

## Mission Statement

The mission of the Clerk-Recorder's Office 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 Clerk-Recorder is an elected official who 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 Office consists of three divisions with the following functions:

**Clerk-Recorder Division** – The 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 the 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 with funds supporting the maintenance and restoration of these records for future generations.

The 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 of Voters 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; 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 Elections division is also a Passport Acceptance Agency and provides passport photos.

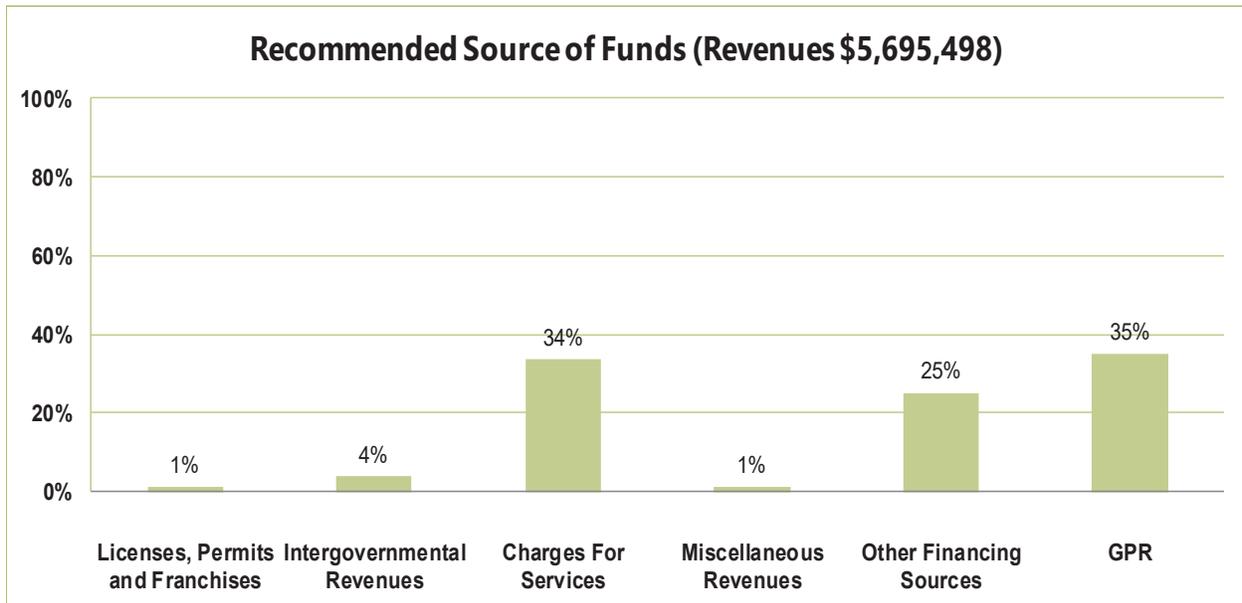
<b>CLERK-RECORDER BUDGET</b>				
	<b>2018-19 Actuals</b>	<b>2019-20 Adopted</b>	<b>2020-21 Requested</b>	<b>2020-21 Recommended</b>
Licenses, Permits and Franchises	69,798	68,000	66,000	66,000
Intergovernmental Revenues	15,926	251,500	212,000	212,000
Charges For Services	2,159,811	1,209,010	1,913,245	1,916,690
Miscellaneous Revenues	60,823	50,700	72,000	72,000
Other Financing Sources	436,748	966,142	531,006	1,431,006
<b>Total Revenues</b>	<b>\$ 2,743,106</b>	<b>\$ 2,545,352</b>	<b>\$ 2,794,251</b>	<b>\$ 3,697,696</b>
Salaries and Employee Benefits	2,047,963	2,389,386	2,565,118	2,506,060
Services and Supplies	1,194,702	1,368,160	1,763,381	1,613,381
Other Charges	179,042	178,474	178,474	178,474
Capital Assets	446,352	-	36,300	36,300
Other Financing Uses	100,000	100,000	100,000	1,150,000
Special Items	608,406	555,210	211,283	211,283
<b>Total Expenditures</b>	<b>\$ 4,576,466</b>	<b>\$ 4,591,230</b>	<b>\$ 4,854,556</b>	<b>\$ 5,695,498</b>
<b>Net Costs/Use of Fund Balance</b>	<b>\$ 1,833,360</b>	<b>\$ 2,045,878</b>	<b>\$ 2,060,305</b>	<b>\$ 1,997,802</b>

**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 or Archives Divisions.
- Charges for services include revenue from candidate filings and candidate statements, payment from local jurisdictions for 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. It includes a loan from the Recording Systems Fund to the Elections Division to fund its portion of the Hall of Records Solar Canopy project.
- Intergovernmental revenues come from State reimbursement of 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.

