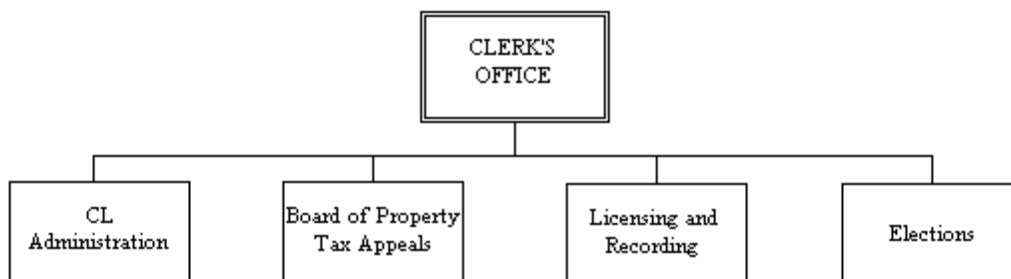


MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

CLERK'S OFFICE



MISSION STATEMENT

The County Clerk promotes democracy, public trust and confidence in citizen government specifically by conducting fair and open elections and generally by professionally serving all our customers with dignity and respect.

The County Clerk protects property rights through recording ownership and claims on property in real time.

The County Clerk issues licenses, provides access to and preserves for posterity those records entrusted to their care.

The County Clerk strives to exceed customer expectations in the delivery of services.

GOALS AND OBJECTIVES

- Goal 1 Administer all department programs in accordance with all laws and rules.
- Goal 2 Encourage workable laws and rules with legislators and regulators.
- Goal 3 Greet and serve each customer promptly, cheerfully and professionally.

DEPARTMENT OVERVIEW

The Marion County Clerk is an elected position.

The County Clerk consists of four programs:

1. Licensing and Recording
2. Elections
3. Administration
4. Board of Property Tax Appeals (BOPTA).

Each has a specific set of responsibilities assigned by Oregon law or county policy. All functions are mandated by Oregon law except the operation of the archives facility and passport agency functions.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Resource and Requirement Summary

Clerk's Office	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 10-11 ADOPTED	+/- %
RESOURCES					
Charges for Services	63,017	49,858	46,389	111,017	139.32%
Interest	5,200	2,171	0	400	n.a.
General Fund Transfers	2,391,175	2,694,354	2,540,054	2,543,452	0.13%
Net Working Capital	126,941	105,313	63,146	53,373	-15.48%
TOTAL RESOURCES	2,586,333	2,851,695	2,649,589	2,708,242	2.21%
REQUIREMENTS					
Personal Services					
Salaries and Wages	867,133	881,791	872,933	830,004	-4.92%
Fringe Benefits	336,382	423,730	398,166	389,930	-2.07%
Vacancy Savings	0	0	(30,011)	0	-100.00%
Total Personal Services	1,203,515	1,305,520	1,241,088	1,219,934	-1.70%
Materials and Services					
Supplies	93,923	69,654	109,407	70,603	-35.47%
Materials	11,668	13,060	7,500	14,650	95.33%
Communications	98,608	92,868	95,460	105,060	10.06%
Contracted Services	508,352	659,134	501,534	577,899	15.23%
Repairs and Maintenance	57,798	60,655	69,230	71,745	3.63%
Rentals	246,506	256,154	283,177	286,769	1.27%
Miscellaneous	22,695	14,850	24,280	23,190	-4.49%
Total Materials and Services	1,039,550	1,166,374	1,090,588	1,149,916	5.44%
Administrative Charges	237,955	268,464	317,913	333,309	4.84%
Capital Outlay	0	48,191	0	0	n.a.
Ending Fund Balance	0	0	0	5,083	n.a.
TOTAL REQUIREMENTS	2,481,020	2,788,549	2,649,589	2,708,242	2.21%
FTE	17.50	16.50	15.50	14.50	-6.5%

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

PROGRAMS

The County Clerk budget is allocated to four programs as shown on the following table.

Summary of Programs

	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 2010-11 ADOPTED	+/- %
RESOURCES					
CL Administration	180,742	184,382	174,806	177,985	1.82%
Board of Property Tax Appeals	44,460	47,068	72,669	84,700	16.56%
Licensing and Recording	1,086,999	1,143,920	1,013,753	1,012,553	-0.12%
Elections	1,274,131	1,476,326	1,388,361	1,433,004	3.22%
TOTAL RESOURCES	2,586,333	2,851,695	2,649,589	2,708,242	2.21%
REQUIREMENTS					
CL Administration	180,742	184,382	174,806	177,985	1.82%
Board of Property Tax Appeals	44,460	47,068	72,669	84,700	16.56%
Licensing and Recording	981,686	1,080,774	1,013,753	1,012,553	-0.12%
Elections	1,274,131	1,476,326	1,388,361	1,433,004	3.22%
TOTAL REQUIREMENTS	2,481,020	2,788,550	2,649,589	2,708,242	2.21%

