

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2020-21

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

	BOARD APPROVED <u>2019-20</u>	CAO BASELINE <u>2020-21</u>	DEPARTMENT REQUEST <u>2020-21</u>	CAO RECOMMENDED <u>2020-21</u>
<u>ESTIMATED REVENUES:</u>				
TAXES				
610900 OTHER TAXES	915,000	1,000,000	1,000,000	1,000,000
TOTAL TAXES	915,000	1,000,000	1,000,000	1,000,000
LICENSES, PERMITS & FRANCHISES				
620700 Other Licenses & Permits	16,000	16,000	16,000	16,000
TOTAL LICENSES, PERMITS & FRANCHISES	16,000	16,000	16,000	16,000
CHARGES FOR CURRENT SERVICES				
661600 Recording Fees	620,000	680,000	680,000	680,000
662700 Other Charges for Services	3,800	3,800	3,800	3,800
TOTAL CHARGES FOR CURRENT SERVICES	623,800	683,800	683,800	683,800
OTHER FINANCING SOURCES				
680200 Operating Transfers In (Mod Fund 1346)	110,000	110,000	110,000	110,000
680200 Operating Transfers In (Micro Fund 1345)	32,000	20,000	20,000	20,000
680200 Operating Transfers In (Trunc Fund 1347)	15,000	30,000	30,000	30,000
680200 Operating Transfers In (E-Record Fund 1344)	30,000	25,000	25,000	25,000
680200 Operating Transfer In (VRIP Fund 1367)	17,000	17,000	17,000	17,000
680200 Operating Transfer In (CARES Act Fund 1314)	0	0	20,381	20,381
TOTAL OTHER FINANCING SOURCES	204,000	202,000	222,381	222,381
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,758,800</u>	<u>1,901,800</u>	<u>1,922,181</u>	<u>1,922,181</u>

EXPENDITURES:

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	561,524	634,293	634,293	634,293
710103 Extra Help	30,000	30,000	30,000	30,000
710200 Retirement	196,586	246,860	246,860	246,860
710300 Health Insurance	107,493	112,592	112,592	112,592

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SALARIES & EMPLOYEE BENEFITS (continued)				
710400 Workers' Compensation Insurance	6,863	6,751	6,005	6,005
710500 Other Benefits	600	600	600	600
TOTAL SALARIES & EMPLOYEE BENEFITS	903,066	1,031,096	1,030,350	1,030,350
SERVICES & SUPPLIES				
720300 Communications	6,060	6,060	6,060	6,060
720600 Insurance	653	653	742	742
720800 Maintenance - Equipment	5,000	5,000	5,000	5,000
721100 Memberships	1,600	1,700	1,700	1,700
721300 Office Expense	20,000	20,000	20,000	20,000
721400 Professional & Specialized Services	117,878	80,000	80,000	80,000
721600 Rents & Leases - Equipment	5,000	6,000	6,000	6,000
721700 Rents & Leases - Buildings	6,000	6,000	6,000	6,000
721900 Special Departmental Exp	50,000	60,000	60,000	60,000
722000 Transportation & Travel	14,000	14,000	14,000	14,000
TOTAL SERVICES & SUPPLIES	226,191	199,413	199,502	199,502
FIXED ASSETS				
740300 Equipment	12,000	0	0	0
TOTAL FIXED ASSETS	12,000	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>1,141,257</u>	<u>1,230,509</u>	<u>1,229,852</u>	<u>1,229,852</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(617,543)</u>	<u>(671,291)</u>	<u>(692,329)</u>	<u>(692,329)</u>

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>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
<u>Recorder</u>			
Births scanned/indexed	833	850	850
Deaths scanned/indexed	859	850	850
Marriages registered/scanned/indexed	768	775	775
Maps recorded	39	40	40
Microfilming daily records (frames)	123,433	125,000	150,000
Scanned/indexed/verified (frames)(backfile)	123,433	125,000	150,000
Recorded and Filed Documents	31,499	36,000	40,000
Copies prepared (plain, certified, and no fee)	4021	4,000	4,000
Certified copies of birth, death, marriage records	3357/687/1451	3500/675/1500	3500/675/1500
Certified copies for Veterans services	26	26	26
CD w/data or images (copied for sale)/FTP annual subscriptions	39/NA	40/4	NA/5
Social security truncation/redaction project (beginning w/1980 records) (documents processed)	61,403	80,000	80,000
<u>County Clerk</u>			
Certified copies – confidential marriages	88	90	90
Marriage licenses issued (public and confidential)	804	805	805

