

**COUNTY OF MADERA  
BUDGET UNIT DETAIL  
BUDGET FOR THE FISCAL YEAR 2024-25**

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

	<u>ACTUAL 2022-23</u>	<u>BOARD APPROVED 2023-24</u>	<u>DEPARTMENT REQUEST 2024-25</u>	<u>CAO RECOMMENDED 2024-25</u>
<b><u>ESTIMATED REVENUES:</u></b>				
TAXES				
610900 OTHER TAXES	1,375,950	1,500,000	1,500,000	1,500,000
<b>TOTAL TAXES</b>	<b>1,375,950</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>
LICENSES, PERMITS & FRANCHISES				
620700 Other Licenses & Permits	14,944	16,000	15,000	15,000
<b>TOTAL LICENSES, PERMITS &amp; FRANCHISES</b>	<b>14,944</b>	<b>16,000</b>	<b>15,000</b>	<b>15,000</b>
INTEGOVERNMENTAL REVENUE				
654000 State - Other	14	0	0	0
<b>TOTAL FOR INTERGOVERNMENTAL REVENUE</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>
CHARGES FOR CURRENT SERVICES				
661600 Recording Fees	664,108	600,000	600,000	600,000
662700 Other Charges for Services	6,975	4,000	4,000	4,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>671,083</b>	<b>604,000</b>	<b>604,000</b>	<b>604,000</b>
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	1,659	0	0	0
673700 Cash Overages	978	1,000	1,000	1,000
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,636</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
OTHER FINANCING SOURCES				
680200 Operating Transfers In (Mod Fund 1346)	152,625	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
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>152,625</b>	<b>202,000</b>	<b>202,000</b>	<b>202,000</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>2,217,254</u></b>	<b><u>2,323,000</u></b>	<b><u>2,322,000</u></b>	<b><u>2,322,000</u></b>

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<b><u>EXPENDITURES:</u></b>				
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	811,696	760,010	850,854	850,854
710103 Extra Help	9,504	30,000	30,000	30,000
710107 Premium Pay	2,633	0	0	0
710200 Retirement	301,779	315,671	359,316	359,316
710300 Health Insurance	124,434	152,138	197,821	197,821
710400 Workers' Compensation Insurance	6,862	33,126	35,079	35,079
710500 Other Benefits	650	600	600	600
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,257,557</b>	<b>1,291,545</b>	<b>1,473,670</b>	<b>1,473,670</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	3,866	6,000	6,000	6,000
720600 Insurance	1,395	1,410	1,632	1,632
720800 Maintenance - Equipment	303	5,000	5,000	5,000
721100 Memberships	1,625	2,000	2,000	2,000
721300 Office Expense	16,334	20,000	20,000	20,000
721400 Professional & Specialized Services	66,926	80,000	80,000	80,000
721600 Rents & Leases - Equipment	0	0	2,000	2,000
721701 Rents & Grants	5,335	6,000	6,000	6,000
721900 Special Departmental Exp	0	60,000	60,000	60,000
722000 Transportation & Travel	10,514	14,000	14,000	14,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>106,298</b>	<b>194,410</b>	<b>196,632</b>	<b>196,632</b>
<b>OTHER CHARGES</b>				
730330 Rents & Leases - Principal	5,393	6,000	6,500	6,500
<b>TOTAL OTHER LEASES &amp; EXPENSES</b>	<b>5,393</b>	<b>6,000</b>	<b>6,500</b>	<b>6,500</b>
<b>INTRAFUND EXPENSES</b>				
770100 Intrafund Expense Account	5,987	6,000	7,025	7,025
<b>TOTAL INTRAFUND EXPENSES</b>	<b>5,987</b>	<b>6,000</b>	<b>7,025</b>	<b>7,025</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>1,375,236</u></b>	<b><u>1,497,955</u></b>	<b><u>1,683,827</u></b>	<b><u>1,683,827</u></b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>(842,018)</u></b>	<b><u>(825,045)</u></b>	<b><u>(638,173)</u></b>	<b><u>(638,173)</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; 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>2022-23</u>	<u>Estimated</u> <u>2023-24</u>	<u>Projected</u> <u>2024-25</u>
<b><u>Recorder</u></b>			
Births scanned/indexed (includes historical)	2,887	2000	2000
Deaths scanned/indexed (includes historical)	2,434	900	900
Marriages registered/scanned/indexed	703	700	700
Maps recorded	56	50	50
Microfilming daily records (frames)	128,248	120,000	120,000
Scanned/indexed/verified (frames)(backfile)	221,507	150,000	150,000
Recorded and Filed Documents	26,754	26,600	26,600
Copies prepared (plain, certified, and no fee)	3,390	3,000	3,000
Certified copies of birth, death, marriage records	5,352	4,800	4,800
Certified copies for Veterans services	13	10	10
CD w/data or images (copied for sale)/FTP annual subscriptions	89	89	89
Social security truncation/redaction project (beginning w/1980 records) (documents processed)	5,416	5,500	5,500
Certified copies – confidential marriages	43	50	50
Marriage licenses issued (public and confidential)	785	845	845
Fictitious Business Statements filed	850	800	800

