



Clerk

Sherry Hall, County Clerk

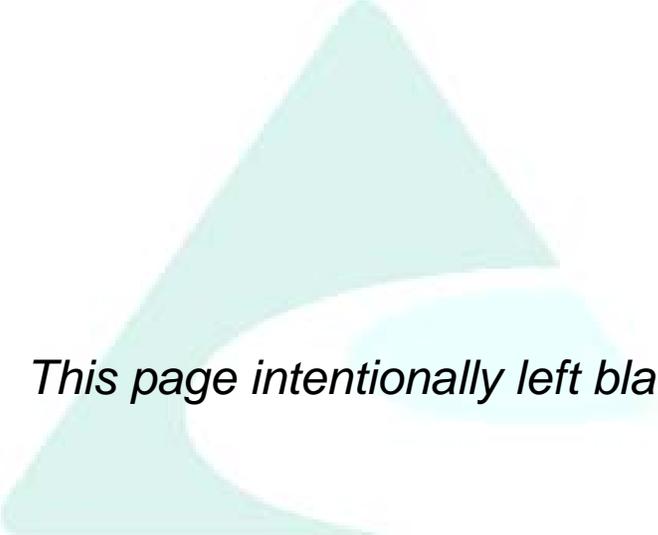
1710 Red Soils Ct

Suite 100

Oregon City, Oregon 97045

503-655-8698

Website Address: <http://www.clackamas.us/clerk/>



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CLACKAMAS
C O U N T Y



County Clerk Department

Department Budget Summary by Fund

<i>Line of Business</i>	FY 18/19	FY 18/19	FY 18/19	FY 18/19	FY 18/19	FY 18/19	FY 18/19	FY 18/19
<i>Program</i>	FTE	General Fund	Records Management Fund				Total Proposed Budget	General Fund Subsidy Included in Proposed Budget**
County Clerk								
Office of the Clerk	2.0	437,410					437,410	
Elections	5.0	1,101,524					1,101,524	
Recording	7.0	1,875,698					1,875,698	
							-	
Records Management							-	
Records Management	5.0		762,940				762,940	
							-	
TOTAL	19.0	\$ 3,414,632	\$ 762,940				\$ 4,177,572	\$ (113,139)
<i>FY 17/18 Budget</i>	19.0	\$ 2,957,528	\$ 767,433				\$ 3,724,961	\$ (1,515,689)
<i>\$ Increase (Decrease)</i>	0.0	\$ 457,104	\$ (4,493)				\$ 452,611	\$ 1,402,550
<i>% Increase (Decrease)</i>	0.0	15.46%	-0.59%				12.15%	-92.54%

** *General Fund subsidy is support from unrestricted General Fund revenues, primarily property tax Recording Fees are accounted for in the Clerk's organization of the General Fund. These revenues generate more than the amount required to support the Clerk's operations in the General Fund. The excess revenue is available for other General Fund uses.*



Department Mission

The mission of the County Clerk is to provide elections, records management, property recording, property tax appeals, marriage and liquor licenses, and passport services to the general public, County departments and other government jurisdictions so they can exercise their right to vote, trust in the integrity of the process, and promptly conduct their business in a welcoming environment.

County Clerk's Department

Sherry Hall - County Clerk

FTE 19.00

Total Request \$ 4,177,571

General Fund Support \$0.00

Office of the Clerk & BOPTA

Sherry Hall Cty Clerk

Total Request

\$3,414,632

Gen Fund \$

Records Management

Carol Hopkins Mgr

Total Request

\$762,940

Gen Fund \$

Office of the Clerk/BOPTA

Sherry Hall Cty Clerk

FTE 2.0

Total Request

\$437,410

Gen Fund \$

Records Management

Carol Hopkins Mgr

FTE 5.0

Total Request

\$762,940

Gen Fund \$

Elections

Andrew Jones Mgr

FTE 5.0

Total Request

\$1,101,524

Gen Fund \$

Recording

Cindy Swick Mgr

FTE 7.0

Total Request

\$1,875,698

Gen Fund \$



County Clerk Purpose Statement

The purpose of the Office of the Clerk is to provide leadership and policy services to the department so our members can professionally and effectively serve the public and other government agencies. The purpose of the Clackamas County Board of Property Tax Appeals is to provide real property, personal property, and late filing fee appeals services to tax payers, so they can have their tax appeal petition heard and receive a decision in a timely manner.

