

COUNTY OF MADERA  
 BUDGET UNIT DETAIL  
 BUDGET FOR THE FISCAL YEAR 2025-26

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

	<u>ACTUAL</u> <u>2023-24</u>	<u>BOARD</u> <u>APPROVED</u> <u>2024-25</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2025-26</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2025-26</u>
<b><u>ESTIMATED REVENUES:</u></b>				
TAXES				
610900 OTHER TAXES	1,492,102	1,500,000	1,700,000	1,700,000
<b>TOTAL TAXES</b>	<b>1,492,102</b>	<b>1,500,000</b>	<b>1,700,000</b>	<b>1,700,000</b>
LICENSES, PERMITS & FRANCHISES				
620700 Other Licenses & Permits	17,105	15,000	52,400	52,400
<b>TOTAL LICENSES, PERMITS &amp; FRANCHISES</b>	<b>17,105</b>	<b>15,000</b>	<b>52,400</b>	<b>52,400</b>
CHARGES FOR CURRENT SERVICES				
661600 Recording Fees	617,248	600,000	650,000	650,000
662700 Other Charges for Services	0	4,000	0	0
662714 Mediation/ Dissolution	4,490	0	4,000	4,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>621,738</b>	<b>604,000</b>	<b>650,000</b>	<b>650,000</b>
MISCELLANEOUS REVENUE				
673700 Cash Overages	1,271	1,000	1,000	1,000
673800 PY Cancel Warrants	3	1,000	0	0
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>1,274</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
OTHER FINANCING SOURCES				
680200 Operating Transfers In	142,000	0	0	0
680200 Operating Transfers In (Mod Fund 1346)	0	110,000	110,000	110,000
680200 Operating Transfers In (Micro Fund 1345)	0	20,000	20,000	20,000
680200 Operating Transfers In (Trunc Fund 1347)	0	30,000	30,000	30,000
680200 Operating Transfers In (E-Record Fund 1344)	0	25,000	25,000	25,000
680200 Operating Transfer In (VRIP Fund 1367)	0	17,000	17,000	17,000
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>142,000</b>	<b>202,000</b>	<b>202,000</b>	<b>202,000</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>2,274,219</u></b>	<b><u>2,322,000</u></b>	<b><u>2,605,400</u></b>	<b><u>2,605,400</u></b>

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	<u>ACTUAL 2023-24</u>	<u>BOARD APPROVED 2024-25</u>	<u>DEPARTMENT REQUEST 2025-26</u>	<u>CAO RECOMMENDED 2025-26</u>
<b><u>EXPENDITURES:</u></b>				
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	787,927	850,854	944,191	944,191
710103 Extra Help	0	30,000	30,000	30,000
710107 Premium Pay	1,950	0	2,000	2,000
710200 Retirement	291,366	359,316	378,243	378,243
710300 Health Insurance	124,553	197,821	179,938	179,938
710400 Workers' Compensation Insurance	33,126	35,079	10,041	10,041
710500 Other Benefits	600	600	600	600
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,239,522</b>	<b>1,473,670</b>	<b>1,545,013</b>	<b>1,545,013</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	3,963	6,000	6,000	6,000
720600 Insurance	1,410	1,632	1,235	1,235
720800 Maintenance - Equipment	2,491	5,000	5,000	5,000
721100 Memberships	1,550	2,000	2,000	2,000
721300 Office Expense	17,702	20,000	20,000	20,000
721400 Professional & Specialized Services	165,247	80,000	100,000	100,000
721600 Rents & Leases - Equipment	505	2,000	1,400	1,400
721701 Rents & Grants	5,726	6,000	6,000	6,000
721900 Special Departmental Exp	22,065	60,000	60,000	60,000
722000 Transportation & Travel	11,998	14,000	14,000	14,000
722016 Reimburse Day Meals	114	14,000	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>232,770</b>	<b>196,632</b>	<b>215,635</b>	<b>215,635</b>
<b>OTHER CHARGES</b>				
730330 Rents & Leases - Principal	6,216	6,500	6,500	6,500
<b>TOTAL OTHER LEASES &amp; EXPENSES</b>	<b>6,216</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
<b>INTRAFUND EXPENSES</b>				
770100 Intrafund Expense Account	6,000	7,025	7,000	7,000
<b>TOTAL INTRAFUND EXPENSES</b>	<b>6,000</b>	<b>7,025</b>	<b>7,000</b>	<b>7,000</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>1,484,509</u></b>	<b><u>1,683,827</u></b>	<b><u>1,774,148</u></b>	<b><u>1,774,148</u></b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>(789,710)</u></b>	<b><u>(638,173)</u></b>	<b><u>(831,252)</u></b>	<b><u>(831,252)</u></b>

**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 at the discretion of the County Clerk; administers oaths to elected and appointed officers, and notaries public; files notary bonds; files environmental notices; registers legal document assistants and process servers; accepts passport applications on behalf of the U. S. Department of State (status pending).

