

COUNTY OF MADERA  
 BUDGET UNIT DETAIL  
 BUDGET FOR THE FISCAL YEAR 2019-20

Department: COUNTY CLERK-RECORDER  
 (03300)  
 Function: Public Protection  
 Activity: Other Protection  
 Fund: General

	ACTUAL 2017-18	BOARD APPROVED 2018-19	DEPARTMENT REQUEST 2019-20	CAO RECOMMENDED 2019-20
<b><u>ESTIMATED REVENUES:</u></b>				
TAXES				
610900 OTHER TAXES	1,063,569	1,000,000	915,000	915,000
<b>TOTAL TAXES</b>	<b>1,063,569</b>	<b>1,000,000</b>	<b>915,000</b>	<b>915,000</b>
LICENSES, PERMITS & FRANCHISES				
620700 Other Licenses & Permits	15,446	16,000	16,000	16,000
<b>TOTAL LICENSES, PERMITS &amp; FRANCHISES</b>	<b>15,446</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
CHARGES FOR CURRENT SERVICES				
661600 Recording Fees	677,052	659,000	620,000	620,000
661700 Road & Street Services	20	0	0	0
662700 Other Charges for Services	6,869	3,800	3,800	3,800
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>683,941</b>	<b>662,800</b>	<b>623,800</b>	<b>623,800</b>
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	2,075	0	0	0
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,075</b>	<b>0</b>	<b>0</b>	<b>0</b>
OTHER FINANCING SOURCES				
680200 Operating Transfers In (Mod Fund 1346)	68,784	110,000	110,000	110,000
680200 Operating Transfers In (Micro Fund 1345)	14,819	15,000	32,000	32,000
680200 Operating Transfers In (Trunc Fund 1347)	11,873	12,000	15,000	15,000
680200 Operating Transfers In (E-Record Fund 1344)	0	50,000	30,000	30,000
680200 Operating Transfers In (VRIP Fund 1367)	0	5,000	17,000	17,000
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>95,476</b>	<b>192,000</b>	<b>204,000</b>	<b>204,000</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>1,860,507</u></b>	<b><u>1,870,800</u></b>	<b><u>1,758,800</u></b>	<b><u>1,758,800</u></b>

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	<u>ACTUAL 2017-18</u>	<u>BOARD APPROVED 2018-19</u>	<u>DEPARTMENT REQUEST 2019-20</u>	<u>CAO RECOMMENDED 2019-20</u>
<b><u>EXPENDITURES:</u></b>				
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	481,645	526,983	561,524	561,524
710103 Extra Help	586	30,000	30,000	30,000
710200 Retirement	152,464	187,565	196,586	196,586
710300 Health Insurance	76,384	106,124	107,493	107,493
710400 Workers' Compensation Insurance	5,327	6,751	6,863	6,863
710500 Other Benefits	600	600	600	600
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>717,006</b>	<b>858,023</b>	<b>903,066</b>	<b>903,066</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	6,078	6,060	6,060	6,060
720600 Insurance	357	357	653	653
720800 Maintenance - Equipment	2,000	5,000	5,000	5,000
<b>SERVICES &amp; SUPPLIES (continued)</b>				
721100 Memberships	1,650	1,600	1,600	1,600
721200 Miscellaneous Expenses	72	0	0	0
721300 Office Expense	34,246	20,000	20,000	20,000
721400 Professional & Specialized Services	15,269	80,000	80,000	80,000
721600 Rents & Leases - Equipment	3,769	5,000	5,000	5,000
721700 Rents & Leases - Buildings	5,007	6,000	6,000	6,000
721900 Special Departmental Exp	59,212	50,000	50,000	50,000
722000 Transportation & Travel	14,673	12,500	14,000	14,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>142,333</b>	<b>186,517</b>	<b>188,313</b>	<b>188,313</b>
<b>FIXED ASSETS</b>				
740300 Equipment	0	0	12,000	12,000
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>859,338</u></b>	<b><u>1,044,540</u></b>	<b><u>1,103,379</u></b>	<b><u>1,103,379</u></b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>(1,001,169)</u></b>	<b><u>(826,260)</u></b>	<b><u>(655,421)</u></b>	<b><u>(655,421)</u></b>

## COUNTY CLERK-RECORDER

### COMMENTS

**COUNTY CLERK** – This division files and maintains records of fictitious business name statements and powers of attorney of sureties; issues marriage licenses, officiates at civil marriage ceremonies; administers oaths to new employees, elected and appointed officers, and notaries public; files notary bonds; files conflict of interest statements; registers legal document assistants and process servers.