<p>Clerk Department</p> <p>Sherry Hall - County Clerk FTE 19.00 Total Request \$4,177,571 General Fund Support \$0.00</p>
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<p>County Clerk</p> <p>Sherry Hall Total Request \$3,414,632 Gen Fund \$</p>
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<p>Office of the Clerk/BOPTA</p> <p>Sherry Hall Cty Clerk FTE 2.0 Total Request \$437,410 Gen Fund \$</p>

<p>Elections</p> <p>Andrew Jones Mgr FTE 5.0 Total Request \$1,101,524 Gen Fund \$</p>
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<p>Recording</p> <p>Cindy Swick Mgr FTE 7.0 Total Request \$1,875,698 Gen Fund \$</p>



County Clerk's Office

Office of the Clerk

Performance Narrative Statement

The Office of the Clerk program proposes a budget of \$437,410, a continuation of current funding levels. These resources will support office materials and services, training, and administrative costs of supporting elections, records management, property recording, property tax appeals, marriage and liquor licenses, and passport services to the general public.

Key Performance Measures

		2017/2018 Target	2018/2019 Target
 Result	% of Petitioners whose appeal is heard by BOPTA	100%	100%
 Result	% Petitioners who receive a decision from the Clerk's office within five business days of their hearing	100%	100%

*first year of performance Clackamas no metrics to report yet

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation



Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Balance	73,714	71,086	47,745	47,745	49,252	1,507	3.2%
Prior Year Revenue	0	0	0	0	0	0	0%
Taxes	0	0	0	0	0	0	0%
Licenses & Permits	0	0	0	0	0	0	0%
Federal Grants & Revenues	0	0	0	0	0	0	0%
State Grants & Revenues	0	0	0	0	0	0	0%
Local Grants & Revenues	0	0	0	0	0	0	0%
Charges for Service	443,272	472,438	548,429	421,607	422,572	-125,857	-22.9%
Fines & Penalties	0	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0	0%
Other Revenue	8,758	47,331	42,857	59,489	32,143	-10,714	-25.0%
Interfund Transfers	0	0	0	0	0	0	0%
Operating Revenue	452,030	519,769	591,286	481,096	454,715	-136,571	-23.1%
Total Rev - Including Beginning Bal	525,744	590,855	639,031	528,841	503,967	-135,064	-21.1%
Personnel Services	173,563	185,582	201,087	200,730	210,061	8,974	4.5%
Materials & Services	89,435	128,557	112,716	105,121	162,897	50,181	44.5%
Indirect Costs (Internal Dept Chgs)	0	0	0	0	0	0	0%
Cost Allocation Charges	43,906	46,878	69,298	69,298	64,452	-4,846	-7.0%
Capital Outlay	0	0	0	0	0	0	0%
Operating Expenditure	306,904	361,017	383,101	375,149	437,410	54,309	14.2%
Debt Service	0	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Reserve for Future Expenditures	0	0	0	0	0	0	0%
Total Exp - Including Special Categories	306,904	361,017	383,101	375,149	437,410	54,309	14.2%
General Fund Support (if applicable)	0	0	0	0	0	0	0%
Full Time Equiv Pos (FTE) Budgeted	2.00	2.00	2.00	2.00	2.00	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	2.00	2.00	-	2.00	-	-	
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	

Significant Issues and Changes



County Clerk's Office

Elections Program

Performance Narrative Statement

The Elections program proposes a \$1,101,524 operating budget, a slight increase in funding levels due to the upcoming general election that includes the Presidential election. These resources will serve all registered voters of Clackamas County, candidates for elected office, those who file measures, and allow local governments to hold elections.

