

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2015-16</u>	BOARD APPROVED EXPENDITURES <u>2016-17</u>	DEPARTMENT REQUEST <u>2017-18</u>	CAO RECOMMENDED <u>2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	345,926	463,538	502,751	502,751
710103 Extra Help	28,373	30,000	30,000	30,000
710200 Retirement	107,950	151,052	158,203	158,203
710300 Health Insurance	59,736	107,067	105,463	105,463
710400 Workers' Compensation Insurance	2,191	5,441	5,327	5,327
715000 Other Benefits	600	0	600	600
TOTAL SALARIES & EMPLOYEE BENEFITS	544,776	757,098	802,344	802,344
SERVICES & SUPPLIES				
720300 Communications	3,947	3,300	3,300	3,300
720600 Insurance	134	243	357	357
720800 Maintenance - Equipment	5,203	5,000	5,000	5,000
721100 Memberships	1,050	1,600	1,600	1,600
721300 Office Expense	27,595	20,000	20,000	20,000
721400 Professional & Specialized Services	46,823	60,000	60,000	60,000
721600 Rents & Leases - Equipment	5,105	5,000	5,000	5,000
721700 Rents & Leases - Buildings	9,410	9,000	9,000	9,000
721900 Special Departmental Exp	0	155,000	50,000	50,000
722000 Transportation & Travel	8,045	10,000	12,500	12,500
TOTAL SERVICES & SUPPLIES	107,312	269,143	166,757	166,757
TOTAL - COUNTY CLERK-RECORDER	652,089	1,026,241	969,101	969,101

	clerk	recorder	total
perm salari	279717.6	108191.8	387909.4
temp salari	8768.76	2410.22	11178.98
retirement	72068.8	30642.32	102711.1
ins	31497.92	19458.06	50955.98

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>2015-16</u>	<u>Estimated</u> <u>2016-17</u>	<u>Projected</u> <u>2017-18</u>
<u>Recorder</u>			
Births scanned/indexed	1,133	1,000	1,200
Deaths scanned/indexed	864	900	900
Marriages registered/scanned/indexed	696	700	700
Maps recorded	44	55	60
Microfilming daily records (frames)	119,823	125,000	130,000
Scanned/indexed/verified (frames)(backfile)	119,823	125,000	130,000
Recorded and Filed Documents	30,933	33,000	33,000
Copies prepared (plain, certified, and no fee)	4,093	4,500	5,000
Certified copies of birth, death, marriage records	5,392	5,600	5,600
Certified copies for Veterans services	71	75	80
CD w/data or images (copied for sale)	187	192	192
Social security truncation/redaction project (beginning w/1980 records) (documents processed)	30,933	125,000	130,000
<u>County Clerk</u>			
Certified copies – confidential marriages	41	45	50
Marriage licenses issued (public and confidential)	839	850	900

COUNTY CLERK-RECORDER

WORKLOAD (continued)

<u>County Clerk (continued)</u>	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Fictitious Business Statements filed	736	800	825
Fictitious business statement renewal notices	0	725	750
Notary oaths administered/bond filed	99	115	125
Civil Marriages performed	355	375	400
Notices of Determination/exemption filed	60	70	80
Documents acknowledged/copies prepared	178	175	180
Registration of legal document assistants/process servers	16	20	25

REVENUE

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
<u>Recorder Division</u>			
Recording fees/copies	\$ 644,039	\$ 618,500	\$ 620,000
Documentary transfer tax	957,870	875,000	875,000
Recorder's Modernization funds	115,129	110,000	110,000
Recorder's Micrographics funds	12,382	15,000	15,000
Vital Records Improvement Program funds	4,742	5,000	5,000
Social Security Truncation funds	12,000	12,000	12,000
Trust Transfers – Recording System Phase II cont.	<u>0</u>	<u>155,000</u>	<u>50,000</u>
Total:	\$1,746,162	\$1,790,500	\$1,687,000
<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	\$38,000	\$55,000	\$55,000
Mediation/Dissolution of Marriages	<u>3,800</u>	<u>3,800</u>	<u>3,800</u>
Total:	\$41,800	\$58,800	\$58,800
 Total Revenue:	 \$1,787,962	 \$1,849,300	 \$1,745,800

COUNTY CLERK-RECORDER

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Accounting Technician I/II*	0.0	0.5	0.5	0.0
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 County Clerk-Recorder I/II	5.0	0.0	5.0	
Senior Deputy Clerk-Recorder	1.0		1.0	
Micrographics Clerk	<u>0.0</u>	<u>2.0</u>	<u>0.0</u>	<u>2.0</u>
Total Permanent	8.5	2.5	9.0	2.0

Note: *Recommended to fund 0.5 Account Technician; other 0.5 full time equivalent is recommended funded in the Elections budget.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$502,751) is recommended increased \$39,213 based on the cost of recommended staffing. Increase includes the shared funding of one Accounting Technician between Clerk-Recorder and Elections.

- 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** (\$158,203) reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.

- 710300** **Health Insurance** (\$105,463) 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 unchanged 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 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 unchanged for rental of space in an underground vault to archive the microfilmed official recorded documents (approximately \$8,500 annually, fully reimbursed from Micrographics Fund).
- 721900** **Special Departmental** (\$50,000) is recommended reduced \$105,000, to fund the completion of the new recording system in Fiscal Year 2017-18. All expenditures related to phase II will be reimbursed from trust fund revenue at the end of the year.

COUNTY CLERK-RECORDER

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$12,500) is recommended increased \$2,500 in ordered to attend Electronic Recording training required in Fiscal Year 2017-18, 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.

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.