**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**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Projected</u></b> <b><u>2025-26</u></b>
<b><u>Recorder</u></b>			
Births scanned/indexed (current/historical)	21/3,096	20/2,000	20
Deaths scanned/indexed (current/historical)	774/1,265	800/1,000	800
Marriages registered/scanned/indexed (current)	789	800	800
Maps recorded	50	50	50
Scanned/indexed/verified (pages)(current + historical)	131,597	140,000	150,000
Recorded and Filed Documents	29,002	29,500	30,000
Copies prepared (plain, certified, and no fee)	4,104	4,000	4,000
Certified copies of birth, death, marriage records	4,949	5,000	5,000
Certified copies for Veterans services	31	25	25
CD w/data or images (copied for sale)/FTP annual subscriptions	98	95	95
 <b><u>County Clerk</u></b>			
Certified copies – confidential marriages	51	50	50
Marriage licenses issued (public and confidential)	898	850	850
Fictitious Business Statements filed	845	850	850

**COUNTY CLERK-RECORDER**

**WORKLOAD (continued)**

	<b><u>Actual</u></b> <b><u>2023-24</u></b>	<b><u>Estimated</u></b> <b><u>2024-25</u></b>	<b><u>Projected</u></b> <b><u>2025-26</u></b>
<b><u>County Clerk (continued)</u></b>			
Fictitious business statement renewal notices	750	750	850
Notary oaths administered/bond filed	107	100	100
Civil Marriages performed	350	300	300
Notices of Determination/exemption filed	142	140	140
Documents acknowledged/copies prepared	410	500	500
Registration of legal document assistants/process servers	14	15	15
Passport Applications	0	0	1040
Passport Photographs	0	0	885

**ESTIMATED REVENUES**

**RECORDER REVENUE**

- 610900**      **Documentary Transfer Tax** (\$1,700,000) is recommended increased based on anticipated revenue collected for documentary transfer tax on all recorded conveyances. Documentary transfer tax is imposed on all conveyances when the consideration or value of property conveyed exceeds \$100 at the rate of \$0.55 for each \$500 or fractional part thereof. This amount reflects the estimated \$1,425,000 to be collected in documentary transfer tax collected on all Unincorporated conveyances; with approximately \$200,000 disbursed to the City of Madera and \$75,000 to the City of Chowchilla for transfers within those jurisdictions.
  
- 661600**      **Recording Fees** (\$650,000) is recommended slightly increased based on anticipated revenue generated and allocated to the County Recorder for recordings, map filings, vital record copies and official record copies. This amount includes additional revenue collected by the County Clerk for copies and filings.
  
- 673700**      **Cash Overages** (\$1,000) is recommended. Funds will only be generated in the event of overpayments of less than \$10 on any single transaction.

## COUNTY CLERK-RECORDER

### ESTIMATED REVENUES (continued)

**680200**      **Operating Transfers In** (\$202,000) is recommended unchanged. Revenue is transferred in from the Modernization Trust Fund (\$110,000), the Micrographics Trust Fund (\$20,000), the Social Security Truncation Trust Fund (\$30,000), the E-Recording Trust Fund (\$25,000), and the Vital Records Improvement Trust Fund (\$17,000) to reimburse the general fund for expenditures associated with allowable activities.

### COUNTY CLERK REVENUE

**620700**      **Other Licenses & Permits** (\$52,400) is recommended increased due to a projected increase in sales. This amount reflects the anticipated revenue collected from the sale of public and confidential marriage licenses that is allocated to the County Clerk plus an additional \$36,400 anticipated revenue from passport application and photograph fees. (Passport fees will be deposited into a separate account to be created.)

**662714**      **Mediation/Dissolution** (\$4,000) is recommended unchanged. This amount reflects the revenue collected from the sale of public and confidential marriage licenses that is collected by the County Clerk for the purpose of maintaining the family conciliation court or conciliation and mediation services as described in GC 26840.3.

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$944,191) is recommended based on the cost of recommended staffing.

