26,000.00)
63474 Contracted svcs - other	0.00	0.00	850.00	0.00	n/m	(850.00)
64050 Election services	236,752.12	105,295.68	202,645.66	53,709.64	108.28	(19,603.18)
65000 Publications & legal notices	5,716.30	1,113.40	5,928.47	0.00	103.71	(212.17)
65100 Rents & leases-equipment	2,200.00	400.20	4,962.97	130.01	231.50	(2,892.98)
65200 Alarm & answering services	1,110.00	0.00	1,020.00	1,020.00	183.78	(930.00)
65310 Rents & leases-polling places	13,280.00	1,600.00	2,760.00	0.00	20.78	10,520.00
65660 Special departmental expense	1,121,989.00	0.00	0.00	0.00		1,121,989.00
65780 Education & training	2,100.00	3,092.35	7,421.49	7,715.00	720.79	(13,036.49)
66390 Services & supplies-districts	5,000.00	0.00	0.00	0.00		5,000.00
66950 Election officers	170,554.51	78,713.21	134,610.90	0.00	78.93	35,943.61
66951 Election supplies	771,671.07	355,403.87	677,655.66	25,304.80	91.10	68,710.61
67040 Other travel expenses	3,500.00	(1,304.83)	884.16	0.00	25.26	2,615.84
67120 Credit card purchases	0.00	(3,067.66)	1,049.23	0.00	n/m	(1,049.23)
67990 Pre-Placement Drug Test	0.00	135.00	1,020.00	0.00	n/m	(1,020.00)

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Account	YTD Legal Budget	MTD Actual Expenditures	YTD Actual Expenditures	Encumbrances Outstanding	YTD Expend + Enc as % of Budget	Unencumbered/Unexpended Bala
Services & Supplies	2,862,816.34	602,955.32	1,640,910.48	119,520.04	61.49	1,102,385.82

73571 Govt fund PW GIS Services	5,341.00	0.00	5,704.50	0.00	106.81	(363.50)
74011 Telecommunications	12,048.00	1,029.12	12,315.19	0.00	102.22	(267.19)
74050 Auto liability	360.00	30.00	360.00	0.00	100.00	
74060 Self insured general liabilit	3,860.00	322.00	3,860.00	0.00	100.00	
74100 Mail room postage meter	9,610.00	756.14	9,748.18	0.00	101.44	(138.18)
74110 Mail room services	2,540.00	1,356.00	3,526.00	0.00	138.82	(986.00)
74120 Messenger services	1,270.00	105.00	881.00	0.00	69.37	369.00
74123 Salvage Disposal	200.00	69.00	570.00	0.00	285.00	(370.00)
74130 Data processing services	15,671.39	1,490.87	16,461.44	0.00	105.04	(790.05)
74173 Fleet Svc - Fuel	410.00	188.73	279.23	0.00	68.10	130.77
74175 Fleet Svc - Rental Vehicles	1,460.00	226.30	1,673.20	0.00	114.60	(213.20)
74270 Fac Maint Utilities Chgs	17,687.00	4,371.67	17,700.41	0.00	100.08	(13.41)
74302 Purchasing Chgs	2,840.00	606.00	4,611.00	0.00	162.36	(1,771.00)
74303 Fac Maint Janitorial Svcs Chg	16,520.00	1,147.63	17,005.81	0.00	102.94	(485.81)
74306 Fac Maint Maint Svcs Chgs	4,990.00	459.42	3,963.74	0.00	79.43	1,026.26
74307 Fac Maint Svcs & Suppl Chgs	6,560.00	402.43	3,028.69	0.00	46.17	3,531.31
74700 Commercial insurance	1,818.00	125.00	1,497.00	0.00	82.34	321.00
75040 Fiduciary liability insurance	70.00	6.00	70.00	0.00	100.00	
Other Charges	103,255.39	12,691.31	103,255.39	0.00	100.00	
87040 Fingerprint processing	0.00	15.00	30.00	0.00	n/m	(30.00)
87621 Sheriff law enforcement servi	1,750.00	0.00	0.00	0.00		1,750.00
Intrafund	1,750.00	15.00	30.00	0.00	1.71	1,720.00
Segment Total	4,110,163.24	810,792.39	2,802,494.81	119,520.04	71.09	1,188,148.39

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Fund=1723 (CLK Fixed Asset Acquisition), Org=0020520 (CLK SSN Truncation Program), GL Project=0000000 (No Project), Location=000000 (No Location), Misc.=000000 (No Misc.), Other=000000 (No Other)

Account	YTD Legal Budget	MTD Actual Expenditures	YTD Actual Expenditures	Encumbrances Outstanding	YTD Expend + Enc as % of Budget	Unencumbered/Unexpended Balance
50020 Extra help	0.00	0.00	229.44	0.00	n/m	(229.44)
52010 Fica	0.00	0.00	3.33	0.00	n/m	(3.33)
52020 Deferred comp - part-time	0.00	0.00	4.59	0.00	n/m	(4.59)
Salaries & Employee Benefits	0.00	0.00	237.36	0.00	n/m	(237.36)
61600 Maintenance-equipment	12,000.00	0.00	10,000.00	0.00	83.33	2,000.00
62210 Annual License for software -	13,500.00	0.00	0.00	0.00		13,500.00
62860 Office Equipment - Non Asset	0.00	0.00	5,168.59	0.00	n/m	(5,168.59)
63280 Contracts	65,629.74	0.00	0.00	25,629.74	39.05	40,000.00
Services & Supplies	91,129.74	0.00	15,168.59	25,629.74	44.77	50,331.41
Segment Total	91,129.74	0.00	15,405.95	25,629.74	45.03	50,094.05

Position	Name	Insurance Inc.	Total Pay	Regular Pay	Extra Pay	Retirement	Café	5% Increase in	Disability	FICA	Medicar	Def Comp	Car
Elect %	0%	Pay						Café					
								Jan. 1, 2016					
App Spec III													
Sr Syst Engr													
App Spec II													
Systems Engr II													
Admin													
Conf Asst II													
Acct I													
Conf Asst IV													
Clerk Recorder													
Mgr II													
AC III													
LC III													
LC III													
LC III													
LC III													
LC III													
LC III													
LC III													
LC III													
LC III													
LC III													
LC II													
LC III													
LC I													
LC I													
LC III													
LC III													
LC IV													
LC IV													
LC IV													
LC IV													
Mgr III													
Supvr LC II													
Supvr LC II													
Total CR and Tech Team			\$2,365,604	\$2,359,096	\$1,541,863	\$16,880	\$345,045	\$325,364	\$331,871	\$578	\$95,614	\$22,621	\$6,332 \$4,800
											\$118,235		
		W/5% ins inc											
	General Fund Labor		\$1,671,860	\$1,667,999	\$1,097,944	\$11,816	\$249,028	\$213,097	\$217,359	\$578	\$67,749	\$16,255	\$6,332 \$4,800
30.00%	Modernization Labor		\$693,743	\$691,498	\$443,919	\$5,064	\$96,017	\$112,267	\$114,512	\$0	\$27,864	\$6,367	\$0 \$0
			\$2,365,604	\$2,359,096	\$1,541,863	\$16,880	\$345,045	\$325,364	\$331,871	\$578	\$95,614	\$22,621	\$6,332 \$4,800

This information
not subject to
public disclosure.

CR Acct 53020 = \$1,250
 CR Acct 53051 = \$900
 CR Acct 54000 = \$25,192
 Tot Gen Fund Labor \$1,699,202

Budget FICA = \$84,004

*This information
 not subject to
 public disclosure.*

- Assistant ROV
- Election Mgr
- Election Mgr
- Staff Serv Analyst
- Staff Serv Tech
- Staff Serv Tech
- Legal Clerk
- Legal Clerk
- Legal Clerk
- Legal Clerk
- Legal Clerk
- Store Keeper

Total Elect with 5% Increase in CAFÉ	\$935,446	\$593,429	\$3,536	\$124,925	\$160,816	\$164,032	\$412	\$37,234	\$8,708	\$3,169	\$0	\$1,096,262
50% of Tech Team Labor	\$235,288	\$147,458	\$0	\$32,058	\$43,765	\$44,641	\$0	\$9,142	\$1,988	\$0	\$0	\$279,063
Subtotal of Elect and Tech Team	\$1,170,733	\$740,888	\$3,536	\$156,983	\$204,582	\$208,673	\$412	\$46,376	\$10,697	\$3,169	\$0	\$1,375,315
Acct 53020 Unemp Ins	\$850											
Acct 54000 Workers Comp	\$4,758											
Total Elections Labor	\$1,176,341											
Total Elections	\$1,170,733	\$1,166,642	\$740,888	\$3,536	\$156,983	\$204,582	\$208,673	\$412	\$46,376	\$10,697	\$3,169	\$0

Total Elections	\$935,446	\$932,229	\$744,424					Budget FICA =	\$57,073
50% of Tech Team	\$235,288	\$234,412							
	\$1,170,733	\$1,166,642							
Acct 53020 =	\$850								
Elect Acct 53051 =	\$600								
Acct 54000 =	\$4,758								
Total Elect Labor	\$1,176,941								

Position	Name	Insurance Inc	Total Pay	Regular Pay	Extra Pay	Retirement	Café	10% Increase in Disability	FICA	Medicar	Def Comp	Car	
Elect %	0%	Pay						Café					
								Jan. 1, 2015					
1	App Spec III												
2	Sr Syst Engr												
3	App Spec II												
4	Systems Engr II												
	Admin												
5	Conf Asst II												
6	Acct I												
7	Conf Asst IV												
8	Clerk Recorder												
9	Mgr II												
10	AC III												
11	LC I												
12	LC III												
13	LC III												
14	LC III												
15	LC III												
16	LC III												
17	LC III												
18	LC III												
19	LC III												
20	LC III												
21	LC III												
22	LC II												
23	LC III												
24	LC I												
25	LC I												
26	LC II												
27	LC III												
28	LC IV												
29	LC IV												
30	LC IV												
31	LC IV												
32	Mgr III												
33	Supvr LC II												
34	Supvr LC II												
Total CR and Tech Team		\$2,374,694	\$2,355,536	\$1,537,430	\$16,880	\$310,077	\$361,112	\$380,271	\$564	\$95,954	\$22,702	\$5,991	\$4,825
									\$118,656				
		W/10% ins inc											
General Fund Labor		\$1,679,957	\$1,666,733	\$1,087,843	\$11,816	\$222,813	\$249,039	\$262,263	\$564	\$67,739	\$16,103	\$5,991	\$4,825
30.00% Modernization Labor		\$694,737	\$688,803	\$449,587	\$5,064	\$87,265	\$112,073	\$118,007	\$0	\$28,215	\$6,599	\$0	\$0
		\$2,374,694	\$2,355,536	\$1,537,430	\$16,880	\$310,077	\$361,112	\$380,271	\$564	\$95,954	\$22,702	\$5,991	\$4,825

