

COUNTY OF MADERA  
 BUDGET UNIT DETAIL  
 BUDGET FOR THE FISCAL YEAR 2022-23

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

	ACTUAL 2020-21	BOARD APPROVED 2021-22	DEPARTMENT REQUEST 2022-23	CAO RECOMMENDED 2022-23
<b><u>ESTIMATED REVENUES:</u></b>				
TAXES				
610900 OTHER TAXES	1,582,145	1,200,000	1,500,000	1,500,000
<b>TOTAL TAXES</b>	<b>1,582,145</b>	<b>1,200,000</b>	<b>1,500,000</b>	<b>1,500,000</b>
LICENSES, PERMITS & FRANCHISES				
620700 Other Licenses & Permits	11,357	14,000	16,000	16,000
<b>TOTAL LICENSES, PERMITS &amp; FRANCHISES</b>	<b>11,357</b>	<b>14,000</b>	<b>16,000</b>	<b>16,000</b>
CHARGES FOR CURRENT SERVICES				
661600 Recording Fees	977,206	820,000	900,000	900,000
662700 Other Charges for Services	5,110	3,000	4,000	4,000
673700 Cash Overages	1,469	0	1,500	1,500
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>983,785</b>	<b>823,000</b>	<b>905,500</b>	<b>905,500</b>
OTHER FINANCING SOURCES				
680200 Operating Transfers In (Mod Fund 1346)	0	110,000	110,000	110,000
680200 Operating Transfers In (Micro Fund 1345)	0	20,000	20,000	20,000
680200 Operating Transfers In (Trunc Fund 1347)	0	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)	0	17,000	17,000	17,000
680200 Operating Transfer In (CARES Act Fund 1314)	20,148	0	0	0
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>20,148</b>	<b>202,000</b>	<b>202,000</b>	<b>202,000</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>2,597,436</u></b>	<b><u>2,239,000</u></b>	<b><u>2,623,500</u></b>	<b><u>2,623,500</u></b>

**EXPENDITURES:**

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	606,467	704,882	778,692	778,692
710103 Extra Help	0	30,000	30,000	30,000
710107 Premium Pay	1,140	0	0	0
710200 Retirement	232,430	282,971	321,449	321,449
710300 Health Insurance	94,607	104,946	131,769	131,769

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	<u>ACTUAL 2020-21</u>	<u>BOARD APPROVED 2021-22</u>	<u>DEPARTMENT REQUEST 2022-23</u>	<u>CAO RECOMMENDED 2022-23</u>
710400 Workers' Compensation Insurance	6,005	5,319	6,862	6,862
710500 Other Benefits	600	600	600	600
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>941,248</b>	<b>1,128,718</b>	<b>1,269,372</b>	<b>1,269,372</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	3,019	6,060	6,060	6,060
720600 Insurance	742	1,065	1,395	1,395
720800 Maintenance - Equipment	490	5,000	5,000	5,000
721100 Memberships	1,800	1,700	1,800	1,800
721200 Miscellaneous Expenses	55	0	0	0
721300 Office Expense	17,448	20,000	20,000	20,000
721400 Professional & Specialized Services	89,057	80,000	80,000	80,000
721600 Rents & Leases - Equipment	5,869	0	0	0
721700 Rents & Leases - Buildings	4,735	0	0	0
721701 Rents & Grants	0	6,000	6,000	6,000
721900 Special Departmental Exp	0	60,000	60,000	60,000
722000 Transportation & Travel	618	14,000	14,000	14,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>123,833</b>	<b>193,825</b>	<b>194,255</b>	<b>194,255</b>
<b>OTHER CHARGES</b>				
730330 Rents & Leases - Principal	0	6,000	6,000	6,000
<b>TOTAL OTHER LEASES &amp; EXPENSES</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>INTRAFUND EXPENSES</b>				
770100 Intrafund Expense Account	0	0	5,987	5,987
<b>TOTAL INTRAFUND EXPENSES</b>	<b>0</b>	<b>0</b>	<b>5,987</b>	<b>5,987</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>1,065,082</u></b>	<b><u>1,328,543</u></b>	<b><u>1,475,614</u></b>	<b><u>1,475,614</u></b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>(1,532,354)</u></b>	<b><u>(910,457)</u></b>	<b><u>(1,147,886)</u></b>	<b><u>(1,147,886)</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 at the discretion of the County Clerk during pandemic settings; administers oaths to elected and appointed officers, and notaries public; files notary bonds; files environmental notices ; 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>2020-21</u>	<u>Estimated</u> <u>2021-22</u>	<u>Projected</u> <u>2022-23</u>
<b><u>Recorder</u></b>			
Births scanned/indexed (includes historical)	1,934	6,000	4,000
Deaths scanned/indexed (includes historical)	4,598	1,200	3,000
Marriages registered/scanned/indexed	538	900	900
Maps recorded	33	60	60
Microfilming daily records (frames)	214,321	250,000	275,000
Scanned/indexed/verified (frames)(backfile)	101,774	125,000	145,000
Recorded and Filed Documents	40,865	45,000	50,000
Copies prepared (plain, certified, and no fee)	3,425	3,500	3,500
Certified copies of birth, death, marriage records	4,565	6,000	6,000
Certified copies for Veterans services	4	0	5
CD w/data or images (copied for sale)/FTP annual subscriptions	0	25/60	25/60
Social security truncation/redaction project (beginning w/1980 records) (documents processed)	27,067	25,000	25,000

