

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2014-15**

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

| <u>ACCOUNT CLASSIFICATION</u>                 | <u>ACTUAL<br/>EXPENDITURES<br/>2013-14</u> | <u>BOARD<br/>APPROVED<br/>EXPENDITURES<br/>2014-15</u> | <u>DEPARTMENT<br/>REQUEST<br/>2015-16</u> | <u>CAO<br/>RECOMMENDED<br/>2015-16</u> |
|---|--|--|---|--|
| <b>SALARIES &amp; EMPLOYEE BENEFITS</b>       |  |  |   |  |
| 710102 Permanent Salaries                     | 387,910                                    | 351,265  | 365,147                                   | 365,147                                |
| 710103 Extra Help                             | 11,179                                     | 31,000   | 30,000                                    | 30,000                                 |
| 710200 Retirement                             | 102,711                                    | 107,546  | 116,178                                   | 116,178                                |
| 710300 Health Insurance                       | 50,956                                     | 70,993   | 50,935                                    | 50,935                                 |
| 710400 Workers' Compensation Insurance        | 2,645                                      | 1,943  | 2,191                                     | 2,191                                  |
| 715000 Other Benefits                         | 582  | 0  | 0   | 0                                      |
| <b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b> | <b>555,983</b>                             | <b>562,747</b>   | <b>564,451</b>                            | <b>564,451</b>                         |
| <b>SERVICES &amp; SUPPLIES</b>                |  |  |   |  |
| 720300 Communications                         | 2,112                                      | 3,300  | 3,300                                     | 3,300                                  |
| 720600 Insurance                              | 43   | 132  | 134                                       | 134                                    |
| 720800 Maintenance - Equipment                | 3,726                                      | 5,000  | 5,000                                     | 5,000                                  |
| 721100 Memberships                            | 975  | 1,075  | 1,100                                     | 1,100                                  |
| 721300 Office Expense                         | 14,049                                     | 20,000   | 20,000                                    | 20,000                                 |
| 721400 Professional & Specialized Services    | 37,239                                     | 50,000   | 60,000                                    | 60,000                                 |
| 721600 Rents & Leases - Equipment             | 3,431                                      | 5,000  | 5,000                                     | 5,000                                  |
| 721700 Rents & Leases - Buildings             | 10,750                                     | 12,000   | 16,500                                    | 16,500                                 |
| 722000 Transportation & Travel                | 7,073                                      | 10,000   | 10,000                                    | 10,000                                 |
| <b>TOTAL SERVICES &amp; SUPPLIES</b>          | <b>79,398</b>                              | <b>106,507</b>   | <b>121,034</b>                            | <b>121,034</b>                         |
| <b>TOTAL - COUNTY CLERK-RECORDER</b>          | <b>635,381</b>                             | <b>669,254</b>   | <b>685,485</b>                            | <b>685,485</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; 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><br><u>2013-14</u> | <u>Estimated</u><br><u>2014-15</u> | <u>Projected</u><br><u>2015-16</u> |
|--|---------------------------------|------------------------------------|------------------------------------|
| <b><u>Recorder</u></b>   |                                 |                                    |                                    |
| Births scanned/indexed   | 1568                            | 1600                               | 1600                               |
| Deaths scanned/indexed   | 837                             | 850                                | 860                                |
| Marriages registered/scanned/indexed   | 737                             | 750                                | 780                                |
| Maps recorded  | 34                              | 40                                 | 40                                 |
| Microfilming daily records (frames)  | 109,201                         | 375,000                            | 125,000                            |
| Scanned/indexed/verified (frames)  | 109,201                         | 375,000                            | 125,000                            |
| Recorded and Filed Documents   | 31,680                          | 31,000                             | 32,000                             |
| Copies prepared (plain, certified, and no fee)   | 4838                            | 5000                               | 5000                               |
| Certified copies of birth, death, marriage records   | 5678                            | 5800                               | 6000                               |
| Certified copies for Veterans services   | 20                              | 20                                 | 20                                 |
| CD w/data or images (copied for sale)  | 199                             | 200                                | 200                                |
| Social security truncation/redaction project (beginning w/1980 records)<br>(documents processed) | *                               | 253,658                            | 50,000                             |
| <b><u>County Clerk</u></b>   |                                 |                                    |                                    |
| Certified copies – confidential marriages  | 32                              | 30                                 | 30                                 |
| Marriage licenses issued (public and confidential)   | 754                             | 775                                | 800                                |