This information
not subject to
public disclosure

CR Acct 53020 = \$1,250
 CR Acct 53051 = \$900
 CR Acct 54000 = \$25,192
 Tot Gen Fund Labor \$1,707,299

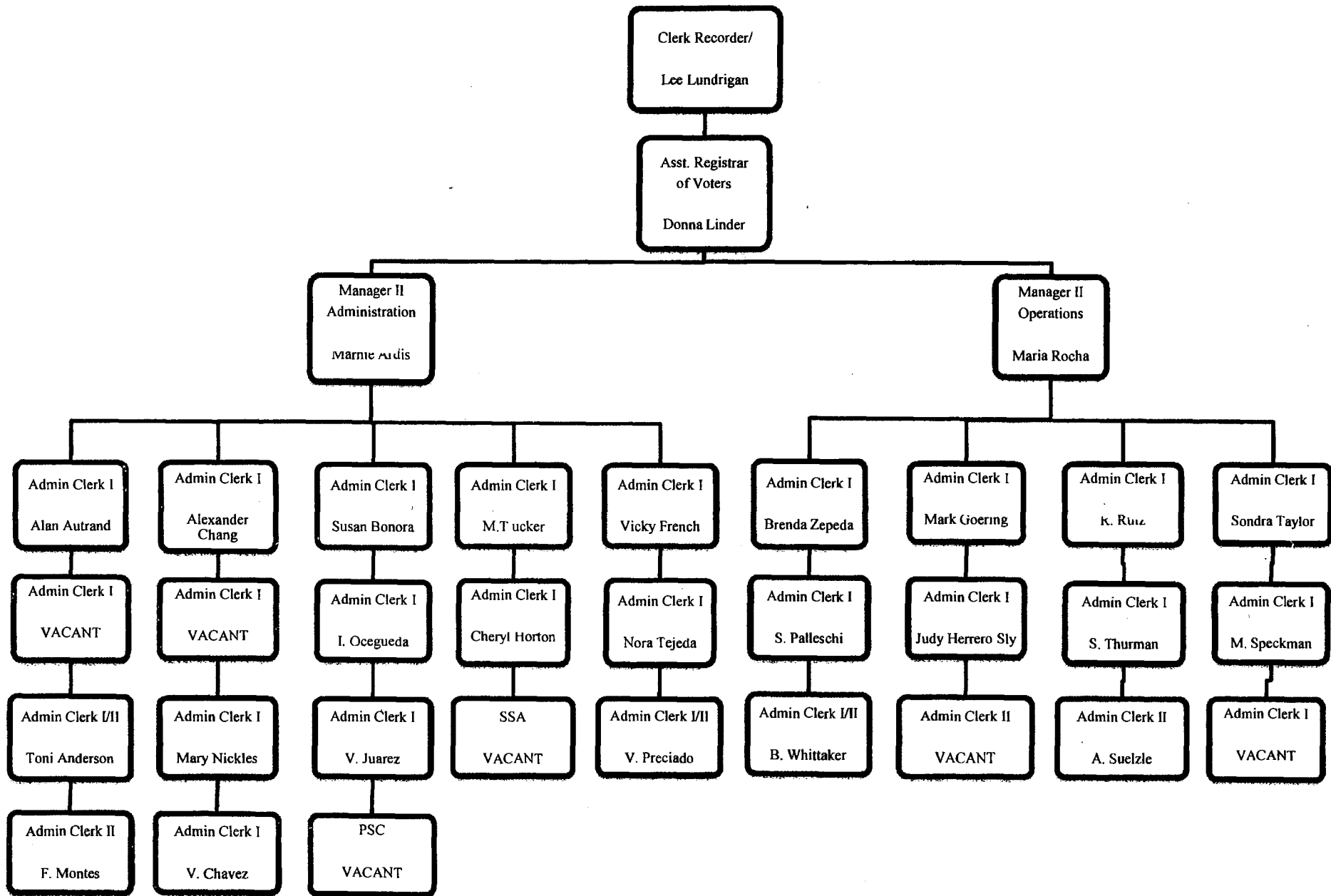
Budget FICA = \$83,843

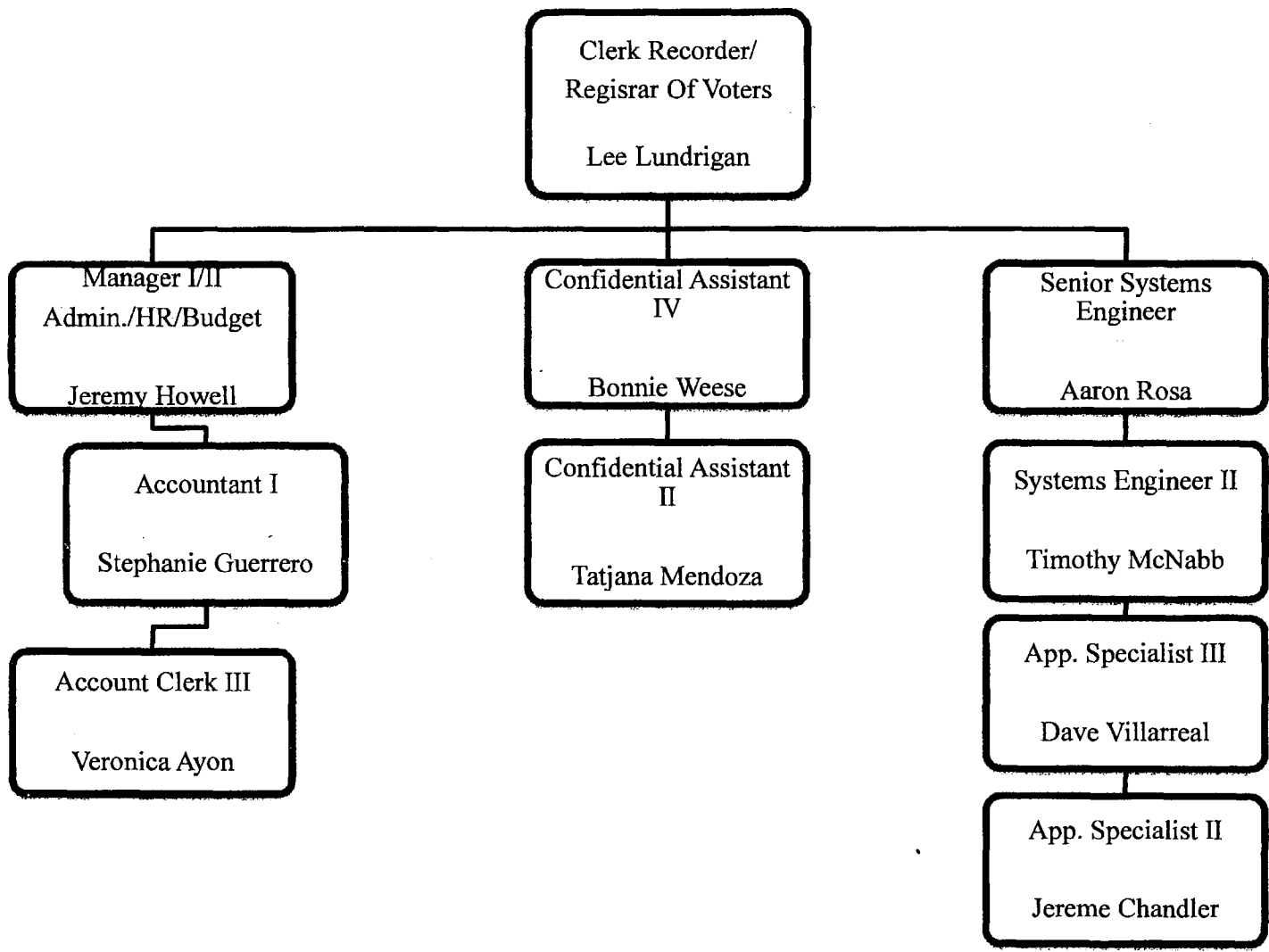
Elections Labor

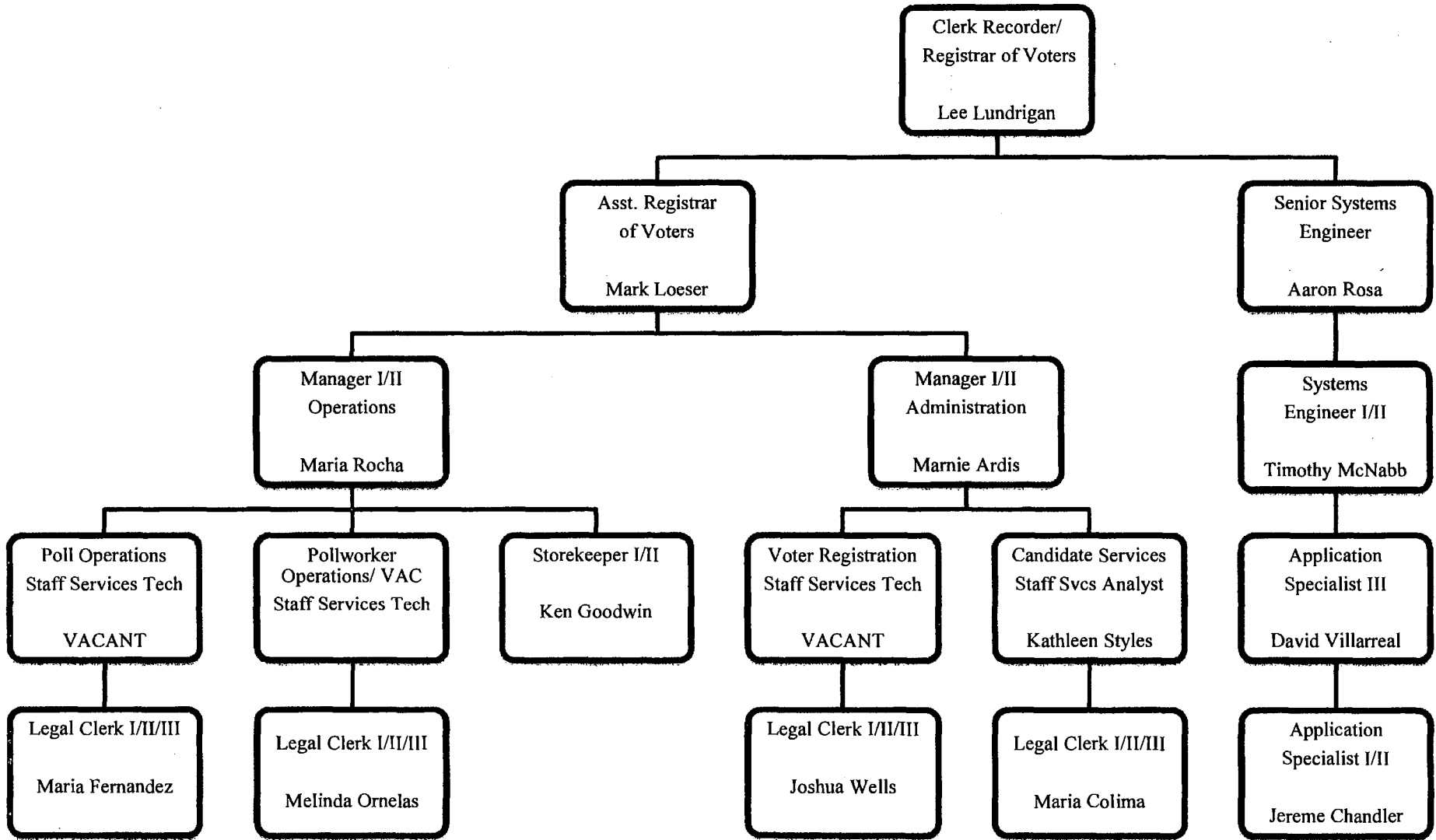
*This information
Not subject to
Public disclosure.*

