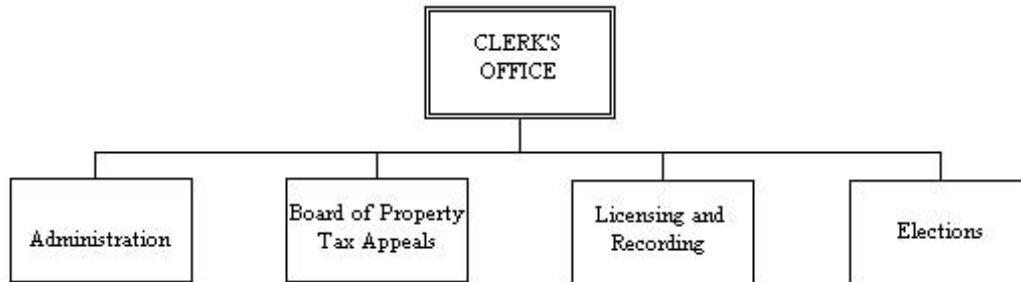


MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

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, and (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 FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

<i>Resource and Requirement Summary</i>					
Clerk's Office	FY 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 11-12 ADOPTED	+/- %
RESOURCES					
Charges for Services	49,858	61,451	111,017	132,416	19.28%
Interest	2,171	659	400	257	-35.75%
General Fund Transfers	2,694,354	2,320,923	2,543,452	2,658,484	4.52%
Net Working Capital	105,313	63,146	53,373	39,625	-25.76%
TOTAL RESOURCES	2,851,695	2,446,179	2,708,242	2,830,782	4.52%
REQUIREMENTS					
Personal Services					
Salaries and Wages	881,791	785,435	830,004	843,556	1.63%
Fringe Benefits	423,730	385,351	389,930	422,107	8.25%
Total Personal Services	1,305,520	1,170,786	1,219,934	1,265,663	3.75%
Materials and Services					
Supplies	69,654	42,684	70,603	70,090	-0.73%
Materials	13,060	16,544	14,650	5,000	-65.87%
Communications	92,868	65,697	105,060	85,050	-19.05%
Utilities	0	0	0	15,746	n.a.
Contracted Services	659,134	453,105	577,899	589,265	1.97%
Repairs and Maintenance	60,655	71,286	71,745	85,260	18.84%
Rentals	256,154	261,734	286,769	354,424	23.59%
Miscellaneous	14,850	16,600	23,190	25,460	9.79%
Total Materials and Services	1,166,374	927,650	1,149,916	1,230,295	6.99%
Administrative Charges	268,464	309,114	333,309	333,138	-0.05%
Capital Outlay	48,191	0	0	0	n.a.
Contingency	0	0	0	1,686	n.a.
Ending Fund Balance	0	0	5,083	0	-100.00%
TOTAL REQUIREMENTS	2,788,549	2,407,551	2,708,242	2,830,782	4.52%
FTE	16.50	15.50	14.50	14.50	0.0%

MARION COUNTY FY 2011-12 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 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 2011-12 ADOPTED	+/- %
RESOURCES					
CL Administration	184,382	179,632	177,985	201,894	13.43%
Board of Property Tax Appeals	47,068	72,162	84,700	90,734	7.12%
Licensing and Recording	1,143,920	912,139	1,012,553	1,085,790	7.23%
Elections	1,476,326	1,282,246	1,433,004	1,452,364	1.35%
TOTAL RESOURCES	2,851,695	2,446,179	2,708,242	2,830,782	4.52%
REQUIREMENTS					
CL Administration	184,382	179,632	177,985	201,894	13.43%
Board of Property Tax Appeals	47,068	72,162	84,700	90,734	7.12%
Licensing and Recording	1,080,774	873,511	1,012,553	1,085,790	7.23%
Elections	1,476,326	1,282,246	1,433,004	1,452,364	1.35%
TOTAL REQUIREMENTS	2,788,550	2,407,551	2,708,242	2,830,782	4.52%

