

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's 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 the Affordable Housing & Jobs Act Fee (SB2), 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 do not receive discretionary funds from the General Fund.

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, 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-

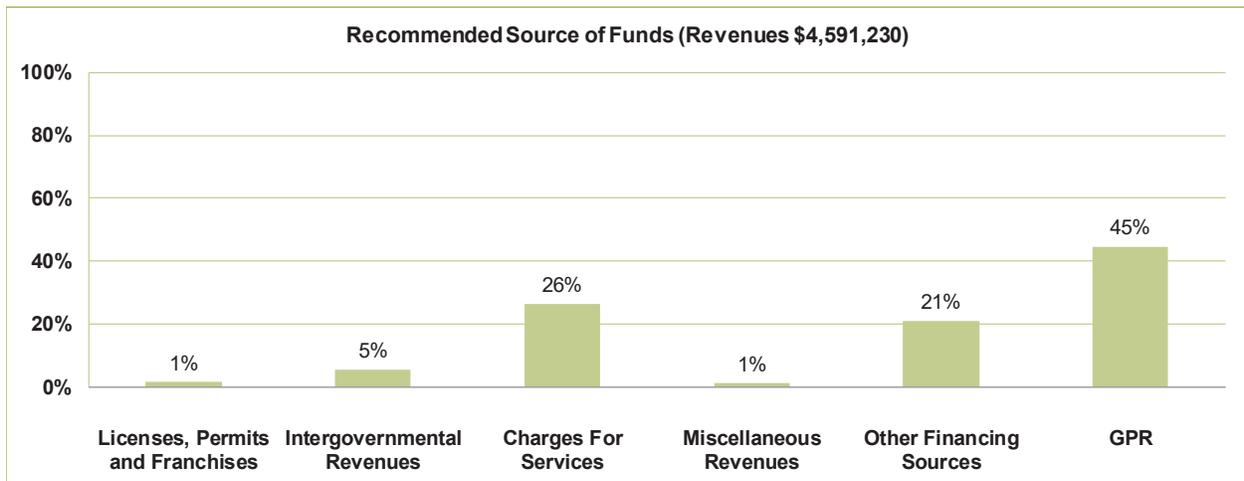
conflict of interest code reports; verifying signatures on State and local initiatives, referendum, recall and nomination petitions; and maintaining precinct and district boundary lines. The Election division is also Passport Acceptance Agency and provides passport photos.

CLERK-RECORDER BUDGET				
	2017-18 Actuals	2018-19 Adopted	2019-20 Requested	2019-20 Recommended
Licenses, Permits and Franchises	70,803	65,000	68,000	68,000
Intergovernmental Revenues	3,940	25,000	37,500	251,500
Charges For Services	1,240,728	1,839,675	1,209,010	1,209,010
Miscellaneous Revenues	43,199	38,500	50,700	50,700
Other Financing Sources	740,999	981,275	895,137	966,142
Total Revenues	\$ 2,099,670	\$ 2,949,450	\$ 2,260,347	\$ 2,545,352
Salaries and Employee Benefits	1,954,105	2,303,150	2,389,386	2,389,386
Services and Supplies	1,146,731	1,653,728	1,368,160	1,368,160
Other Charges	92,466	178,874	178,474	178,474
Capital Assets	-	-	-	-
Other Financing Uses	98,715	100,000	100,000	100,000
Special Items	709,149	673,499	482,610	555,210
Total Expenditures	\$ 4,001,167	\$ 4,909,251	\$ 4,518,630	\$ 4,591,230
Net Costs/Use of Fund Balance	\$ 1,901,497	\$ 1,959,801	\$ 2,258,283	\$ 2,045,878

THIS SPACE INTENTIONALLY LEFT BLANK

Source of Funds (Revenues)

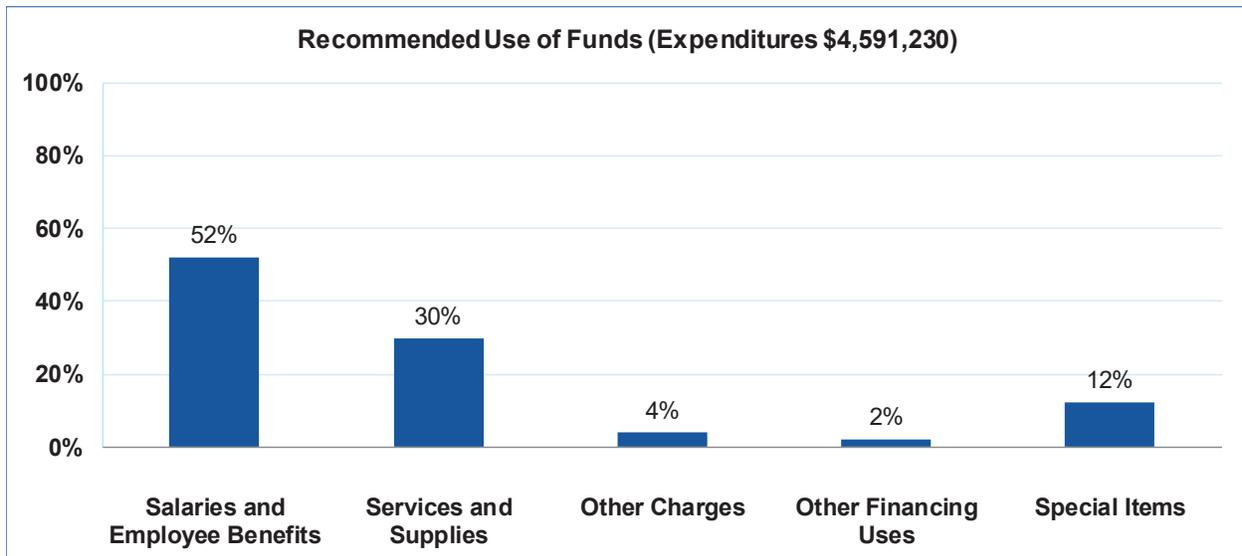
- The Elections Division is funded primarily from general purpose revenue (GPR) from the General Fund. There is no GPR support for the Clerk/Recorder Division or Archives Division functions.
- Charges for services include revenue from candidate filings and candidate statements, payments from local jurisdictions 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 are restricted by State law to support functions such as modernization of the operation of the department’s system of recorded documents, social security truncation, and electronic recording.
- Intergovernmental revenues come from State reimbursements for some election costs.
- Licenses, permits, and franchises include fees collected for items such as marriage licenses and birth certificates.
- 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, voting equipment and maintenance. They also include office supplies, elections materials, 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 Position Allocations		Total
2015-16	Adopted Positions	24.70
2016-17	Adopted Positions	24.70
2017-18	Adopted Positions	23.70
2018-19	Adopted Positions	22.70
2018-19	Current Positions *	25.70
2019-20	Recommended Positions	25.70

