

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2023-24**

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

	<u>ACTUAL 2021-22</u>	<u>BOARD APPROVED 2022-23</u>	<u>DEPARTMENT REQUEST 2023-24</u>	<u>CAO RECOMMENDED 2023-24</u>
<u>ESTIMATED REVENUES:</u>				
TAXES				
610900 OTHER TAXES	2,051,731	1,500,000	1,500,000	1,500,000
TOTAL TAXES	2,051,731	1,500,000	1,500,000	1,500,000
LICENSES, PERMITS & FRANCHISES				
620700 Other Licenses & Permits	14,791	16,000	16,000	16,000
TOTAL LICENSES, PERMITS & FRANCHISES	14,791	16,000	16,000	16,000
CHARGES FOR CURRENT SERVICES				
661600 Recording Fees	939,234	900,000	600,000	600,000
662700 Other Charges for Services	6,075	4,000	4,000	4,000
TOTAL CHARGES FOR CURRENT SERVICES	945,309	904,000	604,000	604,000
MISCELLANEOUS REVENUE				
673700 Cash Overages	966	1,500	1,000	1,000
TOTAL MISCELLANEOUS REVENUE	966	1,500	1,000	1,000
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)	171,866	0	0	0
TOTAL OTHER FINANCING SOURCES	171,866	202,000	202,000	202,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>3,184,663</u>	<u>2,623,500</u>	<u>2,323,000</u>	<u>2,323,000</u>

EXPENDITURES:

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	<u>ACTUAL 2021-22</u>	<u>BOARD APPROVED 2022-23</u>	<u>DEPARTMENT REQUEST 2023-24</u>	<u>CAO RECOMMENDED 2023-24</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	688,146	778,692	760,010	760,010
710103 Extra Help	56,558	30,000	30,000	30,000
710107 Premium Pay	1,144	0	0	0
710200 Retirement	269,009	321,449	315,671	315,671
710300 Health Insurance	114,343	131,769	152,138	152,138
710400 Workers' Compensation Insurance	5,319	6,862	33,126	33,126
710500 Other Benefits	600	600	600	600
TOTAL SALARIES & EMPLOYEE BENEFITS	1,135,118	1,269,372	1,291,545	1,291,545
SERVICES & SUPPLIES				
720300 Communications	13,810	6,060	6,000	6,000
720600 Insurance	1,065	1,395	1,410	1,410
720800 Maintenance - Equipment	490	5,000	5,000	5,000
721100 Memberships	1,750	1,800	2,000	2,000
721200 Miscellaneous Expenses	54	0	0	0
721300 Office Expense	12,753	20,000	20,000	20,000
721400 Professional & Specialized Services	66,502	80,000	80,000	80,000
721600 Rents & Leases - Equipment	51	0	0	0
721701 Rents & Grants	5,258	6,000	6,000	6,000
721900 Special Departmental Exp	0	60,000	60,000	60,000
722000 Transportation & Travel	3,105	14,000	14,000	14,000
TOTAL SERVICES & SUPPLIES	104,839	194,255	194,410	194,410
OTHER CHARGES				
730330 Rents & Leases - Principal	6,205	6,000	6,000	6,000
TOTAL OTHER LEASES & EXPENSES	6,205	6,000	6,000	6,000
INTRAFUND EXPENSES				
770100 Intrafund Expense Account	0	5,987	6,000	6,000
TOTAL INTRAFUND EXPENSES	0	5,987	6,000	6,000
<u>TOTAL EXPENDITURES</u>	<u>1,246,162</u>	<u>1,475,614</u>	<u>1,497,955</u>	<u>1,497,955</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(1,938,501)</u>	<u>(1,147,886)</u>	<u>(825,045)</u>	<u>(825,045)</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 at the discretion of the County Clerk; 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>2021-22</u>	<u>Estimated</u> <u>2022-23</u>	<u>Projected</u> <u>2023-24</u>
<u>Recorder</u>			
Births scanned/indexed (includes historical)	6,988	5,000	5,000
Deaths scanned/indexed (includes historical)	2,679	1,000	1,000
Marriages registered/scanned/indexed	720	700	700
Maps recorded	55	60	60
Microfilming daily records (frames)	197,785	200,000	200,000
Scanned/indexed/verified (frames)(backfile)	103,524	125,000	125,000
Recorded and Filed Documents	42,739	40,000	40,000
Copies prepared (plain, certified, and no fee)	3,723	3,500	3,500
Certified copies of birth, death, marriage records	5,651	5,000	5,000
Certified copies for Veterans services	0	5	5
CD w/data or images (copied for sale)/FTP annual subscriptions	25/60	25/60	25/60
Social security truncation/redaction project (beginning w/1980 records) (documents processed)	45,831	45,000	45,000
Certified copies – confidential marriages	75	50	50
Marriage licenses issued (public and confidential)	778	750	750
Fictitious Business Statements filed	723	700	700

COUNTY CLERK-RECORDER

WORKLOAD (continued)

	<u>Actual</u> 2021-22	<u>Estimated</u> 2022-23	<u>Projected</u> 2023-24
<u>County Clerk (continued)</u>			
Fictitious business statement renewal notices	675	650	650
Notary oaths administered/bond filed	101	100	100
Civil Marriages performed	0	50	50
Notices of Determination/exemption filed	144	150	150
Documents acknowledged/copies prepared	236	230	230
Registration of legal document assistants/process servers	18	18	18

ESTIMATED REVENUES

Recorder Revenue

610990 **Documentary Transfer Tax** (\$1,500,000) is recommended unchanged 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 \$1,235,000 to be collected in documentary transfer tax collected on all Unincorporated conveyances; with approximately \$200,000 disbursed to the City of Madera and \$65,000 to the City of Chowchilla for transfers within those jurisdictions.