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Administration Program

- Provides and facilitates leadership and vision.
- Coordinates long term planning.
- Provides overall departmental supervision.
- Responsible for economic forecasting, budget preparation, payroll, contract administration, accounts payable, and financial analysis.
- Tracks state and federal legislation and rules in coordination with the Oregon Association of County Clerks and national professional organizations.
- 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 FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Program Summary

Clerk's Office

Program: Administration

	FY 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 11-12 ADOPTED	+/- %
RESOURCES					
General Fund Transfers	184,382	179,632	177,985	201,894	13.43%
TOTAL RESOURCES	184,382	179,632	177,985	201,894	13.43%
REQUIREMENTS					
Personal Services					
Salaries and Wages	105,847	99,707	98,552	98,991	0.45%
Fringe Benefits	51,665	49,951	50,214	54,555	8.64%
Total Personal Services	157,512	149,658	148,766	153,546	3.21%
Materials and Services					
Supplies	753	1,197	1,025	1,550	51.22%
Materials	1,287	0	0	0	n.a.
Utilities	0	0	0	2,276	n.a.
Contracted Services	51	142	100	150	50.00%
Rentals	0	3	350	9,000	2,471.43%
Miscellaneous	4,449	8,843	9,705	8,960	-7.68%
Total Materials and Services	6,540	10,185	11,180	21,936	96.21%
Administrative Charges	20,330	19,789	18,039	26,412	46.42%
TOTAL REQUIREMENTS	184,382	179,632	177,985	201,894	13.43%
FTE	1.50	1.50	1.50	1.50	0.0%

FTE By Position Title By Program

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

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Administration Program Budget Analysis

There are no significant changes to program Resources.

FTE remains the same.

The Personal Services budget increased by 3% driven primarily by a 9% increase in fringe benefits. Notably, PERS benefits increased 35%.

Supplies increased due to the anticipated purchase of the Oregon Revised Statutes. Electricity costs were added. Building rental was added to Rentals.

There are no significant change in other categories.

MARION COUNTY FY 2011-12 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 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.
- 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.

Program Summary

Clerk's Office

Program: Board of Property Tax Appeals

	FY 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 11-12 ADOPTED	+/- %
RESOURCES					
General Fund Transfers	47,068	72,162	84,700	90,734	7.12%
TOTAL RESOURCES	47,068	72,162	84,700	90,734	7.12%
REQUIREMENTS					
Personal Services					
Salaries and Wages	24,744	40,915	41,153	41,977	2.00%
Fringe Benefits	15,626	23,259	23,789	26,248	10.34%
Total Personal Services	40,371	64,174	64,942	68,225	5.06%
Materials and Services					
Supplies	860	376	650	500	-23.08%
Utilities	0	0	0	670	n.a.
Contracted Services	5,447	7,216	10,400	10,450	0.48%
Rentals	0	0	0	2,500	n.a.
Miscellaneous	390	397	575	550	-4.35%
Total Materials and Services	6,698	7,988	11,625	14,670	26.19%
Administrative Charges	0	0	8,133	7,839	-3.61%
TOTAL REQUIREMENTS	47,068	72,162	84,700	90,734	7.12%
FTE	0.84	1.00	1.00	1.00	0.0%

MARION COUNTY FY 2011-12 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

No signification changes in Resources. The Board of Property Tax Appeals (BOPTA) Program is funded entirely by the General Fund. Note that a portion of the General Fund Transfers revenue is indirectly derived by the Oregon Department of Revenue County Assessment Function Funding Assistance grant, of which BOPTA is part of the grant formula along with Assessor's Office functions.

FTE remains the same.

Total Personal Services increased by 5%, driven by an 10% increase in fringe benefits. Notably, PERS increased by 35%.

Electricity costs were added to Electricity category. Rental of leased space was added to Rentals.

There are no significant changes in other categories.