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

CL Administration Program

- Provides and facilitates leadership and vision.
- Coordinates long term planning.
- Provides overall departmental supervision.
- In charge of economic forecasting, budget preparation, payroll, contract administration, accounts payable, and financial analysis.
- Serves as support staff to the Board of Property Tax Appeals, including public notice, processing appeals, scheduling, organizing and assisting the board in managing hearings, and compiling and reporting results. Staff also schedules, provides training, and assures that board members are certified to Department of Revenue standards.
- Serves as the independent custodian of the Board of Commissioners Journal.
- Is the statutory County Records Administrator.
- Creates and maintains a healthy environment in which employees, customers and other stakeholders thrive.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Program Summary

Clerk's Office

Program: CL Administration

	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 10-11 ADOPTED	+/- %
RESOURCES					
General Fund Transfers	180,742	184,382	174,806	177,985	1.82%
TOTAL RESOURCES	180,742	184,382	174,806	177,985	1.82%
REQUIREMENTS					
Personal Services					
Salaries and Wages	108,236	105,847	97,580	98,552	1.00%
Fringe Benefits	43,176	51,665	49,055	50,214	2.36%
Vacancy Savings	0	0	(3,716)	0	-100.00%
Total Personal Services	151,413	157,512	142,919	148,766	4.09%
Materials and Services					
Supplies	776	753	2,000	1,025	-48.75%
Materials	378	1,287	0	0	n.a.
Communications	790	0	0	0	n.a.
Contracted Services	67	51	225	100	-55.56%
Rentals	103	0	300	350	16.67%
Miscellaneous	8,292	4,449	9,110	9,705	6.53%
Total Materials and Services	10,406	6,540	11,635	11,180	-3.91%
Administrative Charges	18,924	20,330	20,252	18,039	-10.93%
TOTAL REQUIREMENTS	180,742	184,382	174,806	177,985	1.82%
FTE	2.00	1.50	1.50	1.50	0.0%

FTE By Position Title By Program

Program: CL Administration	
Position Title	FTE
County Clerk	1.00
Department Specialist 4 (Job Share)	0.50
Program CL Administration FTE Total:	1.50

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

CL Administration Program Budget Analysis

There is less than a 2% increase in General Fund resources due mostly to the elimination of last year's calculated vacancy savings.

No changes in Personal Services budget.

There were no significant operational changes.

There were no significant changes in Materials and Services.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Board of Property Tax Appeals Program

- The Board of Property Tax Appeals provides a venue for property taxpayers to appeal the assessed value of their property. The citizen board provides both a level of accountability to government and an independent review and explanation of property value methods used to the taxpayer.
- The Clerk assists the Board of Property Tax Appeals in processing and hearing real and personal property petitions appealing the assessed and real market values of the petitioning taxpayers property and in processing waivers of late filing penalties.

- The Clerk seeks and selects board appointments and schedules their training. The clerks organize and record the petitions; schedule the petition hearings; set up the hearing room and equipment. A public notice is completed by the clerks. The clerks also field questions from the public throughout the year.

Program Summary

Clerk's Office

Program: Board of Property Tax Appeals

	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 10-11 ADOPTED	+/- %
RESOURCES					
General Fund Transfers	44,460	47,068	72,669	84,700	16.56%
TOTAL RESOURCES	44,460	47,068	72,669	84,700	16.56%
REQUIREMENTS					
Personal Services					
Salaries and Wages	27,429	24,744	39,653	41,153	3.78%
Fringe Benefits	12,557	15,626	22,616	23,789	5.19%
Vacancy Savings	0	0	(1,557)	0	-100.00%
Total Personal Services	39,985	40,371	60,712	64,942	6.97%
Materials and Services					
Supplies	1,173	860	500	650	30.00%
Contracted Services	2,780	5,447	10,882	10,400	-4.43%
Miscellaneous	521	390	575	575	0.00%
Total Materials and Services	4,475	6,698	11,957	11,625	-2.78%
Administrative Charges	0	0	0	8,133	n.a.
TOTAL REQUIREMENTS	44,460	47,068	72,669	84,700	16.56%
FTE	0.84	0.84	1.00	1.00	0.0%

MARION COUNTY FY2010-11 BUDGET
 BY DEPARTMENT
 CLERK'S OFFICE

FTE By Position Title By Program

Program: Board of Property Tax Appeals	
Position Title	FTE
Department Specialist 4 (Job Share)	0.50
Deputy County Clerk 2	0.50
Program Board of Property Tax Appeals FTE Total:	1.00

Board of Property Tax Appeals Program Budget Analysis

There is 17 % increase in General Fund program resources, largely due re-allocation of program-allocated central administrative charges within the department.

Personnel count remains at 1.0 FTE.