**RECORDER** – This division is responsible for recording, archiving, and retrieving the County's land documents, comprised primarily of those which document property ownership and fiscal responsibility. Documents are recorded, scanned, indexed, and then filmed and compared, after which the original documents are returned to the customer as requested. Fees for recording documents and required documentary transfer taxes are collected. Copies of recorded documents are prepared upon request and an appropriate fee is collected. This division maintains vital records for births, deaths, and marriages for Madera County, and issues certified copies of those records.

### WORKLOAD

	<u>Actual</u> <u>2017-18</u>	<u>Estimated</u> <u>2018-19</u>	<u>Projected</u> <u>2019-20</u>
<b><u>Recorder</u></b>			
Births scanned/indexed	909	900	900
Deaths scanned/indexed	899	800	800
Marriages registered/scanned/indexed	763	800	800
Maps recorded	25	30	30
Microfilming daily records (frames)	148,040	138,250	140,000
Scanned/indexed/verified (frames)(back file)	148,040	138,250	140,000
Recorded and Filed Documents	34,825	32,500	33,000
Copies prepared (plain, certified, and no fee)	2,680	2,500	2,500
Certified copies of birth, death, marriage records	2,657	2,500	2,500
Certified copies for Veterans services	89	50	50
CD w/data or images (copied for sale)	83	83	83
<b><u>County Clerk</u></b>			
Certified copies – confidential marriages	28	45	50
Marriage licenses issued (public and confidential)	805	810	815

**COUNTY CLERK-RECORDER**

**WORKLOAD (continued)**

	<b><u>Actual</u></b> <b><u>2017-18</u></b>	<b><u>Estimated</u></b> <b><u>2018-19</u></b>	<b><u>Projected</u></b> <b><u>2019-20</u></b>
<b><u>County Clerk (continued)</u></b>			
Fictitious Business Statements filed	893	900	900
Fictitious business statement renewal notices	879	880	880
Notary oaths administered/bond filed	53	75	75
Civil Marriages performed	255	300	300
Notices of Determination/exemption filed	61	75	75
Documents acknowledged/copies prepared	77	80	80
Registration of legal document assistants/process servers	14	15	15

**ESTIMATED REVENUES**

**Recorder**

- 610990**      **Documentary Transfer Tax** (\$915,000) is recommended decreased based on anticipated revenue collected for documentary transfer tax on all recorded conveyances. Documentary transfer tax is imposed on all conveyances when the consideration or value of property conveyed exceeds \$100.00 at the rate of \$0.55 for each \$500.00 or fractional part thereof.
  
- 661600**      **Recording Fees** (\$620,000) is recommended decreased based on anticipated revenue generated and allocated to the County Recorder for recordings, map filings, vital record copies and official record copies.
  
- 673000**      **Miscellaneous Revenue** (\$0) is recommended unchanged. Funds will only be generated in the event of overpayments of less than \$10.00 on any transaction.
  
- 680200**      **Operating Transfers In** (\$204,000) is recommended increased \$12,000. Revenue is transferred in from the Modernization Trust Fund (\$110,000), the Micrographics Trust Fund (\$32,000), the Social Security Truncation Trust Fund (\$15,000), the E-Recording Trust Fund (\$30,000), and the Vital Records Improvement Trust Fund (\$17,000) to reimburse the general fund for expenditures associated with allowable activities.

## COUNTY CLERK-RECORDER

### ESTIMATEED REVENUES (continued)

#### County Clerk

- 620700**      **Other Licenses & Permits** (\$16,000) is recommended unchanged. This amount reflects the anticipated revenue collected from the sale of public and confidential marriage licenses that is allocated to the County Clerk.
- 662700**      **Other Charges (Marriages)** (\$3,800) is recommended unchanged. This amount reflects additional revenue collected from the sale of public and confidential marriage licenses that is allocated to the County Clerk.

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$561,524) is recommended based on the cost of recommended staffing.
- 710103**      **Extra Help** (\$30,000) is recommended unchanged based on the estimates to complete the social security truncation project which is offset with Truncation Trust Funds. Funding is also included for two retired annuitants to assist in training new staff, cover peaks in workload, mitigate existing staff shortages and assist in historical document preservation which will be reimbursed from the Recorder Modernization Fund.
- 710200**      **Retirement** (\$196,586) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** (\$107,493) is based on the employer's share of health insurance premiums.
- 710400**      **Workers' Compensation** (\$6,863) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$6,060) is recommended unchanged based on actual expenditures and on contractual obligations. Expenses include costs for Verizon data plans (\$1,380); secondary Internet connection via Comcast (\$1,680); and fees incurred for telephone services from CenCal (\$3,000). The alarm monitoring expense is reimbursed from the Modernization Fund (\$520).