Assistant ROV														
Election Mgr														
Election Mgr														
Staff Serv Analyst														
Staff Serv Tech														
Staff Serv Tech														
Legal Clerk														
Legal Clerk														
Legal Clerk														
Legal Clerk														
Store Keeper														
Total Elect with 10% Increase in CAFÉ	\$868,364		\$542,034	\$5,304	\$105,176		\$169,681	\$459	\$34,183	\$7,994	\$3,534	\$0	\$868,364	
50% of Tech Team Labor	\$216,189		\$144,312	\$0	\$27,971		\$32,866	\$0	\$8,947	\$2,093	\$0	\$0	\$216,189	
Subtotal of Elect and Tech Team	\$1,084,553		\$686,346	\$5,304	\$133,147	\$0	\$202,547	\$459	\$43,130	\$10,087	\$3,534	\$0	\$1,084,553	
Acct 53020 Unemp Ins	\$850													
Acct 54000 Workers Comp	\$4,758													
Total Elections Labor	\$1,090,161													
Total Elections	\$1,084,553	\$1,074,908	\$686,346	\$5,304	\$133,147	\$192,902	\$202,547	\$459	\$43,130	\$10,087	\$3,534	\$0		

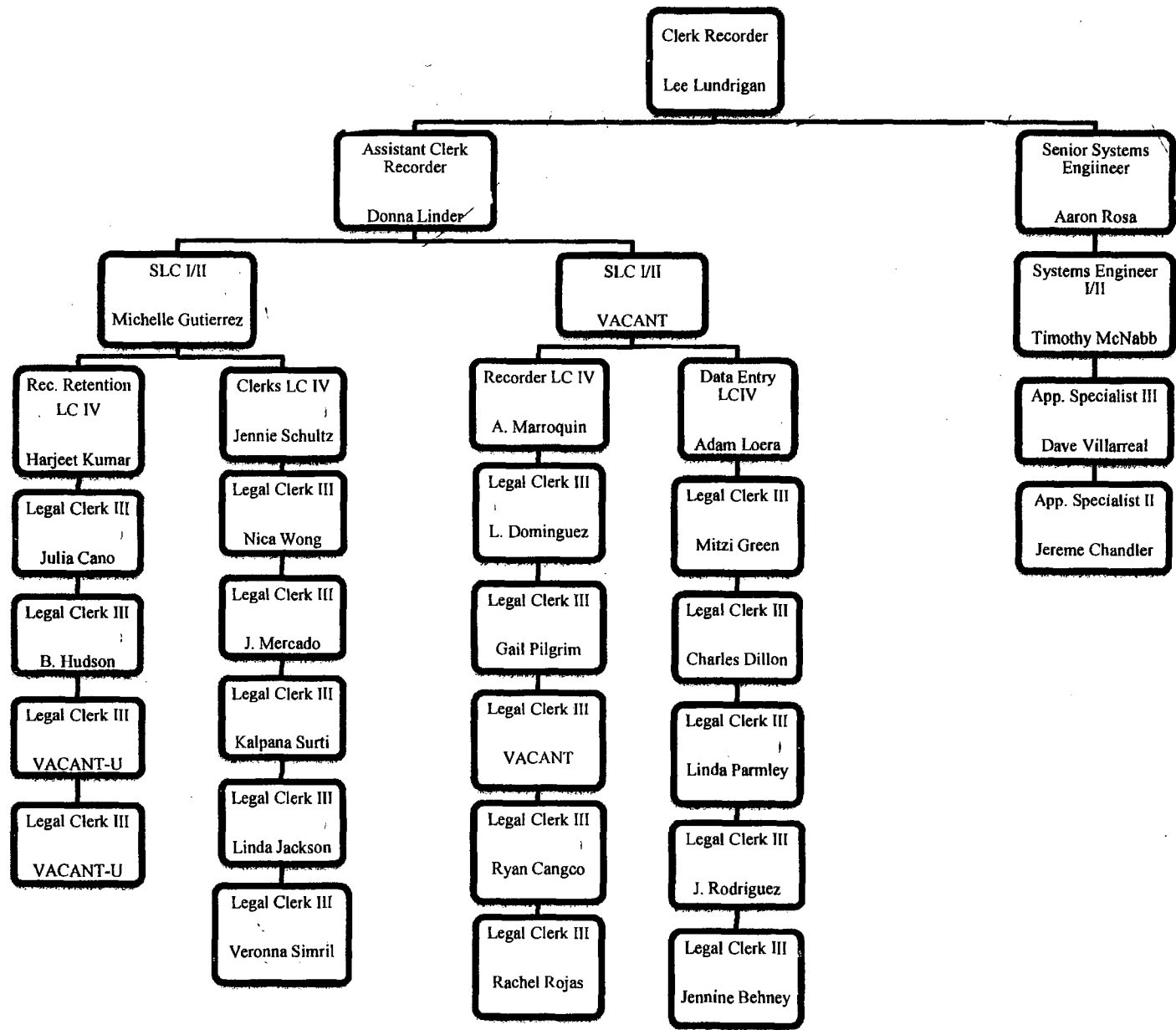
Total Elections	\$0	\$0	\$691,650					Budget FICA =	\$53,217
50% of Tech Team	\$0	\$0							
	\$0	\$0							
Acct 53020 =	\$850								
Elect Acct 53051 =	\$600								
Acct 54000 =	\$4,758								
Total Elect Labor	\$6,208								







8 filled 12 positions



Run date: 31-JAN-17

Stanislaus County

Page: 1

OR Copy Fee Report

Record Date	Transactions	First Pages	Additional Pages	First Page Fee	Additional Page Fee	Total Fee
2015-JUL	432	678	848	2034.*	1696.*	3730.*
2015-AUG	495	795	713	2385.*	1426.*	3811.*
2015-SEP	462	721	709	2163.*	1418.*	3581.*
2015-OCT	477	797	957	2391.*	1914.*	4305.*
2015-NOV	478	10*	11*	3162.*	2238.*	5400.*
2015-DEC	398	616	656	1848.*	1312.*	3160.*
2016-JAN	395	676	758	2028.*	1516.*	3544.*
2016-FEB	437	679	759	2037.*	1518.*	3555.*
2016-MAR	510	789	10*	2367.*	2022.*	4389.*
2016-APR	445	690	603	2070.*	1206.*	3276.*
2016-MAY	416	679	719	2037.*	1438.*	3475.*
2016-JUN	466	879	13*	2637.*	2664.*	5301.*
Total	54*	90*	10*	27159*	20368*	47527*

END OF REPORT

**Stanislaus County, California
OMB A-87 Cost Allocation Plan**

FY 14 for use in FY 16
7/8/2015

Summary Schedule

Department	16171 RAY SIMON TRAINING CENTER	17410 JAIL MEDICAL	19010 GSA ADMINISTR ATION	20100 CLERK- RECORDER	20200 CLERK- ELECTIONS	21100 COOPERATI VE EXTENSION	23110 DISTRICT ATTORNEY	22200 SMALL CLAIMS ADVISOR-	25101 PLANNING & COMMUNIT Y	26051 PROBATION ADMINISTR ATION
1 Use Allowance - Buildings	\$0	\$0	\$0	\$0	\$0	\$92,507	\$505,311	\$0	\$53,875	\$0
2 Equipment Depreciation	2,084	0	0	18,205	278,083	1,642	166,749	0	0	(12,039)
3 REQUIRED ANNUAL AUDIT	0	0	69	439	256	52	2,110	0	235	287
4 15110 CHIEF EXECUTIVE OFFICER	0	0	3,038	19,419	12,057	2,289	92,806	0	10,417	12,706
5 13105 AUD/CONTROLLER	0	0	2,418	15,534	9,997	1,819	74,003	0	8,475	10,162
9 30200 COLLECTIONS	0	0	0	17	0	0	0	0	150	0
10 22100 COUNTY COUNSEL	0	0	0	17,415	10,861	0	5,243	0	73,521	0
12 15610 RISK MANAGEMENT	0	0	649	4,216	2,919	486	19,945	0	2,270	2,757
13 35110 GROUNDS MAINTENANCE	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	2,084	0	6,174	75,246	314,172	98,796	866,166	0	148,944	13,874
Less: Prior Year Allocations	42,825	226	7,710	108,935	339,405	112,301	883,651	0	169,697	44,224
Carry-Forward	(40,741)	(226)	(1,536)	(33,689)	(25,233)	(13,505)	(17,485)	0	(20,753)	(30,350)
Current Adjustments	0	122	103	1,915	1,876	410	2,710	0	1,213	997
Proposed Costs	\$(38,656)	\$(104)	\$4,740	\$43,471	\$290,315	\$85,701	\$851,390	\$0	\$129,404	\$(15,480)

MGT time study data		
Pages per Request	# of Requests	% Requested
1 page	6	19%
2 pages	7	23%
3 pages	4	13%
4 pages	4	13%
5 pages	2	6%
6 pages	2	6%
7 pages	2	6%
10 pages	2	6%
22 Pages	1	3%
24 Pages	1	3%
	31	Total Request

MGT Time study data - without 1st page		
Pages per Request	# of Requests	% Requested
2 pages	7	28%
3 pages	4	16%
4 pages	4	16%
5 pages	2	8%
6 pages	2	8%
7 pages	2	8%
10 pages	2	8%
22 Pages	1	4%
24 Pages	1	4%
	25	Total Request

Copy Fee Report breakdown - by page (based on time study)

	1 page	2 pages	3 pages	4 pages	5 pages	6 pages	7 pages	10 pages	22 pages	24 pages
2016-JUL	623	195	111	111	56	56	56	56	28	28
2016-AUG	805	254	145	145	72	72	72	72	36	36
2016-SEP	742	3	2	2	1	1	1	1	0	0
2016-OCT	726	204	116	116	58	58	58	58	29	29
2016-NOV	583	180	103	103	51	51	51	51	26	26
2016-DEC	676	267	152	152	76	76	76	76	38	38
Total Copies	4,155	1,101	629	629	315	315	315	315	157	157

