

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2016-17**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2014-15</u>	<u>BOARD APPROVED EXPENDITURES 2015-16</u>	<u>DEPARTMENT REQUEST 2016-17</u>	<u>CAO RECOMMENDED 2016-17</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	361,992	365,147	463,538	463,538
710103 Extra Help	26,567	30,000	30,000	30,000
710200 Retirement	114,059	116,178	151,052	151,052
710300 Health Insurance	54,797	50,935	107,067	107,067
710400 Workers' Compensation Insurance	1,943	2,191	5,441	5,441
715000 Other Benefits	600	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	559,957	564,451	757,098	757,098
SERVICES & SUPPLIES				
720300 Communications	2,769	3,300	3,300	3,300
720600 Insurance	132	134	243	243
720800 Maintenance - Equipment	5,402	5,000	5,000	5,000
721100 Memberships	1,500	1,100	1,600	1,600
721300 Office Expense	23,876	20,000	20,000	20,000
721400 Professional & Specialized Services	21,402	60,000	60,000	60,000
721600 Rents & Leases - Equipment	2,183	5,000	5,000	5,000
721700 Rents & Leases - Buildings	8,098	16,500	9,000	9,000
721900 Special Departmental Exp	0	0	155,000	155,000
722000 Transportation & Travel	7,494	10,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	72,857	121,034	269,143	269,143
TOTAL - COUNTY CLERK-RECORDER	632,814	685,485	1,026,241	1,026,241

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>2014-15</u>	<u>Estimated</u> <u>2015-16</u>	<u>Projected</u> <u>2016-17</u>
<u>Recorder</u>			
Births scanned/indexed	1,152	1,275	1,400
Deaths scanned/indexed	971	1,075	1,200
Marriages registered/scanned/indexed	817	925	1,050
Maps recorded	120	160	200
Microfilming daily records (frames)	106,597	150,000	200,000
Scanned/indexed/verified (frames)(backfile)	411,191	500,000	750,000
Recorded and Filed Documents	29,752	34,000	38,000
Copies prepared (plain, certified, and no fee)	3,341	4,000	5,000
Certified copies of birth, death, marriage records	5,331	6,500	7,500
Certified copies for Veterans services	54	75	100
CD w/data or images (copied for sale)	179	220	250
Social security truncation/redaction project (beginning w/1980 records) (documents processed)	162,424	150,000	200,000
<u>County Clerk</u>			
Certified copies – confidential marriages	39	60	80
Marriage licenses issued (public and confidential)	816	950	1,200

COUNTY CLERK-RECORDER

WORKLOAD (continued)

<u>County Clerk (continued)</u>	<u>Actual 2014-15</u>	<u>Estimated 2015-16</u>	<u>Projected 2016-17</u>
Fictitious Business Statements filed	809	900	1,000
Fictitious business statement renewal notices	879	925	1,100
Notary oaths administered/bond filed	94	120	150
Civil Marriages performed	338	425	525
Notices of Determination/exemption filed	44	55	65
Documents acknowledged/copies prepared	87	100	125
Registration of legal document assistants/process servers	14	20	25

REVENUE

<u>Recorder Division</u>	<u>Actual 2014-15</u>	<u>Estimated 2015-16</u>	<u>Projected 2016-17</u>
Recording fees/copies	\$ 507,668	\$ 542,163	\$ 550,000
Documentary transfer tax	584,890	1,126,978	875,000
Recorder's Modernization funds	93,537	110,507	110,000
Recorder's Micrographics funds	8,424	15,000	15,000
Vital Records Improvement Program funds	0	5,000	5,000
Social Security Truncation funds	21,750	12,000	12,000
Trust Transfers – Recording System Phase II	<u>0</u>	<u>0</u>	<u>155,000</u>
Total:	\$1,216,269	\$1,811,648	\$1,722,000
<u>Clerk Division</u>			
Clerk fees – reflects county share of marriage license fees; fees for filing fictitious business name statements; marriage ceremonies performed; and miscellaneous	\$55,466	\$54,000	\$55,000
Mediation/Dissolution of Marriages	<u>4,050</u>	<u>3,800</u>	<u>3,800</u>
Total:	\$59,516	\$57,800	\$58,800
Total Revenue:	\$1,275,785	\$1,869,448	\$1,780,800

COUNTY CLERK-RECORDER

STAFFING

<u>Permanent</u>	2015-16 Authorized		2016-17 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accounting Technician I/II	0.0	0.5	0.0	0.5
Clerk/Recorder Division Manager	1.0		1.0	
Chief Assistant County Clerk-Recorder	1.0		1.0	
County Clerk-Recorder	0.5		0.5	
Deputy Clerk to the County Clerk-Recorder I/II*	0.0	1.0	0.0	0.0
Deputy County Clerk-Recorder I/II	4.0		5.0*	0.0*
Senior Deputy Clerk-Recorder	1.0		1.0	0.0
Micrographics Clerk	<u>0.0</u>	<u>2.0</u>	<u>0.0</u>	<u>2.0</u>
Total Permanent	<u>7.5</u>	<u>3.5</u>	<u>8.5</u>	<u>2.5</u>

Note: *The County Clerk-Recorder has realized a significant increase in workload during the 15/16 fiscal year and it is expected to continue into the 16/17 fiscal year. As a result of increased workload the County Clerk-Recorder is requesting that a previously unfunded Deputy County Clerk-Recorder (previously titled Deputy Clerk to the County Clerk-Recorder) be funded. The additional funding request is 100% supported by additional revenue resulting in a zero net county cost.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$463,538) is recommended increased \$98,391 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** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

COUNTY CLERK-RECORDER

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,300) is recommended unchanged based on actual expenditures and on contractual increases. The alarm monitoring expense is reimbursed from the Modernization Fund (\$520).
- 720600** **Insurance** 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 increased \$500 as a result of increased fees 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** (\$60,000) is recommended unchanged based on an anticipated increase in services during the fiscal year, as well as for various annual software maintenance fees associated with the document management system in the Clerk-Recorder division, any IBM software upgrades requiring installation, 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, the Modernization Fund, and the Social Security Truncation 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** (\$9,000) is recommended reduced \$7,500 for rental of space in an underground vault to archive the microfilmed official recorded documents (approximately \$8,500 annually, fully reimbursed from Micrographics Fund). The reduction is a cost savings realized as a result of moving from leased storage offsite to storage at the old government center.

COUNTY CLERK-RECORDER

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$155,000) is recommended as a new appropriation for the purposes of funding Phase II of replacing the current Clerk-Recorder Document Management system. The entire cost of Phase II will be offset by the transfer from the Department's trust fund as reflected in the Revenue section of this narrative. This appropriation will result in a zero net county cost.
- 722000** **Transportation & Travel** (\$10,000) is recommended unchanged for the 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.

Note: The service and supplies budget realizes a savings of \$7,000 from the previous year as a result of cost cutting measures enacted during the 2015/16 Budget year. This will positively impact the net county cost of the Department's budget.

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.