

Mission Statement

The mission of the Clerk-Recorder's Department is to provide efficient public service 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 to promote confidence in the administration of fair and impartial elections.

Department Description and Key Issues

The County Clerk-Recorder is an elected official and also serves as the Registrar of Voters for the County. The department delivers services to people at every important juncture of life and has organized its programs to meet the demands and mandated responsibilities in a cost effective and efficient manner through continuous improvements in technology and customer service. The Clerk-Recorder's Department consists of three divisions: County Clerk/Recorder, Archives, and Elections. The duties of each division are summarized below:

County Clerk-Recorder Division – The County Clerk services range from issuing marriage licenses to filing and/or registering fictitious business names, notary publics, process servers, unlawful detainer assistants, legal document assistants, professional photocopiers, oaths of office for County employees, environmental review documents, humane officer appointments, power of attorney for admitted sureties, and other public notices.

The Recorder is charged with the protection of the public's real property interest and is responsible for examining, imaging, indexing and archiving all official records recorded and filed within Butte County. The Recorder collects and administers various fees for Butte County, its cities, and State agencies such as Documentary Transfer Tax, Family Conciliation, Child Abuse and Domestic Violence Trust, District Attorney Fraud Prosecution, State DNA Database, and Umbilical Cord Blood Trust, among others. The Recorder is also the local registrar of marriages and maintains copies of certificates for all births, deaths, and marriages that occur in Butte County. Copies of these vital records are available for purchase.

Archives Division – The Archives Division maintains custody of many of the County's historical and permanent records within a professionally managed archives facility, in a stable environment, and conveniently located in one building. Both public and staff access to these records is enhanced with computerized searches and digital imaging. Copies of official records are available for purchase and go towards the maintenance and restoration of these records for future generations.

The County Clerk-Recorder and Archives Divisions are solely supported by fees charged for services provided and receive no General Fund discretionary funds.

Elections Division – The Registrar of Voters, as the chief elections official, is responsible for administering and conducting all elections in Butte County (federal, State, County, municipal, board of education, college, school, and special district). The Registrar is also responsible for registering voters, maintaining voter registration records, and providing voter registration and election information to candidates, campaigns, media, and public; ensuring timely and complete filing of campaign financial reports and acting as filing officer for statements of economic-conflict of interest code reports; verifying signatures on State and local initiatives, referendum, recall and nomination petitions; and maintaining precinct and district boundary lines.

