

**Josephine County, Oregon  
2004-05 Operating Budget**

**County Clerk**

|                                      | <b>ACTUAL<br/>2001-02</b> | <b>ACTUAL<br/>2002-03</b> | <b>ADOPTED<br/>BUDGET<br/>2003-04</b> | <b>PROPOSED<br/>&amp; APPROVED<br/>BUDGET<br/>2004-05</b> | <b>ADOPTED<br/>BUDGET<br/>2004-05</b> |
|--------------------------------------|---------------------------|---------------------------|---------------------------------------|---|---------------------------------------|
| <b>General Fund - Clerk</b>          |                           |                           |                                       |   |                                       |
| Intergovernmental                    | \$ 2,827                  | \$ 104,149                | \$ -                                  | \$ 19,100   | \$ 19,100                             |
| Fees & Charges for Services          | 568,273                   | 661,447                   | 530,700                               | 475,700   | 475,700                               |
| Miscellaneous                        | 57,631                    | 59,728                    | 18,000                                | 18,050  | 18,050                                |
| <b>Total Revenues</b>                | <b>628,731</b>            | <b>825,324</b>            | <b>548,700</b>                        | <b>512,850</b>  | <b>512,850</b>                        |
| Personal Services                    | 357,153                   | 397,167                   | 417,213                               | 428,925   | 428,925                               |
| Materials & Services                 | 174,109                   | 164,880                   | 219,697                               | 169,250   | 169,250                               |
| Interfund Payment for Services       | 120,913                   | 105,495                   | 101,799                               | 101,209   | 101,209                               |
| Capital Outlay                       | 19,587                    | 9,557                     | -                                     | -   | -                                     |
| Debt Service                         | 20,558                    | 22,900                    | 21,357                                | 21,500  | 21,500                                |
| <b>Total Expenditures</b>            | <b>692,320</b>            | <b>699,999</b>            | <b>760,066</b>                        | <b>720,884</b>  | <b>720,884</b>                        |
| <b>Resources Required (Provided)</b> | <b>\$ 63,589</b>          | <b>\$ (125,325)</b>       | <b>\$ 211,366</b>                     | <b>\$ 208,034</b>   | <b>\$ 208,034</b>                     |
| <b>Total Full-Time Equivalents</b>   | <b>7.00</b>               | <b>7.00</b>               | <b>6.75</b>                           | <b>6.75</b>   | <b>6.75</b>                           |

|   |                 |                 |                 |                 |                 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>General Fund - Board of Property Tax Appeals</b> |                 |                 |                 |                 |                 |
| Personal Services                                   | \$ 431          | \$ -            | \$ 500          | \$ -            | \$ -            |
| Materials & Services                                | 2,187           | 1,531           | 2,023           | 2,650           | 2,650           |
| Interfund Payment for Services                      | 50              | -               | 50              | 50              | 50              |
| <b>Total Expenditures</b>                           | <b>2,668</b>    | <b>1,531</b>    | <b>2,573</b>    | <b>2,700</b>    | <b>2,700</b>    |
| <b>Resources Required</b>                           | <b>\$ 2,668</b> | <b>\$ 1,531</b> | <b>\$ 2,573</b> | <b>\$ 2,700</b> | <b>\$ 2,700</b> |

|                                       |                  |                  |                  |                  |                  |
|---------------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Clerk's Record Fund - Fund 223</b> |                  |                  |                  |                  |                  |
| Fees & Charges for Services           | \$ 13,197        | \$ 14,240        | \$ 10,000        | \$ 10,000        | \$ 10,000        |
| Miscellaneous                         | 540              | 350              | 50               | 50               | 50               |
| Beginning Fund Balance                | 13,896           | 12,483           | 13,000           | 23,000           | 23,000           |
| <b>Total Revenues</b>                 | <b>\$ 27,633</b> | <b>\$ 27,073</b> | <b>\$ 23,050</b> | <b>\$ 33,050</b> | <b>\$ 33,050</b> |
| Interfund Payment for Services        | \$ 15,150        | \$ -             | \$ -             | \$ -             | \$ -             |
| Capital Outlay                        | -                | -                | 23,050           | 33,050           | 33,050           |
| Ending Fund Balance                   | 12,483           | 27,073           | -                | -                | -                |
| <b>Total Expenditures</b>             | <b>\$ 27,633</b> | <b>\$ 27,073</b> | <b>\$ 23,050</b> | <b>\$ 33,050</b> | <b>\$ 33,050</b> |

**JOSEPHINE COUNTY, OREGON**  
**2004 - 2005 Operating Budget**

**DEPARTMENT**  
**Josephine County Clerk**

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**Fund Descriptions**

**General Fund - County Clerk Department**

The revenues and expenditures of the County Clerk Department are accounted for in the General Fund. Revenues are primarily from services to the general public and are detailed later in this section. Expenditures are for the operations of the department and are listed subsequently.

