

COUNTY OF MADERA
 BUDGET UNIT DETAIL
 BUDGET FOR THE FISCAL YEAR 2018-19

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

	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
<u>ESTIMATED REVENUES:</u>				
TAXES				
610900 OTHER TAXES	812,795	875,000	1,000,000	1,000,000
TOTAL TAXES	812,795	875,000	1,000,000	1,000,000
LICENSES, PERMITS & FRANCHISES				
620700 Other Licenses & Permits	16,278	16,000	16,000	16,000
TOTAL LICENSES, PERMITS & FRANCHISES	16,278	16,000	16,000	16,000
CHARGES FOR CURRENT SERVICES				
661600 Recording Fees	679,680	659,000	659,000	659,000
662700 Other Charges for Services	4,320	3,800	3,800	3,800
TOTAL CHARGES FOR CURRENT SERVICES	684,000	662,800	662,800	662,800
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	633	0	0	0
TOTAL MISCELLANEOUS REVENUE	633	0	0	0
OTHER FINANCING SOURCES				
680200 Operating Transfers In	95,477	192,000	192,000	192,000
TOTAL OTHER FINANCING SOURCES	95,477	192,000	192,000	192,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>1,609,183</u>	<u>1,745,800</u>	<u>1,870,800</u>	<u>1,870,800</u>

EXPENDITURES:

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	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	411,130	502,751	526,983	526,983
710103 Extra Help	20,243	30,000	30,000	30,000
710200 Retirement	138,896	158,203	187,565	187,565
710300 Health Insurance	66,038	105,463	106,124	106,124
710400 Workers' Compensation Insurance	5,441	5,327	6,751	6,751
715000 Other Benefits	600	600	600	600
TOTAL SALARIES & EMPLOYEE BENEFITS	642,348	802,344	858,023	858,023
SERVICES & SUPPLIES				
720300 Communications	1,953	3,300	6,060	6,060
720600 Insurance	243	357	357	357
720800 Maintenance - Equipment	4,782	5,000	5,000	5,000
721100 Memberships	1,500	1,600	1,600	1,600
721200 Miscellaneous Expenses	50	0	0	0
SERVICES & SUPPLIES (continued)				
721300 Office Expense	51,831	20,000	20,000	20,000
721400 Professional & Specialized Services	53,637	60,000	80,000	80,000
721600 Rents & Leases - Equipment	3,601	5,000	5,000	5,000
721700 Rents & Leases - Buildings	7,185	9,000	6,000	6,000
721900 Special Departmental Exp	81,456	50,000	50,000	50,000
722000 Transportation & Travel	13,943	12,500	12,500	12,500
TOTAL SERVICES & SUPPLIES	220,181	166,757	186,517	186,517
<u>TOTAL EXPENDITURES</u>	<u>862,529</u>	<u>969,101</u>	<u>1,044,540</u>	<u>1,044,540</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(746,654)</u>	<u>(776,699)</u>	<u>(826,260)</u>	<u>(826,260)</u>

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>2016-17</u>	<u>Estimated</u> <u>2017-18</u>	<u>Projected</u> <u>2018-19</u>
<u>Recorder</u>			
Births scanned/indexed	1,084	1,200	1,400
Deaths scanned/indexed	963	950	950
Marriages registered/scanned/indexed	832	800	800
Maps recorded	37	45	50
Microfilming daily records (frames)	137,520	140,000	145,000
Scanned/indexed/verified (frames)(backfile)	137,520	125,000	130,000
Recorded and Filed Documents	34,818	35,500	37,000
Copies prepared (plain, certified, and no fee)	5,394	5,500	5,700
Certified copies of birth, death, marriage records	5,586	5,800	6,000
Certified copies for Veterans services	25	30	40
CD w/data or images (copied for sale)	147	192	192
Social security truncation/redaction project (beginning w/1980 records) (documents processed)	29,312	8,084	0
<u>County Clerk</u>			
Certified copies – confidential marriages	46	50	55
Marriage licenses issued (public and confidential)	864	875	900

COUNTY CLERK-RECORDER

WORKLOAD (continued)