Personal Services increased 7% or \$4,230 due to modest increases in wages, fringe benefits and loss of vacancy savings.

There are no significant changes to Materials and Services.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Licensing and Recording Program

- Deed and mortgage recording entails recording and maintaining a permanent record of all property transactions occurring in Marion County. This amounts to approximately 84,000 new property documents each year and maintenance of records on approximately 3 million transactions.
- Records management responsibilities include operating the county archives facility which houses approximately 8 million documents representing over 22 million pieces of paper.
- Records management also includes microfilming, indexing and management of marriage licenses, domestic partnerships and the maintenance of all records of the Board of Commissioners proceedings.
- Licensing includes the issuance of more than 2,000 marriage licenses, the processing of over 1,000 passport applications for the U.S. State Department, and the processing of liquor license applications and annual renewals.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Program Summary

Clerk's Office

Program: Licensing and Recording

	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 10-11 ADOPTED	+/- %
RESOURCES					
Charges for Services	63,017	49,858	46,389	111,017	139.32%
Interest	5,200	2,171	0	400	n.a.
General Fund Transfers	891,842	986,579	904,218	847,763	-6.24%
Net Working Capital	126,941	105,313	63,146	53,373	-15.48%
TOTAL RESOURCES	1,086,999	1,143,920	1,013,753	1,012,553	-0.12%
REQUIREMENTS					
Personal Services					
Salaries and Wages	298,654	330,641	310,023	276,709	-10.75%
Fringe Benefits	141,234	191,877	174,970	159,132	-9.05%
Vacancy Savings	0	0	(12,061)	0	-100.00%
Total Personal Services	439,888	522,518	472,932	435,841	-7.84%
Materials and Services					
Supplies	40,931	48,873	57,369	41,408	-27.82%
Materials	1,191	5,500	2,500	7,150	186.00%
Communications	3,702	1,024	560	1,360	142.86%
Contracted Services	276,074	230,180	213,867	257,995	20.63%
Repairs and Maintenance	2,390	4,806	3,130	2,950	-5.75%
Rentals	76,083	83,257	89,677	90,719	1.16%
Miscellaneous	5,445	5,929	6,645	4,100	-38.30%
Total Materials and Services	405,815	379,571	373,748	405,682	8.54%
Administrative Charges	135,983	158,594	167,073	165,947	-0.67%
Capital Outlay	0	20,091	0	0	n.a.
Ending Fund Balance	0	0	0	5,083	n.a.
TOTAL REQUIREMENTS	981,686	1,080,774	1,013,753	1,012,553	-0.12%
FTE	8.66	8.66	7.50	6.50	-13.3%

FTE By Position Title By Program

Program: Licensing and Recording	
Position Title	FTE
Deputy County Clerk 2	4.50
Records and Licensing Supervisor	1.00
Records Coordinator	1.00
Program Licensing and Recording FTE Total:	6.50

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Licensing and Recording Program Budget Analysis

General Fund resources have decreased by 6%. This is due in part to the 1.0 FTE reduction. Charges for services is projected to increase County Clerk Records Fund resources by \$60,000, as a result of selling land record images to the title industry, a practice started this year.

A long term employee passed away this past year. Because of the hiring freeze we have not filled that position; thus FTE is reduced to 6.5, 1 FTE less than FY 09-10 and 2 FTE less than FY 08-09.

The Personal Services budget is down by 8%, in part to the 11% decrease in salaries and wages and 9% decrease in benefits as a result of the loss of 1.0 FTE.

Materials and Services FY 2010-11 increased 8.5%. Supplies decreased by 28% due to a decrease in images recorded. Small office equipment needs to be replaced and these funds have been allocated in the materials section of the budget causing a 186% increase. The items are two network printers, a desktop scanner and a flatbed scanner. Communications increased because of additional postage required to mail passport applications by express mail on a daily basis. The 20% increase in program Contracted Services is due to the Clerk Records Fund project to back scan 500,000 land record images. The General Fund portion of Materials and Services is decreased by 8%.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Elections Program

- Elections maintains a voter registration file for approximately 152,000 registered voters and processes over 60,000 file changes annually. The changes include new voters, updates, inactivations and cancellations. On-line voter registration began March of this year.
- Elections administers and conducts all elections held in Marion County for federal, state, county and local governments. Local government districts include : 20 cities, 1 community college, 2 education service districts, 12 school districts, 20 fire districts, 4 water control districts, 2 domestic water districts, a Soil and Water Conservation District, 3 sewer districts, a mass transit district, a library district, a parks and recreation district and 2 Marion County Justice Courts.
- Elections administers and conducts the election of precinct committee persons for the Democratic and Republican political parties in May every even numbered year.
- Elections accepts candidate, measure and petition filings, produces the ballots and voter pamphlet, issues ballots, verifies signatures, processes and counts the ballots, and provides official results and reports on all candidate and measure races.
- Elections provides 21 ballot drop site locations. For each election, they deliver the drop boxes to the site, collect and pick up ballots, and provide security for the drop box.
- Election personnel process petitions for state, county and applicable special districts.
- Election personnel maintain all precinct boundaries and jurisdictional boundaries for 73 individual voting jurisdictions. They work with County GIS and the Census Bureau to carry out re-apportionment or re-districting for equal representation to applicable jurisdictions.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Program Summary