**710103**      **Extra Help** (\$30,000) is recommended unchanged based on the estimates for the review and recording of Restrictive Covenant Modification documents.

**710107**      **Premium Pay** (\$2,000) is recommended based on the cost to fund the cost of staff who receive additional compensation for bilingual services.

**710200**      **Retirement** (\$378,243) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

**710300**      **Health Insurance** (\$179,938) is based on the employer's share of health insurance premiums.

**710400**      **Workers' Compensation** (\$10,041) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

## COUNTY CLERK-RECORDER

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$6,000) is recommended unchanged based on actual expenditures and on contractual increases. Expenses include costs for Verizon data plans (\$3,000 annually); secondary Internet connection via Comcast (\$1,700 annually). Additional expenses expected with the Recorder office expansion.
- 720600**      **Insurance** (\$1,235) reflects the County's anticipated contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$5,000) is recommended unchanged. Amount 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. The alarm monitoring expense is reimbursed from the Modernization Fund (\$140.00 monthly maintenance, plus \$1,440.00 annual maintenance fee).
- 721100**      **Memberships** (\$2,000) is recommended unchanged to cover costs of memberships in the California Association of Clerks and Election Officials (\$1,000) and the County Recorders' Association of California (\$1,000).
- 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** (\$100,000) is recommended increased 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. Anticipated increased costs related to additional services offered including property owner notification programs and additional licenses attributed to Recorder office expansion. Services directly related to Recorder are reimbursed from the Micrographics Fund and the Modernization Fund.
- 721600**      **Rents & Leases – Equipment** (\$1,400) is recommended decreased based on expected use of County fleet vehicles as needed for travel to conferences in Sacramento County, Orange County, and Santa Cruz County up to 1,500 miles.

## COUNTY CLERK-RECORDER

### SERVICES & SUPPLIES (continued)

- 721701**      **Rents – Grants** (\$6,000) is recommended unchanged for rental of space in an underground vault to archive the microfilmed official recorded documents and is fully reimbursed from Micrographics Fund. (formerly account 721700)
- 721900**      **Special Departmental** (\$60,000) is recommended unchanged to fund anticipated costs related hardware, software and supplies for the satellite office location and other related costs. Applicable expenditures will be reimbursed from trust fund revenue at the end of the year.
- 722000**      **Transportation & Travel** (\$14,000) is recommended 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.

### OTHER CHARGES

- 730330**      **Rents & Leases – Principal** (\$6,500) is recommended to reflect ongoing expenditures for the department's copier lease.
- 770100**      **Intrafund Expense** (\$7,200) is recommended to fund the house phones and VOIP services for the Clerk and Recorder divisions as invoiced by County IT.

**COUNTY OF MADERA  
BUDGET UNIT POSITION SUMMARY  
BUDGET FOR THE FISCAL YEAR 2025-26**

Department: COUNTY CLERK-RECORDER  
(03300)  
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JCN	CLASSIFICATION	2024-25 Authorized Positions		2025-26 Proposed Positions		Y-O-Y Changes in Positions		Notes
		Funded	Unfunded	Funded	Unfunded	Funded	Unfunded	
3349	Accounting Technician I or							
3354	Accounting Technician II or					-	-	
3353	Sr. Accounting Technician	0.5	-	-	-	(0.5)	-	A
3911	Administrative Services Officer	-	-	0.5	-	0.5	-	A
3205	Administrative Analyst I or							
3206	Adminstrative Analyst II	0.5	-	0.5	-	-	-	
3122	Chief Assistant County Clerk-Recorder	1.0	-	1.0	-	-	-	
3194	Division Director Clerk Recorder Services	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	1.0	5.0	1.0	-	-	
3726	Senior Deputy Clerk-Recorder	1.0	-	1.0	-	-	-	
TBD	Transfer Tax Investigator	-	-	1.0	-	1.0	-	B
4222	Executive Assistant to the Dept. Head	0.5	-	0.5	-	-	-	
<b>TOTAL</b>		<b>10.0</b>	<b>1.0</b>	<b>11.0</b>	<b>1.0</b>	<b>1.0</b>	<b>-</b>	

**NOTES:**

- A** The Department is requesting to fund an Adminstrative Officer position instead of a Sr. Accounting Technician to better align the position with the current workload and the need for supervision of adminstrative staff.
- B** The Transfer Tax Investigator is a newly requested position. The growing number of Legal Entity Owner Changes combined with the need for regular audits of City/County Transfer taxes has caused the workload to grow beyond what can be accomplished with existing staff.