<u>County Clerk (continued)</u>	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
Fictitious Business Statements filed	685	700	725
Fictitious business statement renewal notices	700	700	700
Notary oaths administered/bond filed	82	85	90
Civil Marriages performed	398	425	450
Notices of Determination/exemption filed	50	60	70
Documents acknowledged/copies prepared	178	190	200
Registration of legal document assistants/process servers	13	15	15

ESTIMATED REVENUES

<u>Recorder</u>	<u>Actual 2016-17</u>	<u>Estimated 2017-18</u>	<u>Projected 2018-19</u>
610990 Documentary Transfer Tax	\$812,795	\$875,000	\$1,000,000
661600 Recording Fees	679,680	659,000	659,000
673000 Miscellaneous Revenue	633	0	0
680200 Operating Transfers In	<u>95,477</u>	<u>192,000</u>	<u>192,000</u>
Total:	1,588,585	1,726,000	1,851,000
<u>County Clerk</u>			
620700 Other Licenses & Permits	16,278	16,000	16,000
662700 Other Charges (Marriages)	<u>4,320</u>	<u>3,800</u>	<u>3,800</u>
Total:	20,598	19,800	19,800
Total Revenue:	\$1,609,183	\$1,745,800	\$1,870,800

COUNTY CLERK-RECORDER

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$526,983) is recommended increased by \$24,232 based on the cost of recommended staffing. Increase includes the shared funding of one Administrative Analyst between Clerk-Recorder and Elections. This is a new position that will strengthen the Division's administrative capabilities especially in the collection, review, audit and reporting of State required activities.
- 710103** **Extra Help** (\$30,000) is recommended unchanged based on the estimates 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** (\$187,565) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$106,124) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$6,751) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$6,060) is recommended increased by \$2,760 based on actual expenditures and on contractual increases. Expenses include costs for Verizon data plans (\$1380); secondary Internet connection via Comcast (\$1680); and fees incurred for telephone services from CenCal (\$3000). The alarm monitoring expense is reimbursed from the Modernization Fund (\$520).
- 720600** **Insurance** (\$357) 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.

COUNTY CLERK-RECORDER

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$1,600) is recommended unchanged for memberships in the California Association of Clerks and Election Officials (\$900) 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** (\$80,000) is recommended increased by \$20,000 for various annual software maintenance fees associated with the document management system in the Clerk-Recorder division 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 and the Modernization Fund.
- 721600** **Rents & Leases - Equipment** (\$5,000) is recommended unchanged to reflect ongoing expenditures for the department's copier lease and use of County Fleet vehicles.
- 721700** **Rents & Leases - Buildings** (\$6,000) is recommended decreased by \$3,000 for rental of space in an underground vault to archive the microfilmed official recorded documents and is fully reimbursed from Micrographics Fund.
- 721900** **Special Departmental** (\$50,000) is recommended unchanged to fund the completion of the new recording system in Fiscal Year 2018-19. A one-time implementation fee of \$10,000 is anticipated as phase III begins with electronic recording. All expenditures related to phase III will be reimbursed from trust fund revenue at the end of the year.
- 722000** **Transportation & Travel** (\$12,500) is unchanged to fund 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.

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

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

Department: COUNTY CLERK-RECORDER
(03300)
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3349	Accounting Technician I or							
3354	Accounting Technician II	0.5	-	0.5	-	-	-	
3205	Administrative Analyst I or							
3206	Adminstrative Analyst II	-	-	0.5	-	0.5	-	A
3122	Chief Assistant County Clerk-Recorder	1.0	-	1.0	-	-	-	
3194	Clerk/Recorder Division Manager	1.0	-	1.0	-	-	-	
1007	County Clerk-Recorder	0.5	-	0.5	-	-	-	
4637	Deputy Clerk-Recorder I or							
4638	Deputy Clerk-Recorder II	5.0	-	5.0	-	-	-	
3626	Micrographics Clerk	-	2.0	-	2.0	-	-	
3726	Senior Deputy Clerk-Recorder	1.0	-	1.0	-	-	-	
	TOTAL	9.0	2.0	9.5	2.0	0.5	-	

NOTES:

A - Position is 50% funded in Clerk-Recorder(03310) and 50% funded in Elections (03330)