



# County Clerk's Office

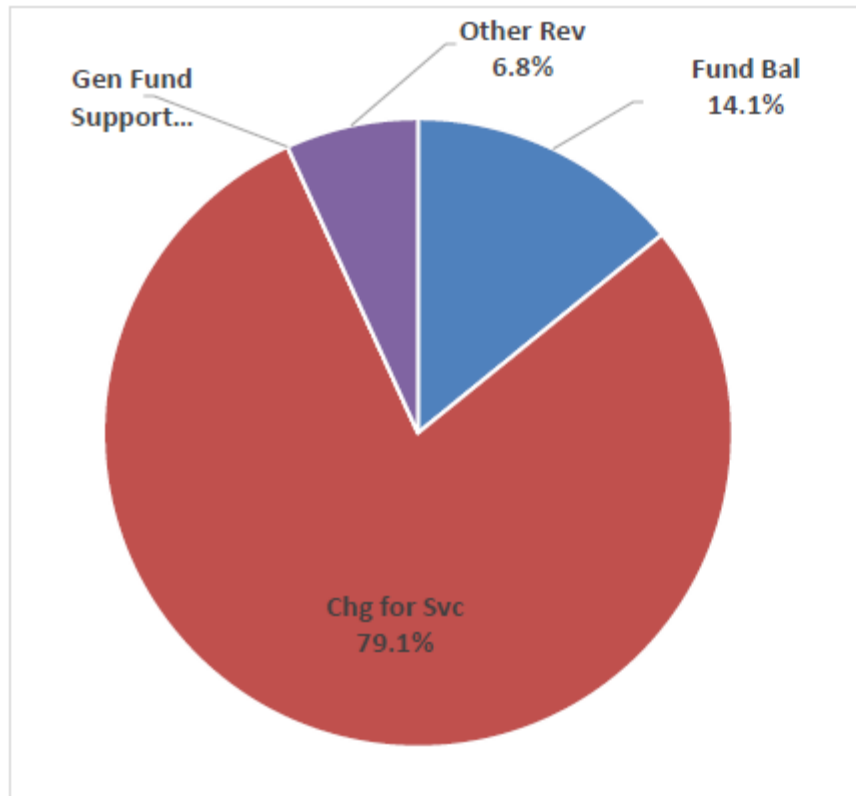
2020-2021 BUDGET PRESENTATION



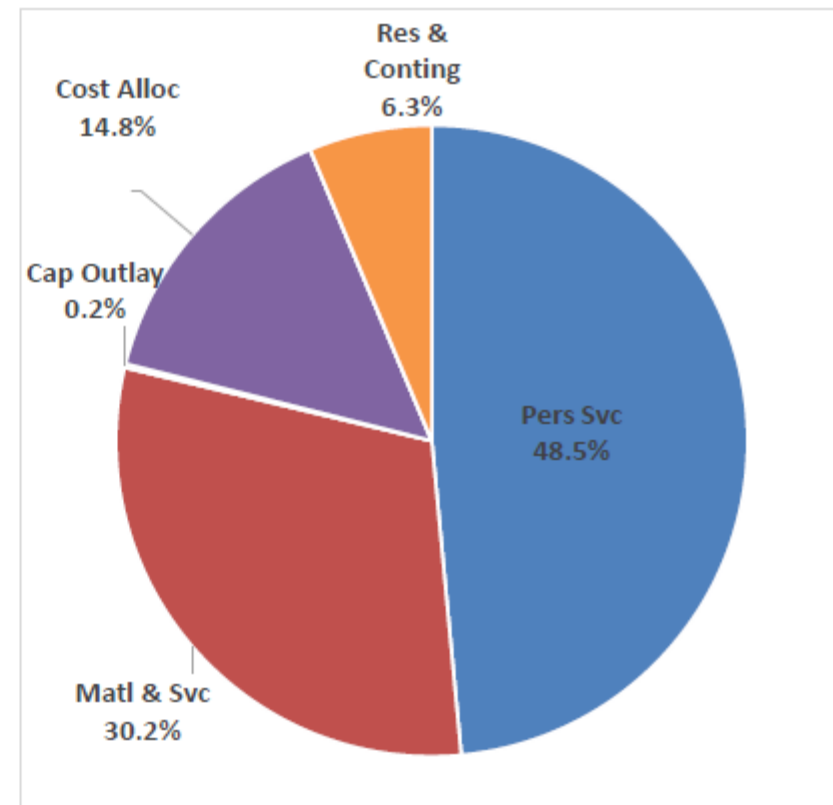
# County Clerk's Office

## 2020/21 Revenue and Expenses

### Revenue



### Expenditures

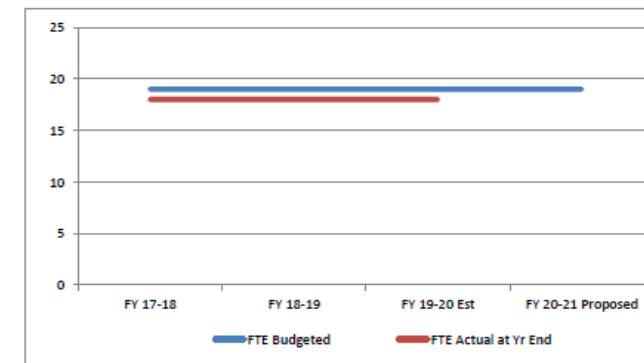
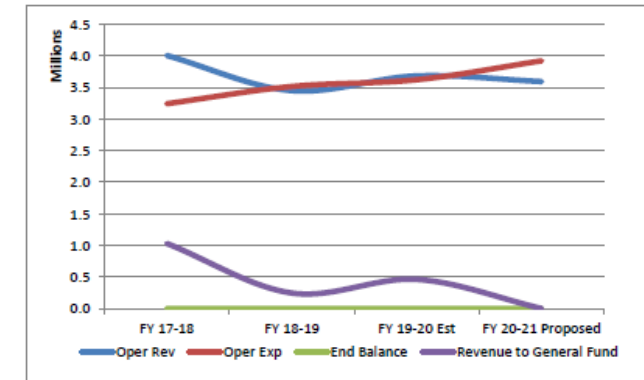


# County Clerk's Office

## Summary of Revenue & Expenses

### County Clerk Department Summary of Revenue and Expense

	FY 17-18	FY 18-19	FY 19-20 Adopted Budget	FY 19-20 Amended Budget	FY 19-20 Projected Year End V2	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>439,963</b>	<b>518,165</b>	<b>481,157</b>	<b>481,157</b>	<b>529,824</b>	<b>591,667</b>	<b>110,510</b>	<b>23.0%</b>
Charges for Service	3,578,731	3,254,365	3,283,177	3,283,177	3,288,603	3,308,177	25,000	0.8%
Other Revenue	427,392	194,991	285,000	285,000	394,915	285,000	0	0%
<b>Operating Revenue</b>	<b>4,006,123</b>	<b>3,449,356</b>	<b>3,568,177</b>	<b>3,568,177</b>	<b>3,683,518</b>	<b>3,593,177</b>	<b>25,000</b>	<b>0.7%</b>
% Change	NA	-13.9%	3.4%	3.4%	3.2%	-2.5%		
Personnel Services	1,719,367	1,802,904	1,970,461	1,970,461	1,935,393	2,030,141	59,680	3.0%
