



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: October 25, 2021

SUBJECT: Consideration of Converting 1.0 Limited Duration Admin Support Technician FTE to Regular Duration in order to meet increased demand within the Clerk's Office.

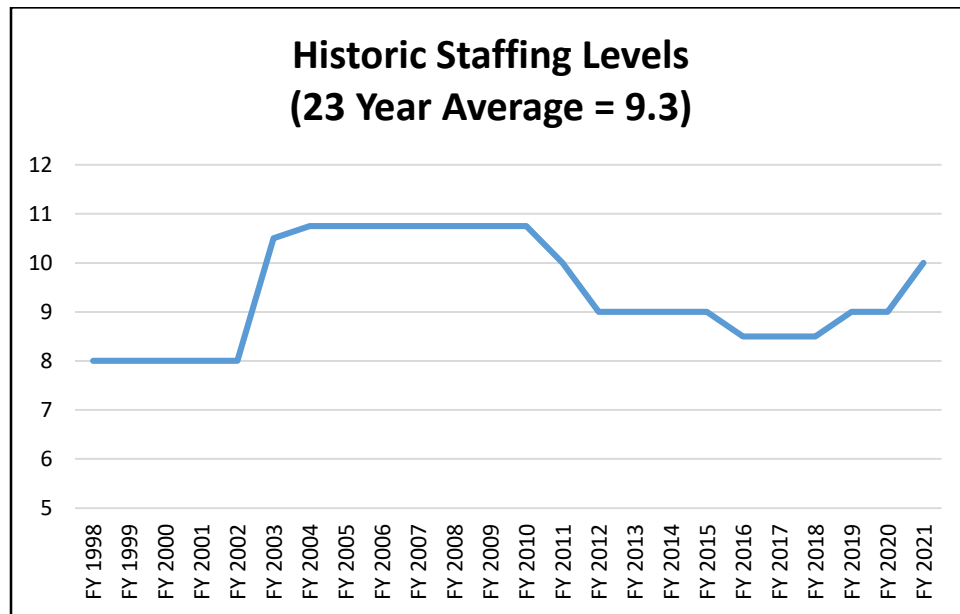
RECOMMENDED MOTION:

Consideration of upcoming Resolution converting 1.0 Limited Duration Admin Support Technician FTE to Regular Duration.

BACKGROUND AND POLICY IMPLICATIONS:

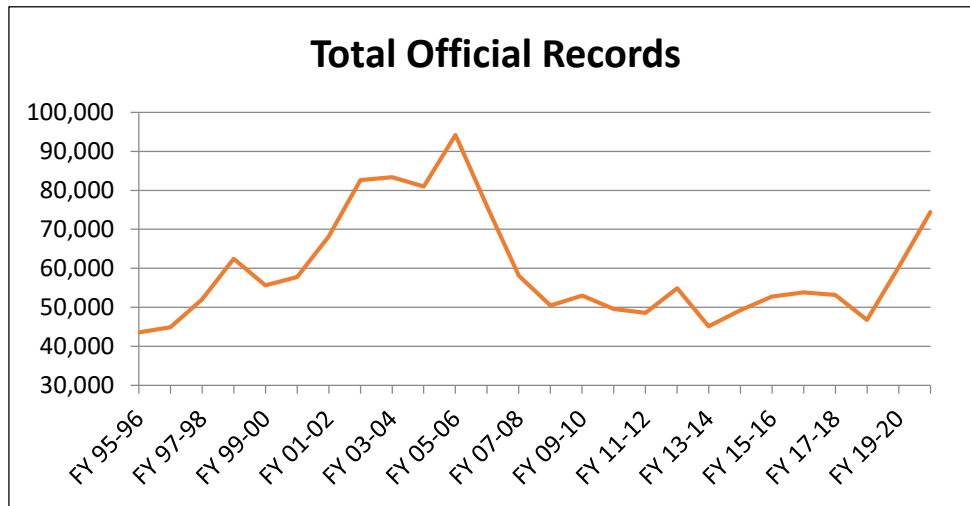
Staffing Levels

Historic staffing levels have remained consistent and stable for over two decades.