MARION COUNTY FY 2011-12 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 64,000 new property documents each year and maintenance of records on approximately three million transactions.
- Records management responsibilities include operating the county archives facility which houses approximately eight 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 2,500 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 FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Program Summary

Clerk's Office

Program: Licensing and Recording

	FY 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 11-12 ADOPTED	+/- %
RESOURCES					
Charges for Services	49,858	61,451	111,017	132,416	19.28%
Interest	2,171	659	400	257	-35.75%
General Fund Transfers	986,579	786,883	847,763	913,492	7.75%
Net Working Capital	105,313	63,146	53,373	39,625	-25.76%
TOTAL RESOURCES	1,143,920	912,139	1,012,553	1,085,790	7.23%
REQUIREMENTS					
Personal Services					
Salaries and Wages	330,641	275,736	276,709	278,724	0.73%
Fringe Benefits	191,877	158,830	159,132	174,398	9.59%
Total Personal Services	522,518	434,566	435,841	453,122	3.96%
Materials and Services					
Supplies	48,873	29,884	41,408	36,250	-12.46%
Materials	5,500	16,042	7,150	4,000	-44.06%
Communications	1,024	1,786	1,360	6,760	397.06%
Utilities	0	0	0	12,800	n.a.
Contracted Services	230,180	139,277	257,995	258,740	0.29%
Repairs and Maintenance	4,806	2,070	2,950	2,400	-18.64%
Rentals	83,257	84,993	90,719	141,415	55.88%
Miscellaneous	5,929	3,443	4,100	7,450	81.71%
Total Materials and Services	379,571	277,496	405,682	469,815	15.81%
Administrative Charges	158,594	161,448	165,947	161,167	-2.88%
Capital Outlay	20,091	0	0	0	n.a.
Contingency	0	0	0	1,686	n.a.
Ending Fund Balance	0	0	5,083	0	-100.00%
TOTAL REQUIREMENTS	1,080,774	873,511	1,012,553	1,085,790	7.23%
FTE	8.66	7.50	6.50	6.50	0.0%

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

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

Licensing and Recording Program Budget Analysis

There were no significant changes in Resources.

FTE remains the same.

Total Personal Services increased by 4%, driven by a 10% increase in fringe benefits. Notably, PERS increased by 35%.

Supplies were decreased by 12% to help balance the budget. The majority of small office and departmental equipment needed was purchased in FY 10-11, allowing materials to be decreased by 44%. Repairs and maintenance decreased 19% as needed repairs were made in FY 10-11. Rentals increased 56% due to the addition of rent at the new location of the Clerk's Office at 1115 Commercial Street NE, and because of increased rent at the Archive facility. Miscellaneous increased 82% due to the anticipation of the Licensing and Recording Supervisor attending the National Association of County Recorders, Election Officials, and Clerks conference in Portland and the ARMA International conference in Seattle FY 11-12.

There are no significant changes in other categories.

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Elections Program

- 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 2010.
- Administers and conducts all elections held in Marion County for federal, state, county and local governments. Local government districts include : 20 cities, one community college, two education service districts, 12 school districts, 20 fire districts, four water control districts, two domestic water districts, a Soil and Water Conservation District, three sewer districts, a mass transit district, a library district, a parks and recreation district and two Marion County Justice Courts.
- Administers and conducts the election of precinct committee persons for the Democratic and Republican political parties in May every even numbered year.
- 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.
- 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.
- Processes petitions for state, county, and applicable special districts.
- Maintains all precinct boundaries and jurisdictional boundaries for 73 individual voting jurisdictions. Staff work with the county Geographic Information System and the Census Bureau to carry out re-apportionment or re-districting for equal representation to applicable jurisdictions.

