

Clerk & Recorder

Department Overview

The Clerk & Recorder is an Elected Official serving a four-year term. The position was consolidated with the County Surveyor so the elected position is officially the County Clerk & Recorder / Surveyor. The Department is part of the General Fund with a major portion of funding for the department coming from fees collected as allowed by state law.

The Clerk & Recorder is responsible for the following:

- Election activities dealing with all state, county, municipal, special district and special elections in the County.
- Document Recording and Indexing - entails the maintenance of public records pertinent to lands and vital records.
- Serve as the Clerk to the Board of County Commissioners.

The Surveyor portion of the Clerk & Recorder's job does not include staff positions. A stipend for the Surveyor duties is included in the Clerk & Recorder's salary.

The Clerk & Recorder acts as the County Election Administrator. State Law was amended to allow for additional compensation to be paid for Clerk & Recorders who act as the Election Administrator.

Records Preservation is a separate fund established by state law, with revenue generated by a fee charged for documents filed with the Clerk & Recorder. This fund is an integral part of the Clerk & Recorder's ability to maintain and protect the important documents on file within the office. Without this funding source, the ability to update records storage capabilities with new technologies would be hindered.

Department Goals

See Activity pages for specific goals.

Recent Accomplishments

See Activity pages for specific accomplishments.

GENERAL GOVERNMENT

Clerk & Recorder

Department Budget

Object of Expenditure	Actual FY 2016	Final FY 2017	Actual FY 2017	Request FY 2018	Preliminary FY 2018	Final FY 2018
Personnel	\$ 735,471	\$ 774,297	\$ 893,419	\$ 819,890	\$ 827,628	\$ 830,447
Operations	399,048	561,415	487,072	556,302	556,302	556,302
Debt Service	-	-	-	-	-	-
Capital Outlay	57,442	74,400	59,565	83,760	83,760	83,760
Transfers Out	-	-	-	-	-	-
Total	\$ 1,191,961	\$ 1,410,112	\$ 1,440,056	\$ 1,459,952	\$ 1,467,690	\$ 1,470,509

Budget by Fund Group

General Fund	\$ 1,073,309	\$ 1,180,117	\$ 1,306,315	\$ 1,206,192	\$ 1,213,930	\$ 1,216,749
Special Revenue Funds	118,652	229,995	133,742	253,760	253,760	253,760
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 1,191,961	\$ 1,410,112	\$ 1,440,056	\$ 1,459,952	\$ 1,467,690	\$ 1,470,509

Funding Sources

Tax Revenues	\$ 184,650	\$ 196,927	\$ 294,957	\$ 211,454	\$ 182,636	\$ 185,323
Non-Tax Revenues	1,161,150	1,008,357	1,114,907	1,090,028	1,086,898	1,083,274
Cash Reappropriated	(153,839)	204,829	30,192	158,470	198,156	201,912
Total	\$ 1,191,961	\$ 1,410,112	\$ 1,440,056	\$ 1,459,952	\$ 1,467,690	\$ 1,470,509

Department Personnel

No. of Positions	FT/PT	Title	FTE
See individual Activity			
Total Program			

Clerk & Recorder – Elections

Activity Overview

The Gallatin County Election Office is part of the Clerk and Recorder's Office in the General Fund, and is under the supervision of the Clerk & Recorder / Surveyor. The Office does not generate a significant amount of non-tax revenue. When elections are held for political subdivisions other than the County, the expenses for conducting the election are reimbursed by that governing body.

The Election Office is responsible for elections held within the County. The staff maintains the voter registration database and election management software, and holds elections required by federal, state, and County government. The voter registration database is Gallatin County's portion of the statewide database known as Montana Votes. The office also conducts elections for the Cities and Towns of Belgrade, Bozeman, Manhattan, Three Forks, and West Yellowstone, and various special districts including fire, water/sewer, schools, and resort districts. In addition, the office provides election materials to the various school districts to assist them in performing their election duties.

Federal Laws regulating functions of the office include the National Voter Registration Act (NVRA) and the Help America Vote Act (HAVA). HAVA has been cited as the most significant election reform of federal election law since the Voting Rights Act of 1965.

Activity Goals

- Successfully complete elections for:
 - Bond Election for Schools as requested
 - 5 Municipal Elections
 - 13 Water and Sewer Districts
 - 14 Rural Fire Districts
 - 16 School Districts
 - Federal General Election in November
 - Other special elections that may arise.
- Mail 15,000 National Voter Registration Act notices.
- Continue to increase the number of voters who vote by mail.
- Continue to cross train employees between the recording and election offices.