Stanislaus County Certified Copies Time Study

Employee	Julia Cano	Jennine Behney	Jennie Schultz	Jocelyn Rodriguez	Leticia Dominguez			
Total Entries	15	3	4	5	4			
Total Times	93	35	14	40	24			
Average Time	6	12	4	8	6	Total Entries	31	
Total Pages	65	7	12	10	4	Average Total Time	8	Minutes
Average Pages	4	2	3	2	1	Averages Pages	3	
Average Step 1	1	7	1	1	1	Average Step 1	3	Minutes
Average Step 2	2	1	1	3	2	Average Step 2	2	Minutes
Average Step 3	1	1	1	1	2	Average Step 3	1	Minutes
Average Step 4	1	1	1	2	1	Average Step 4	1	Minutes
Average Step 5	1	1	1	1	1	Average Step 5	1	Minutes
								8 Minutes

Pages per Request	# of Requests	% Requested						
1 page	6	19%						
2 pages	7	23%						
3 pages	4	13%						
4 pages	4	13%						
5 pages	2	6%						
6 pages	2	6%						
7 pages	2	6%						
10 pages	2	6%						
22 Pages	1	3%						
24 Pages	1	3%						
	31	Total Request						

County of Stanislaus



Official Records Request Copy - Fee Activity

Name: Julia Cano Employee Signature: _____
 Title/Class: Legal Clerk I/II Supervisor Signature: _____
 Date: 15-Dec-16

Steps:

- 1 - Customer Inquiry /Interaction
- 2 - Research/Document ID/Confirm Request
- 3 - Print requested document docs
- 4 - Review printed documents for accuracy (Redact if
- 5 - Collect/Process Payment

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/15/2016		1	10:19 AM	10:20 AM	1	JC - Julia Cano
		2	10:20 AM	10:22 AM	2	JC - Julia Cano
		3	10:22 AM	10:23 AM	1	JC - Julia Cano
# total pages	6	4	10:23 AM	10:24 AM	1	JC - Julia Cano
Doc ID#	09-1720	5	10:24 AM	10:25 AM	1	JC - Julia Cano

Total Minutes: 6

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/15/2016		1	10:26 AM	10:27 AM	1	JC - Julia Cano
		2	10:27 AM	10:30 AM	3	JC - Julia Cano
		3	10:30 AM	10:31 AM	1	JC - Julia Cano
# total pages	5	4	10:31 AM	10:33 AM	2	JC - Julia Cano
Doc ID#	12-94976	5	10:33 AM	10:34 AM	1	JC - Julia Cano

Total Minutes: 8

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/15/2016		1	10:56 AM	10:56 AM	1	JC - Julia Cano
		2	10:57 AM	10:57 AM	1	JC - Julia Cano
		3	10:58 AM	10:58 AM	1	JC - Julia Cano
# total pages	2	4	10:58 AM	10:58 AM	1	JC - Julia Cano
Doc ID#	98-44126	5	10:59 AM	10:59 AM	1	JC - Julia Cano

Total Minutes: 5

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/15/2016		1	10:56 AM	10:56 AM	1	JC - Julia Cano
		2	10:57 AM	10:57 AM	1	JC - Julia Cano
		3	10:58 AM	10:58 AM	1	JC - Julia Cano
# total pages	2	4	10:58 AM	10:58 AM	1	JC - Julia Cano
Doc ID#	98-44126	5	10:59 AM	10:59 AM	1	JC - Julia Cano

Total Minutes: 5

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/15/2016		1	11:22 AM	11:22 AM	1	JC - Julia Cano
		2	11:22 PM	11:23 AM	1	JC - Julia Cano
		3	11:23 AM	11:23 AM	1	JC - Julia Cano
# total pages	4	4	11:24 AM	11:24 AM	1	JC - Julia Cano
Doc ID#	94-79754	5	11:25 AM	11:25 AM	1	JC - Julia Cano

Total Minutes: 5

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/15/2016		1	11:29 AM	11:29 AM	1	JC - Julia Cano
		2	11:30 PM	11:30 PM	1	JC - Julia Cano
		3	11:31 AM	11:31 AM	1	JC - Julia Cano
# total pages	2	4	11:32 AM	11:32 AM	1	JC - Julia Cano
Doc ID#	14-14510	5	11:33 AM	11:33 AM	1	JC - Julia Cano

Total Minutes: 5

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/16/2016		1	2:00 PM	2:01 PM	1	JC - Julia Cano
		2	2:01 PM	2:06 PM	5	JC - Julia Cano
		3	2:06 PM	2:07 PM	1	JC - Julia Cano
# total pages	4	4	2:07 PM	2:09 PM	2	JC - Julia Cano
Doc ID#	14-77433	5	2:09 PM	2:10 PM	1	JC - Julia Cano

Total Minutes: 10

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/16/2016		1	3:05 PM	3:05 PM	1	JC - Julia Cano
		2	3:06 PM	3:07 PM	2	JC - Julia Cano
		3	3:07 PM	3:08 PM	1	JC - Julia Cano
# total pages	2	4	3:08 PM	3:09 PM	1	JC - Julia Cano
Doc ID#	11-40819	5	3:09 PM	3:10 PM	1	JC - Julia Cano

Total Minutes: 6

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#
12/16/2016		1	3:23 PM	3:23 PM	1	JC - Julia Cano
		2	3:24 PM	3:25 PM	1	JC - Julia Cano
		3	3:25 PM	3:26 PM	1	JC - Julia Cano
# total pages	3	4	3:26 PM	3:27 PM	1	JC - Julia Cano
Doc ID#	11-85139	5	3:28 PM	3:28 PM	1	JC - Julia Cano

Total Minutes: 5

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#
12/16/2016		1	3:43 PM	3:43 PM	0	JC - Julia Cano
		2	3:43 PM	3:43 PM	0	JC - Julia Cano
		3	3:43 PM	3:44 PM	1	JC - Julia Cano
# total pages	1	4	3:44 PM	3:44 PM	0	JC - Julia Cano
Doc ID#	16-99404	5	3:44 PM	3:45 PM	1	JC - Julia Cano

Total Minutes: 2

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#
12/16/2016		1	3:49 PM	3:50 PM	1	JC - Julia Cano
		2	3:50 PM	3:50 PM	1	JC - Julia Cano
		3	3:50 PM	3:51 PM	30 sec	JC - Julia Cano
# total pages	10	4	3:51 PM	3:52 PM	1	JC - Julia Cano
Doc ID#	2000-90567	5	3:52 PM	3:53 PM	1	JC - Julia Cano

Total Minutes: 4.5

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#
12/20/2016		1	3:59 PM	3:59 PM	0	JC - Julia Cano
		2	4:00 PM	4:01 PM	1	JC - Julia Cano
		3	4:02 PM	4:02 PM	0	JC - Julia Cano
# total pages	1	4	4:03 PM	4:03 PM	0	JC - Julia Cano
Doc ID#	90-6157	5	4:04 PM	4:05 PM	1	JC - Julia Cano

Total Minutes: 2

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#
12/21/2016		1	12:09 PM	12:11 PM	2	JC - Julia Cano
		2	12:12 PM	12:16 PM	4	JC - Julia Cano
		3	12:17 PM	12:19 PM	2	JC - Julia Cano
# total pages	7	4	12:20 PM	12:22 PM	2	JC - Julia Cano
Doc ID#	08-80142	5	1:05 PM	1:06 PM	1	JC - Julia Cano

Total Minutes: 11

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/21/2016		1	2:07 PM	2:08 PM	1	JC - Julia Cano
		2	2:09 PM	2:15 PM	6	JC - Julia Cano
		3	2:15 PM	2:16 PM	1	JC - Julia Cano
# total pages	10	4	2:17 PM	2:23 PM	6	JC - Julia Cano
Doc ID#	15-92649	5	2:24 PM	2:25 PM	1	JC - Julia Cano

Total Minutes:

15

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/21/2016		1	3:59 PM	4:00 PM	1	JC - Julia Cano
		2	4:01 PM	4:01 PM	0	JC - Julia Cano
		3	4:02 PM	4:04 PM	2	JC - Julia Cano
# total pages	6	4	4:04 PM	4:04 PM	0	JC - Julia Cano
Doc ID#	12-61571	5	4:05 PM	4:05 PM	0	JC - Julia Cano

Total Minutes:

3

Total Entries	15
Total Times	93
Average Total Time	6
Total Pages	65
Average Pages	4

Average Step 1	1
Average Step 2	2
Average Step 3	1
Average Step 4	1
Average Step 5	1

County of Stanislaus



Official Records Request Copy - Fee Activity

Name: **Jennine Behney**
 Title/Class: Legal Clerk II
 Date: 16-Dec-16

Employee Signature: _____
 Supervisor Signature: _____

Steps:

- 1 - Customer Inquiry /Interaction
- 2 - Research/Document ID/Confirm Request
- 3 - Print requested document docs
- 4 - Review printed documents for accuracy (Redact if necessary)
- 5 - Collect/Process Payment

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/16/2016		1	10:06 AM	10:19 AM	13	JB
		2	10:19 AM	10:19 AM	0	JB
		3	10:20 AM	10:21 AM	1	JB
# total pages	3	4	10:21 AM	10:22 AM	1	JB
Doc ID#	2016-98629	5	10:22 AM	10:24 AM	2	JB

Total Minutes: 17

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/16/2016		1	11:33 AM	11:34 AM	1	JB
		2	11:34 AM	11:34 AM	0	JB
		3	11:34 AM	11:35 AM	1	JB
# total pages	3	4	11:35 AM	11:36 AM	1	JB
Doc ID#	2015-71615	5	11:36 AM	11:36 AM	0	JB

Total Minutes: 3

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/21/2016		1	12:55 PM	1:03 PM	8	JB
		2	1:03 PM	1:07 PM	4	JB
		3	1:07 PM	1:08 PM	1	JB
# total pages	1	4	1:08 PM	1:09 PM	1	JB
Doc ID#	2015-71615	5	1:09 PM	1:10 PM	1	JB

Total Minutes:

15

Total Entries	3
Total Times	35
Average Total Time	12
Total Pages	7
Average Pages	2

Average Step 1	7
Average Step 2	1
Average Step 3	1
Average Step 4	1
Average Step 5	1

County of Stanislaus



Official Records Request Copy - Fee Activity

Name: Jennie Schultz Employee Signature: _____
 Title/Class: Legal Clerk IV Supervisor Signature: _____
 Date: 19-Dec-16

Steps:

- 1 - Customer Inquiry /Interaction
- 2 - Research/Document ID/Confirm Request
- 3 - Print requested document docs
- 4 - Review printed documents for accuracy (Redact if necessary)
- 5 - Collect/Process Payment

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#	
12/19/2016		1	9:22 AM	9:23 AM	1	JS	
		2	9:23 AM	9:23 AM	30 sec	JS	
		3	9:23 AM	9:23 AM	30 sec	JS	
# total pages	1	4	9:23 AM	9:24 AM	1	JS	
Doc ID#	2010-50493	5	9:24 AM	9:24 AM	30 sec	JS	Total Minutes: 3.5