Materials & Services	896,036	1,099,800	1,271,727	1,271,727	1,071,355	1,264,809	-6,918	-0.5%
Cost Allocation Charges	626,785	588,088	611,835	611,835	611,835	618,534	6,699	1.1%
Capital Outlay	133	24,852	8,000	8,000	3,092	8,000	0	0%
<b>Operating Expenditure</b>	<b>3,242,321</b>	<b>3,515,644</b>	<b>3,862,023</b>	<b>3,862,023</b>	<b>3,621,675</b>	<b>3,921,484</b>	<b>59,461</b>	<b>1.5%</b>
% Change	NA	8.4%	9.9%	9.9%	-6.2%	8.3%		
Reserve for Future Expenditures	0	0	323,222	323,222	0	263,360	-59,862	-18.5%
Contingency	0	0	36,370	36,670	0	0	-36,670	-100.0%
<b>Total Expenditure</b>	<b>3,242,321</b>	<b>3,515,644</b>	<b>4,221,615</b>	<b>4,221,915</b>	<b>3,621,675</b>	<b>4,184,844</b>	<b>-37,071</b>	<b>-0.9%</b>
<b>Ending Balance (if applicable)</b> (includes Reserve & Contingency)								<b>0%</b>
<b>Revenue provided to General Fund (Support)</b>	<b>1,030,363</b>	<b>245,275</b>	<b>-172,581</b>	<b>-172,581</b>	<b>0</b>	<b>0</b>	<b>172,581</b>	<b>-100.0%</b>
Full Time Equiv Positions (FTE) Budgeted	19.0	19.0	19.0	19.0	19.0	19.0	0.0	0%
Full Time Equiv Positions (FTE) Filled at Yr End	18.0	18.0			17.0			
Full Time Equiv Positions (FTE) Vacant at Yr End	1.0	1.0			2.0			