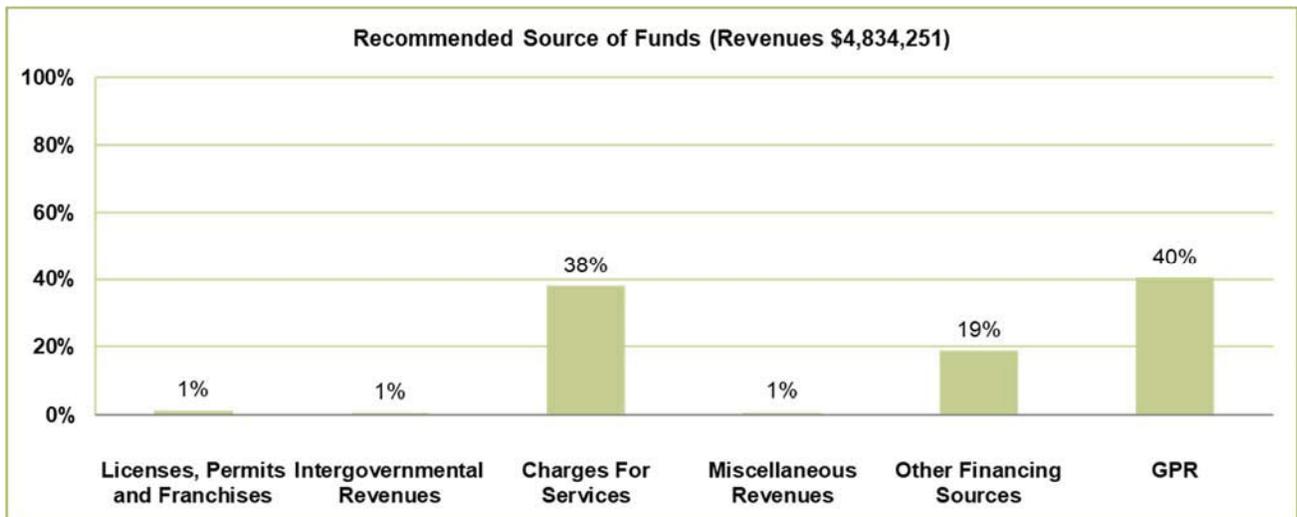
CLERK-RECORDER BUDGET

	2016-17 Actuals	2017-18 Adopted	2018-19 Requested	2018-19 Recommended
Licenses, Permits and Franchises	65,302	66,000	65,000	65,000
Intergovernmental Revenues	179,559	5,000	25,000	25,000
Charges For Services	1,899,301	1,118,150	1,834,675	1,839,675
Miscellaneous Revenues	34,606	33,300	38,500	38,500
Other Financing Sources	617,879	967,670	910,775	910,775
Total Revenues	\$ 2,796,647	\$ 2,190,120	\$ 2,873,950	\$ 2,878,950
Salaries and Employee Benefits	1,800,483	2,175,264	2,303,150	2,303,150
Services and Supplies	1,504,585	1,266,390	1,964,228	1,653,728
Other Charges	15,163	92,608	178,874	178,874
Capital Assets	-	-	160,000	-
Other Financing Uses	71,865	100,000	100,000	100,000
Special Items	272,447	649,564	598,499	598,499
Total Expenditures	\$ 3,664,543	\$ 4,283,826	\$ 5,304,751	\$ 4,834,251
Net Costs/Use of Fund Balance	\$ 867,896	\$ 2,093,706	\$ 2,430,801	\$ 1,955,301

THIS SPACE INTENTIONALLY LEFT BLANK

Source of Funds (Revenues)

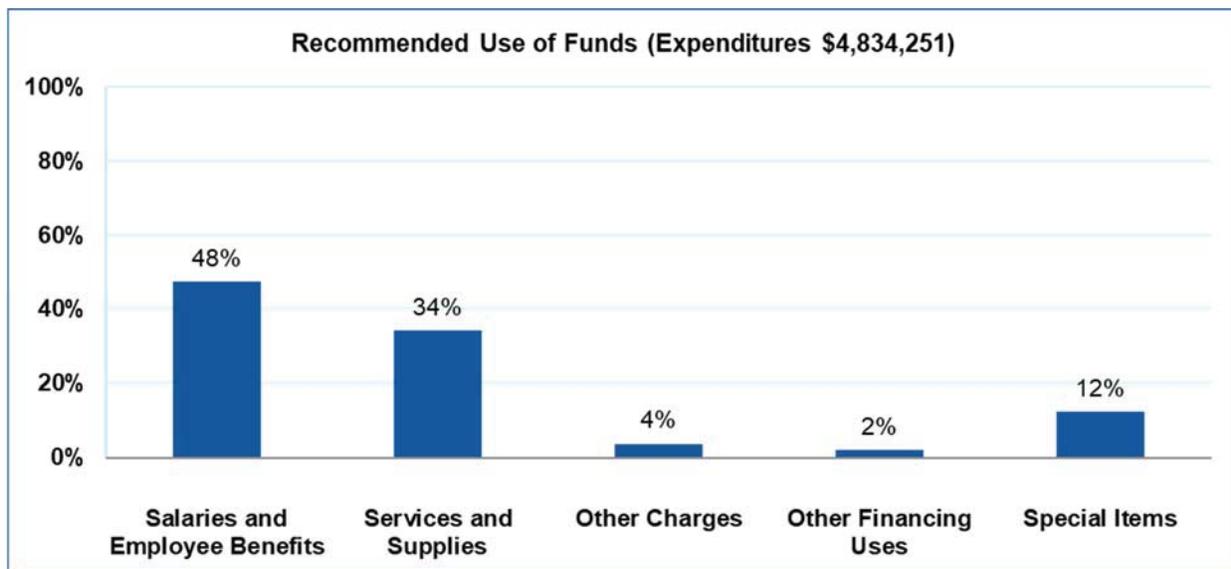
- General purpose revenue (GPR) from the General Fund is the largest revenue source for the department and funds the Elections function only. There is no GPR support for the Recorder function.
- Charges for services include revenue from candidate and ballot measure filings, payments from local jurisdictions for the County conducting their elections, and fees for all recording services.
- Other financing sources consist of transfers from non-operating special revenue funds that hold the portion of Recorder’s revenue that is restricted by State law to support functions such as modernization of the operation of the County’s system of recorded documents, social security truncation, and electronic recording.
- Licenses and permits include fees collected for items such as marriage licenses and birth certificates.
- Intergovernmental revenue comes from State reimbursements for some election costs.
- Miscellaneous revenue is primarily revenue received for providing copies of documents to the public.



THIS SPACE INTENTIONALLY LEFT BLANK

Use of Funds (Expenditures)

- Salaries and benefits is the largest expenditure category for the department.
- Services and supplies include contracts for services such as temporary election workers, software, and maintenance of equipment. They also include office supplies, elections materials, training, and printing.
- Special items include costs for support services provided by Administration, Auditor, County Counsel, General Services, Human Resources, Information Systems, and Treasurer.
- Other charges include a transfer to the Capital Project Fund for depreciation on the Hall of Records.
- Other financing uses include transfers to the Debt Service Fund for debt payments for the Hall of Records.



