

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2011-12**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2009-10</u>	<u>BOARD APPROVED EXPENDITURES 2010-11</u>	<u>DEPARTMENT REQUEST 2011-12</u>	<u>CAO RECOMMENDED 2011-12</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	473,896	409,944	416,230	416,230
710103 Extra Help	675	720	720	720
710200 Retirement	126,067	107,461	110,915	110,915
710300 Health Insurance	67,605	65,935	69,169	69,169
710400 Workers' Compensation Insurance	2,442	2,474	1,927	1,927
715000 Other Benefits	1,200	0	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>671,885</b>	<b>586,534</b>	<b>598,961</b>	<b>598,961</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	2,965	3,200	3,000	3,000
720600 Insurance	163	172	196	196
720800 Maintenance - Equipment	5,662	9,075	6,000	6,000
721100 Memberships	825	825	825	825
721300 Office Expense	14,490	15,000	14,000	14,000
721400 Professional & Specialized Services	40,299	48,595	29,000	29,000
721600 Rents & Leases - Equipment	4,498	4,600	4,200	4,200
721700 Rents & Leases - Buildings	15,097	16,000	12,000	12,000
722000 Transportation & Travel	3,809	5,000	5,000	5,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>87,808</b>	<b>102,467</b>	<b>74,221</b>	<b>74,221</b>
<b>TOTAL - COUNTY CLERK-RECORDER</b>	<b>759,693</b>	<b>689,001</b>	<b>673,182</b>	<b>673,182</b>

**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.

**WORKLOAD**

	<b><u>Actual</u></b> <b><u>2009-10</u></b>	<b><u>Estimated</u></b> <b><u>2010-11</u></b>	<b><u>Projected</u></b> <b><u>2011-12</u></b>
<b><u>Recorder’s Office</u></b>			
Births	1,760	1,750	1,775
Deaths	837	775	750
Marriages recorded	643	600	600
Maps recorded	48	36	36
Microfilming daily records (frames)	118,766	110,000	110,000
Recorded and Filed Documents	39,614	36,000	36,000
Copies prepared (plain, certified, and no fee)	4,343	4,700	4,500
Certified copies of Vitals	6,248	5,750	6,000
Veterans Certified Copies	139	115	110
CD w/data or images (copied for sale)	140	180	180
<b><u>County Clerk’s Office</u></b>			
Certified copies – confidential marriages	31	20	20
Passport applications accepted	964	543	n/a
Marriage licenses (public and confidential)	693	700	700
Fictitious Business Statements filed	873	775	775
Fictitious business statement renewal notices	994	900	900
Notary oaths administered	77	100	90
Civil Marriages performed	337	325	300
Notices of Determination/exemption filed	78	60	50
Documents acknowledged/copies prepared	356	315	300
Registration of legal document assistants/process servers	7	12	10

**COUNTY CLERK-RECORDER**

**REVENUE**

	<b><u>Actual</u></b> <b><u>2009-10</u></b>	<b><u>Estimated</u></b> <b><u>2010-11</u></b>	<b><u>Projected</u></b> <b><u>2011-12</u></b>
<b><u>Recorder's division</u></b>			
Recording fees/copies	\$ 446,637	\$ 502,000	\$ 500,000
Documentary transfer tax	447,911	530,000	540,000
Recorder's Modernization funds	218,107	100,000	114,038
Recorder's Micrographics funds	83,864	29,000	58,750
Vital Records Improvement Program funds	8,414	13,500	5,440
Social Security Truncation funds	0	29,000	29,000
Mediation/Dissolution of Marriages	<u>1,290</u>	<u>3,500</u>	<u>3,500</u>
Totals:	\$1,206,223	\$1,207,000	\$1,250,728
<b><u>Clerk's division</u></b>			
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.	\$ 70,125	\$ 63,000	\$ 50,000
Vital Records Improvement Program funds	<u>0</u>	<u>60</u>	<u>60</u>
Totals:	\$ 70,125	\$ 63,060	\$ 50,060

**STAFFING**

<b><u>Permanent</u></b>	<b><u>2010-11</u></b> <b><u>Authorized</u></b>	<b><u>2011-12 Recommended</u></b> <b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Accounting Technician I/II	.5	0	.5
Assistant County Clerk-Recorder	2.0	2.0	
Chief Assistant County Clerk-Recorder	1.0	1.0	
County Clerk-Recorder	.5	.5	
Deputy Clerk to the County Clerk-Recorder I/II	6.0	5.0	1.0
Micrographics Clerk	<u>2.0</u>	<u>1.0</u>	<u>1.0</u>
Total Permanent	12.0	9.5	2.5

**Note:** The salary and benefits for the Assistant County Clerk in the Recorder Division are funded 100% from the Recorder Modernization Trust. One Deputy Clerk II and an Accounting Technician II were not funded in fiscal year 2010-11 and are recommended unfunded again in fiscal year 2011-12; both have been vacant since 2008 and 2009, respectively. The Micrographics Clerk position (salary and benefits) is funded from the Micrographics Trust fund (a portion of recording fees collected).

**SALARIES & EMPLOYEE BENEFITS**

- 710102**     **Permanent Salaries** (\$416,230) are recommended increased \$6,286 based on the cost recommended staffing.
- 710103**     **Extra Help** (\$720) is recommended unchanged to provide services in Eastern Madera County.
- 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.

**SERVICES & SUPPLIES**

- 720300**     **Communications** (\$3,000) is recommended reduced \$200 based on actual cost experience. In this account, only alarm monitoring expense is reimbursed from the Modernization Trust 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 reduced \$3,075 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 Trust fund, and the balance from Recorder Modernization Trust 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 Records' Association (\$500, which is reimbursed from the Modernization Trust).
- 721300**     **Office Expense** (\$14,000) is recommended reduced \$1,000 for the cost of periodicals, printer supplies, and 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) trust funds. Expenses for custom, die-cut labels and custom ribbon for creating recording labels is reimbursed from the Modernization Trust fund. Total reimbursement from trusts is estimated at 50% of expenses in this account.

**SERVICES & SUPPLIES (continued)**

- 721400**     **Professional & Specialized Services** (\$29,000) is recommended reduced \$19,595 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 by the Micrographics Trust (approximately \$3,100 for film and processing), and the Modernization Trust (for the balance of the expenses).
- 721600**     **Rents & Leases - Equipment** (\$4,200) is recommended reduced \$400 for the copier lease; 50% of the expense (\$2,100) is reimbursable from the Micrographics Trust.
- 721700**     **Rents & Leases - Buildings** (\$12,000) is recommended reduced \$4,000 for rental of space in an underground vault to archive the microfilmed official recorded documents (approximately \$7,500 annually, fully reimbursed from Micrographics Trust), and for rental of local storage space (\$4,500 which is fully reimbursed from Recorders Modernization Trust fund).
- 722000**     **Transportation & Travel** (\$5,000) is recommended unchanged for the required travel to conferences and meetings, including both the Clerk's Association (CACEO) and the County Recorders Association of California (CRAC) Annual Conferences; participation at New Law Workshop; and Clerk and Recorder legislative committee meetings. Any expense attributed to Recorder is reimbursable from the Modernization Trust (approximately \$1,600).
- 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 trust fund.