

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2021-22

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

	<u>ACTUAL</u> <u>2019-20</u>	<u>BOARD</u> <u>APPROVED</u> <u>2020-21</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2021-22</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2021-22</u>
<u>ESTIMATED REVENUES:</u>				
INTEGOVERNMENTAL REVENUE				
654000 State - Other	86,952	0	0	0
TOTAL FOR INTERGOVERNMENTAL REVENUE	86,952	0	0	0
TAXES				
610900 OTHER TAXES	1,021,222	1,000,000	1,200,000	1,200,000
TOTAL TAXES	1,021,222	1,000,000	1,200,000	1,200,000
LICENSES, PERMITS & FRANCHISES				
620700 Other Licenses & Permits	13,191	16,000	14,000	14,000
TOTAL LICENSES, PERMITS & FRANCHISES	13,191	16,000	14,000	14,000
CHARGES FOR CURRENT SERVICES				
661600 Recording Fees	746,845	680,000	820,000	820,000
662700 Other Charges for Services	3,465	3,800	3,000	3,000
673700 Cash Overages	1,562		0	0
TOTAL CHARGES FOR CURRENT SERVICES	751,872	683,800	823,000	823,000
OTHER FINANCING SOURCES				
680200 Operating Transfers In (Mod Fund 1346)	74,938	110,000	110,000	110,000
680200 Operating Transfers In (Micro Fund 1345)	15,000	20,000	20,000	20,000
680200 Operating Transfers In (Trunc Fund 1347)	10,440	30,000	30,000	30,000
680200 Operating Transfers In (E-Record Fund 1344)	0	25,000	25,000	25,000
680200 Operating Transfer In (VRIP Fund 1367)	5,000	17,000	17,000	17,000
680200 Operating Transfer In (CARES Act Fund 1314)	0	20,381	0	0
TOTAL OTHER FINANCING SOURCES	105,378	222,381	202,000	202,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,978,616</u>	<u>1,922,181</u>	<u>2,239,000</u>	<u>2,239,000</u>

EXPENDITURES:

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	<u>ACTUAL 2019-20</u>	<u>BOARD APPROVED 2020-21</u>	<u>DEPARTMENT REQUEST 2021-22</u>	<u>CAO RECOMMENDED 2021-22</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	560,400	634,293	704,882	704,882
710103 Extra Help	39,635	30,000	30,000	30,000
710200 Retirement	200,507	246,860	282,971	282,971
710300 Health Insurance	82,725	112,592	104,946	104,946
710400 Workers' Compensation Insurance	6,863	6,005	5,319	5,319
710500 Other Benefits	600	600	600	600
TOTAL SALARIES & EMPLOYEE BENEFITS	890,731	1,030,350	1,128,718	1,128,718
SERVICES & SUPPLIES				
720300 Communications	3,971	6,060	6,060	6,060
720600 Insurance	653	742	1,065	1,065
720800 Maintenance - Equipment	3,135	5,000	5,000	5,000
721100 Memberships	1,350	1,700	1,700	1,700
721200 Miscellaneous Expenses	7	0	0	0
721300 Office Expense	15,870	20,000	20,000	20,000
721400 Professional & Specialized Services	98,194	80,000	80,000	80,000
721600 Rents & Leases - Equipment	6,506	6,000	0	0
721700 Rents & Leases - Buildings	5,177	6,000	0	0
721701 Rents & Grants	0	0	6,000	6,000
721900 Special Departmental Exp	19,624	60,000	60,000	60,000
722000 Transportation & Travel	6,554	14,000	14,000	14,000
TOTAL SERVICES & SUPPLIES	161,042	199,502	193,825	193,825
OTHER CHARGES				
730330 Rents & Leases - Principal	0	0	6,000	6,000
TOTAL OTHER LEASES	0	0	6,000	6,000
FIXED ASSETS				
740300 Equipment	11,999	0	0	0
TOTAL FIXED ASSETS	11,999	0	0	0
<u>TOTAL EXPENDITURES</u>	<u>1,063,772</u>	<u>1,229,852</u>	<u>1,328,543</u>	<u>1,328,543</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(914,843)</u>	<u>(692,329)</u>	<u>(910,457)</u>	<u>(910,457)</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>2019-20</u>	<u>Estimated</u> <u>2020-21</u>	<u>Projected</u> <u>2021-22</u>
<u>Recorder</u>			
Births scanned/indexed	808	800	800
Deaths scanned/indexed	900	1200	1200
Marriages registered/scanned/indexed	625	555	600
Maps recorded	43	30	30
Microfilming daily records (frames)	153,141	200,000	250,000
Scanned/indexed/verified (frames)(backfile)	104,352	103,000	105,000
Recorded and Filed Documents	35,439	40,000	45,000
Copies prepared (plain, certified, and no fee)	3,589	2,500	2,500
Certified copies of birth, death, marriage records	4,855	4,500	4,500
Certified copies for Veterans services	6	6	6
CD w/data or images (copied for sale)/FTP annual subscriptions	202/5	60/5	60/5
Social security truncation/redaction project (beginning w/1980 records) (documents processed)	0	0	0
<u>County Clerk</u>			
Certified copies – confidential marriages	56	25	25
Marriage licenses issued (public and confidential)	693	600	625