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Program Summary

Clerk's Office

Program: Elections

	FY 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 11-12 ADOPTED	+/- %
RESOURCES					
General Fund Transfers	1,476,326	1,282,246	1,433,004	1,452,364	1.35%
TOTAL RESOURCES	1,476,326	1,282,246	1,433,004	1,452,364	1.35%
REQUIREMENTS					
Personal Services					
Salaries and Wages	420,558	369,077	413,590	423,864	2.48%
Fringe Benefits	164,562	153,311	156,795	166,906	6.45%
Total Personal Services	585,120	522,388	570,385	590,770	3.57%
Materials and Services					
Supplies	19,167	11,227	27,520	31,790	15.52%
Materials	6,272	502	7,500	1,000	-86.67%
Communications	91,843	63,911	103,700	78,290	-24.50%
Contracted Services	423,456	306,470	309,404	319,925	3.40%
Repairs and Maintenance	55,849	69,216	68,795	82,860	20.44%
Rentals	172,897	176,738	195,700	201,509	2.97%
Miscellaneous	4,082	3,917	8,810	8,500	-3.52%
Total Materials and Services	773,566	631,981	721,429	723,874	0.34%
Administrative Charges	89,540	127,877	141,190	137,720	-2.46%
Capital Outlay	28,100	0	0	0	n.a.
TOTAL REQUIREMENTS	1,476,326	1,282,246	1,433,004	1,452,364	1.35%
FTE	5.50	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 FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Elections Program Budget Analysis

There are no significant changes in Resources.

FTE remains the same.

Personal Services increased primary due to PERS costs increasing by 34%.

Supplies were increased to reflect current Elections Program costs. Materials decreased as equipment purchases are not anticipated. Communications decreased in part due to Elections now being part of the county phone system. Repairs and maintenance increased due to increased tally system software maintenance.

There are no significant changes in other categories.

MARION COUNTY FY 2011-12 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 08-09 ACTUAL	FY 09-10 ACTUAL	FY 10-11 BUDGET	FY 2011-12 ADOPTED	% of Total
RESOURCES					
FND 100 General Fund	2,694,354	2,320,923	2,543,452	2,658,484	100.00%
FND 120 County Clerk Records	157,341	125,255	164,790	172,298	100.00%
TOTAL RESOURCES	2,851,695	2,446,179	2,708,242	2,830,782	100.0%
REQUIREMENTS					
FND 100 General Fund	2,694,354	2,320,923	2,543,452	2,658,484	100.00%
FND 120 County Clerk Records	94,195	86,627	164,790	172,298	100.00%
TOTAL REQUIREMENTS	2,788,550	2,407,551	2,708,242	2,830,782	100.0%

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

KEY DEPARTMENT ACCOMPLISHMENTS

- Administered and conducted six elections: A July recall election for the City of Idanha; a November general election; a March initiative election for the City of Keizer; an April recall election for the Lyons-Mehama Water District; an April recall election for the Central School District; and a May countywide district election. The Clerk's Office developed 108 different unique ballot styles for the May District Election.
- Licensing and Recording moved to new office space in September without interruption of service to the public.
- All social security numbers within the digital portion of liens and judgments within the Land Record system back to 1993 were redacted.
- The first backscan project since implementation of digital land records was started this year. This allows users to more easily search records while reducing staff time and wear and tear on media and equipment.
- Board of Property Tax Appeals handled 419 petitions and conducted 373 hearings as required.
- Personnel continues to receive compliments from customers on our high level of quality customer service. We are committed to delivering exceptional customer service.
- During the first nine months of this fiscal year, Licensing and Recording has recorded 40,483 property documents, 1,701 marriage licenses, and 528 passport applications.
- In 2010, Archives burned 1,982 boxes of records while receiving 2,584 boxes of records, a 40% increase in records received. From April 2010 through March of 2011, Archives received 3,267 boxes of records. This increase was a result of the move of departments from Courthouse Square to tighter quarters.

MARION COUNTY FY 2011-12 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 county strategic priority for Operational Efficiency and Quality Service.

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Estimate
\$1,521,549	\$1,151,920	\$1,195,269	\$1,275,770

Explanation of Trends and Changes

We are predicting an increase of 6.7% in recording revenue for FY 10-11 and a 5% increase in FY11-12.

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 county strategic priority for Operational Efficiency and Quality Service.