**COUNTY CLERK-RECORDER**

**WORKLOAD (continued)**

	<b><u>Actual</u></b> <b><u>2020-21</u></b>	<b><u>Estimated</u></b> <b><u>2021-22</u></b>	<b><u>Projected</u></b> <b><u>2022-23</u></b>
<b><u>County Clerk (continued)</u></b>			
Certified copies – confidential marriages	33	50	50
Marriage licenses issued (public and confidential)	597	845	845
Fictitious Business Statements filed	896	800	800
Fictitious business statement renewal notices	0	0	
Notary oaths administered/bond filed	58	100	100
Civil Marriages performed	3	0	0
Notices of Determination/exemption filed	117	150	150
Documents acknowledged/copies prepared	332	400	400
Registration of legal document assistants/process servers	12	20	20

**ESTIMATED REVENUES**

**Recorder Revenue**

- 610990**      **Documentary Transfer Tax** (\$1,500,000) 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. This amount reflects the estimated \$1,745,000.00 to be collected in documentary transfer tax collected on all conveyances less approximately \$200,000 disbursed to the City of Madera and \$45,000.00 to the City of Chowchilla for transfers within those jurisdictions.
  
- 661600**      **Recording Fees** (\$900,000) 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. The total amount of Recorder Fees collected is estimated to be \$3,000,000.00 which includes the net revenue collected by the Clerk division of \$43,000.00. An estimated total of \$2,100,000.00 will be disbursed to various state and local accounts: M&D, Domestic Violence, Fish & Game, VRIP, State Treasurer, Marriage Mediation, C&M, CDPH Vital Statistics, Vital Statistics Trust, Child Abuse Prevention Program, Umbilical Cord Program, Missing Persons DNA Program, and Building Homes & Jobs Act Funds as required by law.

**COUNTY CLERK-RECORDER**

**ESTIMATED REVENUES (continued)**

<b>Entity Receiving Funds</b>	<b>Approximate Amount to be Disbursed</b>
C & M	\$5,040.00
CDPH Vital Statistics	\$30,435.00
Vital Statistics Trust	\$18,600.00
Child Abuse Prevention Program	\$12,600.00
Umbilical Cord Program	\$7,000.00
Missing Persons DNA Program	\$2,090.00
Building Homes & Jobs Act – State	\$1,781,250.00
Building Homes & Jobs Act – County	\$93,750.00
Domestic Violence Prevention	\$19,435.00
M&D	\$2,580.00
Fish & Game	\$60,000.00
VRIP – Vital Statistics	\$155.00
State Treasurer	\$180.00
Marriage Mediation	\$4,225.00

**673000**      **Miscellaneous Revenue** (\$1,500) is recommended increased. 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 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 Revenue**

**620700**      **Other Licenses & Permits** (\$16,000) is recommended increased. 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** (\$4,000) is recommended increased. This amount reflects the revenue collected from the sale of public and confidential marriage licenses that is allocated to the County Clerk.

## COUNTY CLERK-RECORDER

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$778,692) is recommended increased based on the cost of recommended staffing.
- 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** (\$321,449) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** (\$131,769) is based on the employer's share of health insurance premiums.
- 710400**      **Workers' Compensation** (\$6,862) 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 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** (\$1,395) reflects the County's anticipated contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$5,000) is recommended decreased. Amount 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** (\$1,800) is recommended increased to cover costs of memberships in the California Association of Clerks and Election Officials (\$950) and the County Recordors' Association (\$850).

## COUNTY CLERK-RECORDER

### SERVICES & SUPPLIES (continued)

- 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.
- 721701**      **Rents – Grants** (\$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. (formerly account 721700)
- 721900**      **Spcecial Department** (\$60,000) is recommended unchaged to fund anticipated costs related hardware, software and supplies for the satellite office location 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.
- 770100**      **Intrafund Expense** (\$5,987) is recommended to fund the house phones and VOIP services for the Clerk and Recorder divisions at the following rates: \$39.99 per user/per month, \$15.00 per conference phone/per month, plus taxes of approximately \$ 1.00 per line per month.

**COUNTY OF MADERA  
BUDGET UNIT POSITION SUMMARY  
BUDGET FOR THE FISCAL YEAR 2022-23**

Department: COUNTY CLERK-RECORDER  
(03300)  
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2021-22 Authorized Positions</u>		<u>2022-23 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 or	-	-	-	-	-	-	
3353	Sr. Accounting Technician	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	-	-	-	-	-	-	
3726	Senior Deputy Clerk-Recorder	1.0	-	1.0	-	-	-	
4222	Executive Assistant to the Dept. Head	-	-	0.5	-	0.5	-	A
<b>TOTAL</b>		<b>10.5</b>	<b>-</b>	<b>11.0</b>	<b>-</b>	<b>0.5</b>	<b>-</b>	

**NOTES:**

**A** Reflects the request of the department to fund 0.5 FTE Executive Assistant to the Department Head. The other 0.5 FTE is funded in 03330 Elections