COUNTY CLERK-RECORDER

WORKLOAD (continued)

	<u>Actual</u> 2019-20	<u>Estimated</u> 2020-21	<u>Projected</u> 2021-22
<u>County Clerk (continued)</u>			
Fictitious Business Statements filed	746	650	650
Fictitious business statement renewal notices	783	739	671
Notary oaths administered/bond filed	91	75	75
Civil Marriages performed	258	5	20
Notices of Determination/exemption filed	58	75	75
Documents acknowledged/copies prepared	92/132	65/175	65/175
Registration of legal document assistants/process servers	12	10	10

ESTIMATED REVENUES

Recorder

- 610990** **Documentary Transfer Tax** (\$1,200,000) 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** (\$820,000) 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** (\$202,000) is recommended increase unchanged. 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.

COUNTY CLERK-RECORDER

ESTIMATED REVENUES (continued)

County Clerk

- 620700** **Other Licenses & Permits** (\$14,000) is recommended decreased. This amount reflects the anticipated loss in revenue collected from the sale of public and confidential marriage licenses that is allocated to the County Clerk due to COVID-19 related restrictions.
- 662700** **Other Charges** (\$3,000) is recommended decreased. This amount reflects the anticipated loss of additional revenue collected from the sale of public and confidential marriage licenses that is allocated to the County Clerk due to COVID-19 related restrictions.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$704,882) is recommended increased by \$70,589 based on the cost of recommended staffing including compensation increases implemented in January 2021. Recommended staffing includes the shared funding of one Administrative Analyst and one Accounting Technician between Clerk-Recorder and Elections. Increased compensation is completely offset by increased revenue realized as a result of increased valuations and transactions associated with development in Southeast and Southwest Madera County. .
- 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** (\$282,971) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$104,946) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$5,319) 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 (\$1,500 annually); secondary Internet connection via Comcast (\$1,680 annually); and fees incurred for telephone services from CenCal (\$2,380). The alarm monitoring expense is reimbursed from the Modernization Fund (\$500).
- 720600** **Insurance** (\$1,065) 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 unchanged for memberships in the California Association of Clerks and Election Officials (\$850) and the County Recorders' Association (\$850), 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. Services directly related to Recorder are reimbursed from the Micrographics Fund and the Modernization Fund.
- 721600** **Rents & Leases - Equipment** (\$0) is not recommended. Expenses have been moved to account 730330.
- 721701** **Rents – Grants** (\$6,000) is recommended 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 **Spcecial Department** (\$60,000) is recommended unchanged to fund anticipated costs for e-recording system changes and other related costs. Applicable expenditures will be reimbursed from trust fund revenue at the end of the year.

722000 **Transportation & Travel** (\$14,000) is recommended 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.

OTHER CHARGES

730330 **Rents & Leases – Principal** (\$6,000) is recommended to reflect ongoing expenditures for the department's copier lease.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2021-22**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2020-21 Authorized Positions</u>		<u>2021-22 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	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II	0.5	-	0.5	-	-	-	
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	-	-	-	
4637	Deputy Clerk-Recorder I or							
4638	Deputy Clerk-Recorder II	6.0	-	6.0	-	-	-	
3626	Micrographics Clerk	-	2.0	-	-	-	(2.0)	A
3726	Senior Deputy Clerk-Recorder	1.0	-	1.0	-	-	-	
TOTAL		10.5	2.0	10.5	-	-	(2.0)	

NOTES:

A The Micrographics Clerk classification is being eliminated as advances in technology have rendered the position no longer applicable to the business operation.