Recent Accomplishments

- Mailed 46,000 Address Confirmations for Absentee Voting.
- Conducted the elections for 5 municipalities.
- Conducted Manhattan School Bond Election.
- Conducted the annual May school elections for 14 school districts.
- Conducted the annual Fire District trustee elections for 2 fire districts.
- Conducted the June Federal Primary Election.
- Relocated 6 polling places.
- Set up new polling place on the MSU Campus.

GENERAL GOVERNMENT

Clerk & Recorder – Elections

Activity Budget

Object of Expenditure	Actual	Final	Actual	Request	Preliminary	Final
	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2018
Personnel	\$ 276,197	\$ 300,599	\$ 434,093	\$ 303,453	\$ 306,535	\$ 308,527
Operations	264,185	329,007	342,192	310,212	310,212	310,212
Debt Service	-	-	-	-	-	-
Capital Outlay	3,292	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total	\$ 543,674	\$ 629,606	\$ 776,285	\$ 613,665	\$ 616,747	\$ 618,739

Budget by Fund Group

General Fund	\$ 543,674	\$ 629,606	\$ 776,285	\$ 613,665	\$ 616,747	\$ 618,739
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 543,674	\$ 629,606	\$ 776,285	\$ 613,665	\$ 616,747	\$ 618,739

Funding Sources

Tax Revenues	\$ 289,046	\$ 288,261	\$ 385,379	\$ 296,900	\$ 272,738	\$ 275,757
Non-Tax Revenues	179,836	173,251	126,716	209,160	206,030	199,909
Cash Reappropriated	74,793	168,094	264,190	107,605	137,979	143,073
Total	\$ 543,674	\$ 629,606	\$ 776,285	\$ 613,665	\$ 616,747	\$ 618,739

Activity Personnel

No. of Positions	FT/PT	Title	FTE 2016	FTE 2017	FTE 2018
1	Full-Time	Clerk and Recorder	1.00	1.00	1.00
1	Full-Time	Supervisor	1.00	1.00	1.00
1	Full-Time	Lead Administrative Clerk	0.00	0.00	1.00
1	Full-Time	Administrative Clerk	2.00	2.00	1.00
4		Total Program	4.00	4.00	4.00

Clerk & Recorder – Records

Activity Overview

By Montana Law, the Clerk & Recorder's Office is responsible for the recording, indexing, and safe keeping of land, County and birth / death documents. The office is also responsible for the recording and maintenance of minutes for the County Commission.

Fees collected by the Clerk and Recorder - Recording Department generate a net income to the County General Fund and the Records Preservation Fund, as shown in the budget information on the next page. These revenues offset some of the costs associated with the other Clerk & Recorder activity (Elections). Revenues for the Clerk & Recorder are primarily dependent upon the real estate industry. As development in the county increases recording revenues remain robust.

The first priority is to help the public find the records that they need. It is the department's goal to do this in an efficient manner that relies on technology and knowledgeable, helpful staff. The time that it takes to process documents is also key to good service in the Recording Department. Records need to be accurate and as up to date as possible.

Records are currently in several different formats, including paper, microfilm and digital images. The Department has completed the process of converting the older formats into the newer, more convenient and accessible digital format. However, getting the digital images into a retrievable database is a long-term project that will take years to complete.

Another duty of the Clerk & Recorder's Office is to provide certified searches of records. Commonly, these include Uniform Commercial Code filings, Liens and other various real estate documents. This duty has decreased with the availability of County records online for customers to perform their own searches.

Other types of documents that the Clerk & Recorder maintains are the supporting documentation of the County Commission actions. This includes Resolutions, Ordinances and Contracts that must be indexed, copied and distributed accurately. These records are available to the public online at no charge via Tyler Content Manager.

Activity Goals

- Maintain under one-week turn-around time for returning documents to customers 75% of the time.
- Improve public access to records through electronic media (website, road petition database and vitals database).
- Assist customers in finding requested records in an efficient and helpful manner.

Recent Accomplishments

- Maintained a one week or less turn-around time for returning documents 58% of the time.
- Continued public access to certain records through electronic media.
- Mailed approximately 5,659 tax notices to RID Maintenance district owners.
- Continued monthly staff meetings to improve departmental communication.
- Entered over 5,800 historical documents in EagleRecorder from 1985.
- Reviewed 52 surveys & documents showing a division of land that had no review through Planning.
- Provided EagleWeb access to Real Estate records for the public via our website. This generated \$25,568 in credit card transactions for online customers to purchase images of documents. Revenue from online credit card transactions has increased in each of the 6 years we have been accepting them.
- Recorded 6661 electronic documents in EagleRecorder using the Quickdocs e-recording module.
- Recorded 33,464 documents generating over \$1,023,000 in overall revenue for Gallatin County.

