

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	408,690	388,015	355,705	355,705
710103 Extra Help	107	0	11,000	11,000
710200 Retirement	110,872	107,320	107,686	107,686
710300 Health Insurance	75,391	82,786	98,269	98,269
710400 Workers' Compensation Insurance	1,927	2,048	2,645	2,645
715000 Other Benefits	600	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	597,586	580,169	575,305	575,305
SERVICES & SUPPLIES				
720300 Communications	2,599	2,800	3,300	3,300
720600 Insurance	196	165	43	43
720800 Maintenance - Equipment	10,127	6,000	6,000	6,000
721100 Memberships	775	825	975	975
721300 Office Expense	8,629	14,000	14,000	14,000
721400 Professional & Specialized Services	54,900	40,000	45,000	45,000
721600 Rents & Leases - Equipment	100	4,200	4,200	4,200
721700 Rents & Leases - Buildings	10,303	12,000	12,000	12,000
722000 Transportation & Travel	4,922	7,000	7,000	7,000
TOTAL SERVICES & SUPPLIES	92,552	86,990	92,518	92,518
TOTAL - COUNTY CLERK-RECORDER	690,137	667,159	667,823	667,823

COUNTY CLERK-RECORDER

COMMENTS

COUNTY CLERK – This division files and maintains records of fictitious business name statements; 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>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
<u>Recorder</u>			
Births registered/scanned/indexed	1596	1,500	1,600
Deaths registered/scanned/indexed	536	800	800
Marriages registered/scanned/indexed	643	700	700
Maps recorded	36	35	30
Microfilming daily records (frames)	113,051	120,000	120,000
Recorded and Filed Documents	36,147	36,000	36,500
Copies prepared (plain, certified, and no fee)	4,542	5,000	4,700
Certified copies of birth,death, marriage records	5,838	5,500	5,500
Certified copies for Veterans services	94	80	80
CD w/data or images (copied for sale)	186	180	200
Social security truncation project (beginning w/1980 records) (documents processed)	-	-	27,544
<u>County Clerk</u>			
Certified copies – confidential marriages	28	25	20
Marriage licenses issued (public and confidential)	719	700	700

COUNTY CLERK-RECORDER

WORKLOAD (continued)

<u>County Clerk (continued)</u>	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Fictitious Business Statements filed	740	650	675
Fictitious business statement renewal notices	967	900	900
Notary oaths administered/bond filed	81	60	70
Civil Marriages performed	349	350	350
Notices of Determination/exemption filed	53	50	50
Documents acknowledged/copies prepared	475	450	450
Registration of legal document assistants/process servers	15	12	10

REVENUE

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
<u>Recorder division</u>			
Recording fees/copies	\$ 515,955	\$ 600,000	\$ 600,000
Documentary transfer tax	484,846	490,000	500,000
Recorder's Modernization funds	110,280	75,000	106,150
Recorder's Micrographics funds	35,827	16,000	17,100
Vital Records Improvement Program funds	4,446	5,000	5,000
Social Security Truncation funds	0	8,136	0
Mediation/Dissolution of Marriages	<u>3,595</u>	<u>3,400</u>	<u>3,500</u>
Totals:	\$1,154,949	\$1,197,536	\$1,231,750
<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	\$ 51,254	\$ 50,000	\$ 50,000
Totals:	<u>\$ 51,254</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>
Total Revenue:	\$1,206,203	\$1,247,536	\$1,281,750

COUNTY CLERK-RECORDER

STAFFING

<u>Permanent</u>	<u>2012-13 Authorized</u>		<u>2013-14 Recommended</u>		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Accounting Technician I/II	0.0	0.5	0.0	0.5	
Assistant County Clerk-Recorder	2.0		0.0		2.0*
Clerk/Recorder Division Manager	0.0		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	8.5	3.5	7.5	3.5	2.0

Note: The salary/benefits for the Assistant County Clerk in the Recorder Division, now vacant due to the incumbent's retirement in December 2012, was previously funded 100% from the Recorder Modernization Fund in 2012-13. In addition, the position of Assistant County Clerk-Recorder in the Clerk division was eliminated due to reorganization. Eliminating the position resulted in \$50,000 savings to the General Fund.

A new mid-management title will be created to directly supervise both the Clerk and Recorder divisions effective with fiscal year 2013-14, which will be reimbursed from the Recorder Modernization Fund at 60% of salary/benefits, leaving the county share at 40%.

*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.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$355,705) is recommended reduced \$32,310 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$11,000) is recommended increased \$11,000 for a retired annuitant to assist in covering peaks in workload and to backfill when there is a staff shortage. Actual expenditures in this account 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.

COUNTY CLERK-RECORDER

SALARIES & EMPLOYEE BENEFITS (continued)

710400 Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 Communications (\$3,300) is recommended increased \$500 based on actual expenditures. In this account, only 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 (\$6,000) is recommended unchanged for all maintenance and repairs on the camera, 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. Of the \$6,000 budgeted, approximately \$4,600 is reimbursed from the Recorder Micrographics Fund, and the balance from Recorder Modernization Funds. The only non-reimbursable expense is approximately \$200 for maintenance for a time/date stamp used in the Clerk division.

721100 Memberships (\$975) is recommended increased \$150 for memberships in the California Association of Clerks and Election Officials (\$325) and the County Recorders' Association (\$650; this portion reimbursed from the Modernization Fund).

721300 Office Expense (\$14,000) is recommended unchanged for the cost of periodicals, printer supplies, general office supplies; actual expense for the purchase of bancnote 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 (\$45,000) 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. All expenses in this account are reimbursed from the Micrographics Fund (approximately \$5,000 for film and processing), and the Modernization Fund (for the balance of the expenses).

721600 Rents & Leases - Equipment (\$4,200) is recommended unchanged for the department's copier lease.

COUNTY CLERK-RECORDER

SERVICES & SUPPLIES (continued)

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).

722000 **Transportation & Travel** (\$7,000) is recommended unchanged for the required travel to annual conferences and New Law workshops for both Clerk and Recorder; and Clerk and Recorder legislative committee meetings. 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.