Clerk's Office

Program: Elections

	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 10-11 ADOPTED	+/- %
RESOURCES					
General Fund Transfers	1,274,131	1,476,326	1,388,361	1,433,004	3.22%
TOTAL RESOURCES	1,274,131	1,476,326	1,388,361	1,433,004	3.22%
REQUIREMENTS					
Personal Services					
Salaries and Wages	432,813	420,558	425,677	413,590	-2.84%
Fringe Benefits	139,415	164,562	151,525	156,795	3.48%
Vacancy Savings	0	0	(12,677)	0	-100.00%
Total Personal Services	572,229	585,120	564,525	570,385	1.04%
Materials and Services					
Supplies	51,044	19,167	49,538	27,520	-44.45%
Materials	10,099	6,272	5,000	7,500	50.00%
Communications	94,116	91,843	94,900	103,700	9.27%
Contracted Services	229,431	423,456	276,560	309,404	11.88%
Repairs and Maintenance	55,408	55,849	66,100	68,795	4.08%
Rentals	170,320	172,897	193,200	195,700	1.29%
Miscellaneous	8,436	4,082	7,950	8,810	10.82%
Total Materials and Services	618,854	773,566	693,248	721,429	4.07%
Administrative Charges	83,049	89,540	130,588	141,190	8.12%
Capital Outlay	0	28,100	0	0	n.a.
TOTAL REQUIREMENTS	1,274,131	1,476,326	1,388,361	1,433,004	3.22%
FTE	6.00	5.50	5.50	5.50	0.0%

FTE By Position Title By Program

Program: Elections	
Position Title	FTE
Elections Clerk	3.00
Elections Supervisor	1.00
Elections Technician	0.50
Support Specialist (Non-IT)	1.00
Program Elections FTE Total:	5.50

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Elections Program Budget Analysis

There is little significant change in General Fund program resources. The 3% increase is due to a 1% increase in Personal Services, a 4% increase in Material and Services and an 8% increase in department administrative charges allocated to this program.

There are no changes in personnel FTE.

Personal services budget increased by 1%. Offsetting factors are a 3.5% increase in fringe benefits and loss of vacancy savings and a reduction in wages due to a reduction in temporary staff.

Materials and Services increased by 4%. Supplies were decreased by 45% in order to help allocate funds to printing. The sign material budget was increased by \$2,500, causing the Material portion of the budget to increase by 50%. The postage budget was increased causing the Communications portion of the budget to increase 9%. Contracted Services increased 12 % mainly due to the increase for printing. This Materials and Services budget covers two elections, the November Gubernatorial and a May District Election.

MARION COUNTY FY2010-11 BUDGET
 BY DEPARTMENT
 CLERK'S OFFICE

FUNDS

The county clerk department budget is comprised of two funds. This is shown in the table below.

Department Budget by Fund

Fund Name	FY 07-08 ACTUAL	FY 08-09 ACTUAL	FY 09-10 BUDGET	FY 2010-11 ADOPTED	% of Total
RESOURCES					
FND 100 General Fund	2,391,175	2,694,354	2,540,054	2,543,452	100.00%
FND 120 County Clerk Records	195,157	157,341	109,535	164,790	100.00%
TOTAL RESOURCES	2,586,333	2,851,695	2,649,589	2,708,242	100.0%
REQUIREMENTS					
FND 100 General Fund	2,391,175	2,694,354	2,540,054	2,543,452	100.00%
FND 120 County Clerk Records	89,844	94,195	109,535	164,790	100.00%
TOTAL REQUIREMENTS	2,481,020	2,788,550	2,649,589	2,708,242	100.0%