GENERAL GOVERNMENT

Clerk & Recorder – Records

Activity Budget

Object of Expenditure	Actual FY 2016	Final FY 2017	Actual FY 2017	Request FY 2018	Preliminary FY 2018	Final FY 2018
Personnel	\$ 459,274	\$ 473,698	\$ 459,326	\$ 516,437	\$ 521,093	\$ 521,920
Operations	70,361	76,813	70,704	76,090	76,090	\$ 76,090
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total	\$ 529,635	\$ 550,511	\$ 530,030	\$ 592,527	\$ 597,183	\$ 598,010

Budget by Fund Group

General Fund	\$ 529,635	\$ 550,511	\$ 530,030	\$ 592,527	\$ 597,183	\$ 598,010
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 529,635	\$ 550,511	\$ 530,030	\$ 592,527	\$ 597,183	\$ 598,010

Funding Sources

Tax Revenues	\$ (104,396)	\$ (91,335)	\$ (90,422)	\$ (85,446)	\$ (90,102)	\$ (90,434)
Non-Tax Revenues	834,541	695,106	837,271	732,868	732,868	735,365
Cash Reappropriated	(200,510)	(53,260)	(216,819)	(54,895)	(45,583)	(46,921)
Total	\$ 529,635	\$ 550,511	\$ 530,030	\$ 592,527	\$ 597,183	\$ 598,010

Activity Personnel

No. of Positions	FT/PT	Title	FTE 2016	FTE 2017	FTE 2018
1	Full-Time	Recording Supervisor	1.00	1.00	1.00
1	Full-Time	GIS Technician	1.00	1.00	1.00
6	Full-Time	Support Staff	6.00	6.00	6.00
1	Part-time	Support Staff	0.75	0.75	0.75
9		Total Program	8.75	8.75	8.75

Clerk & Recorder – Records Preservation

Activity Overview

The Records Preservation Fund tracks revenues generated from a fee approved by the legislature for the Clerk and Recorder to maintain and preserve the records on file in the office.

The budget for the Records Preservation Fund has revenues and expenses that are reported and segregated in a separate fund. This fund allows the County to keep County records in a proper and professional manner. Expenses in this fund assist the Clerk and Recorder in preservation of records and provide services to customers through:

- Replacement of computers
- Maintenance of equipment and software
- Conversion of paper records to digital format
- Conversion of digital files to microfilm
- Repair and preservation of historical paper records
- Set aside funds for future records needs (cabinets, updates, equipment, off-site records storage and other records programs)

The Records Preservation Fund is used for operating and capital expenses and is not used for personnel.

Activity Goals

- Improve public access to records through electronic media (website, road petition database and vitals database, C&R Mapper).
- Preserve birth and death records by placing them in clear non-reactive envelopes and storing them in binders.
- Preserve existing paper records for future use by the public.
- Improve Clerk & Recorder Document Mapper to have added functionality for roads, corner records and access to all Recorder database documents.
- Purchase EagleRecorder Self Service module to improve public's access to recorded documents.

Recent Accomplishments

- Received approximately \$160,000 in revenues for the Records Preservation Fund.
- Converted 150,593 digital images to microfilm for archival purposes of those documents recorded in the fiscal year.
- Purchased a new Fujitsu high volume scanner for EagleRecorder.
- Purchased 3,300 clear non-reactive envelopes with binders and inserted birth records into them.
- Maintained EagleRecorder, Tyler Content Manager and ESRI ArcGIS software.
- Purchased subscription to new meeting minutes software AVCaptureAll.
- Maintained Xerox large format scanner/printer system.

The County has established reserved cash, within statutory limitations, to allow for unanticipated expenses and to reduce budgets that won't be expended in the current year.

GENERAL GOVERNMENT

Clerk & Recorder – Records Preservation

Activity Budget

Object of Expenditure	Actual FY 2016	Final FY 2017	Actual FY 2017	Request FY 2018	Preliminary FY 2018	Final FY 2018
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operations	64,502	155,595	74,177	170,000	170,000	170,000
Debt Service	-	-	-	-	-	-
Capital Outlay	54,150	74,400	59,565	83,760	83,760	83,760
Transfers Out	-	-	-	-	-	-
Total	\$ 118,652	\$ 229,995	\$ 133,742	\$ 253,760	\$ 253,760	\$ 253,760

Budget by Fund Group

General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds	118,652	229,995	133,742	253,760	253,760	253,760
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 118,652	\$ 229,995	\$ 133,742	\$ 253,760	\$ 253,760	\$ 253,760

Funding Sources

Tax Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Tax Revenues	146,773	140,000	150,920	148,000	148,000	148,000
Cash Reappropriated	(28,121)	89,995	(17,178)	105,760	105,760	105,760
Total	\$ 118,652	\$ 229,995	\$ 133,742	\$ 253,760	\$ 253,760	\$ 253,760

Activity Personnel

No. of Positions	FT/PT	Title	FTE
Staff is not funded in this activity			
Total Program			0