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Estimate
\$2.00	\$2.50	\$2.51	\$2.31

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

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 cast 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

The Clerk's Office tracks the number of property tax 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 to the county strategic priority for Operational Efficiency and Quality Service.

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Estimate
139 Appeals	471 Appeals	505 Appeals	419 Appeals

Explanation of Trends and Changes

Because of the downturn in property values that started four years ago, the number of petitions within the last three years has been relatively steady. The trend of 400 to 600 petitions per year will probably continue until home values start increasing.

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.

MARION COUNTY FY 2011-12 BUDGET
 BY DEPARTMENT
 CLERK'S OFFICE

Significance

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

Data Units Fiscal Year

FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Estimate
2,387 Marriage Licenses	2,456 Marriage Licenses	2,291 Marriage Licenses	2,292 Marriage Licenses
1,205 Passport Applications	891 Passport Applications	801 Passport Applications	696 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 in 2008-09, the filings more than double summer months over winter months.

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Resources by Fund Detail

100 - General Fund	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
General Fund Transfers						
381100 Transfer from General Fund	2,694,354	2,320,923	2,543,452	2,658,484	2,658,484	2,658,484
General Fund Transfers Total	2,694,354	2,320,923	2,543,452	2,658,484	2,658,484	2,658,484
General Fund Total						
General Fund Total	2,694,354	2,320,923	2,543,452	2,658,484	2,658,484	2,658,484
120 - County Clerk Records						
Charges for Services						
341820 County Clerk Records Fees	49,858	61,451	111,017	132,416	132,416	132,416
Charges for Services Total	49,858	61,451	111,017	132,416	132,416	132,416
Interest						
361000 Investment Earnings	2,171	659	400	257	257	257
Interest Total	2,171	659	400	257	257	257
Net Working Capital						
392000 Net Working Capital Unrestr	105,313	63,146	53,373	39,625	39,625	39,625
Net Working Capital Total	105,313	63,146	53,373	39,625	39,625	39,625
County Clerk Records Total	157,341	125,255	164,790	172,298	172,298	172,298
Clerk's Office Grand Total	2,851,695	2,446,179	2,708,242	2,830,782	2,830,782	2,830,782

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

Requirements by Fund Detail

100 - General Fund	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
Personal Services						
Salaries and Wages						
511110 Regular Wages	560,757	534,809	617,210	618,926	618,926	618,926
511120 Temporary Wages	71,306	52,923	88,101	86,277	86,277	86,277
511130 Vacation Pay	30,376	29,162	0	0	0	0
511140 Sick Pay	36,240	25,053	0	0	0	0
511150 Holiday Pay	27,457	24,497	0	0	0	0
511160 Comp Time Pay	0	5	0	0	0	0
511210 Compensation Credits	30,396	27,112	25,442	25,088	25,088	25,088
511240 Leave Payoff	66	1,525	0	0	0	0
511260 Election Workers	76,337	45,899	60,000	74,000	74,000	74,000
511280 Cell Phone Pay	602	602	0	0	0	0
511410 Straight Pay	2,120	2,013	0	0	0	0
511420 Premium Pay	7,675	4,239	0	0	0	0
511450 Premium Pay Temps	4,674	1,091	0	0	0	0
Salaries and Wages Total	848,006	748,930	790,753	804,291	804,291	804,291
Fringe Benefits						
512010 Fringe Benefits Budget Only	0	0	0	3,840	3,840	3,840
512110 PERS	98,289	75,126	73,906	99,822	99,822	99,822
512120 401K	9,254	9,320	9,312	9,327	9,327	9,327
512130 PERS Debt Service	32,491	33,000	22,492	28,932	28,932	28,932
512140 PERS Rate Subsidy	0	0	0	(17,661)	(17,661)	(17,661)
512200 FICA	61,103	53,844	55,351	48,864	48,864	48,864
512310 Medical Insurance	170,668	163,145	175,392	191,352	191,352	191,352
512320 Dental Insurance	20,006	18,273	20,328	22,008	22,008	22,008
512330 Group Term Life Insurance	2,421	2,216	1,876	1,805	1,805	1,805
512340 Long Term Disability Insurance	1,927	2,359	3,736	3,876	3,876	3,876
512400 Unemployment Insurance	3,398	2,996	2,571	3,026	3,026	3,026
512520 Workers Comp Insurance	562	452	564	390	390	390
512600 Wellness Program	630	548	555	515	515	515
512610 Employee Assistance Program	472	413	420	355	355	355
512700 County HSA Contributions	1,200	1,200	0	0	0	0
Fringe Benefits Total	402,420	362,892	366,503	396,451	396,451	396,451
Personal Services Total	1,250,426	1,111,822	1,157,256	1,200,742	1,200,742	1,200,742