**COUNTY CLERK-RECORDER**

**WORKLOAD (continued)**

	<b><u>Actual</u> 2022-23</b>	<b><u>Estimated</u> 2023-24</b>	<b><u>Projected</u> 2024-25</b>
<b><u>County Clerk (continued)</u></b>			
Fictitious business statement renewal notices	836	800	800
Notary oaths administered/bond filed	95	100	100
Civil Marriages performed	131	125	125
Notices of Determination/exemption filed	170	150	150
Documents acknowledged/copies prepared	409	600	600
Registration of legal document assistants/process servers	7	13	13

**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 \$1,275,000 to be collected in documentary transfer tax collected on all Unincorporated conveyances; with approximately \$175,000 disbursed to the City of Madera and \$50,000 to the City of Chowchilla for transfers within those jurisdictions.

**661600**      **Recording Fees** (\$600,000) is recommended unchanged based on anticipated 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. The total amount of Recorder Revenue collected is estimated to be \$2,000,000 which includes the net revenue collected by the Clerk division of \$75,000. An estimated total of \$1,032,500 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.

**ESTIMATED REVENUES (continued)**

<b>Entity Receiving Funds</b>	<b>Approximate Amount to be Disbursed</b>
C & M (HSC 103625(c); FC 1852 & 509; state general fund for Family Law Trust Fund)	\$5,500.00
Child Abuse Prevention Program (HSC 103625(b)(1), WIC 18965, state)	\$8,500.00
Umbilical Cord Program (HSC 103625(b)(a), HSC 1628, state)	\$5,000.00
Missing Persons DNA Program (Penal Code 14251, State DOJ)	\$1,500.00
Building Homes & Jobs Act – State	\$855,000.00
Building Homes & Jobs Act – County	\$45,000.00
Domestic Violence Prevention (GC 26840.7, WIC 18305, local)	\$20,000.00
M&D (GC 26840, 26840.1 & HSC 10043, state)	\$2,000.00
Fish & Game - State	\$60,000.00
VRIP – Vital Statistics Trust (HSC 103625(f)-(g), FC 509, local)	\$5,000.00
State Registrar of Vital Statistics S.R.V.S. (HSC 103525.5, FC 509, state)	\$25,000.00

**673700**      **Cash Overages** (\$1,000) is recommended. Funds will only be generated in the event of overpayments of less than \$10 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-RECORDER

### COUNTY CLERK REVENUE

- 620700**      **Other Licenses & Permits** (\$15,000) is recommended decreased due to a projected decline in sales. 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 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** (\$850,854) 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** (\$359,316) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** (\$197,821) is based on the employer's share of health insurance premiums.
- 710400**      **Workers' Compensation** (\$35,079) 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 (\$1,500 annually); secondary Internet connection via Comcast (\$1,500 annually); and fees incurred for telephone services from CenCal.
- 720600**      **Insurance** (\$1,632) reflects the County's anticipated contribution to the County's Self-Insured Liability Program.

## COUNTY CLERK-RECORDER

### SERVICES & SUPPLIES (continued)

- 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. The alarm monitoring expense is reimbursed from the Modernization Fund (\$140.00 monthly maintenance, plus \$1,440.00 annual maintenance fee).
- 721100**      **Memberships** (\$2,000) is recommended unchanged 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.
-  **721600**      **Rents & Leases – Equipment** (\$2,000) is recommended added for use of County fleet vehicles as needed for travel to conferences to Sacramento, Orange County, and San Diego up to 1700 miles.
- 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**      **Special Departmental** (\$60,000) is recommended unchanged 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.

## COUNTY CLERK-RECORDER

### SERVICES & SUPPLIES (continued)

**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** (\$6,500) is recommended to reflect ongoing expenditures for the department's copier lease.

**770100**      **Intrafund Expense** (\$7,025) 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 "essential license"/per month, plus additional costs and taxes as invoiced by County IT.



**COUNTY OF MADERA  
BUDGET UNIT POSITION SUMMARY  
BUDGET FOR THE FISCAL YEAR 2024-25**

Department: COUNTY CLERK-RECORDER  
(03300)  
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2023-24 Authorized Positions</u>		<u>2024-25 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	5.0	1.0	5.0	1.0	-	-	
3726	Senior Deputy Clerk-Recorder	1.0	-	1.0	-	-	-	
4222	Executive Assistant to the Dept. Head	0.5	-	0.5	-	-	-	
<b>TOTAL</b>		<b>10.0</b>	<b>1.0</b>	<b>10.0</b>	<b>1.0</b>	<b>-</b>	<b>-</b>	

**NOTES:**