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#	
12/20/2016		1	8:42 AM	8:42 AM	30 sec	JS	
		2	8:42 AM	8:42 AM	30 sec	JS	
		3	8:42 AM	8:42 AM	30 sec	JS	
# total pages	4	4	8:43 AM	8:43 AM	30 sec	JS	
Doc ID#	2003-59189	5	8:43 AM	8:44 AM	1	JS	Total Minutes: 3

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#
12/20/2016		1	9:15 AM	9:15 AM	30 sec	JS
		2	9:15 AM	9:15 AM	30 sec	JS
		3	9:15 AM	9:17 AM	2	JS
# total pages	4	4	9:17 AM	9:17 AM	30 sec	JS
Doc ID#	2007-100389	5	9:17 AM	9:18 AM	1	JS

Total Minutes: 4.5

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#
12/20/2016		1	9:21 AM	9:21 AM	30 sec	JS
		2	9:21 AM	9:21 AM	30 sec	JS
		3	9:22 AM	9:22 AM	30 sec	JS
# total pages	3	4	9:22 AM	9:22 AM	30 sec	JS
Doc ID#	1980-3392143	5	9:23 AM	9:24 AM	1	JS

Total Minutes: 3

Total Entries	4
Total Times	14
Average Total Time	4
Total Pages	12
Average Pages	3

Average Step 1	1
Average Step 2	1
Average Step 3	1
Average Step 4	1
Average Step 5	1

County of Stanislaus



Official Records Request Copy - Fee Activity

Name: **Jocelyn Rodriguez**
 Title/Class: Legal Clerk II
 Date: 15-Dec-16

Employee Signature: _____
 Supervisor Signature: _____

Steps:

- 1 - Customer Inquiry /Interaction
- 2 - Research/Document ID/Confirm Request
- 3 - Print requested document docs
- 4 - Review printed documents for accuracy (Redact if necessary)
- 5 - Collect/Process Payment

Independent of the number of pages
 Independent of the number of pages

Independent of the number of pages

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#	
12/15/2016		1	12:07 PM	12:07 PM	0	JR - Jocelyn Rodriguez	
		2	12:07 PM	12:08 PM	1	JR - Jocelyn Rodriguez	
		3	12:08 PM	12:08 PM	0	JR - Jocelyn Rodriguez	
# total pages	5	4	12:08 PM	12:09 PM	1	JR - Jocelyn Rodriguez	
Doc ID#	2015-0001570-00	5	12:09 PM	12:09 PM	1	JR - Jocelyn Rodriguez	Total Minutes: 3

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#	
12/16/2016		1	12:30 PM	12:32 PM	2	JR - Jocelyn Rodriguez	
		2	12:32 PM	12:33 PM	1	JR - Jocelyn Rodriguez	
		3	12:33 PM	12:34 PM	1	JR - Jocelyn Rodriguez	
# total pages	1	4	12:34 PM	12:36 PM	2	JR - Jocelyn Rodriguez	
Doc ID#		5	12:36 PM	12:37 PM	1	JR - Jocelyn Rodriguez	Total Minutes: 7

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#	
12/16/2016		1	1:48 PM	1:48 PM	1	JR - Jocelyn Rodriguez	
		2	1:48 PM	1:49 PM	1	JR - Jocelyn Rodriguez	
		3	1:49 PM	1:49 PM	0	JR - Jocelyn Rodriguez	
# total pages	2	4	1:49 PM	1:49 PM	0	JR - Jocelyn Rodriguez	
Doc ID#	2010-0099595100	5	1:49 PM	1:50 PM	1	JR - Jocelyn Rodriguez	Total Minutes: 3

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#	
12/21/2016		1	8:53 AM	8:55 AM	2	JR - Jocelyn Rodriguez	
		2	8:55 AM	9:05 AM	10	JR - Jocelyn Rodriguez	
		3	9:05 AM	9:06 AM	1	JR - Jocelyn Rodriguez	
# total pages	2	4	9:06 AM	9:12 AM	6	JR - Jocelyn Rodriguez	
Doc ID#	1996-000454	5	9:12 AM	9:12 AM	1	JR - Jocelyn Rodriguez	Total Minutes: 20

Date		Step	Start Time	End Time	Time Spent (In minutes)	Employee Initial and Name/ID#
12/21/2016		1	9:45 AM	9:45 AM	1	JR - Jocelyn Rodriguez
		2	9:46 AM	9:46 AM	1	JR - Jocelyn Rodriguez
		3	9:46 AM	9:48 AM	2	JR - Jocelyn Rodriguez
# total pages	22	4	9:48 AM	9:50 AM	2	JR - Jocelyn Rodriguez
Doc ID#	2008-0087269-00	5	9:50 AM	9:51 AM	1	JR - Jocelyn Rodriguez

Total Minutes:

7

Total Entries	5
Total Times	40
Average Total Time	8
Total Pages	32
Average Pages	6

Average Step 1	1
Average Step 2	3
Average Step 3	1
Average Step 4	2
Average Step 5	1

County of Stanislaus



Official Records Request Copy Fee Activity

Name: Leticia Dominguez Employee Signature: _____
 Title/Class: Legal Clerk III Supervisor Signature: _____
 Date: 15-Dec-16

Steps:

- 1 - Customer Inquiry /Interaction
- 2 - Research/Document ID/Confirm Request
- 3 - Print requested document docs
- 4 - Review printed documents for accuracy (Redact if necessary)
- 5 - Collect/Process Payment

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#	
12/15/2016		1	9:37 AM	9:37 AM	1	LD	
		2	9:37 AM	9:45 AM	8	LD	
		3	9:45 AM	9:45 AM	1	LD	
# total pages	1	4	9:45 AM	9:47 AM	2	LD	
Doc ID#	1972-2488832	5	9:47 AM	9:47 AM	1	LD	Total Minutes: 13

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#	
12/20/2016		1	11:20 AM	11:20 AM	1	LD	
		2	11:20 AM	11:21 AM	1	LD	
		3	11:21 AM	11:21 AM	0	LD	
# total pages	1	4	11:21 AM	11:21 AM	0	LD	
Doc ID#	04-019179	5	11:21 AM	11:22 AM	1	LD	Total Minutes: 3

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#	
12/20/2016		1	11:40 AM	11:40 AM	1	LD	
		2	11:40 AM	11:40 AM	0	LD	
		3	11:40 AM	11:40 AM	0	LD	
# total pages	2	4	11:40 AM	11:40 AM	0	LD	
Doc ID#	2008-929321	5	11:40 AM	11:41 AM	1	LD	Total Minutes: 2

Date		Step	Start Time	End Time	Time Spent (in minutes)	Employee Initial and Name/ID#	
12/21/2016		1	9:57 AM	9:57 AM	0	LD	
		2	9:57 AM	9:57 AM	0	LD	
		3	9:57 AM	10:02 AM	5	LD	
# total pages	24	4	10:02 AM	10:02 AM	0	LD	
Doc ID#	2009-0122114	5	10:02 AM	10:03 AM	1	LD	Total Minutes: 6

Total Entries	4
Total Times	24
Average Total Time	6
Total Pages	28
Average Pages	7

Average Step 1	1
Average Step 2	2
Average Step 3	2
Average Step 4	1
Average Step 5	1

ATTACHMENT D

Recommendations and Copy Fee Analysis of the Auditor Controller

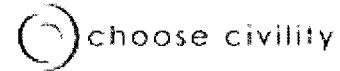


Auditor - Controller

AUDITOR-CONTROLLER

Lauren Klein, CPA
Auditor-Controller

1010 10th Street, Suite 5100, Modesto, CA 95354
P O Box 770, Modesto, CA 95353-0770
Phone: 209.525.6398 Fax: 209.525.7507



April 21, 2017

Stanislaus County
Board of Supervisors

The Auditor-Controller's Office (ACO) was asked to perform a review of the proposed Clerk-Recorder Official Document Fee Cost Calculations prepared by MGT Consulting Group (MGT) to determine whether the fee or charge is reasonable per Government Code section 27366.

The Board of Supervisors is under a peremptory writ of mandate to set the fees based on findings as directed by the trial court. The Clerk-Recorder hired MGT to assist the Department in determining the cost per page for this service. MGT issued a final report dated February 22, 2017, with the results of the work performed. Based on the results of the fee study and calculated cost, Stanislaus County Clerk-Recorder is proposing to increase the current fees of \$3 for the first page and \$2 for the second page when there is a request by the public to provide copies of official documents maintained by the Clerk-Recorder's Office.

On February 28, 2017, the ACO was provided a copy of the report issued by MGT. Through several discussions over the following weeks the scope of the work performed by the ACO was determined. The ACO reviewed the report, specifically, Table E, 2015-16 Full Per Page Cost of ODR (page 6) and Appendix 1, Full Cost Calculation of Indirect Cost Rate (page 8). The methodology used to perform this limited review included the following:

- Discussions with Clerk-Recorder staff
- Discussions with the MGT Project Director
- Review of the direct and indirect costs determined by MGT
- Review of the indirect cost rate calculation determined by MGT
- Review of the various direct cost methodologies listed in Table E of the report

The ACO did not confirm the underlying data included in the following charts of the MGT report:

- Table A, Time Study Summary (page 3)
- Table B, Time Study Average (page 4)
- Table C, Typical Document Length (page 4)
- Table D, Full Cost Hourly Rates (page 5)

The ACO did perform the following as part of their review:

- Reconciled total costs in the MGT Indirect Cost rate schedule to Oracle Financial Management System (financial software);
- Identified the source and/or calculation of the additional costs that MGT applied to the indirect cost pool (e.g., Cost Allocation Plan Proposed Cost, depreciation, and future technology costs);
- Tied the fringe benefit percentage of 55.29% and agree the percentage appears reasonable based on the actual costs recorded in Oracle.

Definition of Direct and Indirect Costs

The statutory definition for direct and indirect costs under Government Code section 27366 is not limited to the Federal Office of Management and Budget (OMB). However, the ACO reviewed the definition of the direct and indirect costs provided by OMB as a part of this engagement. OMB 2 Code of Federal Regulations (CFR) Part 200 defines direct costs as either total direct salaries or wages or total direct costs that can be identified specifically with a particular final cost objective exclusive of any extraordinary or distorting expenditures. Per section 200.414 indirect costs are classified within two broad categories: “Facilities” and “Administration”. Facilities indirect costs are defined as those costs related to buildings and equipment such as depreciation, capital improvements, interest on debt and operating and maintenance expenses. Administration indirect costs are defined as general administration such as salaries and expenses of executive officers, personnel administration and accounting.

