

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 that are combined into two budget units: County Clerk/Recorder and Elections. The duties of each division are summarized below:

County Clerk 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 Clerk Division is solely supported by fees charged for services provided and receives no General Fund resources.

Recorder Division – 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. This includes maintaining custody of permanent records and providing public access to information regarding land and land ownership including financing documents, mining claims, and maps since the 1850's. Official records are open for public viewing and copies are available for purchase. 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 fees, DA Fraud Prosecution fee, State DNA Database and Umbilical Cord Blood Trust among others. Additionally, the Recorder is 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 also available for purchase. The combined Recorder Division is solely supported by fees charged for services provided and receives no General Fund resources.

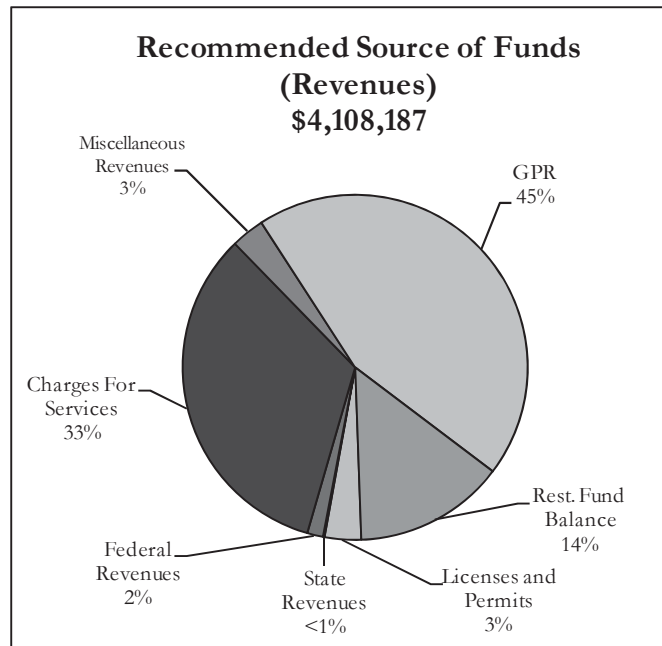
Elections Division – The Registrar of Voters, as the chief elections official, is responsible for administering and conducting all elections in Butte County (federal, State, County, municipal, board of education, college, school, and special district). The Registrar is also responsible for registering voters, maintaining voter registration records, providing voter registration and election information to candidates, campaigns, media, and the 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 initiative, referendum, recall and nomination petitions; maintaining precinct and district boundary lines.

Department Budget

CLERK-RECORDER	2011-12 Actuals	2012-13 Adopted	2013-14 Requested	2013-14 Recommended
Licenses and Permits	140,227	137,500	140,200	140,200
State Revenues	4,701	7,000	5,000	5,000
Federal Revenues	132,956		62,359	62,359
Charges For Services	1,245,653	1,474,525	1,364,650	1,364,650
Miscellaneous Revenues	121,437	116,700	128,235	128,235
Total Revenues	\$ 1,644,974	\$ 1,735,725	\$ 1,700,444	\$ 1,700,444
Salaries and Employee Benefits	1,545,912	1,645,092	1,688,647	1,688,647
Services and Supplies	1,060,677	1,277,350	2,098,575	2,093,575
Other Charges	15,465	15,015	15,011	15,011
Capital Assets	7,323	35,000	40,000	40,000
<i>Total Direct Expenditures</i>	<i>\$ 2,629,377</i>	<i>\$ 2,972,457</i>	<i>\$ 3,842,233</i>	<i>\$ 3,837,233</i>
Other Financing Uses	359,241	516,825	251,336	270,954
Total Expenditures	\$ 2,988,618	\$ 3,489,282	\$ 4,093,569	\$ 4,108,187
Net Costs/Use of Fund Balance	\$ 1,343,644	\$ 1,753,557	\$ 2,393,125	\$ 2,407,743
			<i>2013/14 Recommended Use of GPR</i>	<i>\$ 1,826,676</i>
			<i>2013/14 Recommended Use of Restricted Fund Balance</i>	<i>\$ 581,067</i>

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. There is no GPR support for the Clerk-Recorder function.
- Charges for services in the Elections function include revenue from candidate and ballot measure filings and from local jurisdictions for the County conducting their elections.
- The restricted fund balance consists of a portion of Recorder’s revenue that is set aside, per 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.

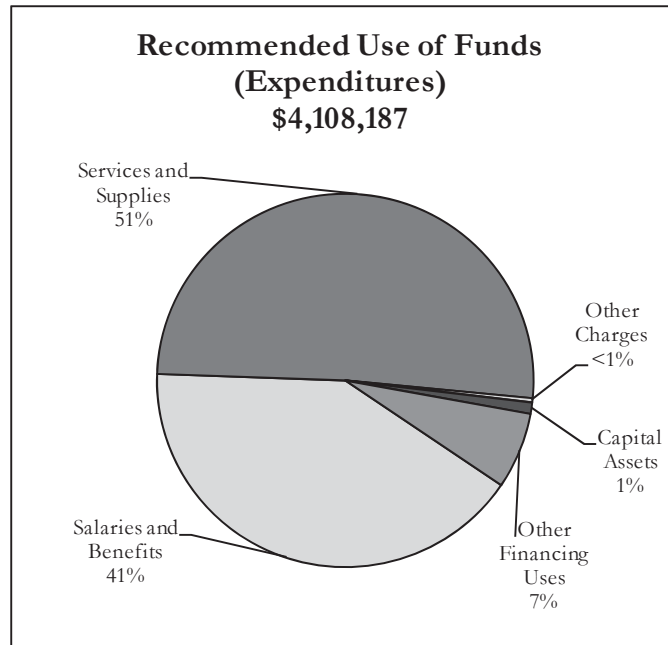


Candace J. Grubbs, County Clerk-Recorder

- Charges for services in the Recorder function include State and local fees for recording documents.
- Licenses and permits include fees collected for items such as marriage licenses and birth certificates.