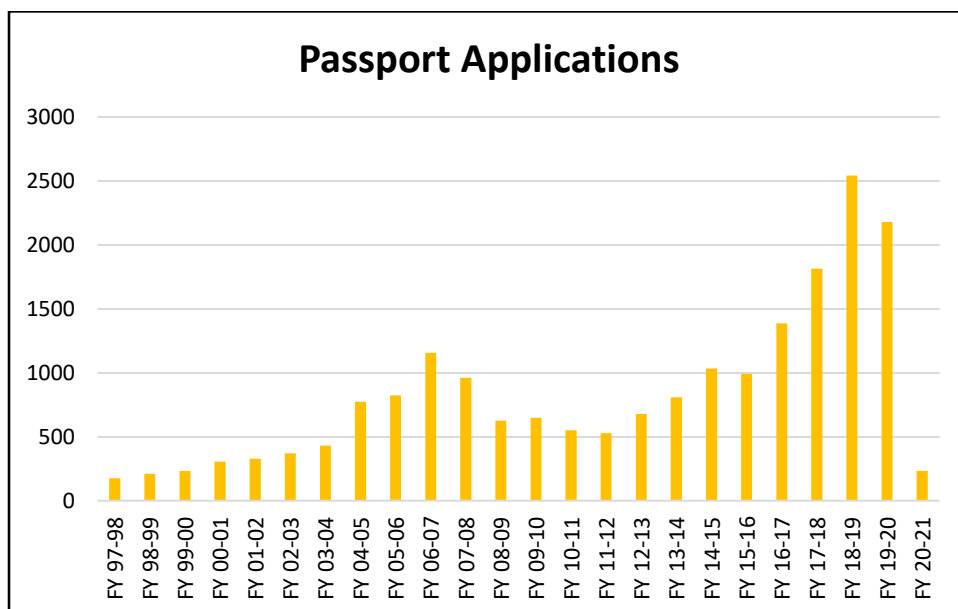
Real Property Recording

In the early 2000s, a real estate boom hit Central Oregon and our number of employees increased to meet the demand. Our staffing levels dropped following the Great Recession. Real estate development has once again returned and our recording activity has increased. Our 27 year average is 59,050 records per year. Last year we recorded 74,416 real property records.



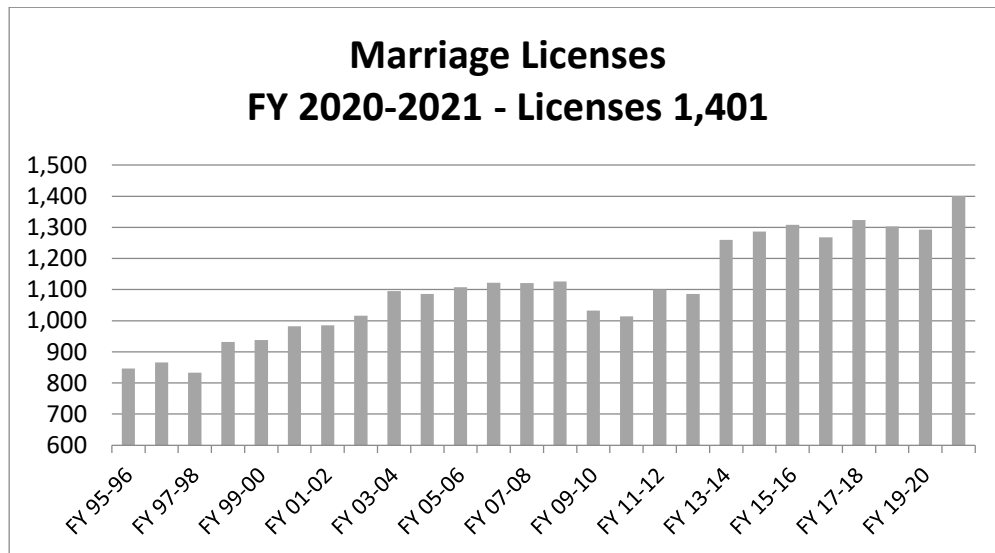
Passport Services

Prior to the COVID-19 pandemic, the Clerk's Office was seeing unprecedented levels of passport applications. As a result of the pandemic, the Clerk's Office suspended the processing of these applications. In April 2021, the Clerk's Office resumed accepting applications by appointment only. This measure was taken in order to limit visitors to our office while recognizing social distancing protocols. Currently, we are processing an average of 84 applications/month. This is still well above the 25-year average of 72.



