

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 programs to meet those demands and 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). All of these divisions have very distinct and unique legal mandates.

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.

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, cities and state agencies including documentary transfer tax.

County Clerk-Recorder – Administers and conducts all federal, state, county, city, school and special district elections as the Chief Election Official /Registrar of Voters. 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; tallying/certifying ballots cast; and conducting 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.

FY 2008-09 ACCOMPLISHMENTS

- Conducted two countywide elections: November 4, 2008 – General and May 19, 2009 – Statewide Special.
- Processed 29,260 voter registration cards.
- Established a vote-by-mail facility which processed 85,152 vote-by-mail ballots at 3,500 staff hours.
- Tabulated 141,616 voted ballots.
- Trained 1,283 Precincts Officers in 173 classroom hours to staff 212 precincts in the use of optical scan paper ballot and touch screen voting systems.
- Established an on-line, web-based training program for precinct officers.
- Trained 33 Precinct Field Inspectors in 32 classroom hours to assist 212 precincts.

- Converted microfilm images of official records to digitized images from 1988 to 1998 for public access. Currently records are available from 1988 to present on public touch screen computer terminals.
- Converted microfilm images of marriage licenses (1944-present) and birth certificates (1919 to present) to digitized images.
- Redacted social security numbers from official records from 2008 to 1988 for the public's protection.
- Continued project of restoration/preservation of 22 historical record books containing indexes to mines, patents, maps, surveys, and homesteads to 1860.

SUMMARY OF DEPARTMENTAL BUDGET REQUEST

- The Department budget request includes funding to maintain FY 2008-09 staff and operations levels.
- The Department budget request includes the elimination of a Deputy Clerk-Recorder and reclassification of Assistant Clerk-Recorder to Chief Deputy Clerk-Recorder to bring expenditures in line with revenue.
- The Department budget request includes the reclassification of an Administrative Assistant to Deputy Clerk-Recorder 1 for voter registration and realigns two positions to manager functions.
- The Department budget request includes additional revenues, estimated at \$40,000 to \$50,000, based on the new fee schedule approved by the Board of Supervisors on March 24, 2009.
- The Department budget request incorporates all necessary expenses for the June 8, 2010 Statewide Primary Election. Election mandates by the State Legislature and the Secretary of State have driven the cost of operation up substantially. The withdrawal of approval to use electronic voting systems has increased election cost by mandating both paper and electronic ballots at the polls, additional security measures and also additional staffing at polls and poll worker training. The Secretary of State has mandated extensive hand counting of ballots which has driven up the expenditure for extra help.
- The Department budget request does not include revenues from outside agencies within Butte County for their share of election costs as there are no known contested elections.
- The Department has a long-term goal to combine all functions of the Clerk-Recorder/Elections Department into one facility.

CHIEF ADMINISTRATIVE OFFICER'S RECOMMENDATION

- The recommendation includes appropriation of \$2,824,077 with restricted revenue of \$1,366,586 for all budget units in the department. The use of discretionary revenues by the department is \$1,458,707, all of which is in the Elections budget unit.
- The recommendation includes funding to maintain FY 2008-09 staffing and operation levels for the department except for the elimination of the Deputy Clerk-Recorder position and the reclassification of the Assistant Clerk-Recorder position to Chief Deputy Clerk-Recorder consistent with the decrease in departmental fee revenue and trust fund support and the reclassification of an Administrative Assistant position to Deputy Clerk-Recorder I position.
- The recommendation includes sufficient appropriations for the June 8, 2010 Statewide Primary Election.

BUDGET CODE 130001

UNIT TITLE - ELECTIONS

BUTTE COUNTY
STATE OF CALIFORNIA
BUDGET UNIT EXPENDITURE DETAIL
SCHEDULE 9 2009-10

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

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
EXPENDITURES						
510	SALARIES & EMPLOYEE BENE	947,426	866,216	852,571	852,571	
520	SERVICES & SUPPLIES	1,170,724	753,007	507,769	507,769	
550	OTHER CHARGES	56	500			
560	FIXED ASSETS	43,134	13,958			
TOTAL	DIRECT	2,161,341	1,633,681	1,360,340	1,360,340	-
570	OTHER FINANCING USES	54,929	57,298	218,695	210,367	
TOTAL EXPENDITURES		2,216,270	1,690,979	1,579,035	1,570,707	-
REVENUES						
50100	STATE REVENUES	1,002,921	1,284,636	-	-	
50200	FEDERAL REVENUES	1,573	-	85,000	85,000	
TOTAL	GOVERNMENTAL REVENUES	1,004,495	1,284,636	85,000	85,000	-
60000	CHARGES FOR SERVICES	40,870	508,000	27,000	27,000	
70000	MISCELLANEOUS REVENUES	-	-	-	-	
TOTAL REVENUES		1,045,364	1,792,636	112,000	112,000	-
NET COUNTY COSTS/USE OF FUND BALANCE		1,170,906	(101,657)	1,467,035	1,458,707	-

BUDGET CODE 470001

UNIT TITLE - RECORDER

BUTTE COUNTY
STATE OF CALIFORNIA
BUDGET UNIT EXPENDITURE DETAIL
SCHEDULE 9 2009-10

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

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
EXPENDITURES						
510	SALARIES & EMPLOYEE BENE	927,927	1,040,577	886,627	886,627	
520	SERVICES & SUPPLIES	250,906	318,144	218,626	218,626	
550	OTHER CHARGES	991	-			
560	FIXED ASSETS	7,828	8,374			
TOTAL	DIRECT	1,187,652	1,367,095	1,105,253	1,105,253	-
570	OTHER FINANCING USES	44,320	43,672	149,333	148,117	
TOTAL EXPENDITURES		1,231,972	1,410,767	1,254,586	1,253,370	-
REVENUES						
20000	LICENSES AND PERMITS	123,992	130,000	134,000	134,000	
60000	CHARGES FOR SERVICES	881,434	1,160,152	991,886	991,886	
70000	MISCELLANEOUS REVENUES	129,461	130,092	128,700	128,700	
TOTAL REVENUES		1,134,887	1,420,244	1,254,586	1,254,586	-
NET COUNTY COSTS/USE OF FUND BALANCE		97,085	(9,477)	-	(1,216)	-