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

KEY DEPARTMENT ACCOMPLISHMENTS

- Administer and conduct four elections: A November Special for the City of Detroit, City of Stayton and the City of Turner, a December Recall for the city of Detroit, a January Special (state measures 66 and 67), and the upcoming May Gubernatorial Primary Election.
- The clerk has sought new ways to lower expenses and develop revenue streams. Oregon House Bill 2436, the \$15 Affordable Housing Tax, passed, without dedicating the normal 5% to the Clerk's Records Enhancement Fund. Benton, Crook and some other counties added a fee to administer this program. We did not. However, we contracted to sell images to a third-party vendor at \$0.25 each per statute that could yield the Records Fund (120 Fund) an annual revenue of \$60,000.
- Expenses were lowered by about \$10,000 in Licensing and Recording by discontinuing the courtesy mailing of documents for local title companies. Now, title companies have couriers pick up the documents daily and absorb the mailing costs.
- The Land Records Management System was updated this year, providing improved internal control and better customer service.
- Board of Property Tax Appeals handled 505 petitions and conducted hearings as required. Results will be available by mid-April.
- Records management continues to train all County departments and their designated records managers on topics such as record retention, records management and best practices.
- Personnel continue to receive compliments from customers on our high level of quality customer service. We are committed to delivering exceptional customer service.
- During the first 9 months of this fiscal year, Licensing and Recording has recorded 37,068 property documents, 1,445 marriage licenses, and 467 passport applications. At this rate, we will exceed 2009-10 budget projections by \$300,000.
- County Records policy and procedures were updated in accordance with law, technology and best management practices. This was a collaborative effort with County legal counsel, County information technology, and the Oregon Secretary of State's Archives division.
- Records during calendar year 2009 received 1,957 new archive boxes for a total of approximately 68,500 files. A burn will occur late this year to dispose of approximately 1,040 boxes or 182 tons.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

KEY INDICATORS

1: Recording Revenue From Licensing and Recording

Definition and Purpose

The monthly revenue from land records recorded is tracked on a monthly basis. We are able to see fluctuations from June 2003 to present in chart form.

Significance

This is necessary to project revenue and resource demands. This ties into the Operational Efficiency and Quality Service county goal.

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Estimate
\$1,521,549	\$1,151,920	\$1,290,000

Explanation of Trends and Changes

During the current fiscal year, revenue has increased each month except for the month of February. February 2010 figures falling below February 2009 are cause for concern. We are predicting a 10% increase in revenue for 2010-11. If March also falls below 2009 levels, this may indicate a downward trend in the near future.

2: Election Costs

Definition and Purpose

Election costs, using the Secretary of State formula, have been tracked since May 2000. These figures help us determine future budget projections and manage resources. The below figures are cost per ballot issued.

Significance

This key indicator tracks the cost per voter in administering major elections in a given fiscal year. Cost of regular staff is not included in the Secretary of State formula except for hours worked beyond the normal workweek. All election board workers and temporary staff are included, as well as printing, postage, mail handling services, security, cargo van rental, supplies, other contractual services and amortization of equipment. This key indicator facilitates the Operational Efficiency and Quality Service county goal.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Estimate
\$2.00	\$2.50	\$1.83

Explanation of Trends and Changes

Election costs vary significantly depending on the type of election, size of the ballot, number of ballot styles and number of ballots case by voters. One election can have as many as 150 different ballot styles. Personnel, postage, printing and maintenance costs continue to rise. Reimbursement varies greatly in that the State of Oregon will pay for most of an initiative election, but will not pay for a primary or general election. Cities are exempt from paying during primary and general elections. Districts pay a portion of the cost for district elections. Reimbursements are not factored in the above figures.

3: Board of Property Tax Appeals

Definition and Purpose

Clerk's office tracks the number of appeal petitions filed each year. Also tracked are the assessed value reduction and assessed value considered. This data is necessary for resource management and planning, budget projections and the Assessor's County Assessment Function Funding Assistance grant application with the Oregon Department of Revenue.

Significance

With home and other property values falling, the margin between assessed and real market values is narrowing to the point that, in more instances than in the past, a successful appeal could result in a reduction in taxes levied. This ties into the Operational Efficiency and Quality Service county goal.

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Estimate
139 Appeals	471 Appeals	505 Appeals

Explanation of Trends and Changes

Petitions to the Board of Property Tax Appeals increased over 300% from FY 2007-08 to FY 2008-09, with a modest 7% increase FY2009-10. We anticipate an increase of 50% FY 2010-11.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

4: Marriage Licenses and Passports Applications

Definition and Purpose

Marriage licenses issued and passport applications received are tracked for a ten year period. The purpose is to note if there are any changing trends.

Significance

Marriage licenses issued and passport applications received are tracked for informational purposes. This key indicator ties into the Operational Efficiency and Quality Service county goal.

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Estimate
2387 Marriage Licenses	2456 Marriage Licenses	2310 Marriage Licenses
1205 Passport Applications	891 Passport Applications	870 Passport Applications

Explanation of Trends and Changes

Though the number of weddings has averaged 2,264 over the last ten years and reached a new high of 2,456 last FY, the filings more than double summer months over winter months. Passports increased substantially over the last 10 years, more than doubling to 1,378 in FY 06-07 from 635 the previous year due to new US State Department re-entry requirements. As of June 1, 2009, passports are now required for re-entry even by land or sea from Mexico and Canada.