THIS SPACE INTENTIONALLY LEFT BLANK

Summary of Budget Request and Recommendation

Salaries & Employee Benefits

Requested

- The department budget request includes funding to maintain current staffing levels.

Recommended

- The recommendation includes funding to maintain current staffing levels.

Full Time Equivalent		Total
Position Allocations		
2014-15	Adopted Positions	25.00
2015-16	Adopted Positions	24.70
2016-17	Adopted Positions	24.70
2017-18	Adopted Positions	23.70
2017-18	Current Positions *	22.70
2018-19	Recommended Positions	22.70

*As of 4/24/2018

Services & Supplies

Requested

- The department budget request includes funding to maintain current service levels, including the November 6, 2018 General Election.

Recommended

- The recommendation includes funding to maintain current service levels, including the November 6, 2018 General Election.

Capital Assets

Requested

- The department budget request includes funding for the purchase of a new voting system.

Recommended

- The recommendation includes funding for the purchase of a new voting system.

BUDGET UNIT: 470 - CLERK-RECORDER
 FUNCTION: GENERAL GOVERNMENT
 ACTIVITY: ELECTIONS
 FUND: 0010 - GENERAL FUND

Detail by Revenue Category and Expenditure Object 1	2016-17 Actual 2	2017-18 Estimated 3	2018-19 Requested 4	2018-19 Recommended 5	2018-19 Adopted by Board of Supervisors 6
REVENUES					
420 LICENSE,PERMTS & FRANCHS	65,302	66,000	65,000	65,000	-
450 INTERGOVERNMENTAL REVENUES	179,559	5,000	25,000	25,000	-
460 CHARGES FOR SERVICES	1,899,301	1,118,150	1,834,675	1,839,675	-
470 MISCELLANEOUS REVENUE	34,606	33,300	38,500	38,500	-
480 OTHER FINANCING SOURCES	617,879	967,670	910,775	910,775	-
TOTAL REVENUES	\$2,796,647	\$2,190,120	\$2,873,950	\$2,878,950	-
EXPENDITURES/APPROP.					
510 SALARIES & EMPLOYEE BENE	1,800,483	2,175,264	2,303,150	2,303,150	-
520 SERVICES & SUPPLIES	1,504,585	1,266,390	1,964,228	1,653,728	-
550 OTHER CHARGES	15,163	92,608	178,874	178,874	-
560 CAPITAL ASSETS	-	-	160,000	-	-
570 OTHER FINANCING USES	71,865	100,000	100,000	100,000	-
590 SPECIAL ITEMS	272,447	649,564	598,499	598,499	-
TOTAL EXPENDITURES/APPROP.	\$3,664,543	\$4,283,826	\$5,304,751	\$4,834,251	-
NET COSTS/USE OF FUND BALANCE	\$867,896	\$2,093,706	\$2,430,801	\$1,955,301	-

BUTTE COUNTY
DETAIL OF BUDGET UNIT BY DIVISION
BUDGET UNIT: 470 - CLERK-RECORDER
FUND: 0010 - GENERAL FUND

Detail by Division	2016-17 Actual	2017-18 Estimated	2018-19 Requested	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6

REVENUES BY DIVISION

4701 CR-ELECTIONS DIV	1,023,190	65,000	669,000	669,000	-
4702 CR-CLERK-RECORDER DIV	1,773,457	1,765,372	1,930,426	1,935,426	-
4703 ARCHIVES	-	359,748	274,524	274,524	-

TOTAL REVENUES	\$2,796,647	\$2,190,120	\$2,873,950	\$2,878,950	-
-----------------------	--------------------	--------------------	--------------------	--------------------	----------

EXPENDITURES/APPROPRIATIONS BY DIVISION

4701 CR-ELECTIONS DIV	1,891,410	2,158,706	2,831,886	2,624,301	-
4702 CR-CLERK-RECORDER DIV	1,773,134	1,765,372	2,198,341	1,935,426	-
4703 ARCHIVES	-	359,748	274,524	274,524	-

TOTAL EXPENDITURES/APPROPRIATIONS	\$3,664,543	\$4,283,826	\$5,304,751	\$4,834,251	-
--	--------------------	--------------------	--------------------	--------------------	----------

NET COSTS/USE OF FUND BALANCE

4701 CR-ELECTIONS DIV	868,220	2,093,706	2,162,886	1,955,301	-
4702 CR-CLERK-RECORDER DIV	(323)	-	267,915	-	-
4703 ARCHIVES	-	-	-	-	-

TOTAL NET COSTS/USE OF FUND BALANCE	\$867,896	\$2,093,706	\$2,430,801	\$1,955,301	-
--	------------------	--------------------	--------------------	--------------------	----------