Marriage Applications

Another area of service that has gradually increased over the years in the County Clerk's Office is issuing marriage licenses. Currently, the Clerk's Office is issuing an average of 117 license monthly which is above the 30 year average of 88 per month.



Clerk's Revenue

In a July audit County Internal Auditor, David Givans, provided the following analysis of the Clerk's Financials.

Clerk's Office - Financials

The Clerk's Office is part of the County's general fund. The Clerk's Office generates fees from a majority of their services based primarily on state established fee rates. The largest revenue element is filing and recording fees, which have benefitted recently from the current economy.

The General Fund, overall, is a net beneficiary of the Clerk's Office activities in recent years. As seen in the following **Chart I**, in the last five years the Clerk's Office has contributed over \$2.1 million to the general fund.

Chart I
Trend in accounting for Clerk's Office funds

Fiscal Year	2016	2017	2018	2019	2020	2021*
<u>General Fund - County Clerk's Office (Fund 001-05)</u>						
Revenues	\$ 1,734,031	\$ 1,964,755	\$ 1,808,886	\$ 1,714,881	\$ 2,255,729	\$ 3,061,148
Expenditures	1,509,233	1,749,958	1,594,344	1,668,329	1,712,795	1,950,193
Revenues over expenditures	\$ 224,798	\$ 214,797	\$ 214,542	\$ 46,553	\$ 542,933	\$ 1,110,955
<u>County Clerk Records (Fund 218)</u>						
Revenues	\$ 115,587	\$ 118,659	\$ 117,185	\$ 108,251	\$ 137,106	\$ 182,716
Expenditures	128,792	122,624	110,162	120,026	110,350	120,750
Revenues over(under) expenditures	\$ (13,204)	\$ (3,966)	\$ 7,023	\$ (11,774)	\$ 26,756	\$ 61,966
Revenues over expenditures - Memorandum Total						
	\$ 211,594	\$ 210,832	\$ 221,564	\$ 34,778	\$ 569,689	\$ 1,172,920
As a % of Revenues	11%	10%	12%	2%	24%	36%

Source: County financial systems * based on data pulled 7/1/2021 that may not be final

County Clerk Records fund (Fund 218) deposits five percent of designated recording fees in a separate fund to be expended for storage and retrieval systems; maintaining and restoring records; and the cost incurred in collecting the fee (ORS 205.320(18)). These funds are restricted for these purposes and are not swept into the general fund, as are other Clerk's Office resources.

Overall, the memorandum total of revenues over expenditures indicates the Clerk's Office performance is positive and has been improving. As a percentage (%) against all revenues, this shows continued improvement. If you look further back in time you will see that this percentage used to be even higher in the earlier 2000's.

Conclusions

Within all three primary services areas of generating revenue, the Clerk's Office is experiencing growth. The current volume of work and revenue supports this request. And last, converting our 2-year limited duration position which expires June 30, 2022 will return the Clerk's Office to previous staffing levels.

BUDGET IMPACTS:

This Admin Support Technician position is currently limited duration through June 30, 2022, and is supported by County General funds. Acceptance of the forthcoming Resolution would convert this position to regular duration due to the increased demand within the Clerk's Office and would allocate permanent General Fund support of approximately \$85,000 annually to the position. Since the position is currently funded by General Fund this would not result in a net increase in departmental personnel expenditures, or General Fund transfer to the Clerk's office above and beyond a marginal COLA/step increase from FY 2022. It has also been noted above that the Clerk's Office contributes approximately \$400,000 in revenue to the General Fund annually.

ATTENDANCE:

Steve Dennison, County Clerk

Jeff Sageser, Clerk/Elections Supervisor