**COUNTY CLERK-RECORDER**

**WORKLOAD (continued)**

| <b><u>County Clerk (continued)</u></b>                    | <b><u>Actual<br/>2013-14</u></b> | <b><u>Estimated<br/>2014-15</u></b> | <b><u>Projected<br/>2015-16</u></b> |
|---|----------------------------------|-------------------------------------|-------------------------------------|
| Fictitious Business Statements filed                      | 827                              | 850                                 | 850                                 |
| Fictitious business statement renewal notices             | 356                              | 400                                 | 400                                 |
| Notary oaths administered/bond filed                      | 112                              | 125                                 | 125                                 |
| Civil Marriages performed                                 | 382                              | 380                                 | 400                                 |
| Notices of Determination/exemption filed                  | 47                               | 50                                  | 50                                  |
| Documents acknowledged/copies prepared                    | 612                              | 600                                 | 625                                 |
| Registration of legal document assistants/process servers | 13                               | 15                                  | 15                                  |

**REVENUE**

|   | <b><u>Actual<br/>2013-14</u></b> | <b><u>Estimated<br/>2014-15</u></b> | <b><u>Projected<br/>2015-16</u></b> |
|---|----------------------------------|-------------------------------------|-------------------------------------|
| <b><u>Recorder Division</u></b>   |                                  |                                     |                                     |
| Recording fees/copies   | \$ 533,216                       | \$472,000                           | \$480,000                           |
| Documentary transfer tax  | 558,436                          | 538,000                             | 550,000                             |
| Recorder's Modernization funds  | 109,442                          | 75,000                              | 110,507                             |
| Recorder's Micrographics funds  | 10,251                           | 15,000                              | 15,000                              |
| Vital Records Improvement Program funds   | 5,000                            | 5,000                               | 5,000                               |
| Social Security Truncation funds  | 0                                | 12,000                              | 12,000                              |
| Mediation/Dissolution of Marriages  | <u>3,820</u>                     | <u>3,800</u>                        | <u>3,800</u>                        |
| Total:  | \$1,220,165                      | \$1,120,800                         | \$1,176,307                         |
| <b><u>Clerk Division</u></b>  |                                  |                                     |                                     |
| Clerk fees – reflects county share of marriage<br>license fees; fees for filing fictitious business<br>name statements; marriage ceremonies performed;<br>and miscellaneous | \$55,394                         | \$ 54,000                           | \$ 54,000                           |
| Total:  | <u>\$55,394</u>                  | <u>\$ 54,000</u>                    | <u>\$ 54,000</u>                    |
| Total Revenue:  | \$1,275,559                      | \$1,174,800                         | \$1,230,307                         |

## COUNTY CLERK-RECORDER

### STAFFING

| <u>Permanent</u>                                | <b>2014-15 Authorized</b> |                 | <b>2015-16 Recommended</b> |                 |
|---|---------------------------|-----------------|----------------------------|-----------------|
|   | <u>Funded</u>             | <u>Unfunded</u> | <u>Funded</u>              | <u>Unfunded</u> |
| Accounting Technician I/II                      | 0.0                       | 0.5             | 0.0                        | 0.5             |
| Assistant County Clerk-Recorder                 | 0.0                       |                 | 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 Clerk to the County Clerk-Recorder I/II* | 5.0                       | 1.0             | 0.0                        | 0.0             |
| Deputy County Clerk-Recorder I/II               | *                         | *               | 4.0                        | 1.0             |
| Senior Deputy Clerk-Recorder*                   | *                         | *               | 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>7.5</u>                 | <u>3.5</u>      |

**Note:** \*The County Clerk-Recorder is currently working with the Department of Human Resources to change the titles of the staff in the department from Deputy Clerk to the Clerk Recorder I/II to Deputy County Clerk-Recorder I/II. The change in title will have no financial impact. The creation of a Senior Deputy Clerk-Recorder position will be brought before the Civil Service Commission and the Board for approval prior to implementation. The change will facilitate proper succession planning within the department and standardize the position titles with County practices and industry standards.

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$365,147) is recommended increased \$13,882 based on the cost of recommended staffing.
- 710103**      **Extra Help** (\$30,000) is recommended reduced \$1,000 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. The alarm monitoring expense is reimbursed from the Modernization Fund (\$300).
- 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** (\$1,100) is recommended slightly increased \$25 for memberships in the California Association of Clerks and Election Officials (\$400) 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 increased \$10,000 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 for the department's copier lease and use of County Fleet vehicles.
- 721700**      **Rents & Leases - Buildings** (\$16,500) is recommended increased \$4,500 for additional storage space, as well as for rental of space in an underground vault to archive the microfilmed official recorded documents (approximately \$7,500 annually, fully reimbursed from Micrographics Fund), and for rental of local storage space (\$9,000, fully reimbursed from Recorders Modernization Fund).

## COUNTY CLERK-RECORDER

### SERVICES & SUPPLIES (continued)

**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 department will report all expenses to be reimbursed from Recorder Modernization, Micrographics, and Vital Records Improvement Project funds, as identified above, on a semi-annual basis for appropriate transfers from each fund.