The ACO also relied on the State Controller’s Handbook of Cost Plan Procedures for California Counties¹ for determining direct and indirect costs. By statute, the State Controller is required to prescribe uniform accounting procedures for counties (Gov. Code § 30200), and provide each county with a manual of accounting procedures known as the State Controller's Manual of Accounting Standards and Procedures for Counties (the Manual) (Cal. Code Regs., tit. 2, § 904).² The Manual incorporates accounting standards established by the Governmental Accounting Standards Board, which has the authority to issue generally accepted accounting principles for state and local governments. (See State Controller's Off., Manual (May 1992) p. i.). The Manual

¹ http://www.sco.ca.gov/Files-ARD-Local/manual_costplanhandbook.pdf

² http://www.sco.ca.gov/Files-ARD-Local/ASP_Manual.pdf

defines “direct costs” as “direct expenses,” which are, in turn, defined as, “Expenses specifically traceable to specific goods, services, units, programs, activities, or functions.” (State Controller's Off., Manual, supra, at p. C.19.) According to the Manual, “Direct expenses differ from indirect expenses in that the latter cannot be specifically traced and so must be allocated on some systematic and rational basis.” (Ibid.) The Manual defines indirect charges/costs/expenses as “overhead,” which is, in turn, defined as “[t]hose elements of cost necessary in the production of a good or service which are not directly traceable to the product or service. Usually these costs relate to objects of expenditure which do not become an integral part of the finished product or service, such as rent, heat, light, supplies, management and supervision.” (Id. at pp. C.30, C.38.)

The Clerk-Recorder has defined indirect salaries and benefits for nine full time positions, which are the Clerk-Recorder, Manager II, Confidential Assistant IV, Confidential Assistant II, Accountant I, Senior System Engineer, System Engineer II, Application Specialist III and Application Specialist II.

The balance of the Department indirect cost pool consists of Clerk-Recorder operating expenses, adjusted for excluded and direct costs in accordance with OMB’s supplementary guidance, plus the central service cost allocation, a cost of doing business.

Results of the Auditor-Controller Limited Review

ACO Agrees with MGT’s Methodology

We acknowledge as an objective source, the performance of the fee calculations by a third party vendor, MGT. We additionally acknowledge the industry expertise held by MGT staff. In the determination of the Indirect Cost Rate, MGT chose a methodology for the basis of costs that included all costs of the Department. This methodology approach is supported by OMB Super Circular 2 CFR (Guidance) Part 200 (Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards). Federal compliance guidelines are based on total salaries. The methodology is also supported by the general accounting principles and guidelines enumerated in the California State Controller Handbook and Manual referenced above.

Additionally, Government Code section 27366 states “the fee for any copy of any other record or paper on file in the office of the recorder, when the copy is made by the recorder, shall be set by the board of supervisors in an amount necessary to recover the direct and indirect costs of providing the product or service or the cost of enforcing any regulation for which the fee or

charge is levied.” While Government Code section 54985(a) requires indirect costs reflected in the cost of providing any product or service be limited to those items that are included in the Federal Office of Management and Budget Circular A-87 on January 1, 1984, this section does not apply to Clerk Recorder costs to provide any product or services under Government Code section 27366 under Government Code section 54985(c).

We agree with the methodology chosen by MGT as stated under the limited scope review (MGT Final Report of Findings, Table E and Appendix 1 and also known as Attachment A to the Agenda Item) conducted by the ACO. We did note a few exceptions which are listed in the following section of this letter.

Summary of Alternative View from MGT’s Final Report

Attached to this letter is the Auditor-Controller Schedule: Clerk-Recorder Fee Analysis which addresses how the ACO arrived at the Results section and cost per page found in the Conclusion section of this letter below. (Exhibit 1 attached.) This is a summary of our analysis.

MGT’s Appendix 1 to Final Report dated February 22, 2017

When reviewing those costs considered by MGT to be indirect costs we noted MGT included non-productive costs associated with direct activity as indirect. Non-productive costs include sick and vacation expenses. We believe these expenses should be defined as direct costs as they are costs of doing business. This change alone reduces the indirect rate calculated by MGT from 112% to 65%.

We also noted that MGT assigned a 50% rate as direct costs for those employees who supervise staff. As a result of discussion with department staff we believe a more reasonable supervision rate is 33%. This shift of 17% (from 50% to 33%) reduces the total direct cost.

These changes were made based on our internal understanding of how the County and the Department operates with respect to this fee. It would not be unusual for these costs to be classified differently under other circumstances or in different counties or departments depending on the fee/service being calculated. This analysis was specific to this fee, and the operations and costs of this County Department.

MGT's Table E to Final Report dated February 22, 2017

We believe a more reasonable amount to include for Storage Services Microfiche is \$10,000 rather than \$50,000. After discussion with Clerk-Recorder staff it was noted that the full cost of the project over a five year time period is \$50,000. An annual cost of \$10,000 is more appropriate and consistent with the time period basis used for other calculations in the report.

We also believe Data Processing aligns more closely with indirect costs rather than 100% as direct costs as stated in the MGT report. The data processing services provided by the County's Strategic Business Technology Department benefit the Clerk-Recorder as a whole. These costs represent technology data lines as well as telephone lines and are better represented in the indirect cost pool.

Results

The combined impacts of the changes noted above result in changes to the description line items: Copy Time, Direct Supervision, Staff Counter Time, Storage Services Microfiche and Data Processing noted under Table E. Due to the realignment of a portion of the indirect/direct ratio the result ended with an indirect rate of 67%. This rate was calculated to capture those costs reasonably-attributed to providing the service of official record document copy requests.

Please see the table listed below that compares the fee calculation prepared by MGT and the limited review performed by the ACO.

2015-16 Full Per Page Cost of ODR					
Direct Item/Task	MGT		Auditor-Controller		MGT Math/Note
	Total Cost	Per Page	Total Cost	Per Page	
<i>Copy Time</i>	\$ 43,894.60	\$2.28	\$ 34,441.78	\$1.79	(2.1*19,244)/60*65.17
<i>Direct Supervision</i>	\$ 58,639.28	\$3.05	\$ 29,902.14	\$1.55	50% of Full Cost of LC IV
<i>Staff Counter Time</i>	\$ 25,972.42	\$1.35	\$ 18,739.11	\$0.97	(5*4*52)*FC Hourly-FC of Copy Time
<i>Equip Maint</i>	\$ 8,031.74	\$0.42	\$ 8,031.74	\$0.42	Actual Exp (61600)
<i>Direct Ink</i>	\$ 755.91	\$0.04	\$ 755.91	\$0.04	P1606dn)
<i>Direct Paper</i>	\$ 119.96	\$0.01	\$ 119.96	\$0.01	\$29.99*4 (10 reem case) (62600)
<i>Direct Printer Cost</i>	\$ 45.80	\$0.00	\$ 45.80	\$0.00	(2*\$229)/10 (PY 62980)
<i>Storage Svcs Microfiche</i>	\$ 50,000.00	\$2.60	\$ 10,000.00	\$0.52	Anticipated/Pending
<i>Data Processing</i>	\$ 35,339.00	\$1.84	\$ -	\$0.00	Actual Exp 74130
<i>Software Licenses</i>	\$ 28,437.88	\$1.48	\$ 28,437.88	\$1.48	40% * \$71,094.69
Grand Total	\$ 251,236.59	\$13.06	\$ 130,474.32	\$6.78	Per page based on annual 19,244 page count

Conclusion

Based on our limited review of the Clerk-Recorder function as it relates to producing an official document, this responsibility assigned to the official status of the document is beyond what would normally be considered in producing a copy of a Public Records Act request document. The Clerk-Recorder is responsible for maintaining these documents per mandated requirements into perpetuity. These mandates require a heavier investment in labor, equipment, and technology as compared to other types of entities. The recommended fee is necessary to recoup not just the cost of paper and printer toner, but also the proportionate costs of maintenance of the County's Official Record, maintenance and preservation of all the documents, digitalization, software, servers, storage, electricity, equipment, supplies, staff, supervision, training, and facilities.

We believe the revised amount of **\$6.78** per page accurately and appropriately captures the full cost for the services provided by the Clerk-Recorder's Office. The Board of Supervisors has the discretion to charge up to \$6.78 per page and not be overcharging for official record copies.

Please let me know if you have any questions or comments regarding the limited review performed by the Auditor-Controller's Office.

Thank-you,



Lauren Klein, CPA
Auditor-Controller

Auditor-Controller Schedule: Clerk-Recorder Copy Fee Analysis

MGT data

Auditor-Controller Revision

2015-16 Full Per Page Cost of ODR			
Direct Item/Task	Total Cost	Per Page	Math/Note
<i>Copy Time</i>	\$ 43,894.60	\$2.28	(2.1*19,244)/60*65.17
<i>Direct Supervision</i>	\$ 58,639.28	\$3.05	50% of Full Cost of LC IV
<i>Staff Counter Time</i>	\$ 25,972.42	\$1.35	(5*4*52)*FC Hourly-FC of Copy Time
<i>Equip Maint</i>	\$ 8,031.74	\$0.42	Actual Exp (61600)
<i>Direct Ink</i>	\$ 755.91	\$0.04	HHP 78A Toner (HP LaserJet P1606dn) * 9 per year (62600)
<i>Direct Paper</i>	\$ 119.96	\$0.01	\$29.99*4 (10 reem case) (62600)
<i>Direct Printer Cost</i>	\$ 45.80	\$0.00	(2*\$229)/10 (PY 62980)
<i>Storage Svcs Microfiche</i>	\$ 50,000.00	\$2.60	Anticipated/Pending
<i>Data Processing</i>	\$ 35,339.00	\$1.84	Actual Exp 74130
<i>Software Licenses</i>	\$ 28,437.88	\$1.48	40% * \$71,094.69
Grand Total	\$ 251,236.59	\$13.06	Per page based on annual 19,244 page count

Total Cost	Per Page
\$ 34,441.78	\$ 1.79
29,902.14	1.55
18,739.11	0.97
8,031.74	0.42
755.91	0.04
119.96	0.01
45.80	0.00
10,000.00	0.52
-	0.00
28,437.88	1.48
\$ 130,474.32	\$ 6.78

Adjusted for Rounding

Adjustments:

- Reduce ICR to 67%
- Reduce Supervisor % to 33%
- Remove Data Processing direct cost
- Reduce Storage Svcs Microfiche cost

Auditor-Controller Schedule: Clerk- Recorder Copy Fee Analysis

Analysis of MGT Clerk-Recorder Official Document Copy Request Full Cost Fee Calculation

The MGT cost development process is in sync with the Federal guidelines for developing cost allocation plans and indirect cost rates

Reference sources: 2 CFR Part 200 and ASMB C-10 available on the SCO Countywide Cost Allocation Plans website
http://www.sco.ca.gov/ard_county_cost_allocation.html

The Auditor-Controller recommends a more conservative approach to the development of the Indirect Cost rate and resulting full cost comp: 34441.78

MGT Indirect Cost rate = Indirect Cost Pool divided by the Direct Base of wages and benefits

MGT calculates direct wages at 78.6% of total wages net of nonproductive wages that are directed to the Indirect Cost Pool