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Resources by Fund Detail

100 - General Fund	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
General Fund Transfers						
381100 Transfer from General Fund	2,391,175	2,694,354	2,540,054	2,543,452	2,543,452	2,543,452
General Fund Transfers Total	2,391,175	2,694,354	2,540,054	2,543,452	2,543,452	2,543,452
General Fund Total	2,391,175	2,694,354	2,540,054	2,543,452	2,543,452	2,543,452
120 - County Clerk Records						
Charges for Services						
341820 County Clerk Records Fees	63,017	49,858	46,389	111,017	111,017	111,017
Charges for Services Total	63,017	49,858	46,389	111,017	111,017	111,017
Interest						
361000 Investment Earnings	5,200	2,171	0	400	400	400
Interest Total	5,200	2,171	0	400	400	400
Net Working Capital						
392000 Net Working Capital Unrestr	126,941	105,313	63,146	53,373	53,373	53,373
Net Working Capital Total	126,941	105,313	63,146	53,373	53,373	53,373
County Clerk Records Total	195,157	157,341	109,535	164,790	164,790	164,790
Clerk's Office Grand Total	2,586,333	2,851,695	2,649,589	2,708,242	2,708,242	2,708,242

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Requirements by Fund Detail

100 - General Fund	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Personal Services						
Salaries and Wages						
511110 Regular Wages	529,296	560,757	642,961	617,210	617,210	617,210
511120 Temporary Wages	93,856	71,306	90,744	88,101	88,101	88,101
511130 Vacation Pay	35,259	30,376	0	0	0	0
511140 Sick Pay	23,139	36,240	0	0	0	0
511150 Holiday Pay	25,434	27,457	0	0	0	0
511210 Compensation Credits	38,975	30,396	29,800	25,442	25,442	25,442
511240 Leave Payoff	49	66	0	0	0	0
511260 Election Workers	71,601	76,337	72,000	60,000	60,000	60,000
511280 Cell Phone Pay	604	602	0	0	0	0
511410 Straight Pay	3,434	2,120	0	0	0	0
511420 Premium Pay	6,606	7,675	0	0	0	0
511450 Premium Pay Temps	3,939	4,674	0	0	0	0
Salaries and Wages Total	832,191	848,006	835,505	790,753	790,753	790,753
Fringe Benefits						
512110 PERS	51,297	98,289	77,369	73,906	73,906	73,906
512120 401K	8,250	9,254	9,230	9,312	9,312	9,312
512130 PERS Debt Service	27,084	32,491	30,273	22,492	22,492	22,492
512200 FICA	59,250	61,103	57,868	55,351	55,351	55,351
512310 Medical Insurance	146,036	170,668	171,540	175,392	175,392	175,392
512320 Dental Insurance	16,657	20,006	20,520	20,328	20,328	20,328
512330 Group Term Life Insurance	2,150	2,421	1,971	1,876	1,876	1,876
512340 Long Term Disability Insurance	1,811	1,927	3,919	3,736	3,736	3,736
512400 Unemployment Insurance	3,338	3,398	2,690	2,571	2,571	2,571
512520 Workers Comp Insurance	565	562	610	564	564	564
512600 Wellness Program	591	630	0	555	555	555
512610 Employee Assistance Program	439	472	0	420	420	420
512700 County HSA Contributions	600	1,200	0	0	0	0
Fringe Benefits Total	318,066	402,420	375,990	366,503	366,503	366,503
Vacancy Savings						
519990 Vacancy Savings Budget Only	0	0	(30,011)	0	0	0
Vacancy Savings Total	0	0	(30,011)	0	0	0
Personal Services Total	1,150,257	1,250,426	1,181,484	1,157,256	1,157,256	1,157,256