Key Performance Measures

		FY 17-18 Actual	FY 18-19 Target
Result	Voter Notification cards sent within two weeks of receipt of the voter registration	100%	100%
Result	Voter registrations kept up to date on a daily basis as of the final mailing	100%	100%
Result	100% of boundary changes completed within five days	100%	100%
Result	All elections open to observation	100%	100%

*first year of performance Clackamas no metrics to report yet

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation



Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Balance	184,286	177,714	119,363	119,363	123,130	3,767	3.2%
Prior Year Revenue	0	0	0	0	0	0	0%
Taxes	0	0	0	0	0	0	0%
Licenses & Permits	0	0	0	0	0	0	0%
Federal Grants & Revenues	0	0	0	0	0	0	0%
State Grants & Revenues	0	0	0	0	0	0	0%
Local Grants & Revenues	0	0	0	0	0	0	0%
Charges for Service	1,108,180	1,181,095	1,371,072	1,054,016	1,056,431	-314,641	-22.9%
Fines & Penalties	0	0	0	0	0	0	0%
Miscellaneous Revenue	21,894	118,329	107,143	148,723	80,357	-26,786	-25.0%
Other Revenue	0	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Operating Revenue	1,130,074	1,299,424	1,478,215	1,202,739	1,136,788	-341,427	-23.1%
Total Rev - Including Beginning Bal	1,314,360	1,477,138	1,597,578	1,322,102	1,259,918	-337,660	-21.1%
Personnel Services	433,909	463,926	502,718	501,825	525,151	22,433	4.5%
Materials & Services	223,588	321,393	281,789	262,802	407,244	125,455	44.5%
Indirect Costs (Internal Dept Chgs)	0	0	0	0	0	0	0%
Cost Allocation Charges	109,764	117,195	173,245	173,245	161,129	-12,116	-7.0%
Capital Outlay	395,180	184,164	8,000	133	8,000	0	0%
Operating Expenditure	1,162,441	1,086,678	965,752	938,005	1,101,524	135,772	14.1%
Debt Service	0	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Reserve for Future Expenditures	0	0	0	0	0	0	0%
Total Exp - Including Special Categories	1,162,441	1,086,678	965,752	938,005	1,101,524	135,772	14.1%
General Fund Support (if applicable)	0	0	0	0	0	0	0%
Full Time Equiv Pos (FTE) Budgeted	5.00	5.00	5.00	5.00	5.00	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	5.00	5.00	-	5.00	-	-	
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	

Significant Issues and Changes

Materials & Services: In FY 18-19, Elections is planning to spend \$150,000 to update all permanently installed countywide ballot drop boxes with Vote Armor boxes. These boxes will provide drive up, weather proofing, increased capacity, better access, better security and many other benefits.



County Clerk's Office

Recording Program

Performance Narrative Statement

The Recording program proposes a \$1,875,698 operating budget, a continuation of current funding levels. These resources will provide the public access so they can receive marriage licenses, certify ownerships, interest, and definitions of property within Clackamas County.

Key Performance Measures

		FY 17-18 Actual	FY 18-19 Target
	% Customers who find the recorded records they are looking for	98%	100%
	% Recordable documents that are recorded on the same day they are received	97%	100%
	Requests for certified documents fulfilled within 1 day	99%	100%

