

**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 EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	390,558	355,705	351,265	351,265
710103 Extra Help	3,587	11,000	31,000	31,000
710200 Retirement	98,457	107,686	107,546	107,546
710300 Health Insurance	66,186	98,269	70,993	70,993
710400 Workers' Compensation Insurance	2,048	2,645	1,943	1,943
715000 Other Benefits	600	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	561,436	575,305	562,747	562,747
SERVICES & SUPPLIES				
720300 Communications	2,564	3,300	3,300	3,300
720600 Insurance	165	43	132	132
720800 Maintenance - Equipment	652	6,000	5,000	5,000
721100 Memberships	975	975	1,075	1,075
721300 Office Expense	14,264	14,000	20,000	20,000
721400 Professional & Specialized Services	93,614	45,000	50,000	50,000
721600 Rents & Leases - Equipment	0	4,200	5,000	5,000
721700 Rents & Leases - Buildings	10,419	12,000	12,000	12,000
722000 Transportation & Travel	6,923	7,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	129,577	92,518	106,507	106,507
TOTAL - COUNTY CLERK-RECORDER	691,013	667,823	669,254	669,254

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>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
<u>Recorder</u>			
Births scanned/indexed	1,867	1,600	1,700
Deaths scanned/indexed	562	900	900
Marriages registered/scanned/indexed	721	850	850
Maps recorded	41	12	20
Microfilming daily records (frames)	131,808	0	0
Scanned/indexed/verified (frames)	--	130,000	135000
Recorded and Filed Documents	36,283	36,000	37,500
Copies prepared (plain, certified, and no fee)	4,519	4,500	4,800
Certified copies of birth, death, marriage records	5,910	6,000	6,000
Certified copies for Veterans services	75	55	75
CD w/data or images (copied for sale)	185	200	200
Social security truncation/redaction project (beginning w/1980 records) (documents processed)	-	30,000	30,000
<u>County Clerk</u>			
Certified copies – confidential marriages	20	24	20
Marriage licenses issued (public and confidential)	760	850	850

COUNTY CLERK-RECORDER

WORKLOAD (continued)

<u>County Clerk (continued)</u>	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
Fictitious Business Statements filed	729	800	825
Fictitious business statement renewal notices	918	900	925
Notary oaths administered/bond filed	93	25	30
Civil Marriages performed	367	375	375
Notices of Determination/exemption filed	57	60	65
Documents acknowledged/copies prepared	143	100	125
Registration of legal document assistants/process servers	8	12	12

REVENUE

	<u>Actual 2012-13</u>	<u>Estimated 2013-14</u>	<u>Projected 2014-15</u>
<u>Recorder Division</u>			
Recording fees/copies	\$ 618,449	\$ 600,000	\$ 550,000
Documentary transfer tax	481,138	500,000	525,000
Recorder's Modernization funds	76,053	111,659	93,537
Recorder's Micrographics funds	15,918	14,000	19,500
Vital Records Improvement Program funds	4,446	5,000	6,000
Social Security Truncation funds	8,136	0	21,750
Mediation/Dissolution of Marriages	<u>3,775</u>	<u>3,800</u>	<u>3,800</u>
Total:	\$1,207,915	\$1,234,459	\$1,219,587
<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	\$ 52,176	\$ 52,000	\$ 52,000
Total:	<u>\$ 52,176</u>	<u>\$ 52,000</u>	<u>\$ 52,000</u>
Total Revenue:	\$1,260,091	\$1,286,459	\$1,271,587

COUNTY CLERK-RECORDER

STAFFING

<u>Permanent</u>	<u>2013-14 Authorized</u>			<u>2014-15 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</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		2.0*	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		5.0	1.0
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>5.5</u>	<u>2.0</u>	<u>7.5</u>	<u>3.5</u>

Note: *On June 18, 2013, the Board of Supervisors approved a reorganization within the County Clerk/Recorder's Office which included the addition of a Clerk-Recorder Division Manager position and eliminated two Assistant County Clerk-Recorder positions. This position will be reimbursed from the Recorder Modernization Fund at 60% of salary/benefits, leaving the county share at 40%.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$351,265) are recommended reduced \$4,440 based on additional savings realized as a result of the prior year reorganization.
- 710103** **Extra Help** (\$31,000) is recommended increased \$20,000 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, covering peaks in workload, to mitigate existing staff shortages and to 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.
- Note: 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 reduced \$1,000 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** (\$1,075) is recommended increased \$100 for memberships in the California Association of Clerks and Election Officials (\$375) and the County Recorders' Association (\$700 and is reimbursed from the Modernization Fund).
- 721300** **Office Expense** (\$20,000) is recommended increased \$6,000 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. The Clerk-Recorder is in the process of an equipment update to match business and software requirements which necessitates an increased appropriation.
- 721400** **Professional & Specialized Services** (\$50,000) is recommended increased \$5,000 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 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 increased \$800 for the department's copier lease and use of County Fleet vehicles.
- 721700** **Rents & Leases - Buildings** (\$12,000) is recommended unchanged 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 (\$4,500, fully reimbursed from Recorders Modernization Fund).

COUNTY CLERK-RECORDER

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$10,000) is recommended increased \$3,000 for the required travel to annual conferences and New Law workshops for both Clerk and Recorder; and 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.