**General Fund – Board of Property Tax Appeals**

The expenditures in this section of the General Fund are those incurred by the County Clerk in connection with assistance provided to the Board of Property Tax Appeals (BOPTA).

**County Clerk's Fund**

In accordance with state law, five percent of fees collected that are not for the benefit of the County Clerk have been set aside for the acquiring of storage and retrieval systems, payment of expenses incurred in collecting those fees, and maintaining and restoring records as authorized by the County clerk.

**JOSEPHINE COUNTY, OREGON  
2004-2005 Operating Budget**

**DEPARTMENT  
Clerk & Recorder's Office**

**PROGRAM  
Administration**

**Description**

The County Clerk and Recorder's Office administers all elections, voter registration and political filings for the residents of Josephine County. This office handles all recordings, filing and retrieval of documents relating to real property in the County including but not limited to deeds, mortgages, liens, maps, plats, contracts as well as Commissioners' Journal, affidavits, powers of attorney, military discharges, marriage and death certificates.

This office also maintains the County archives and handles road assessments, marriage licenses, passport applications. OLCC applications and clerks the Board of Property Tax Appeals.

The County Clerk performs marriage ceremonies.

**Objectives**

- Continue to provide accurate and efficiently conducted elections
- Assist candidates with their office and expenditure filings
- Audit contribution and expenditure reports for all candidates and political action committees
- Maintain election history for historical purposes
- Comply with HAVA (Help America Vote Act)
- Provide information & assistance to Special Districts
- Facilitate the recording and retrieval of the ever-increasing number of recorded instruments
- Issue marriage licenses as needed
- Process passport applications as needed
- Assist citizens with their Board of Property Tax Appeals (BOPTA)

**Service Levels**

|                       | <b>2001-2002<br/>Actual</b> | <b>2002-2003<br/>Actual</b> | <b>2003-2004<br/>Expected</b> | <b>2004-2005<br/>Budgeted</b> |
|-----------------------|-----------------------------|-----------------------------|-------------------------------|-------------------------------|
| Recorded Instruments  | 22,672                      | 32,979                      | 37,000                        | 32,600                        |
| Marriage Licenses     | 592                         | 633                         | 600                           | 600                           |
| Passport Applications | 950                         | 995                         | 1,000                         | 1,000                         |
| Voter Reg. Processed  | N/A                         | 7,856                       | 9,600                         | 10,000                        |

**Program Accomplishments and Goals**

**Fiscal Year 2002-2003 Accomplishments**

- Conducted one Special District Election by mail
- Conducted two County-Wide elections by mail
- Conducted one General Election by mail
- Produced 2 County Voters' Pamphlets
- Recorded official records, plats and subdivisions and Commissioners' Journal
- Provided miscellaneous record services
- Issued marriage licenses and filed completed licenses with the state
- Converted recording data to imaging to provide increased customer access and retrieval
- Provided scheduling and secretarial support on petitions filed with the Board of Property Tax Appeals

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**2004-2005 Operating Budget**

**DEPARTMENT**  
**Clerk & Recorder's Office**

**PROGRAM**  
**Administration**

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**Program Accomplishments and Goals (continued)**

**Fiscal Year 2003-2004 Expected Accomplishments**

- Conduct two Special Dist. elections by mail
- Conduct one Presidential Primary election by mail
- Conduct State Special Election by mail
- Assist candidates with all filings
- Produce two County Voters' Pamphlets
- Begin preparations for implementation of a Centralized Statewide Voter Registration System
- Record official records, plats and subdivisions. Provide miscellaneous record services
- Convert recording data to imaging to provide increased customer access and retrieval
- Initiated uploading our digital images to an FTP site in order to enhance our service to the title industry.
- Issue marriage licenses as needed
- Process passport applications as needed
- Provide scheduling and clerical support on petitions filed to the Board of Property Tax Appeals

**Fiscal Year 2004-2005 Projected Accomplishments**

- Conduct 1 Presidential General Election by mail
- Conduct 1 Special District Election by mail
- Produce two County Voters' Pamphlets
- Assist Candidates with all filings
- Implement Centralized Statewide Voter Registration System (Pilot County)
- Convert recording data to imaging to provide increased customer access and retrieval
- Issue marriage licenses as needed
- Process passport applications as needed
- Provide scheduling and clerical support on petitions filed to the Board of Property Tax Appeals