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

100 - General Fund	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
Materials and Services						
Supplies						
521010 Office Supplies	15,048	11,972	13,500	11,900	11,900	11,900
521070 Departmental Supplies	26,309	14,632	28,065	30,650	30,650	30,650
521080 Food Supplies	0	25	650	0	0	0
521190 Publications	1,333	60	300	1,090	1,090	1,090
521210 Gasoline	183	476	430	450	450	450
521220 Diesel	0	32	0	0	0	0
521310 Safety Equipment	0	80	0	0	0	0
Supplies Total	42,873	27,277	42,945	44,090	44,090	44,090
Materials						
522060 Sign Materials	5,363	0	3,500	0	0	0
522150 Small Office Equipment	1,157	0	9,150	3,000	3,000	3,000
522160 Small Departmental Equipment	0	16,069	2,000	1,000	1,000	1,000
522170 Computers Non Capital	4,695	0	0	1,000	1,000	1,000
522180 Software	1,613	176	0	0	0	0
Materials Total	12,828	16,245	14,650	5,000	5,000	5,000
Communications						
523010 Telephone Equipment	9,299	8,029	10,560	0	0	0
523020 Phone and Communication Svcs	0	0	0	1,950	1,950	1,950
523040 Data Connections	1,583	1,900	1,500	1,900	1,900	1,900
523050 Postage	81,985	55,769	92,800	81,200	81,200	81,200
523060 Cellular Phones	0	0	200	0	0	0
Communications Total	92,868	65,697	105,060	85,050	85,050	85,050
Utilities						
524010 Electricity	0	0	0	15,746	15,746	15,746
Utilities Total	0	0	0	15,746	15,746	15,746
Contracted Services						
525155 Credit Card Fees	25	25	0	0	0	0
525330 Transportation Services	0	29	0	0	0	0
525555 Security Services	464	15,095	16,304	16,925	16,925	16,925
525710 Printing Services	371,441	246,435	254,600	250,900	250,900	250,900
525715 Advertising	12,963	4,907	14,400	15,950	15,950	15,950
525735 Mail Services	46,659	45,226	36,000	44,450	44,450	44,450
525740 Document Disposal Services	80	247	120	1,020	1,020	1,020
525999 Other Contracted Services	227,503	140,867	196,475	194,020	194,020	194,020
Contracted Services Total	659,134	452,831	517,899	523,265	523,265	523,265
Repairs and Maintenance						
526010 Office Equipment Maintenance	1,929	28,276	2,700	2,400	2,400	2,400
526011 Dept Equipment Maintenance	0	0	2,805	2,860	2,860	2,860