## County Clerk Department

### Department Budget Summary by Fund

<i>Line of Business</i>	FY 20/21	FY 20/21	FY 20/21		FY 20/21
<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	2,028,232		2,028,232	-
Elections	5.0	898,000		898,000	-
Recording	7.0	462,771		462,771	-
				-	
Records Management				-	
Records Management	5.0		795,841	795,841	
				-	
<b>TOTAL</b>	<b>19.0</b>	<b>3,389,003</b>	<b>795,841</b>	<b>4,184,844</b>	<b>-</b>
<i>FY 19/20 Budget</i>	19.0	3,423,803	798,112	4,221,915	172,581
<i>\$ Increase (Decrease)</i>	0.0	(34,800)	(2,271)	(37,071)	(172,581)
<i>% Increase (Decrease)</i>	0.00%	-1.02%	-0.28%	-0.88%	-100.00%

\*\* 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.

## County Clerk's Office

### 2019 Major Accomplishments

- Recording experienced increased revenue over last FY
  - Average recorded documents increased 1200 pages a month more than previous FY
  - Surplus funds will be generated for the general fund
- Clackamas County Elections now serves over 300K registered voters for the first time which is up 20K from 2018
- The Board of Property Tax Appeals served 100 more appeals over the previous year with 400 total property tax appeals

# County Clerk's Office

## Significant Changes from 2019/20

\$ Amount	Description	Service Level Impact, including citizens & staff
(\$37,071)	Overall Clerk Budget -0.88% less than last FY	None

### Other Issues

Description	Service Level Impact, including citizens & staff
Records Management Manager funding source	None. Recording currently has no manager due to a retirement in March. We are currently using Recording funding to fund the Records Management manager position who has been filling in as a manager in the Recording office. This measure is saving us tax dollars.



Questions?





## County Clerk's Office

### Department Mission

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

### County Clerk's Department

Sherry Hall - County Clerk

FTE 19.00

Total Proposed \$ 4,184,844

General Fund Support \$ 0

#### County Clerk

Sherry Hall Cty Clerk

Total Proposed

\$3,389,003

Gen Fund \$ 0

#### Records Management

Carol Hopkins Mgr

Total Proposed

\$795,841

Gen Fund \$ 0

#### Office of the Clerk/BOPTA

Sherry Hall Cty Clerk

FTE 2.0

Total Proposed

\$2,028,232

Gen Fund \$ 0

#### Records Management

Carol Hopkins Mgr

FTE 5.0

Total Proposed

\$795,841

Gen Fund \$ 0

#### Elections

Andrew Jones Mgr

FTE 5.0

Total Proposed

\$898,000

Gen Fund \$ 0

#### Recording

Cindy Swick Mgr

FTE 7.0

Total Proposed

\$462,771

Gen Fund \$ 0





# County Clerk




## Office of the Clerk

### Purpose Statement

### Performance Narrative Statement

The Office of the Clerk program Proposed a budget of \$2,028,232 operating budget a continuation of current funding levels. These resources will support office materials and services, training, and admin 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

		FY 17-18 Actuals	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals	FY 20-21 Target
 Result	% of Office of the Clerk results achieved					60%
 Result	% of customers surveyed report they were happy with the level of service received					65%
 Result	% Employees with annual performance summary completed					100%