Use of Funds (Expenditures)

- Services and supplies is the largest expenditure category for the department and includes contracts for services such as temporary election workers and maintenance of voting equipment. The category also includes office supplies, elections materials, printing, and facility leases.
- Salaries and benefits is the second largest expenditure category for the department.
- Other financing uses are the costs for support services, which include Administration, Auditor, County Counsel, General Services, Human Resources, Information Systems, and Treasurer.



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 for requested staffing levels.

Full Time Equivalent (FTE) Positions	
2009-10 Adopted Position Allocation	23.00
2010-11 Adopted Position Allocation	23.00
2011-12 Adopted Position Allocation	24.00
2012-13 Adopted Position Allocation	24.00
2012-13 Current Position Allocation*	24.00
2013-14 Recommended Position Allocation	24.00

*As of 4/23/13

Services & Supplies

Requested

- The department request includes funding for current levels of services and supplies, as well as funding for the June 2014 Primary Election.

- The department budget request includes funding for voting booths and equipment that meet Americans with Disabilities Act requirements and a Ballot-on-Demand system for outgoing vote-by-mail ballots, all offset by Help America Vote Act (HAVA) funding.
- The department budget request includes funding to purchase the NetFile e-filing system for Statement of Economic Interest (Form 700) and Campaign Disclosure and mapping-for-the-web service.

Recommended

- The recommendation includes funding for requested services and supplies except for the mapping-for-the-web service.

Capital Assets

Requested

- The department budget request includes the purchase of a ballot-on-demand system.

Recommended

- The recommendation includes funding for a ballot-on-demand system.

BUDGET UNIT 130001 - ELECTIONS
 FUNCTION GENERAL GOVERNMENT
 ACTIVITY ELECTIONS
 FUND 0010 - GENERAL FUND

Detail by Revenue Category and Expenditure Object	2011-12 Actual	2012-13 Estimated	2013-14 Requested	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6

REVENUES

50100 STATE REVENUES	4,701	7,000	5,000	5,000	-
50200 FEDERAL REVENUES	132,956	-	62,359	62,359	-
TOTAL INTERGOVERNMENTAL REVENUES	137,657	7,000	67,359	67,359	-
60000 CHARGES FOR SERVICES	105,016	375,000	44,000	44,000	-
70000 MISCELLANEOUS REVENUES	299	-	-	-	-
TOTAL REVENUES	\$242,972	\$382,000	\$111,359	\$111,359	-

EXPENDITURES/APPROPRIATIONS

510 SALARIES & EMPLOYEE BENEFITS	773,969	823,456	835,830	835,830	-
520 SERVICES AND SUPPLIES	734,221	894,204	913,878	908,878	-
550 OTHER CHARGES	7,127	6,307	6,305	6,305	-
560 CAPITAL ASSETS					
EQUIPMENT	-	26,250	40,000	40,000	-
TOTAL CAPITAL ASSETS	-	26,250	40,000	40,000	-
TOTAL DIRECT	1,515,317	1,750,217	1,796,013	1,791,013	-
570 OTHER FINANCING USES	62,109	138,430	138,556	147,022	-
TOTAL EXPENDITURES/APPROP.	\$1,577,426	\$1,888,647	\$1,934,569	\$1,938,035	-

NET COSTS / USE OF FUND BALANCE	\$1,334,454	\$1,506,647	\$1,823,210	\$1,826,676	-
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BUDGET UNIT 470001 - RECORDER
 FUNCTION PUBLIC PROTECTION
 ACTIVITY OTHER PROTECTION
 FUND 0010 - GENERAL FUND

Detail by Revenue Category and Expenditure Object	2011-12 Actual	2012-13 Estimated	2013-14 Requested	2013-14 Recommended	2013-14 Adopted by the Board of Supervisors
1	2	3	4	5	6

REVENUES

20000	LICENSES AND PERMITS	140,227	137,500	140,200	140,200	-
60000	CHARGES FOR SERVICES	1,140,637	1,099,525	1,320,650	1,320,650	-
70000	MISCELLANEOUS REVENUES	121,138	116,700	128,235	128,235	-
TOTAL REVENUES		\$1,402,002	\$1,353,725	\$1,589,085	\$1,589,085	-

EXPENDITURES/APPROPRIATIONS

510	SALARIES & EMPLOYEE BENEFITS	771,943	821,636	852,817	852,817	-
520	SERVICES AND SUPPLIES	326,456	383,146	1,184,697	1,184,697	-
550	OTHER CHARGES	8,338	8,708	8,706	8,706	-
560	CAPITAL ASSETS					
	EQUIPMENT	7,323	8,750	-	-	-
	TOTAL CAPITAL ASSETS	7,323	8,750	-	-	-
TOTAL DIRECT		1,114,060	1,222,240	2,046,220	2,046,220	-
570	OTHER FINANCING USES	297,132	378,395	112,780	123,932	-
TOTAL EXPENDITURES/APPROP.		\$1,411,192	\$1,600,635	\$2,159,000	\$2,170,152	-

NET COSTS / USE OF FUND BALANCE		\$9,190	\$246,910	\$569,915	\$581,067	-
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