COUNTY CLERK-RECORDER

WORKLOAD (continued)

	<u>Actual</u> <u>2018-19</u>	<u>Estimated</u> <u>2019-20</u>	<u>Projected</u> <u>2020-21</u>
<u>County Clerk (continued)</u>			
Fictitious Business Statements filed	861	875	875
Fictitious business statement renewal notices	357	375	375
Notary oaths administered/bond filed	112	115	115
Civil Marriages performed	306	300	300
Notices of Determination/exemption filed	65	70	70
Documents acknowledged/copies prepared	446	450	450
Registration of legal document assistants/process servers	17	20	20

ESTIMATED REVENUES

Recorder

- 610990** **Documentary Transfer Tax** (\$1,000,000) is recommended increased 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 at the rate of \$0.55 for each \$500 or fractional part thereof.

- 661600** **Recording Fees** (\$680,000) is recommended increased 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** (\$222,381) is recommended increased by \$18,381. Revenue is transferred in from the Modernization Trust Fund (\$110,000), the Micrographics Trust Fund (\$20,000), the Social Security Truncation Trust Fund (\$30,000), the E-Recording Trust Fund (\$25,000), and the Vital Records Improvement Trust Fund (\$17,000) to reimburse the general fund for expenditures associated with allowable activities. Additionally, this revenue includes \$20,381 the department expects to receive in CARES Act reimbursements for expenses related to slowing/stopping the spread of COVID19.

COUNTY CLERK-RECORDER

ESTIMATED 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** (\$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** (\$634,293) is recommended increased by \$72,769 based on the cost of recommended staffing including compensation increases implemented in January 2020 and the addition of one Deputy Clerk-Recorder II. Recommended staffing Includes the shared funding of one Administrative Analyst and one Accounting Technician between Clerk-Recorder and Elections. The recommended additional position is completely offset by increased revenue realized as a result of increased valuations and transactions associated with development in Southeast Madera County. Additional staffing will not increase the net county cost and have no impact on the general fund.
- 710103** **Extra Help** (\$30,000) is recommended unchanged based on the estimates to complete the indexing/verifying of documents included in the social security truncation project which is offset with Truncation Trust Funds
- 710200** **Retirement** (\$246,860) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$112,592) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$6,005) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

COUNTY CLERK-RECORDER

SERVICES & SUPPLIES

- 720300** **Communications** (\$6,060) is recommended unchanged based on actual expenditures and on contractual increases. Expenses include costs for Verizon data plans (\$1380 annually); secondary Internet connection via Comcast (\$1,680 annually); and fees incurred for telephone services from CenCal (\$2,500). The alarm monitoring expense is reimbursed from the Modernization Fund (\$500).
- 720600** **Insurance** (\$742) 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** (\$1,700) is recommended increased by \$100 for memberships in the California Association of Clerks and Election Officials (\$950) and the County Recorders' Association (\$750), 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 decreased 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. Services directly related to Recorder are reimbursed from the Micrographics Fund and the Modernization Fund.
- 721600** **Rents & Leases - Equipment** (\$6,000) is recommended increased by \$1,000 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.

COUNTY CLERK-RECORDER

SERVICES & SUPPLIES (continued)

721900 **Special Departmental** (\$60,000) is recommended increased to fund the preservation of filed maps and records. Applicable expenditures will be reimbursed from trust fund revenue at the end of the year.

722000 **Transportation & Travel** (\$14,000) is unchanged 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, Truncation, E-Recording and Vital Records Improvement Project funds, as identified above, on an annual basis for appropriate transfers from each fund.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2020-21**

Department: COUNTY CLERK-RECORDER
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2019-20 Authorized Positions</u>		<u>2020-21 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	-	6.0	-	1.0	-	B
3626	Micrographics Clerk	-	2.0	-	2.0	-	-	
3726	Senior Deputy Clerk-Recorder	1.0	-	1.0	-	-	-	
TOTAL		<u>9.5</u>	<u>2.0</u>	<u>10.5</u>	<u>2.0</u>	<u>1.0</u>	<u>-</u>	

NOTES:

- A Position is 50% funded in Clerk-Recorder (03300) and 50% funded in Elections (03330)
- B Reflects the request of the Clerk Recorder to add one (1) Deputy Clerk-Recorder I/II