

CLERK-RECORDER

MISSION STATEMENT

To provide efficient service to the public that exemplifies the highest standards of courtesy, cost effectiveness, and ethical performance while maintaining and preserving the public's records in a secure and easily accessible environment and promoting confidence in the administration of fair and impartial elections.

PROGRAMS AND SERVICES

The County Clerk-Recorder is an elected official and serves as the Chief Election Official for the County. The Department delivers services to people at every important juncture of life and has organized its' programs to meet those demands and its' mandated responsibilities in a cost effective and efficient manner through continuous improvement in technology and customer service. The Clerk-Recorder Department is organized into three divisions that are combined into two budget units, Clerk-Recorder (470) and Elections (130). Each of these divisions has distinct and unique legal mandates.

The County Clerk Division files/registers fictitious business names, notary publics, process servers, unlawful detainer assistants, legal document assistants, professional photocopiers, and oaths of office for county employees, environmental review documents, marriage licenses, humane officer appointments, power of attorney for admitted sureties, and other public notices. As Commissioner of Civil Marriages, the County Clerk conducts civil marriage ceremonies.

The County Recorder Division records all real property transactions, financing statements, and maps; registers all birth, deaths, and marriages that occur in the county; and collects and administers various fees for the county, its' cities and state agencies including Documentary Transfer Tax.

The County Clerk-Recorder as the Chief Election Official /Registrar of Voters administers and conducts all federal, state, county, city, school and special district elections. The office is also responsible for maintaining voter files for the County of Butte; promoting and encouraging voter registration; processing and certifying initiative referendum, recall and candidate nomination petitions; processing and maintaining election records including candidate filings; precinct and district boundary maintenance; providing absentee balloting services; locating polling places that are accessible to the elderly and disabled voters; recruiting, appointing, and training election day workers; programming/testing ballot count system; tally/certification of ballots cast; conducts official canvass of the vote and any recounts thereof. The County Clerk-Recorder is also the official filing officer for campaign disclosure and statements of economic interests as provided by state and local laws.

SUMMARY OF DEPARTMENTAL BUDGET REQUEST

- The Department budget request includes funding to maintain fiscal year 2007-08 staffing and operation levels for the department.
- The Department budget request includes the elimination of a vacant Senior Administrative Analyst position consistent with the decrease in departmental fee revenue and trust fund support.
- The Department budget request includes necessary appropriations for the November 2008 Presidential Election. The Secretary of State's withdrawal of approval of electronic voting systems has increased election cost considerably by mandating both paper and electronic ballots at the polls and additional security measures.

CHIEF ADMINISTRATIVE OFFICER'S RECOMMENDATION

- The recommendation includes funding to maintain fiscal year 2007-08 staffing and operation levels for the department except for the elimination of a vacant Senior Administrative Analyst position consistent with the decrease in departmental fee revenue and trust fund support.
- The recommendation includes sufficient appropriations for the November 2008 Presidential Election.

BUDGET CODE 130001

UNIT TITLE - ELECTIONS

BUTTE COUNTY
STATE OF CALIFORNIA
BUDGET UNIT EXPENDITURE DETAIL
SCHEDULE 9 2008-09

FUNCTION 1 - ELECTIONS
ACTIVITY - 15 -
FUND - 0010 - COUNTY GENERAL FUND 0010

ACCOUNT	TITLE	ACTUAL 2006-07	ESTIMATED 2007-08	REQUESTED 2008-09	RECOMMENDED 2008-09	ADOPTED 2008-09
EXPENDITURES						
510	SALARIES & EMPLOYEE BENE	772,299	998,347	917,043	865,035	-
520	SERVICES & SUPPLIES	529,143	950,886	689,722	754,822	-
550	OTHER CHARGES	209	-	500	500	-
560	FIXED ASSETS	1,178,467	528,026	79,058	13,958	-
TOTAL	DIRECT	2,480,118	2,477,259	1,686,323	1,634,315	-
570	OTHER FINANCING USES	34,977	55,519	44,608	44,608	-
TOTAL EXPENDITURES		2,515,095	2,532,778	1,730,931	1,678,923	-
REVENUES						
50100	STATE REVENUES	1,271,900	759,000	140,000	1,284,636	-
50200	FEDERAL REVENUES	570,988	378,505	-	-	-
TOTAL	GOVERNMENTAL REVENUES	1,842,888	1,137,505	140,000	1,284,636	-
60000	CHARGES FOR SERVICES	576,204	107,500	508,000	508,000	-
70000	MISCELLANEOUS REVENUES	217	-	-	-	-
TOTAL REVENUES		2,419,309	1,245,005	648,000	1,792,636	-
NET COSTS ELECTIONS		95,786	1,287,773	1,082,931	(113,713)	-

BUDGET CODE 470001

UNIT TITLE - RECORDER

BUTTE COUNTY
STATE OF CALIFORNIA
BUDGET UNIT EXPENDITURE DETAIL
SCHEDULE 9 2008-09

FUNCTION - 2 - RECORDER
ACTIVITY - 26 -
FUND - 0010 COUNTY GENERAL FUND

ACCOUNT	TITLE	ACTUAL 2006-07	ESTIMATED 2007-08	REQUESTED 2008-09	RECOMMENDED 2008-09	ADOPTED 2008-09
EXPENDITURES						
510	SALARIES & EMPLOYEE BENE	983,119	1,103,191	1,041,020	1,041,020	-
520	SERVICES & SUPPLIES	318,127	370,734	330,622	330,622	-
550	OTHER CHARGES	1,268	-	-	-	-
560	FIXED ASSETS	3,446	7,828	8,374	8,374	-
TOTAL	DIRECT	1,305,960	1,481,753	1,380,016	1,380,016	-
570	OTHER FINANCING USES	35,486	44,443	40,228	40,228	-
TOTAL EXPENDITURES		1,341,446	1,526,196	1,420,244	1,420,244	-
REVENUES						
20000	LICENSES AND PERMITS	132,544	133,000	130,000	130,000	-
60000	CHARGES FOR SERVICES	1,188,379	1,258,196	1,160,152	1,160,152	-
70000	MISCELLANEOUS REVENUES	141,517	135,000	124,300	130,092	-
TOTAL REVENUES		1,462,440	1,526,196	1,414,452	1,420,244	-
NET COSTS RECORDER		(120,994)	-	5,792	-	-

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