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

100 - General Fund	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Materials and Services						
Supplies						
521010 Office Supplies	17,424	15,048	13,412	13,500	13,500	13,500
521070 Departmental Supplies	50,862	26,309	57,613	28,065	28,065	28,065
521080 Food Supplies	0	0	0	650	650	650
521190 Publications	154	1,333	225	300	300	300
521210 Gasoline	0	183	150	430	430	430
Supplies Total	68,439	42,873	71,400	42,945	42,945	42,945
Materials						
522060 Sign Materials	4,755	5,363	1,000	3,500	3,500	3,500
522150 Small Office Equipment	0	1,157	2,000	9,150	9,150	9,150
522160 Small Departmental Equipment	5,000	0	4,500	2,000	2,000	2,000
522170 Computers Non Capital	1,637	4,695	0	0	0	0
522180 Software	276	1,613	0	0	0	0
Materials Total	11,668	12,828	7,500	14,650	14,650	14,650
Communications						
523010 Telephones	11,840	9,299	12,560	10,560	10,560	10,560
523040 Data Connections	1,338	1,583	1,400	1,500	1,500	1,500
523050 Postage	79,382	81,985	81,250	92,800	92,800	92,800
523060 Cellular Phones	0	0	250	200	200	200
523080 Telecomm Charges	5,732	0	0	0	0	0
Communications Total	98,292	92,868	95,460	105,060	105,060	105,060
Contracted Services						
525155 Credit Card Fees	26	25	25	0	0	0
525156 Bank Services	41	0	0	0	0	0
525330 Transportation Services	551	0	0	0	0	0
525555 Security Services	0	464	17,660	16,304	16,304	16,304
525710 Printing Services	189,372	371,441	220,700	254,600	254,600	254,600
525715 Advertising	6,574	12,963	13,032	14,400	14,400	14,400
525735 Mail Services	43,385	46,659	54,000	36,000	36,000	36,000
525740 Shredding Services	0	80	240	120	120	120
525999 Other Contracted Services	268,403	227,503	195,877	196,475	196,475	196,475
Contracted Services Total	508,352	659,134	501,534	517,899	517,899	517,899
Repairs and Maintenance						
526010 Office Equipment Maintenance	1,850	1,929	2,430	2,700	2,700	2,700
526011 Dept Equipment Maintenance	0	0	0	2,805	2,805	2,805
526012 Vehicle Maintenance	0	11	0	0	0	0
526021 Computer Software Maintenance	55,408	55,824	65,600	65,490	65,490	65,490
526030 Building Maintenance	407	2,890	1,200	750	750	750
Repairs and Maintenance Total	57,665	60,655	69,230	71,745	71,745	71,745

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

100 - General Fund	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Materials and Services						
Rentals						
527100 Vehicle Rental	3,723	5,430	5,600	5,900	5,900	5,900
527110 Fleet Leases	0	4,692	4,596	4,488	4,488	4,488
527120 Motor Pool Mileage	0	0	0	600	600	600
527130 Parking	0	0	0	100	100	100
527140 County Parking	660	660	660	660	660	660
527210 Building Rental Private	229,328	236,277	263,921	268,021	268,021	268,021
527300 Equipment Rental	12,795	9,095	8,400	7,000	7,000	7,000
Rentals Total	246,506	256,154	283,177	286,769	286,769	286,769
Miscellaneous						
529110 Mileage Reimbursement	2,536	1,739	2,700	2,050	2,050	2,050
529120 Commercial Travel	1,106	1,148	1,800	2,000	2,000	2,000
529130 Meals	467	414	1,360	1,775	1,775	1,775
529140 Lodging	6,012	1,559	7,025	7,200	7,200	7,200
529210 Meetings	566	71	650	650	650	650
529220 Conferences	5,848	3,539	5,140	4,050	4,050	4,050
529230 Training	3,127	3,646	2,675	2,500	2,500	2,500
529300 Dues and Memberships	2,370	2,170	2,430	2,265	2,265	2,265
529650 Pre Employment Investigations	280	0	0	0	0	0
529910 Awards and Recognition	382	364	500	700	700	700
Miscellaneous Total	22,695	14,650	24,280	23,190	23,190	23,190
Materials and Services Total	1,013,617	1,139,162	1,052,581	1,062,258	1,062,258	1,062,258
Administrative Charges						
611100 County Admin Allocation	18,866	14,021	14,753	19,793	19,793	19,793
611110 Governing Body Allocation	0	6,306	7,862	0	0	0
611200 Business Services Allocation	7,271	0	0	0	0	0
611210 Facilities Mgt Allocation	22,323	27,758	28,406	29,250	29,250	29,250
611220 Custodial Allocation	13,969	16,644	16,237	17,408	17,408	17,408
611230 Courier Allocation	879	1,002	1,394	1,176	1,176	1,176
611250 Risk Management Allocation	5,740	2,370	3,067	3,067	3,067	3,067
611255 Benefits Allocation	0	0	0	4,919	4,919	4,919
611260 Human Resources Allocation	18,189	24,809	26,280	20,922	20,922	20,922
611300 Legal Services Allocation	17,894	20,330	25,348	31,651	31,651	31,651
611400 Information Tech Allocation	64,648	66,308	70,580	86,925	86,925	86,925
611410 FIMS Allocation	11,505	14,032	20,013	20,288	20,288	20,288
611420 Telecommunications Allocation	0	10,993	9,080	7,514	7,514	7,514
611430 Info Tech Direct Charges	0	0	22,764	16,033	16,033	16,033
611600 Finance Allocation	19,414	24,463	24,443	29,161	29,161	29,161

