

DEPARTMENT: RECORDER SERVICE PROCESS SUMMARY
 Government Code 27361(a)

ACTIVITY		STAFF INVOLVED	AVERAGE TIME	COST
1. Reviewing Document		All Recordable Document Staff	2 minutes	\$3.72
2. Cashiering and apply label		All Recordable Document Staff	1 minute	\$1.86
3. Prep and Scan Document		Micro Tech I/II	0.50 minute	\$0.93
4. Catalog and Redact		Rec Doc Exam/Index II	1.5 minutes	\$2.79
5. Indexing		Rec Doc Exam/Index II	2 minutes	\$3.72
6. Verifying		Supervisor/Rec Doc Exam II	1 minute	\$1.86
7. Mailing Docs including inserts		All Staff	1 minute	\$1.86
Average time for a basic 1 page document with 2 names			9 minutes	\$16.74
NEW FEE \$10.00 BASE FEE FOR THE FIRST PAGE OF A DOCUMENT			Current base fee	\$4.00
			Subsidy	\$12.74

Government Code 27361.2

Additional indexing, additional fee.
These documents require additional Review, Cashiering, Indexing and Verification

1. Additional Review	.50 minute	\$0.93
2. Additional cashiering	.25 minute	\$0.47
3. Additional Indexing	1 minute	\$1.86
4. Additional verification	1 minute	\$1.86
Totals 2.75 minutes		\$5.12
Current basic fee		\$1.00
Subsidy		\$4.12

NEW FEE REQUESTED ADDITIONAL DOCUMENTS AFTER ONE \$3.00

Government Code 27361.8

Indexing more than 10 names additional fee
These documents require additional Review, Cashiering, Indexing and Verification

1. Additional Review	1 minute	\$1.86
2. Additional cashiering	.25 minute	\$0.47
3. Additional Indexing	3 minutes	\$5.58
4. Additional Verification	3 minutes	\$5.58
Totals 7.25 minutes		\$13.49
Current Fee		\$1.00
Subsidy		\$12.49

FEE REQUEST GRP 10 NAMES AFTER 1ST 10 NAMES IS \$5.00 EA GRP

**FEE STUDY
RECORDER-CLERK
2009/2010
Recorder Division**

Government Codes 27361(a), 27361.2 and 27361.8 have been amended to provide for the ongoing operation of the recording function throughout the State of California.

The fees collected by the Recorder have not been sufficient to cover the costs for providing the service. Government Code 27361(a) base fees have been in effect since 1972 with a \$1.00 addition to the special revenue fund for Modernization in 1984.

Costs and fees shown in this study are based upon the following criteria:

Average number of minutes per service unit plus an allocated number of general and support minutes times cost per minute of staff time. The result is equal to the average cost per service unit.

This study was based upon the actual productive hours for the year 2009 by using the formula of ***maximum possible working hours (2080) per employee less the actual vacation, sick leave, legal holidays, approved absences and, breaks equaling a "productive time" of 1680 hours per employee or, 26,880 productive hours for all Recorder-Clerk staff.***

County cost allocation calculated on an annual basis by the El Dorado County Auditor--Controller's Office. Fiscal year 2009/2010 cost allocation is based upon FY 2007/2008; is \$207,761 or, \$7.73 per productive hour.

Services and Supplies cost for 2009/2010 is \$9.83 per productive hour based upon a figure of \$264,355 (\$664,355 class 4 and 7 less the digitized document conversion project budgeted at \$400,000).

Supervision costs weighted fees for the year 2009/2010 are:

Recorder-Clerk Services Supervisor 50% Direct Supervision
 70,308 / 1680 =per productive hour \$41.85
 \$41.85 X 50% direct supervision = \$20.93
Total productive hour supervision cost-----\$20.93

STAFF COSTS

Recordable Document Examiner Indexer II (8)	\$441,389.
Prod. Hrs X 8	13,440
	\$441,389 / 13,440
Equals productive hour	\$32.84
Sr. Examiner (2)	\$136,297
Prod. Hrs 1680 X 2 =	3,360
	\$136,297 / 3360
Equals per productive hour	\$40.56

Total Productive hour costs of **\$111.89** including Services and Supplies and, A-87 Overhead. The productive hour cost of **\$111.89 / 60** minutes equates to **\$1.86** per productive minute. This figure is used to determine cost of service.

The attached Fee Study shows that the County and the Recorder Special Revenue funds are subsidizing the document process by an approximate **\$12.74** per basic document. Modernization Special Revenue was deemed "expendable" by counsel in 1992 and, has been used extensively since that date to provide for the operation of the Recorder's Office it will be depleted this fiscal year.

The Recorder-Clerk is requesting that the base fee be raised to \$10.00 in accordance with Government Code 27361(a).

The Recorder-Clerk is requesting that the fee for Additional Indexing for each reference above one be \$3.00 for each additional reference pursuant to Government Code 27361.2.

The Recorder-Clerk is requesting a fee of \$5.00 for each group of 10 names or portion thereof after the 1st 10 names pursuant to Government Code 27361.8.

It is impossible to maintain staff and, the integrity of the Public and Official record on the same revenue as collected in 1972-1984.

Using calendar year 2009 as an example we would have generated the following additional income:

Recording 1 st page 65,573 documents X \$6.00 =	\$393,438
Recording Additional Titles 7,006 X \$6.00 =	42,036
Group of 10 names (over 1 st 10) 99 groups X \$4.00 =	396
Additional Reference (over 1 st) 595 X \$2.00 =	1,190

Total New Revenue-----**\$437,060** which will not cover all the Recorder-Clerk expenses however, it will go a long way in alleviating the problem of our depleted Modernization Special Revenue (77283021).