MGT applies the same adjustment to the administrative staff direct time of 30% that is discounted to 23.6% net of nonproductive wages

Auditor-Controller assumes no discount of direct wages so 100% of direct staff and 30% of admin staff wages remain in the direct base

Result: Direct wage base increases by \$329,103 and Indirect cost pool decreases by \$329,103 reducing the Indirect Cost rate

Fringe benefits follow wages at the rate of 55.29% resulting in an increase of \$181,973 to the Direct Base with a corresponding decrease to the Indirect Cost Pool

Refer to workbook MGT Data 1 for recalculated direct and indirect wages & benefits

The net effect of the recalculated direct base shifts \$511,076 from the indirect cost pool to direct cost base

Indirect cost are increased by data processing charges due to the decision to remove these costs as a direct cost component (see below)

The two adjustments result in an Indirect Cost Rate of 67.26% as follows:

Refer to workbook MGT Data 2 for recalculated Indirect Cost Rate

	MGT		MGT ICR		AC Revised		Revised ICR
Indirect Cost Pool	<u>\$1,989,238</u>	→			<u>\$1,528,550</u>	→	
Direct Base	\$1,761,385		112.94%		\$2,272,462		67.26%

The reduced ICR impacts the MGT calculated full cost hourly rates in Table D of the report

The recalculated hourly rate for a Legal Clerk III is reduced from \$65.17 to \$51.19

The recalculated hourly rate for a Legal Clerk IV is reduced from \$71.73 to \$56.35

Refer to workbook Table D_E for the recalculated labor rates

The adjusted full cost hourly rates have a direct impact on the Table E cost components for Copy Time, Direct Supervision, and Staff Counter Time

Copy time costs are reduced from \$43,894.60 to \$34,478.51 resulting in a revised cost/page of \$1.79

The LC IV supervision effort is reduced from 50% to 32.38% in accordance with the percentage of LC III productive time spent making copies: 674.5 hrs/2080 hrs

The combination of a reduced hourly rate plus reduced allocated time results in a revised Supervision cost per page of \$1.55

Auditor-Controller Schedule: Clerk- Recorder Copy Fee Analysis

Staff Counter costs are reduced from \$25,972.42 to \$18,759.09 resulting in a revised cost per page of \$0.97

The net effect of the cost components adjustments reduces the cost per page from \$13.06 to \$10.70, a reduction of \$2.36

Direct Cost Component adjustments:

Reduce the Storage Service Microfiche proposed cost from \$50,000 to \$10,000 per Clerk-Recorder - The price quote provided is \$10,000 per year for 5 years
Result: Remove direct cost /page of \$2.60 and add back direct cost /page of \$0.52

Remove the Data Processing direct cost/page of \$1.84 due to decision to place the cost in the indirect cost pool (not reasonable to assume 100% cost = direct)

The resulting cost per page is \$6.78

Refer to workbook MGT_AC Comparison for a side by side comparison of the Auditor-Controller adjustments to the total cost per page

Auditor-Controller Schedule: Clerk Recorder Fee Study

Table D

LC III	Annual Salary	FB Rate	Wages & FB	Annual Hrs	Rate/Hr	ICR	Indirect Cost	Total /Hr
MGT	40,995	1.5529	63,661	2080	30.61	1.129	34.55	65.16
Revised	40,995	1.5529	63,661	2080	30.61	0.6726	20.59	51.19

LV IV	Annual Salary	FB Rate	Wages & FB	Annual Hrs	Rate/Hr	ICR	Indirect Cost	Total /Hr
MGT	45,125	1.5529	70,075	2080	33.69	1.129	38.04	71.73
Revised					33.69	0.6726	22.66	56.35

Table E

Copy Time	Minutes/page	# Pages	# minutes	Minutes/Hr	# hours	Rate/Hr	Cost	Cost/page
MGT	2.1	19244	40412.4	60	673.54	65.17	43,894.60	2.28
Revised	2.1	19244	40412.4	60	673.54	51.19	34,478.51	1.79
Variance					2080		(9,416.09)	(0.49)

Cost divided by # pages

Revised supervisor ratio	Hr rate	Hours	Total	%	Adj Amt	# Pages	Cost/page
Supervision	71.73	1635	117,272.03	50.00%	58,636.01	19244	3.05
MGT	56.35	1635	92,132.25	32.38%	29,834.02	19244	1.55
Revised					(28,802.00)		(1.50)

Staff Counter	Days Wk	Hrs/Day	Wks/Yr	Total Hrs	Rate/Hr	Hrs * Rate	Less Copy	Adj Amt	# Pages	Cost/page	MGT #
MGT	5	4	52	1040	65.17	67,776.80	(43,894.60)	23,882.20	19244	1.24	1.35
Revised	5	4	52	1040	51.19	53,237.60	(34,478.51)	18,759.09	19244	0.97	0.97
Variance								(5,123.11)			(0.38)

Rounding Adjustments that subtract from total cost:
 Copy Time = -\$36.73
 Supervision = -\$31.88
 Staff Counter = -\$19.98

MGT Full Cost:	\$ 13.06	Based on ICRP of 113%
Adjustments		
Copy time	(0.49)	
Supervision	(1.50)	
County staff	(0.38)	
Subtotal	<u>(2.36)</u>	
Adjusted cost/page	\$ 10.70	Based on ICRP of 67%
Less future cost	(2.60)	
Less Data processing	(1.84)	
Readjusted cost/page subtotal	<u>\$ 6.26</u>	
Add Future cost @ \$10,000	0.52	
Readjusted cost/page total	<u>\$ 6.78</u>	

ATTACHMENT E

**Letter from California Public Records Research, Inc. to
Supervisor Chiesa, dated April 12, 2017**

CALIFORNIA PUBLIC RECORDS RESEARCH, INC.
a California non-profit, public-benefit corporation

✓
A Clifton Hodges, President
4510 E. Thousand Oaks Blvd. ✦ Suite 201
Westlake Village, CA 91362
Tel. (805) 371-7515
E-Mail: al@hodgesandassociates.com

BOARD OF SUPERVISORS

April 12, 2017

2017 APR 17 A 11:38

Supervisor Vito Chiesa
County of Stanislaus
1010 10th Street
Suite 6500
Modesto, California 95354

Re: Recorder's Copy Fees
*California Public Records Research, Inc., v.
County of Stanislaus, Stan.S.Ct. No.
2006090*
*California Public Records Research, Inc., v.
County of Stanislaus (2016) 246
Cal.App.4th 1432*

Dear Supervisor Chiesa:

By order of the California Court of Appeal (Fifth District) and the Stanislaus County Superior Court in the above cases (copy enclosed), the Board will shortly re-set the fees the County Recorder may charge for (uncertified) copies of "official records" (deeds, mortgages, liens, etc.). The Court of Appeal invalidated the Board's ordinance which set the fees at \$3.00 for a copy of the first page of a document and \$2.00 for each subsequent page (or \$33.00 for a typical deed of trust). Although the Recorder is doing so, there is now no legal authority for her to collect these fees.

The court ordered the County to first study copy costs and file a report with the court. It has done so and a copy is enclosed. The report finds that it costs the Recorder \$13.06 to copy each page of a document and that it takes 2.01 minutes to copy each page—from an image on a screen by hitting the print button once. It finds that it costs \$208.96 to make a copy of a typical 16-page deed of trust and that it takes 32.16 minutes to do so. These findings defy the common experience of everyone who has ever printed a document from the internet, a word processing program, a flash drive, etc., etc., on a computer. It takes seconds. This "study" provides neither the Recorder nor the Board with any basis for a fee ordinance or regulation.

It is not Bank of America or Fidelity Title or Re-Max that is coming in to the Recorder's office to get copies of the documents they require to, e.g., sell popery, make loans and issue title reports and policies of title insurance. The title companies purchase all recorded documents from all of the recorders to allow them to insure and transfer title; they maintain a complete, up-to-date copy of all of the Recorder's documents (from all

Supervisor Vito Chiesa
Re: Recorder's Copy Fees
April 12, 2017
Page Two

counties), indexed. The persons buying copies at the Recorder's office are, by and large, average individuals who need a copy for some legal reason or other and are charged outrageous prices. The title companies, buying all records from all recorders on a wholesale basis, pay less than 1¢ per page.

It is the real estate industry that records the overwhelming number of documents recorded by the Recorder and generates the overwhelming majority of the costs which the Recorder incurs. But the title insurance companies, et al., also generate enormous profits from their favored access to the Recorder's documents, without which they could not conduct their several businesses at all. One measure of the reasonableness of fees which the courts have applied is the benefit the product or service confers upon the purchaser. The real-estate financial services industry reaps huge benefits as a result of the ready ("favored nation") access it has to recorded documents.

Throughout the course of the above (and other similar cases) we have argued that any need the Recorder has for significant copy revenue should be satisfied by raising the wholesale fees. If the Recorder's monopoly on the trove of information she has is to be leveraged for revenue that leverage should not be used against individual consumers but against the chief beneficiaries of the system who can efficiently spread costs over millions of transactions. That is a far more equitable distribution of the Recorder's costs than overburdening individuals.

Based upon our long involvement with the counties on these fees we are fully familiar with the copying methods employed in all of California's 58 counties and the "actually incurred" costs thereof. We believe that a fee in excess of \$1.00 per page with a maximum of \$5.00 per document would be found by the courts, after continuing, protracted, expensive litigation, to be unreasonable and in violation of the several statutes and constitutional provisions that regulate these fees.

Sincerely,

CALIFORNIA PUBLIC RECORDS RESEARCH, INC.

By:


A. CLIFTON HODGES, President

Encls.

1 DONALD W. RICKETTS (CSBN 39825)
28855 Kenroy Avenue
2 Santa Clarita, CA 91387
Phone (661) 250-3091
3 E-mail: don@donricketts.com

4 Attorney for Petitioner
CALIFORNIA PUBLIC RECORDS
5 RESEARCH, INC.

FILED

2017 MAR -7 A 9:06

CLERK OF SUPERIOR COURT
COUNTY OF STANISLAUS
BY IVETTE HORTA
DEPUTY

8 SUPERIOR COURT OF THE STATE OF CALIFORNIA
9 FOR THE COUNTY OF STANISLAUS

11 CALIFORNIA PUBLIC RECORDS
12 RESEARCH, INC., a California
corporation, individually and in the
13 public interest,

14 Petitioner/Plaintiff,

15 vs.