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

100 - General Fund	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Administrative Charges						
611700 Utilities Allocation	16,604	17,740	20,013	20,827	20,827	20,827
611800 MCBEE Allocation	0	0	4,849	4,504	4,504	4,504
614100 Liability Insurance Allocation	5,600	5,500	5,800	5,600	5,600	5,600
614200 WC Insurance Allocation	4,400	4,300	5,100	4,900	4,900	4,900
Administrative Charges Total	227,301	256,576	305,989	323,938	323,938	323,938
Capital Outlay						
531100 Office Equipment Capital	0	28,100	0	0	0	0
531600 Computer Hardware Capital	0	20,091	0	0	0	0
Capital Outlay Total	0	48,191	0	0	0	0
General Fund Total	2,391,175	2,694,354	2,540,054	2,543,452	2,543,452	2,543,452
120 - County Clerk Records						
Personal Services						
Salaries and Wages						
511110 Regular Wages	28,268	28,994	36,042	37,797	37,797	37,797
511130 Vacation Pay	1,933	871	0	0	0	0
511140 Sick Pay	1,338	1,180	0	0	0	0
511150 Holiday Pay	1,354	1,440	0	0	0	0
511210 Compensation Credits	1,988	1,300	1,386	1,454	1,454	1,454
511410 Straight Pay	34	0	0	0	0	0
511420 Premium Pay	27	0	0	0	0	0
Salaries and Wages Total	34,942	33,785	37,428	39,251	39,251	39,251
Fringe Benefits						
512110 PERS	2,974	4,817	4,304	4,514	4,514	4,514
512130 PERS Debt Service	1,237	1,393	1,684	1,374	1,374	1,374
512200 FICA	2,673	2,582	2,864	2,950	2,950	2,950
512310 Medical Insurance	9,514	10,510	11,436	12,528	12,528	12,528
512320 Dental Insurance	1,474	1,551	1,368	1,452	1,452	1,452
512330 Group Term Life Insurance	114	127	112	118	118	118
512340 Long Term Disability Insurance	97	102	224	234	234	234
512400 Unemployment Insurance	140	135	150	157	157	157
512520 Workers Comp Insurance	23	24	34	30	30	30
512600 Wellness Program	40	40	0	40	40	40

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

120 - County Clerk Records	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Personal Services						
512610 Employee Assistance Program	29	30	0	30	30	30
Fringe Benefits Total	18,316	21,310	22,176	23,427	23,427	23,427
Personal Services Total	53,257	55,095	59,604	62,678	62,678	62,678
Materials and Services						
Supplies						
521010 Office Supplies	0	0	150	1,658	1,658	1,658
521070 Departmental Supplies	24,942	26,548	37,857	26,000	26,000	26,000
521210 Gasoline	542	193	0	0	0	0
521220 Diesel	0	40	0	0	0	0
Supplies Total	25,484	26,781	38,007	27,658	27,658	27,658
Materials						
522170 Computers Non Capital	0	232	0	0	0	0
Materials Total	0	232	0	0	0	0
Communications						
523080 Telecomm Charges	316	0	0	0	0	0
Communications Total	316	0	0	0	0	0
Contracted Services						
525999 Other Contracted Services	0	0	0	60,000	60,000	60,000
Contracted Services Total	0	0	0	60,000	60,000	60,000
Repairs and Maintenance						
526012 Vehicle Maintenance	133	0	0	0	0	0
Repairs and Maintenance Total	133	0	0	0	0	0
Miscellaneous						
529300 Dues and Memberships	0	200	0	0	0	0
Miscellaneous Total	0	200	0	0	0	0
Materials and Services Total	25,933	27,213	38,007	87,658	87,658	87,658
Administrative Charges						
611100 County Admin Allocation	1,585	1,258	804	980	980	980
611110 Governing Body Allocation	0	565	429	0	0	0
611200 Business Services Allocation	406	0	0	0	0	0
611230 Courier Allocation	49	57	69	65	65	65
611250 Risk Management Allocation	251	73	84	0	0	0
611255 Benefits Allocation	0	0	0	271	271	271
611260 Human Resources Allocation	1,014	1,412	1,302	1,155	1,155	1,155
611400 Information Tech Allocation	3,627	3,769	4,300	3,723	3,723	3,723

MARION COUNTY FY2010-11 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

120 - County Clerk Records	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
Administrative Charges						
611410 FIMS Allocation	1,236	1,695	1,193	886	886	886
611420 Telecommunications Allocation	0	619	548	357	357	357
611430 Info Tech Direct Charges	0	0	1,371	829	829	829
611600 Finance Allocation	2,286	2,140	1,235	908	908	908
611800 MCBEE Allocation	0	0	289	197	197	197
614100 Liability Insurance Allocation	200	300	300	0	0	0
Administrative Charges Total	10,654	11,888	11,924	9,371	9,371	9,371
Ending Fund Balance						
573010 Unapprop Ending Fund Balance	0	0	0	5,083	5,083	5,083
Ending Fund Balance Total	0	0	0	5,083	5,083	5,083
County Clerk Records Total	89,844	94,195	109,535	164,790	164,790	164,790

Clerk's Office Grand Total 2,481,020 2,788,549 2,649,589 2,708,242 2,708,242 2,708,242