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

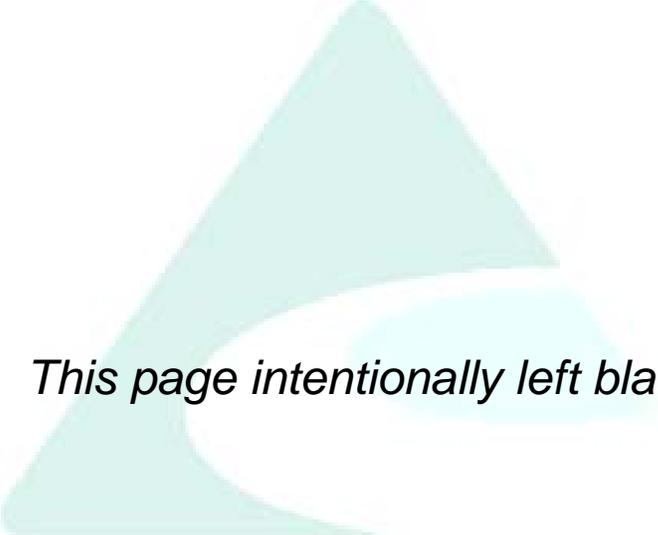
Explanation



Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget		% Chg from Prior Yr Budget
Beginning Balance	258,000	248,800	167,109	167,109	172,382	5,273	3.2%
Prior Year Revenue	0	0	0	0	0	0	0%
Taxes	0	0	0	0	0	0	0%
Licenses & Permits	0	0	0	0	0	0	0%
Federal Grants & Revenues	0	0	0	0	0	0	0%
State Grants & Revenues	0	0	0	0	0	0	0%
Local Grants & Revenues	0	0	0	0	0	0	0%
Charges for Service	1,551,452	1,653,534	1,919,500	1,475,623	1,479,003	-440,497	-22.9%
Fines & Penalties	0	0	0	0	0	0	0%
Miscellaneous Revenue	30,652	165,660	150,000	208,213	112,500	-37,500	-25.0%
Other Revenue	-403	-337	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Operating Revenue	1,581,701	1,818,857	2,069,500	1,683,836	1,591,503	-477,997	-23.1%
Total Rev - Including Beginning Bal	1,839,701	2,067,657	2,236,609	1,850,945	1,763,885	-472,724	-21.1%
Personnel Services	607,472	649,568	703,806	702,556	735,212	31,406	4.5%
Materials & Services	313,023	449,949	394,505	367,923	570,141	175,636	44.5%
Indirect Costs (Internal Dept Chgs)	0	0	0	0	0	0	0%
Cost Allocation Charges	153,670	164,074	242,543	242,543	225,581	-16,962	-7.0%
Capital Outlay	0	0	0	0	0	0	0%
Operating Expenditure	1,074,165	1,263,591	1,340,854	1,313,022	1,530,934	190,080	14.2%
Debt Service	0	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Reserve for Future Expenditures	0	0	267,821	0	344,764	76,943	28.7%
Total Exp - Including Special Categories	1,074,165	1,263,591	1,608,675	1,313,022	1,875,698	267,023	16.6%
General Fund Support (if applicable)	0	0	0	0	0	0	0%
Full Time Equiv Pos (FTE) Budgeted	7.00	7.00	7.00	7.00	7.00	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	7.00	7.00	-	7.00	-	-	
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	

Significant Issues and Changes



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CLACKAMAS
C O U N T Y



County Clerk's Office: Records Management

Records Management Purpose Statement

The purpose of the Records Management line of business is to provide custodial storage, preservation, and access services to County Departments so they can be assured their records are secure, preserved, easily accessed, and retained in compliance with Oregon State rules and laws.

Clerk Department

Sherry Hall - County Clerk

FTE 19.00

Total Request \$4,177,571

General Fund Support \$0

Records Management

Carol Hopkins Mgr

Total Request

\$762,940

Gen Fund \$



County Clerk's Office

Records Management Program

Performance Narrative Statement

Records Management proposes a \$762,940 operating budget to provide custodial storage, preservation, and archiving of County records to insure compliance with Oregon State rules and laws. The resources serve departments and the public concerning County records. The Passport Services program provides complete passport application services to the public so they can request a US Passport from the US Department of State.

Key Performance Measures

		FY 17-18 Actual	FY 18-19 Target
	Zero unauthorized access to records	100%	100%
	Department rush Records Requests delivered within one hour or less	100%	100%
	Records destroyed within 30 days of appearing on the Destruct List	60%	80%
	Applicants receive their passport within the stipulated time frame	95%	98%

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation Oregon State Rules and Laws require that any records with a retention of over 99 years be converted to archival microfilm per ORS Chapter 166.



