

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

| <u>ACCOUNT CLASSIFICATION</u> | <u>ACTUAL EXPENDITURES 2010-11</u> | <u>BOARD APPROVED EXPENDITURES 2011-12</u> | <u>DEPARTMENT REQUEST 2012-13</u> | <u>CAO RECOMMENDED 2012-13</u> |
|---|--|--|---|--|
| SALARIES & EMPLOYEE BENEFITS | | | | |
| 710102 Permanent Salaries | 422,825 | 416,230 | 388,015 | 388,015 |
| 710103 Extra Help | 716 | 720 | 0 | 0 |
| 710200 Retirement | 108,450 | 110,915 | 107,320 | 107,320 |
| 710300 Health Insurance | 73,876 | 69,169 | 82,786 | 82,786 |
| 710400 Workers' Compensation Insurance | 2,474 | 1,927 | 2,048 | 2,048 |
| 715000 Other Benefits | 750 | 0 | 0 | 0 |
| TOTAL SALARIES & EMPLOYEE BENEFITS | 609,091 | 598,961 | 580,169 | 580,169 |
| SERVICES & SUPPLIES | | | | |
| 720300 Communications | 2,622 | 3,000 | 2,800 | 2,800 |
| 720600 Insurance | 172 | 196 | 165 | 165 |
| 720800 Maintenance - Equipment | 8,368 | 6,000 | 6,000 | 6,000 |
| 721100 Memberships | 825 | 825 | 825 | 825 |
| 721300 Office Expense | 15,045 | 14,000 | 14,000 | 14,000 |
| 721400 Professional & Specialized Services | 44,104 | 29,000 | 40,000 | 40,000 |
| 721600 Rents & Leases - Equipment | 2,227 | 4,200 | 4,200 | 4,200 |
| 721700 Rents & Leases - Buildings | 9,951 | 12,000 | 12,000 | 12,000 |
| 722000 Transportation & Travel | 4,853 | 5,000 | 7,000 | 7,000 |
| TOTAL SERVICES & SUPPLIES | 88,167 | 74,221 | 86,990 | 86,990 |
| FIXED ASSETS | | | | |
| 740300 Equipment | 21,750 | 0 | 0 | 0 |
| TOTAL FIXED ASSETS | 21,750 | 0 | 0 | 0 |
| TOTAL - COUNTY CLERK-RECORDER | 719,008 | 673,182 | 667,159 | 667,159 |

COUNTY CLERK-RECORDER

COMMENTS

COUNTY CLERK'S OFFICE – This division files fictitious business name statements and powers of attorney of sureties, issues marriage licenses, officiates at civil marriage ceremonies, administers oaths to new employees, administers oaths to notaries public and files notary bonds, takes oaths of elected and appointed employees, files conflict of interest statements, registers legal document assistants and process servers, and maintains the records in connection with these duties. Note: effective March 1, 2011, County Clerk no longer acts as a passport acceptance agent for U.S. Department of State.

RECORDER'S OFFICE – This division has the ultimate responsibility for maintaining, archiving and retrieving of the County's land documents. Documents are recorded, scanned, indexed, and then filmed, which includes comparing, and original documents are then returned to the customer as requested. The division collects recording fees and documentary transfer taxes for recorded property transfers. Recorded documents are primarily those which have to do with property ownership and fiscal responsibility. Copies of recorded documents are prepared 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>2010-11</u> | <u>Estimated</u> <u>2011-12</u> | <u>Projected</u> <u>2012-13</u> |
|--|---|--|--|
| <u>Recorder's Office</u> | | | |
| Births | 1,783 | 1,800 | 1,800 |
| Deaths | 804 | 800 | 800 |
| Marriages recorded | 710 | 700 | 700 |
| Maps recorded | 33 | 30 | 30 |
| Microfilming daily records (frames) | 110,579 | 110,000 | 110,000 |
| Recorded and Filed Documents | 39,436 | 36,000 | 36,000 |
| Copies prepared (plain, certified, and no fee) | 4,630 | 4,300 | 4,300 |
| Certified copies of Vitals | 5,833 | 5,800 | 5,800 |
| Veterans Certified Copies | 111 | 100 | 100 |
| CD w/data or images (copied for sale) | 200 | 200 | 200 |
| <u>County Clerk's Office</u> | | | |
| Certified copies – confidential marriages | 24 | 20 | 20 |
| Passport applications accepted | 543 | n/a | n/a |
| Marriage licenses (public and confidential) | 778 | 700 | 700 |