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

100 - General Fund	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
Materials and Services						
526012 Vehicle Maintenance	11	0	0	0	0	0
526021 Computer Software Maintenance	55,824	42,991	65,490	80,000	80,000	80,000
526030 Building Maintenance	2,890	20	750	0	0	0
Repairs and Maintenance Total	60,655	71,286	71,745	85,260	85,260	85,260
Rentals						
527100 Vehicle Rental	5,430	5,118	5,900	5,850	5,850	5,850
527110 Fleet Leases	4,692	4,596	4,488	4,488	4,488	4,488
527120 Motor Pool Mileage	0	542	600	600	600	600
527130 Parking	0	3	100	300	300	300
527140 County Parking	660	660	660	1,140	1,140	1,140
527210 Building Rental Private	236,277	242,924	268,021	334,946	334,946	334,946
527300 Equipment Rental	9,095	7,890	7,000	7,100	7,100	7,100
Rentals Total	256,154	261,734	286,769	354,424	354,424	354,424
Miscellaneous						
529110 Mileage Reimbursement	1,739	2,574	2,050	1,900	1,900	1,900
529120 Commercial Travel	1,148	717	2,000	2,800	2,800	2,800
529130 Meals	414	950	1,775	1,750	1,750	1,750
529140 Lodging	1,559	4,814	7,200	7,650	7,650	7,650
529210 Meetings	71	368	650	1,050	1,050	1,050
529220 Conferences	3,539	2,671	4,050	6,300	6,300	6,300
529230 Training	3,646	2,201	2,500	1,550	1,550	1,550
529300 Dues and Memberships	2,170	1,955	2,265	1,760	1,760	1,760
529910 Awards and Recognition	364	320	700	700	700	700
Miscellaneous Total	14,650	16,570	23,190	25,460	25,460	25,460
Materials and Services Total	1,139,162	911,640	1,062,258	1,138,295	1,138,295	1,138,295
Administrative Charges						
611100 County Admin Allocation	14,021	13,711	19,793	20,247	20,247	20,247
611110 Governing Body Allocation	6,306	7,297	0	0	0	0
611210 Facilities Mgt Allocation	27,758	27,317	29,250	38,350	38,350	38,350
611220 Custodial Allocation	16,644	16,483	17,408	22,065	22,065	22,065
611230 Courier Allocation	1,002	1,330	1,176	745	745	745
611250 Risk Management Allocation	2,370	2,816	3,067	2,671	2,671	2,671
611255 Benefits Allocation	0	0	4,919	5,625	5,625	5,625
611260 Human Resources Allocation	24,809	25,349	20,922	20,675	20,675	20,675
611300 Legal Services Allocation	20,330	25,140	31,651	33,823	33,823	33,823
611400 Information Tech Allocation	66,308	70,040	86,925	92,630	92,630	92,630
611410 FIMS Allocation	14,032	20,634	20,288	22,840	22,840	22,840

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

100 - General Fund	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
Administrative Charges						
611420 Telecommunications Allocation	10,993	8,325	7,514	7,798	7,798	7,798
611430 Info Tech Direct Charges	0	21,868	16,033	15,039	15,039	15,039
611600 Finance Allocation	24,463	24,102	29,161	24,451	24,451	24,451
611700 Utilities Allocation	17,740	17,378	20,827	0	0	0
611800 MCBEE Allocation	0	4,772	4,504	1,788	1,788	1,788
614100 Liability Insurance Allocation	5,500	5,800	5,600	5,700	5,700	5,700
614200 WC Insurance Allocation	4,300	5,100	4,900	5,000	5,000	5,000
Administrative Charges Total	256,576	297,462	323,938	319,447	319,447	319,447
Capital Outlay						
531100 Office Equipment Capital	28,100	0	0	0	0	0
531600 Computer Hardware Capital	20,091	0	0	0	0	0
Capital Outlay Total	48,191	0	0	0	0	0
General Fund Total	2,694,354	2,320,923	2,543,452	2,658,484	2,658,484	2,658,484
120 - County Clerk Records						
Personal Services						
Salaries and Wages						
511110 Regular Wages	28,994	29,276	37,797	37,811	37,811	37,811
511130 Vacation Pay	871	1,267	0	0	0	0
511140 Sick Pay	1,180	3,022	0	0	0	0
511150 Holiday Pay	1,440	1,550	0	0	0	0
511210 Compensation Credits	1,300	1,391	1,454	1,454	1,454	1,454
Salaries and Wages Total	33,785	36,506	39,251	39,265	39,265	39,265
Fringe Benefits						
512110 PERS	4,817	3,599	4,514	6,086	6,086	6,086
512130 PERS Debt Service	1,393	2,237	1,374	1,767	1,767	1,767
512140 PERS Rate Subsidy	0	0	0	(1,080)	(1,080)	(1,080)
512200 FICA	2,582	2,741	2,950	3,004	3,004	3,004
512310 Medical Insurance	10,510	11,762	12,528	13,668	13,668	13,668
512320 Dental Insurance	1,551	1,598	1,452	1,572	1,572	1,572
512330 Group Term Life Insurance	127	136	118	113	113	113
512340 Long Term Disability Insurance	102	148	234	244	244	244
512400 Unemployment Insurance	135	146	157	185	185	185