<b>Full Time Equivalent</b>		
<b>Position Allocations</b>		<b>Total</b>
2016-17 Adopted Positions		24.70
2017-18 Adopted Positions		23.70
2018-19 Adopted Positions		22.70
2019-20 Adopted Positions		25.70
2019-20 Current Positions *		25.00
2020-21 Recommended Positions		25.00

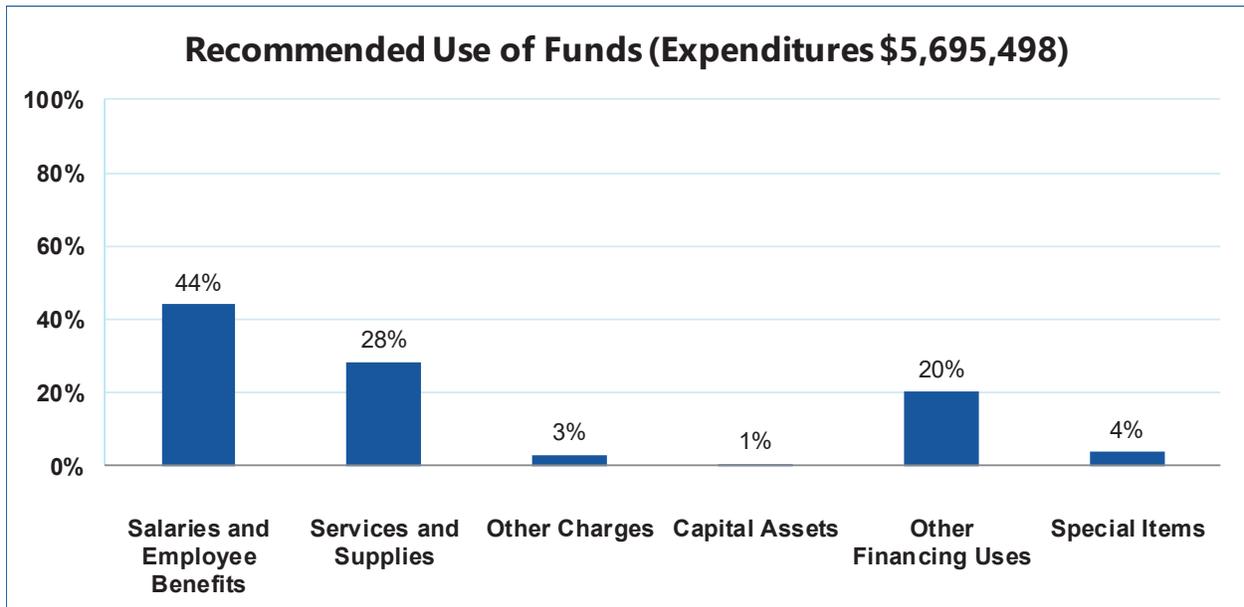
\*As of 4/14/2020



### 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. Office supplies, elections materials, and printing are also included.
- Other financing uses include transfers to the Debt Service Fund for debt service on the Hall of Records and to the Capital Project Fund for the Hall of Records Solar Canopy project.
- Special items include costs for support services provided by County Administration, Auditor-Controller’s Office, County Counsel, Department of General Services, Department of Human Resources, Department of Information Systems, and Treasurer-Tax Collector’s Office.
- Other charges include a transfer to the Capital Project Fund for depreciation on the Hall of Records.
- Capital assets include the purchase of a cargo van.

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## Summary of Budget Request and Recommendation

### Salaries & Employee Benefits

#### Requested

- The department budget request includes funding to maintain current staffing levels and the addition of 1.0 Deputy Clerk-Recorder position.

#### Recommended

- The recommendation includes funding to maintain current staffing levels.

### Services & Supplies

#### Requested

- The department budget request includes funding to maintain current service levels and the November Presidential Election.

#### Recommended

- The recommendation includes funding for the requested services and supplies.

### Capital Assets

#### Requested

- The department budget request includes funding for a cargo van.

#### Recommended

- The recommendation includes funding for the requested capital asset.