*As of 4/9/2019

Services & Supplies

Requested

- The department budget request includes funding to maintain current service levels, including the March 3, 2020 Presidential Primary Election.
- The department budget request includes funding for satellite voting locations to accommodate voters displaced by the Camp Fire.

Recommended

- The recommendation includes funding to maintain current service levels, including the March 3, 2020 Presidential Primary Election and satellite voting locations.

Capital Assets

Requested

- The department budget request does not include any capital assets.

Recommended

- The recommendation does not include any capital assets.

BUTTE COUNTY
 FINANCING SOURCES AND USES BY BUDGET UNIT BY OBJECT
 GOVERNMENTAL FUNDS
 FISCAL YEAR 2019-20

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

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Estimated	2019-20 Requested	2019-20 Recommended	2019-20 Adopted by Board of Supervisors
1	2	3	4	5	6
REVENUES					
420 LICENSE,PERMITS & FRANCHS	70,803	65,000	68,000	68,000	-
450 INTERGOVERNMENTAL REVENUES	3,940	25,000	37,500	251,500	-
460 CHARGES FOR SERVICES	1,240,728	1,839,675	1,209,010	1,209,010	-
470 MISCELLANEOUS REVENUE	43,199	38,500	50,700	50,700	-
480 OTHER FINANCING SOURCES	740,999	981,275	895,137	966,142	-
TOTAL REVENUES	\$2,099,670	\$2,949,450	\$2,260,347	\$2,545,352	-
EXPENDITURES/APPROP.					
510 SALARIES & EMPLOYEE BENE	1,954,105	2,303,150	2,389,386	2,389,386	-
520 SERVICES & SUPPLIES	1,146,731	1,653,728	1,368,160	1,368,160	-
550 OTHER CHARGES	92,466	178,874	178,474	178,474	-
570 OTHER FINANCING USES	98,715	100,000	100,000	100,000	-
590 SPECIAL ITEMS	709,149	673,499	482,610	555,210	-
TOTAL EXPENDITURES/APPROP.	\$4,001,167	\$4,909,251	\$4,518,630	\$4,591,230	-
NET COSTS/USE OF FUND BALANCE	\$1,901,497	\$1,959,801	\$2,258,283	\$2,045,878	-

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

Detail by Division	2017-18 Actual	2018-19 Estimated	2019-20 Requested	2019-20 Recommended	2019-20 Adopted by the Board of Supervisors
1	2	3	4	5	6

REVENUES BY DIVISION

4701 CR-ELECTIONS DIV	98,610	669,000	109,500	323,500	-
4702 CR-CLERK-RECORDER DIV	2,001,060	2,005,926	1,805,376	1,870,376	-
4703 ARCHIVES	-	274,524	345,471	351,476	-

TOTAL REVENUES	\$2,099,670	\$2,949,450	\$2,260,347	\$2,545,352	-
-----------------------	--------------------	--------------------	--------------------	--------------------	----------

EXPENDITURES/APPROPRIATIONS BY DIVISION

4701 CR-ELECTIONS DIV	1,987,307	2,628,801	2,369,283	2,369,283	-
4702 CR-CLERK-RECORDER DIV	1,646,732	2,005,926	1,803,876	1,868,876	-
4703 ARCHIVES	367,127	274,524	345,471	353,071	-

TOTAL EXPENDITURES/APPROPRIATIONS	\$4,001,167	\$4,909,251	\$4,518,630	\$4,591,230	-
--	--------------------	--------------------	--------------------	--------------------	----------

NET COSTS/USE OF FUND BALANCE

4701 CR-ELECTIONS DIV	1,888,697	1,959,801	2,259,783	2,045,783	-
4702 CR-CLERK-RECORDER DIV	(354,328)	-	(1,500)	(1,500)	-
4703 ARCHIVES	367,127	-	-	1,595	-

TOTAL NET COSTS/USE OF FUND BALANCE	\$1,901,497	\$1,959,801	\$2,258,283	\$2,045,878	-
--	--------------------	--------------------	--------------------	--------------------	----------