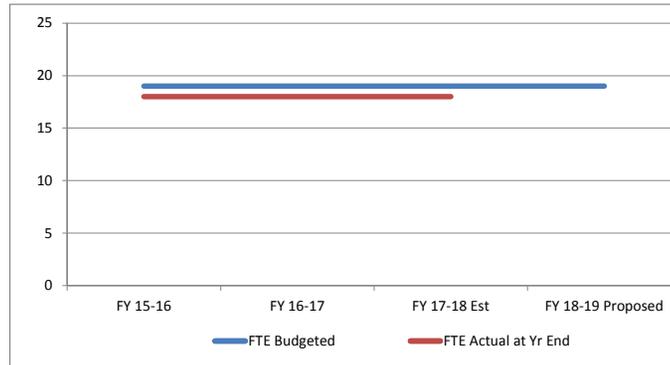
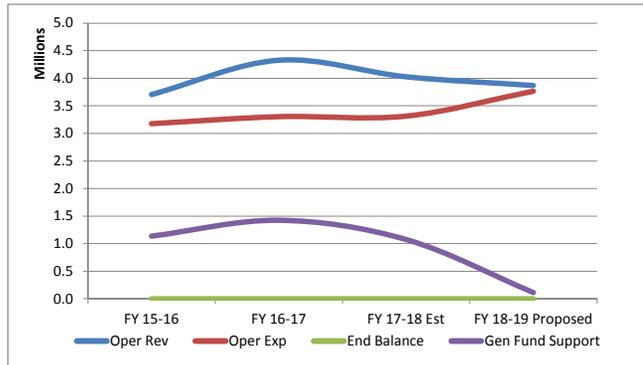
Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Balance	100,422	8,664	105,746	105,746	77,832	-27,914	-26.4%
Prior Year Revenue	0	0	0	0	0	0	0%
Taxes	0	0	0	0	0	0	0%
Licenses & Permits	0	0	0	0	0	0	0%
Federal Grants & Revenues	0	0	0	0	0	0	0%
State Grants & Revenues	0	0	0	0	0	0	0%
Local Grants & Revenues	0	0	0	0	0	0	0%
Charges for Service	540,660	689,019	661,687	658,970	685,108	23,421	3.5%
Fines & Penalties	0	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0	0%
Other Revenue	0	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Operating Revenue	641,082	697,683	767,433	658,970	685,108	-82,325	-10.7%
Total Rev - Including Beginning Bal	741,504	706,347	873,179	764,716	762,940	-110,239	-12.6%
Personnel Services	442,637	387,221	447,024	447,040	458,095	11,071	2.5%
Materials & Services	74,488	86,681	107,502	98,145	100,483	-7,019	-6.5%
Indirect Costs (Internal Dept Chgs)	0	0	0	0	0	0	0%
Cost Allocation Charges	115,292	118,034	141,699	141,699	136,926	-4,773	-3.4%
Capital Outlay	0	0	0	0	0	0	0%
Operating Expenditure	632,417	591,936	696,225	686,884	695,504	-721	-0.1%
Debt Service	0	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Reserve for Future Expenditures	0	0	0	0	0	0	0%
Contingency	0	0	71,208	0	67,436	-3,772	-5.3%
Total Exp - Including Special Categories	632,417	591,936	767,433	686,884	762,940	-721	-0.6%
General Fund Support (if applicable)	0	0	0	0	0	0	0%
Full Time Equiv Pos (FTE) Budgeted	5.00	5.00	5.00	5.00	5.00	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	5.00	5.00	-	5.00	-	-	
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	