## COUNTY CLERK-RECORDER

### **SERVICES & SUPPLIES** (continued)

- 720600**      **Insurance** (\$653) reflects the County's anticipated contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$5,000) is recommended unchanged based on actual expenditures for all maintenance and repairs on cameras, microfilm readers and printer, network printers in the department, receipt and label printers, etc., including items covered by an annual service agreement, or repaired on an as-needed basis. All expenditures directly related to Recorder Functions will be reimbursed from the Recorder Micrographics and the Recorder Modernization Funds.
- 721100**      **Memberships** (\$1,600) is recommended unchanged for memberships in the California Association of Clerks and Election Officials (\$900) and the County Recorders' Association (\$700), and is reimbursed from the Modernization Fund.
- 721300**      **Office Expense** (\$20,000) is recommended unchanged for the cost of periodicals, printer supplies, and general office supplies; actual expense for the purchase of banknote paper (for issuance of certified copies of vital records) is reimbursed from the Vital Records Improvement Program (VRIP) funds. Expenses for custom, die-cut labels and custom ribbon for creating recording labels is reimbursed from the Modernization Fund. Total reimbursement from Funds is estimated at 50% of expenses in this account.
- 721400**      **Professional & Specialized Services** (\$80,000) is recommended unchanged for various annual software maintenance fees associated with the document management system in the Clerk-Recorder division and expenses for processing film of recorded documents and vital records. Approximately \$37,000 to \$47,000 of expenses in this account are reimbursed from the Micrographics Fund and the Modernization Fund.
- 721600**      **Rents & Leases - Equipment** (\$5,000) is recommended unchanged to reflect ongoing expenditures for the department's copier lease and use of County Fleet vehicles.
- 721700**      **Rents & Leases - Buildings** (\$6,000) is recommended unchanged for rental of space in an underground vault to archive the microfilmed official recorded documents and is fully reimbursed from Micrographics Fund.
- 721900**      **Special Departmental** (\$50,000) is recommended unchanged to begin funding the preservation and microfilming of filed maps in Fiscal Year 2019-20. It is anticipated that this will be a multi-phase project to ensure all original maps on file with the Recorder are maintained as required by California statute.

## COUNTY CLERK-RECORDER

### SERVICES & SUPPLIES (continued)

**722000**      **Transportation & Travel** (\$14,000) is increased to fund required travel to annual conferences and New Law workshops for both Clerk and Recorder, Clerk and Recorder legislative committee meetings, and additional training for new staff. Any expense attributed solely to Recorder is reimbursable from the Recorder Modernization Fund.

\*The department will report all expenses to be reimbursed from Recorder Modernization, Micrographics, E-Recording and Vital Records Improvement Project funds, as identified above, on an annual basis for appropriate transfers from each fund.

### FIXED ASSETS

**740300**      **Fixed Assets** (\$12,000) is recommend increased for the purchase of a map scanner and printer. Maps filed and recorded by the County Recorder are currently scanned by another County department. To allow a more efficient workflow (including map filming) and for future historical projects involving maps, the department needs a scanner/printer onsite. With all map copies being provided solely by the County Recorder, a potential increase in Recorder Fees is possible. The entire cost of this equipment will be reimbursed by Recorder Trust Funds.

**COUNTY OF MADERA  
BUDGET UNIT POSITION SUMMARY  
BUDGET FOR THE FISCAL YEAR 2019-20**

Department: COUNTY CLERK-RECORDER  
(03300)  
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2018-19 Authorized Positions</u>		<u>2019-20 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3349	Accounting Technician I or							
3354	Accounting Technician II	0.5	-	0.5	-	-	-	A
3205	Administrative Analyst I or							
3206	Adminstrative Analyst II	0.5	-	0.5	-	-	-	A
3122	Chief Assistant County Clerk-Recorder	1.0	-	1.0	-	-	-	
3194	Clerk/Recorder Division Manager	1.0	-	1.0	-	-	-	
1007	County Clerk-Recorder	0.5	-	0.5	-	-	-	A
4637	Deputy Clerk-Recorder I or							
4638	Deputy Clerk-Recorder II	5.0	-	5.0	-	-	-	
3626	Micrographics Clerk	-	2.0	-	2.0	-	-	
3726	Senior Deputy Clerk-Recorder	1.0	-	1.0	-	-	-	
<b>TOTAL</b>		<b>9.5</b>	<b>2.0</b>	<b>9.5</b>	<b>2.0</b>	<b>-</b>	<b>-</b>	

**NOTES:**

*A - Position is 50% funded in Clerk-Recorder(03310) and 50% funded in Elections (03330)*