## **Other Financing Uses**

### **Requested**

- The department budget request includes funding for a transfer to the Capital Project fund for the Hall of Records Solar Canopy project, which is required by the standards in place at the time of the building's design.

### **Recommended**

- The recommendation includes the funding for the requested transfer to Capital Projects.

BUTTE COUNTY  
 FINANCING SOURCES AND USES BY BUDGET UNIT BY OBJECT  
 GOVERNMENTAL FUNDS  
 FISCAL YEAR 2020-21

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	2018-19 Actual	2019-20 Estimated	2020-21 Requested	2020-21 Recommended	2020-21 Adopted by Board of Supervisors
1	2	3	4	5	6
<b>REVENUES</b>					
420 LICENSE,PERMITS & FRANCHS	69,798	68,000	66,000	66,000	-
450 INTERGOVERNMENTAL REVENUES	15,926	251,500	212,000	212,000	-
460 CHARGES FOR SERVICES	2,159,811	1,209,010	1,913,245	1,916,690	-
470 MISCELLANEOUS REVENUE	60,823	50,700	72,000	72,000	-
480 OTHER FINANCING SOURCES	436,748	966,142	531,006	1,431,006	-
<b>TOTAL REVENUES</b>	<b>\$2,743,106</b>	<b>\$2,545,352</b>	<b>\$2,794,251</b>	<b>\$3,697,696</b>	<b>-</b>
<b>EXPENDITURES/APPROP.</b>					
510 SALARIES & EMPLOYEE BENE	2,047,963	2,389,386	2,565,118	2,506,060	-
520 SERVICES & SUPPLIES	1,194,702	1,368,160	1,763,381	1,613,381	-
550 OTHER CHARGES	179,042	178,474	178,474	178,474	-
560 CAPITAL ASSETS					
EQUIPMENT	446,352	-	36,300	36,300	-
TOTAL CAPITAL ASSETS	446,352	-	36,300	36,300	-
570 OTHER FINANCING USES	100,000	100,000	100,000	1,150,000	-
590 SPECIAL ITEMS	608,406	555,210	211,283	211,283	-
<b>TOTAL EXPENDITURES/APPROP.</b>	<b>\$4,576,466</b>	<b>\$4,591,230</b>	<b>\$4,854,556</b>	<b>\$5,695,498</b>	<b>-</b>
<b>NET COSTS/USE OF FUND BALANCE</b>	<b>\$1,833,360</b>	<b>\$2,045,878</b>	<b>\$2,060,305</b>	<b>\$1,997,802</b>	<b>-</b>

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

Detail by Division	2018-19 Actual	2019-20 Estimated	2020-21 Requested	2020-21 Recommended	2020-21 Adopted by the Board of Supervisors
1	2	3	4	5	6
<b>REVENUES BY DIVISION</b>					
4701 CR-ELECTIONS DIV	808,594	323,500	800,000	1,122,500	-
4702 CR-CLERK-RECORDER DIV	1,934,512	1,870,376	1,994,251	2,575,196	-
4703 ARCHIVES	-	351,476	-	-	-
<b>TOTAL REVENUES</b>	<b>\$2,743,106</b>	<b>\$2,545,352</b>	<b>\$2,794,251</b>	<b>\$3,697,696</b>	-
<b>EXPENDITURES/APPROPRIATIONS BY DIVISION</b>					
4701 CR-ELECTIONS DIV	2,654,754	2,369,283	2,856,860	3,120,302	-
4702 CR-CLERK-RECORDER DIV	1,697,342	1,868,876	1,757,595	2,335,095	-
4703 ARCHIVES	224,370	353,071	240,101	240,101	-
<b>TOTAL EXPENDITURES/APPROPRIATIONS</b>	<b>\$4,576,466</b>	<b>\$4,591,230</b>	<b>\$4,854,556</b>	<b>\$5,695,498</b>	-
<b>NET COSTS/USE OF FUND BALANCE</b>					
4701 CR-ELECTIONS DIV	1,846,159	2,045,783	2,056,860	1,997,802	-
4702 CR-CLERK-RECORDER DIV	(237,170)	(1,500)	(236,656)	(240,101)	-
4703 ARCHIVES	224,370	1,595	240,101	240,101	-
<b>TOTAL NET COSTS/USE OF FUND BALANCE</b>	<b>\$1,833,360</b>	<b>\$2,045,878</b>	<b>\$2,060,305</b>	<b>\$1,997,802</b>	-