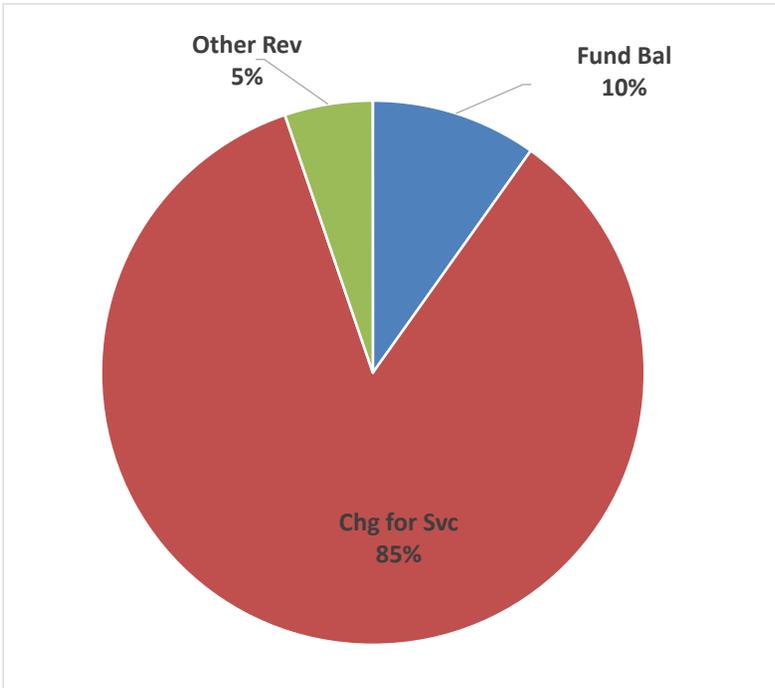
Significant Issues and Changes

**County Clerk Department
Summary of Revenue and Expense**

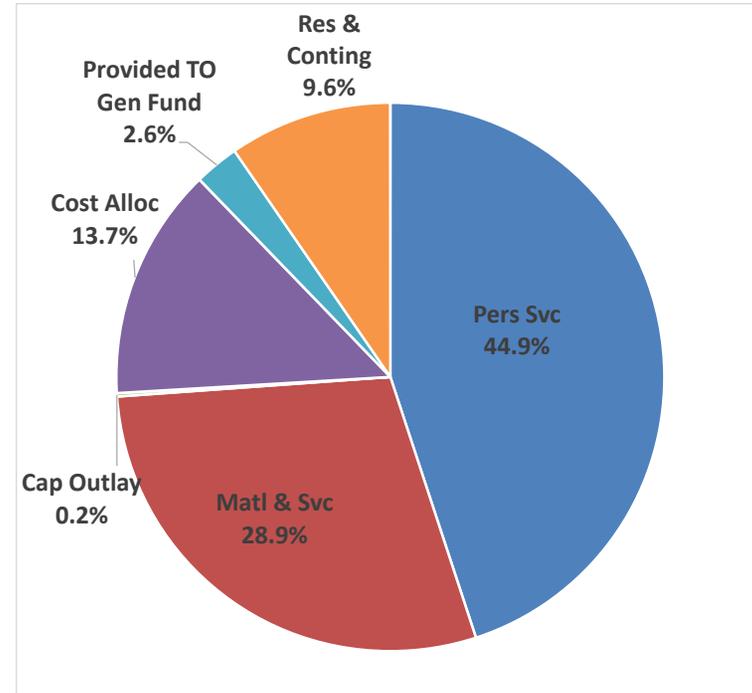
	FY 15-16	FY 16-17	FY 17-18 Amended Budgeted	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Balance	616,422	506,264	439,963	439,963	422,596	-17,367	-3.9%
Prior Year Revenue	0	0	0	0	0	0	0%
Taxes	0	0	0	0	0	0	0%
Licenses & Permits	0	0	0	0	0	0	0%
Federal Grants & Revenues	0	0	0	0	0	0	0%
State Grants & Revenues	0	0	0	0	0	0	0%
Local Grants & Revenues	0	0	0	0	0	0	0%
Charges for Service	3,643,563	3,996,086	4,500,687	3,610,216	3,643,114	-857,573	-19.1%
Fines & Penalties	0	0	0	0	0	0	0%
Other Revenue	60,901	330,983	300,000	416,425	225,000	-75,000	-25.0%
Interfund Transfers	0	0	0	0	0	0	0%
Operating Revenue	3,704,464	4,327,069	4,800,687	4,026,641	3,868,114	-932,573	-19.4%
% Change	NA	16.8%	10.9%	-6.9%	-3.9%		
Personnel Services	1,657,580	1,686,298	1,854,635	1,852,151	1,928,519	73,884	4.0%
Materials & Services	700,532	986,579	896,512	833,990	1,240,764	344,252	38.4%
Cost Allocation Charges	422,632	446,181	626,785	626,785	588,088	-38,697	-6.2%
Debt Service	0	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Capital Outlay	395,181	184,164	8,000	133	8,000	0	0%
Operating Expenditure	3,175,925	3,303,222	3,385,932	3,313,059	3,765,371	379,439	11.2%
% Change	NA	4.0%	2.5%	0.3%	13.7%		
Reserve for Future Expenditures	0	0	267,821	0	344,764	76,943	28.7%
Contingency	0	0	71,208	0	67,436	-3,772	-5.3%
Total Expenditure	3,175,925	3,303,222	3,724,961	3,313,059	4,177,571	452,610	12.2%
Ending Balance (if applicable) (includes Reserve & Contingency)							0%
Revenue provided TO General Fund	1,136,296	1,424,365	1,515,689	1,075,713	113,139	-1,402,550	-92.5%
Full Time Equiv Positions (FTE) Budgeted	19.0	19.0	19.0		19.0	0.0	0%
Full Time Equiv Positions (FTE) Filled at Yr End	18.0	18.0		18.0			
Full Time Equiv Positions (FTE) Vacant at Yr End	1.0	1.0		1.0			



**County Clerk Department
FY 18-19 Proposed Budget**



Total Resources



**Total Requirements
(Includes \$113,139 provided to General Fund)**