

**Josephine County, Oregon  
2005-06 Operating Budget**

**County Clerk**

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
<b>General Fund - Clerk</b>					
Intergovernmental	\$ 104,149	\$ 94,253	\$ 23,600	\$ 4,500	\$ 4,500
Fees & Charges for Services	661,447	734,632	471,200	571,200	571,200
Miscellaneous	59,728	71,843	18,050	38,050	38,050
<b>Total Resources</b>	<b>825,324</b>	<b>900,728</b>	<b>512,850</b>	<b>613,750</b>	<b>613,750</b>
Personal Services	397,167	401,043	428,925	414,673	414,673
Materials & Services	164,880	224,182	169,250	183,970	184,146
Interfund Payments & Transfers	105,495	101,640	101,209	102,017	101,841
Capital Outlay	9,557	-	-	-	-
Debt Service	22,900	21,357	21,500	21,500	21,500
<b>Total Expenditures</b>	<b>699,999</b>	<b>748,222</b>	<b>720,884</b>	<b>722,160</b>	<b>722,160</b>
<b>Resources Required (Provided)</b>	<b>\$ (125,325)</b>	<b>\$ (152,506)</b>	<b>\$ 208,034</b>	<b>\$ 108,410</b>	<b>\$ 108,410</b>
<b>Budgeted Full-Time Equivalents</b>	<b>7.00</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>

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

Materials & Services	\$ 1,531	\$ 661	\$ 2,650	\$ 1,900	\$ 1,900
Interfund Payments & Transfers	-	-	50	50	50
<b>Total Expenditures</b>	<b>1,531</b>	<b>661</b>	<b>2,700</b>	<b>1,950</b>	<b>1,950</b>
<b>Resources Required</b>	<b>\$ 1,531</b>	<b>\$ 661</b>	<b>\$ 2,700</b>	<b>\$ 1,950</b>	<b>\$ 1,950</b>

**Clerk's Record Fund - Fund 223**

Beginning Fund Balance	\$ 12,483	\$ 27,073	\$ 23,000	\$ 55,753	\$ 55,753
Fees & Charges for Services	14,240	15,730	10,000	10,500	10,500
Miscellaneous	350	470	50	50	50
<b>Total Resources</b>	<b>27,073</b>	<b>43,273</b>	<b>33,050</b>	<b>66,303</b>	<b>66,303</b>
Capital Outlay	-	-	33,050	66,303	66,303
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>33,050</b>	<b>66,303</b>	<b>66,303</b>
<b>Ending Fund Balance</b>	<b>\$ 27,073</b>	<b>\$ 43,273</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**JOSEPHINE COUNTY, OREGON**  
**2005 – 2006 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.

**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  
2005-2006 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 and public requests
- Comply with NVRA (National Voter Registration Act) and 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
- Process passport applications
- Assist citizens with their Board of Property Tax Appeals (BOPTA)

**Service Levels**

	<b>2002-2003 Actual</b>	<b>2003-2004 Actual</b>	<b>2004-2005 Expected</b>	<b>2005-2006 Budgeted</b>
Recorded Instruments	32,979	31,875	31,000	29,200
Marriage Licenses	633	659	640	680
Passport Applications	995	1,107	1,300	1,350
Voter Reg. Processed	8,827	11,783	12,419	9,500

**Program Accomplishments and Goals**

**Fiscal Year 2003-2004 Accomplishments**

- Conducted one Special State Election by mail
- Conducted one County-wide election by mail
- Conducted one Presidential Primary 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

**JOSEPHINE COUNTY, OREGON**  
**2005-2006 Operating Budget**

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

**PROGRAM**  
**Administration**

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**Program Accomplishments and Goals (continued)**

**Fiscal Year 2004-2005 Expected Accomplishments**

- Conducted one Special District election by mail
- Conducted one Presidential General election by mail
- Assist candidates with all filings
- Produced two County Voters' Pamphlets
- Began implementation of OCVR pilot program. (Oregon Centralized Voter Registration)
- Record official records, plats and subdivisions. Provide miscellaneous record services
- Converted 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
- Process passport applications
- Provide scheduling and clerical support on petitions filed to the Board of Property Tax Appeals
- Tracked legislation pertinent to Clerk/Recorder's Office and testified when necessary.

**Fiscal Year 2005-2006 Projected Accomplishments**

- Conduct 1 Gubernatorial Primary Election by mail
- Conduct other Special Elections as required
- Produce one County Voters' Pamphlet
- Assist Candidates with all filings
- Fully implement OCVR (complete data migration and conversion)
- Convert recording data to imaging to provide increased customer access and retrieval
- Issue marriage licenses
- Process passport applications
- Provide scheduling and clerical support on petitions filed to the Board of Property Tax Appeals