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

120 - County Clerk Records	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
Personal Services						
512520 Workers Comp Insurance	24	22	30	30	30	30
512600 Wellness Program	40	40	40	40	40	40
512610 Employee Assistance Program	30	30	30	27	27	27
Fringe Benefits Total	21,310	22,459	23,427	25,656	25,656	25,656
Personal Services Total	55,095	58,965	62,678	64,921	64,921	64,921
Materials and Services						
Supplies						
521010 Office Supplies	0	0	1,658	0	0	0
521070 Departmental Supplies	26,548	15,408	26,000	26,000	26,000	26,000
521210 Gasoline	193	0	0	0	0	0
521220 Diesel	40	0	0	0	0	0
Supplies Total	26,781	15,408	27,658	26,000	26,000	26,000
Materials						
522170 Computers Non Capital	232	299	0	0	0	0
Materials Total	232	299	0	0	0	0
Contracted Services						
525999 Other Contracted Services	0	274	60,000	66,000	66,000	66,000
Contracted Services Total	0	274	60,000	66,000	66,000	66,000
Miscellaneous						
529220 Conferences	0	30	0	0	0	0
529300 Dues and Memberships	200	0	0	0	0	0
Miscellaneous Total	200	30	0	0	0	0
Materials and Services Total	27,213	16,011	87,658	92,000	92,000	92,000
Administrative Charges						
611100 County Admin Allocation	1,258	749	980	1,252	1,252	1,252
611110 Governing Body Allocation	565	399	0	0	0	0
611230 Courier Allocation	57	66	65	42	42	42
611250 Risk Management Allocation	73	78	0	0	0	0
611255 Benefits Allocation	0	0	271	316	316	316
611260 Human Resources Allocation	1,412	1,255	1,155	1,162	1,162	1,162
611400 Information Tech Allocation	3,769	4,266	3,723	6,327	6,327	6,327
611410 FIMS Allocation	1,695	1,230	886	1,547	1,547	1,547
611420 Telecommunications Allocation	619	503	357	542	542	542
611430 Info Tech Direct Charges	0	1,317	829	1,106	1,106	1,106
611600 Finance Allocation	2,140	1,204	908	1,276	1,276	1,276
611800 MCBEE Allocation	0	285	197	121	121	121

MARION COUNTY FY 2011-12 BUDGET
BY DEPARTMENT
CLERK'S OFFICE

120 - County Clerk Records	Actual FY 08-09	Actual FY 09-10	Budget FY 10-11	Proposed FY 11-12	Approved FY 11-12	Adopted FY 11-12
Administrative Charges						
614100 Liability Insurance Allocation	300	300	0	0	0	0
Administrative Charges Total	11,888	11,652	9,371	13,691	13,691	13,691
Contingency						
571010 Contingency	0	0	0	1,686	1,686	1,686
Contingency Total	0	0	0	1,686	1,686	1,686
Ending Fund Balance						
573010 Unapprop Ending Fund Balance	0	0	5,083	0	0	0
Ending Fund Balance Total	0	0	5,083	0	0	0
County Clerk Records Total	94,195	86,627	164,790	172,298	172,298	172,298
Clerk's Office Grand Total	2,788,549	2,407,551	2,708,242	2,830,782	2,830,782	2,830,782