COUNTY CLERK-RECORDER

WORKLOAD (continued)

| | <u>Actual</u> <u>2010-11</u> | <u>Estimated</u> <u>2011-12</u> | <u>Projected</u> <u>2012-13</u> |
|---|---|--|--|
| <u>County Clerk's Office (continued)</u> | | | |
| Fictitious Business Statements filed | 840 | 775 | 775 |
| Fictitious business statement renewal notices | 958 | 960 | 960 |
| Notary oaths administered | 115 | 100 | 100 |
| Civil Marriages performed | 355 | 350 | 350 |
| Notices of Determination/exemption filed | 55 | 60 | 60 |
| Documents acknowledged/copies prepared | 388 | 380 | 380 |
| Registration of legal document assistants/process servers | 17 | 12 | 12 |

REVENUE

| | <u>Actual</u> <u>2010-11</u> | <u>Estimated</u> <u>2011-12</u> | <u>Projected</u> <u>2012-13</u> |
|--|---|--|--|
| <u>Recorder's division</u> | | | |
| Recording fees/copies | \$ 513,261 | \$ 500,000 | \$ 510,000 |
| Documentary transfer tax | 531,927 | 480,000 | 490,000 |
| Recorder's Modernization funds | 181,809 | 114,038 | 120,000 |
| Recorder's Micrographics funds | 92,495 | 58,750 | 17,700 |
| Vital Records Improvement Program funds | 20,541 | 5,441 | 5,000 |
| Social Security Truncation funds | 0 | 0 | 0 |
| Mediation/Dissolution of Marriages | <u>1,290</u> | <u>3,500</u> | <u>3,500</u> |
| Totals: | \$1,341,323 | \$1,161,729 | \$1,146,200 |
| <u>Clerk's division</u> | | | |
| Clerk fees retained – county share of marriage license fees; fees for filing fictitious business name statements, marriage ceremonies, passport agent fees (until 2-28-11 only), etc | \$ 70,188 | \$ 50,000 | \$ 50,000 |
| Totals: | <u>\$ 70,188</u> | <u>\$ 50,000</u> | <u>\$ 50,000</u> |
| Total Revenue: | \$1,411,511 | \$1,211,729 | \$1,196,200 |

COUNTY CLERK-RECORDER

STAFFING

| <u>Permanent</u> | 2011-12 Authorized | | 2012-13 Recommended | |
|--|---------------------------|-----------------|----------------------------|-----------------|
| | <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* | 2.0 | | 2.0 | |
| 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>1.0</u> | <u>1.0</u> | <u>0.0</u> | <u>2.0***</u> |
| Total Permanent | 9.5 | 2.5 | 8.5 | 3.5 |

Note: *The salary and benefits for the Assistant County Clerk in the Recorder Division are funded 100% from the Recorder Modernization Fund. **One (1.0 FTE) Deputy Clerk II and an Accounting Technician II (0.5 FTE) were not funded in fiscal year 2011-12 and are recommended unfunded again in fiscal year 2012-13; both have been vacant since 2008 and 2009, respectively. ***The Micrographics Clerk position (salary and benefits) was funded from the Micrographics Fund (a portion of recording fees collected) but is vacant since 12/31/11; the position is unfunded for the 2012-13 fiscal year.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$388,015) are recommended reduced \$28,215 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$0) is not recommended for 2012-13, a reduction of \$720.
- 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** (\$2,800) is recommended reduced \$200 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** (\$825) is recommended unchanged for membership in the California Association of Clerks and Election Officials (\$325) and the County Recorders' Association (\$500, which is 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 trusts is estimated at 50% of expenses in this account.
- 721400** **Professional & Specialized Services** (\$40,000) is recommended increased \$11,000 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. Any expenses in this account are reimbursed from the Micrographics Fund (approximately \$3,500 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 copier lease; 50% of the expense (\$2,100) is reimbursable from the Micrographics Fund.
- 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 which is fully reimbursed from Recorders Modernization Fund).

COUNTY CLERK-RECORDER

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$7,000) is recommended increased \$2,000 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 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 withdrawals from each fund.