*\*The program applies new measures from FY21.*

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



County Clerk

Office of the Clerk Program

Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	0%
Charges for Service	2,663,219	2,339,072	2,468,000	2,468,000	2,468,000	-	0%
<b>Operating Revenue</b>	<b>2,663,219</b>	<b>2,339,072</b>	<b>2,468,000</b>	<b>2,468,000</b>	<b>2,468,000</b>	-	0%
<b>Total Rev - Including Beginning Bal</b>	<b>2,663,219</b>	<b>2,339,072</b>	<b>2,468,000</b>	<b>2,468,000</b>	<b>2,468,000</b>	-	0%
Personnel Services	1,236,300	1,244,957	1,368,938	1,360,262	1,514,508	145,570	10.6%
Materials & Services	44,253	50,318	79,659	48,578	78,003	(1,656)	-2.1%
Cost Allocation Charges	485,086	451,162	434,482	434,482	435,721	1,239	0.3%
Capital Outlay	133	12,376	-	3,092	-	-	0%
<b>Operating Expenditure</b>	<b>1,765,772</b>	<b>1,758,813</b>	<b>1,883,079</b>	<b>1,846,414</b>	<b>2,028,232</b>	<b>145,153</b>	<b>7.7%</b>
<b>Total Exp - Including Special Categories</b>	<b>1,765,772</b>	<b>1,758,813</b>	<b>1,883,079</b>	<b>1,846,414</b>	<b>2,028,232</b>	<b>145,153</b>	<b>7.7%</b>
<b>General Fund Support (if applicable)</b>	<b>(1,030,363)</b>	<b>(245,275)</b>	<b>172,581</b>	<b>(461,003)</b>	-	-	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

All Clerk, Elections, and Recording FTE's funded out of Office of the Clerk Personnel Services line now. The increase (\$145k) is not so much an increase in that we swapped it out of the Recording Program budget.






## Elections Program

### Purpose Statement

### Performance Narrative Statement

The Elections program Proposed a \$898,000 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 allowing local governments to hold elections.

### Key Performance Measures

		FY 17-18 Actuals	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals	FY 20-21 Target
	Result % Elections open to observation					100%
	Result % Ballot correspondence sent to voter within two business days					100%
	Result % Election filings on the County's website within one business day					100%

*\*The program applies new measures from FY21.*

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 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	0%
Miscellaneous Revenue	427,472	194,916	285,000	394,851	285,000	-	0%
<b>Operating Revenue</b>	<b>427,472</b>	<b>194,916</b>	<b>285,000</b>	<b>394,851</b>	<b>285,000</b>	-	0%
<b>Total Rev - Including Beginning Bal</b>	<b>427,472</b>	<b>194,916</b>	<b>285,000</b>	<b>394,851</b>	<b>285,000</b>	-	0%
Personnel Services	-	-	-	-	-	-	0%
Materials & Services	638,723	829,454	891,100	783,618	898,000	6,900	0.8%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	-	-	-	-	0%
Capital Outlay	-	12,746	-	-	-	-	0%
<b>Operating Expenditure</b>	<b>638,723</b>	<b>842,200</b>	<b>891,100</b>	<b>783,618</b>	<b>898,000</b>	<b>6,900</b>	<b>0.8%</b>
<b>Total Exp - Including Special Categories</b>	<b>638,723</b>	<b>842,200</b>	<b>891,100</b>	<b>783,618</b>	<b>898,000</b>	<b>6,900</b>	<b>0.8%</b>
<b>General Fund Support (if applicable)</b>	-	-	-	-	-	-	0.0%
Full Time Equiv Pos (FTE) Budgeted	6.00	6.00	5.00	5.00	5.00	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	6.00	6.00	-	4.00	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	1.00	-	-	-

Significant Issues and Changes



# County Clerk




## Recording Program

### Purpose Statement

### Performance Narrative Statement

The Recording program Proposed a \$462,771 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 Actuals	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals	FY 20-21 Target
 Result	% Recorded documents returned within 10 business days					80%
 Result	% Requests for certified documents fulfilled within two business days of request					80%
 Result	% Recorded documents indexed within five business days of being recorded					100%