661600 **Recording Fees** (\$600,000) is recommended decreased based on anticipated loss in revenue generated and allocated to the County Recorder for recordings, map filings, vital record copies and official record copies. A decline in property sales has been observed reducing the number of official documents recorded. Additionally, the closure of Madera Community Hospital has drastically reduced the number of births and deaths registered in the County, and therefore reduced the number of certified copies of these records sold. The total amount of Recorder Fees collected is estimated to be \$2,000,000 which includes the net revenue collected by the Clerk division of \$50,000. An estimated total of \$1,284,500 will be disbursed to various state and local accounts: M&D, Domestic Violence, Fish & Game, VRIP, State Treasurer, 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)

Entity Receiving Funds	Approximate Amount to be Disbursed
C & M <i>(HSC 103625(c); FC 1852 & 509; state general fund for Family Law Trust Fund)</i>	\$5,000.00
Child Abuse Prevention Program <i>(HSC 103625(b)(1), WIC 18965, state)</i>	\$8,000.00
Umbilical Cord Program <i>(HSC 103625(b)(a), HSC 1628, state)</i>	\$5,000.00
Missing Persons DNA Program <i>(Penal Code 14251, State DOJ)</i>	\$1,500.00
Building Homes & Jobs Act – State	\$1,100,000.00
Building Homes & Jobs Act – County	\$60,000.00
Domestic Violence Prevention <i>(GC 26840.7, WIC 18305, local)</i>	\$15,000.00
M&D <i>(GC 26840, 26840.1 & HSC 10043, state)</i>	\$2,000.00
Fish & Game - State	\$40,000.00
VRIP – Vital Statistics Trust <i>(HSC 103625(f)-(g), FC 509, local)</i>	\$18,000.00
State Registrar of Vital Statistics S.R.V.S. <i>(HSC 103525.5, FC 509, state)</i>	\$30,000.00

673700 **Cash Overages** (\$1,000) is recommended. Funds will only be generated in the event of overpayments of less than \$10.00 on any single 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 unchanged. This amount reflects the anticipated revenue collected from the sale of public and confidential marriage licenses that is allocated to the County Clerk.

COUNTY CLERK-RECORDER

COUNTY CLERK REVENUE (continued)

662700 **Other Charges** (\$4,000) is recommended unchanged. This amount reflects the revenue collected from the sale of public and confidential marriage licenses that is collected by the County Clerk for the purpose of maintaining the family conciliation court or conciliation and mediation services as described in GC 26840.3.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$760,010) is recommended decreased 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** (\$315,671) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** (\$152,138) is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** (\$33,126) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$6,000) is recommended unchanged based on actual expenditures and on contractual increases. Expenses include costs for Verizon data plans (\$1,380 annually); secondary Internet connection via Comcast (\$1,680 annually); and fees incurred for telephone services from CenCal. The alarm monitoring expense is reimbursed from the Modernization Fund (\$500).

720600 **Insurance** (\$1,410) reflects the County's anticipated contribution to the County's Self-Insured Liability Program.

720800 **Maintenance - Equipment** (\$5,000) is recommended unchanged. 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.

COUNTY CLERK-RECORDER

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$ 2,000) is recommended increased to cover costs of memberships in the California Association of Clerks and Election Officials (\$1,000) and the County Recorders' Association of California (\$1,000).
- 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 Departmental** (\$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.

COUNTY CLERK-RECORDER

OTHER CHARGES (continued)

770100 **Intrafund Expense** (\$6,000) 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 2023-24**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2022-23 Authorized Positions</u>		<u>2023-24 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	Adminstrative Analyst II	0.5	-	0.5	-	-	-	
3122	Chief Assistant County Clerk-Recorder	1.0	-	1.0	-	-	-	
3194	Division Director Clerk Recorder Services	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	-	5.0	1.0	(1.0)	1.0	A
3726	Senior Deputy Clerk-Recorder	1.0	-	1.0	-	-	-	
4222	Executive Assistant to the Dept. Head	0.5	-	0.5	-	-	-	
TOTAL		11.0	-	10.0	1.0	(1.0)	1.0	

NOTES:

A A Deputy Clerk-Recorder position is recommended to be moved from Clerk-Recorder to Elections (03330) to more accurately reflect the ongoing workload associated with meeting statutory requirements in elections. This change will not result in an increase to the net county cost or the number of FTE's in the Department.