16 COUNTY OF STANISLAUS, a
17 general law county of the State of
California, DOES 1-25,

18 Respondents/Defendants.

No. 2006090
Consolidated w/ No. 2010489

Assigned for all purposes, including
trial, to Judge Timothy W. Salter

~~PROPOSED~~
PEREMPTORY WRIT OF MANDATE

19 TO THE COUNTY OF STANISLAUS AND ITS BOARD OF SUPERVISORS:

20 You are hereby COMMANDED to:

21 (1) Consider the matter of fees charged by the clerk-recorder's office for
22 copying official records;

23 (2) Make findings under section 27366, supported by substantial evidence, as
24 to the fee amount necessary to recover the direct and indirect costs of providing the copies;

25 (3) Determine what constitutes an "indirect cost" by using the general test
26 that requires such costs to be reasonably attributed to (i.e., reasonably related to) the
27 service of providing copies and rejects costs not reasonably attributed to the service of
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providing copies;

(4) Set the copying fees charged by the clerk-recorder's office in accordance with your findings under section 27366. and,

(5) File and serve a return to the writ demonstrating compliance with it or showing good cause why you have not done so on or before May 12, 2017.

DATE: March 7, 2017



TIMOTHY W. SALTER
Judge of the Superior Court

Approved as to Form

Porter Scott, P.C.

By: _____

ATTACHMENT F
Findings and Determinations

Attachment F

Findings and Determinations

The Board of Supervisors makes the following findings and determinations with regard to the Proposed Ordinance to Set the Fee of the Clerk-Recorder's Office for copying of Official Records under Government Code Section 27366 at \$6.75 for the first page and \$3.00 for each subsequent page:

1. The current fees of \$3.00 for the first page and \$2.00 for each additional page set in 2001 are too low and do not adequately recover the current direct and indirect costs of providing copies of Official Records.

2. The Board of Supervisors has reviewed and accepts the specific direct and indirect costs detailed in the Fee Study from MGT Consulting which calculated the full potential cost of providing copies of Official Records. (See **Attachment B** - MGT Fee Study, Table E – Cost Components, Appendix 1 – Full Cost Calculation of Indirect Cost Rate, and Appendix 2 – Expenditure Detail by Object Code; **Attachment C** - Spreadsheets and Backup to MGT Fee Study.)

3. The Board has reviewed and accepts the Recommendations and Copy Fee Analysis from the Auditor Controller. (See **Attachment D**.) The Board accepts the changes that the Auditor-Controller's Office made to the following line items: Copy Time, Direct Supervision, Staff Counter Time, Storage Services Microfiche and Data Processing. Due to the realignment of a portion of the indirect/direct ratio the result ended with an indirect rate of 67%. These adjustments reduced the total cost of providing the service from \$13.06 per page to \$6.78 per page, rounded down to \$6.75 for ease of completing the transaction.

4. The Board has reviewed the Board Agenda Item and recommendations of the Clerk-Recorder's Office which proposed a subsequent page fee of \$3.00 as the minimum amount necessary to preserve and duplicate each subsequent page. This amount includes the Copy Time (\$1.79), Staff Counter Time (\$0.97), Direct Ink (\$0.04), Direct Paper (\$0.01), Direct Printer Cost (\$0.00), and Cost of Storage of Official Records on Microfiche (\$0.52), totaling \$3.33 per page and rounded down to \$3.00 per subsequent page for ease of completing the transaction. While the Auditor-Controller acknowledges that the full cost is greater than \$3.00 per page, and the County has discretion to charge up to \$6.78 per page, the Board finds that \$3.00 per page would be sufficient to produce subsequent pages.

5. Thus, the proposed fee of \$6.75 for the first page and \$3.00 for each subsequent page is an amount sufficiently necessary to capture the direct and reasonably-related indirect costs of providing copies of Official Records under Government Code section 27366, based on the substantial evidence presented.

7. The proposed fee only captures those "indirect costs" that are reasonably attributed to (i.e. reasonably related to) the service of providing copies of Official Records. The Board rejects all other costs not reasonably attributed to the service, however, there are no costs in the MGT Fee Study or Auditor-Controller's Fee Analysis that are not reasonably related.

8. The methodology chosen by MGT to determine the cost per page is valid and consistent with general accounting principles and guidelines. The Auditor-Controller's Office agreed with this methodology under their limited scope review and the calculations meet the criteria established by both federal and state guidelines.

9. The Board of Supervisors finds that the fee proposed by California Public Records Research, Inc. of \$1.00 per page up to a maximum of \$5.00 per document, was proposed without any evidentiary support related to the calculation of that amount. (See **Attachment E** to Board Agenda Item.) The Board finds no reasonable basis to support this proposed fee, it is unreasonably low and fails to capture the direct and indirect costs of providing the service, and we therefore summarily reject it.

D O N A L D W. R I C K E T T S
ATTORNEY AT LAW

28855 Kenroy Avenue
Santa Clarita, California 91387
Telephone: 661-250-3091
E-mail: don@donricketts.com

May 1, 2017
Via Messenger

Elizabeth A. King
Clerk of the Board of Supervisors
County of Stanislaus
1010 10th Street
Suite 6700
Modesto, California

Re: Board Meeting 5/2/17; Agenda Item VI

Dear Ms. King:

Enclosed please find statement from my client California Public Records Research, Inc., in regard to the above. Please file it, make it part of the Board packet, and post it as an item on the website agenda.

Thank you for your cooperation.

Sincerely,

DONALD W. RICKETTS

DWR:dar
cc (via e-mail): Deirdre McGrath
Taylor W. Roan

BOARD OF SUPERVISORS
2017 MAY - 1 A 10:01

CALIFORNIA PUBLIC RECORDS RESEARCH, INC.
a California non-profit, public-benefit corporation

A Clifton Hodges, President
4510 E. Thousand Oaks Blvd. ✪ Suite 201
Westlake Village, CA 91362
Tel. (805) 371-7515
E-Mail: al@hodgesandassociates.com

BEFORE THE BOARD OF SUPERVISORS

COUNTY OF STANISLAUS

May 2, 2017

Agenda Item VI

Public Hearing to Introduce, Waive the First Reading of,
and Approving an Ordinance To
Set the Fee of the Clerk-Recorder's Office
for Producing Copies of Official Records
Under Government Code Section 27366 at
\$6.75 for the First Page and \$3.00 for Each Subsequent Page

STATEMENT IN OPPOSITION
BY
CALIFORNIA PUBLIC RECORDS RESEARCH, INC.,
a California, non-profit, public-benefit corporation,

The County Recorder proposes an increase in the fees charged the public for copies of "official records" (i.e, documents she records, such as deeds, mortgages, liens) which recoups not only the costs of performing that service, but additional revenue that funds and underwrites the unrelated gross operating costs of the recorder's office, the clerk's office, conducting elections, and, indeed, a portion of all other gross costs of governing and operating Stanislaus County.

The Recorder also proposes that the recouped labor costs in producing copies be billed to the public at a "marked up" hourly rate that exceeds the actually paid rate. The

Recorder represents that it costs \$51.75 to produce a copy of a typical 16-page deed or deed of trust (at a cost of \$6.75/page) and that (based on its time studies) it takes over one-half hour (31.6 mins.) to produce that copy. This Board would be required to so find if it adopts the proposed ordinance (which does not provide for findings and is procedurally deficient), as well as a finding that all of the costs of all county departments that are being recouped are for activities reasonably related to making copies by the Recorder.

California Public Records Research submits that settled judicial precedent prohibits the County from enacting fees so constructed. This Board's general discretion regarding fees is severely limited in this matter by the restrictions placed on recoupment of costs in user fees, generally, these user fees in particular, and the terms of the Peremptory Writ which has been issued to the Board by the Superior Court at the order of the Court of Appeal.

The principle that ordinary (not regulatory) user fees may recoup only the costs of providing the product or service has been enunciated in numerous appellate opinions regarding other user fees. The recorders' copy fees were the subject of the opinion by the California Fifth District Court of Appeal that invalidated this county's current fees and led to this hearing to re-set the fees. Within 60 days of the date of the appellate opinion Kings County (within the 5th District's jurisdiction), citing the opinion, reduced its fees. Two weeks ago, the Alameda County Superior Court, citing the *Stanislaus* opinion (and rejecting *Yolo*), found that recoupment of such unrelated fees was improper and invalidated that County's current fees.

Because the Recorder failed to limit recoupable costs to those defined by the Court of Appeal in constructing the proposed fees, there is no substantial evidence before this

Stanislaus Board of Supervisors
CPRR Statement in Opposition
May 2, 2017, Agenda Item VI
Page Three

Board to support enactment of the proposed fees, and CPRR submits that the matter be continued for reconsideration by the Recorder of a more reasonable approach—the standard set for Board action by Article 13C of the California Constitution. As CPRR advised in its prior letter to the members, it believes that fees of \$1.00 per page, with a \$5.00 limit per document would be deemed by the court to be reasonable within the meaning of Article 13.

Finally, the impact of Government Code section 25131 is not clear to us.

Respectfully submitted.

CALIFORNIA PUBLIC RECORDS RESEARCH, INC.

By: A. Clifton Hodges, President

**DECLARATION OF PUBLICATION
(C.C.P. S2015.5)**

**COUNTY OF STANISLAUS
STATE OF CALIFORNIA**

I am a citizen of the United States and a resident Of the County aforesaid; I am over the age of Eighteen years, and not a party to or interested In the above entitle matter. I am a printer and Principal clerk of the publisher of THE MODESTO BEE, printed in the City of MODESTO, County of STANISLAUS, State of California, daily, for which said newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of STANISLAUS, State of California, Under the date of February 25, 1951, Action No. 46453; that the notice of which the annexed is a printed copy, has been published in each issue there of on the following dates, to wit:

Jun 02, 2017, Jun 08, 2017

I certify (or declare) under penalty of perjury That the foregoing is true and correct and that This declaration was executed at

MODESTO, California on

June 8th, 2017

(By Electronic Facsimile Signature)



STANISLAUS COUNTY
NOTICE OF PUBLIC HEARING
RECOMMENDED
PROPOSED BUDGET
BUDGET YEAR 2017-2018

NOTICE IS HEREBY GIVEN that on Tuesday, June 13, 2017, at 9:05 a.m., or as soon thereafter as the matter may be heard, the Stanislaus County Board of Supervisors will meet in the Basement Chambers, 1010 10th Street, Modesto, CA, to open the hearing and consider the approval of the Recommended Proposed Budget, Budget Year 2017-2018.

ADDITIONAL NOTICE IS GIVEN that on June 2, 2017, at 3:00 p.m., the Recommended Proposed Budget document will be available for review online at <http://www.stancounty.com/budget/index.shtml> and at the Chief Executive Office, 1010 10th St., Suite 6800, Modesto, CA. In addition, the Recommended Proposed Budget document will be available for review at all the Stanislaus County branch libraries after June 2, 2017.

NOTICE IS FURTHER GIVEN that at the said time and place, interested persons will be given the opportunity to be heard. For further information, contact Stan Risen or Jody Hayes, Stanislaus County Chief Executive Office, (209) 525-6333 or at 1010 10th Street, Suite 6800, Modesto, CA.

BY ORDER OF THE BOARD OF SUPERVISORS. DATED: May 2, 2017.
ATTEST: ELIZABETH A KING, Clerk of the Board of Supervisors of the County of Stanislaus, State of California.

BY: Pam Villarreal, Assistant Clerk.
Pub Dates Jun 2,8, 2017