*\*The program applies new measures from FY21.*

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



# County Clerk

Recording Program

## Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>334,217</b>	<b>344,764</b>	<b>323,222</b>	<b>323,222</b>	<b>461,003</b>	<b>137,781</b>	<b>42.6%</b>
Charges for Service	243,332	212,475	175,000	175,000	175,000	-	0%
Miscellaneous Revenue	(80)	75	-	(36)	-	-	0%
<b>Operating Revenue</b>	<b>243,252</b>	<b>212,550</b>	<b>175,000</b>	<b>174,964</b>	<b>175,000</b>	<b>-</b>	<b>0%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>577,469</b>	<b>557,314</b>	<b>498,222</b>	<b>498,186</b>	<b>636,003</b>	<b>137,781</b>	<b>27.7%</b>
Personnel Services	111,492	130,987	129,432	129,432	-	(129,432)	-100.0%
Materials & Services	121,810	112,627	188,970	140,670	191,411	2,441	1.3%
Capital Outlay	-	-	8,000	-	8,000	-	0%
<b>Operating Expenditure</b>	<b>233,302</b>	<b>243,614</b>	<b>326,402</b>	<b>270,102</b>	<b>199,411</b>	<b>(126,991)</b>	<b>-38.9%</b>
Reserve for Future Expenditures	-	-	323,222	-	263,360	(59,862)	-18.5%
<b>Total Exp - Including Special Categories</b>	<b>233,302</b>	<b>243,614</b>	<b>649,624</b>	<b>270,102</b>	<b>462,771</b>	<b>(186,853)</b>	<b>-28.8%</b>
<b>General Fund Support (if applicable)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
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	-	6.00	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	1.00	-	-	-

## Significant Issues and Changes

We currently have no Recording manager due to a recent retirement. We are testing having the Records Management manager oversee the Recording department while we search for a new Recording Manager, this should afford us some cost savings to Records Management as we temporarily fund that cost allocated position from what would have funded the Recording Manager's position. This will affect actual figures in Personnel for Records Management next year.



# Records Management




## Records Management Program

### Purpose Statement

### Performance Narrative Statement

Records Management Proposed a \$795,841 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 is to provide 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 Actuals	FY 18-19 Actual	FY 19-20 Target	FY 19-20 Actuals	FY 20-21 Target
 Result	% Permanent, hardcopy documents stored in Records Management will be converted to archival film (target 100% by 2023)					100%
 Result	% Department Records Requests delivered within one business day					100%
 Result	% Records destruction lists signed and returned within 30 calendar days of issuance (target 50% by 2023)					50%

*\*The program applies new measures from FY21.*

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.





## Records Management

### Records Management Program

#### Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>105,746</b>	<b>173,401</b>	<b>157,935</b>	<b>206,602</b>	<b>130,664</b>	<b>(27,271)</b>	<b>-17.3%</b>
Charges for Service	672,180	702,819	640,177	645,603	665,177	25,000	3.9%
<b>Operating Revenue</b>	<b>672,180</b>	<b>702,819</b>	<b>640,177</b>	<b>645,603</b>	<b>665,177</b>	<b>25,000</b>	<b>3.9%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>777,926</b>	<b>876,220</b>	<b>798,112</b>	<b>852,205</b>	<b>795,841</b>	<b>(2,271)</b>	<b>-0.3%</b>
Personnel Services	371,575	426,960	472,091	445,699	515,633	43,542	9.2%
Materials & Services	91,250	105,732	111,998	98,489	97,395	(14,603)	-13.0%
Cost Allocation Charges	141,699	136,926	177,353	177,353	182,813	5,460	3.1%
<b>Operating Expenditure</b>	<b>604,524</b>	<b>669,618</b>	<b>761,442</b>	<b>721,541</b>	<b>795,841</b>	<b>34,399</b>	<b>4.5%</b>
Contingency	-	-	36,670	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	<b>604,524</b>	<b>669,618</b>	<b>798,112</b>	<b>721,541</b>	<b>795,841</b>	<b>34,399</b>	<b>-0.3%</b>
<b>General Fund Support (if applicable)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
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	4.00	5.00		5.00			
Full Time Equiv Pos (FTE) Vacant at Yr End	1.00	-	-	-	-		

#### Significant Issues and Changes

We currently have no Recording manager due to a recent retirement. We are testing having the Records Management manager oversee the Recording department while we search for a new Recording Manager, this should afford us some cost savings to Records Management as we temporarily fund that cost allocated position from what would have funded the Recording Manager's position. This will affect actual figures in Personnel for Records Management next year.