

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 physical and electronic records storage capabilities with new technologies would be handicapped.

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	Final	Actual	Start Up	Request	Preliminary	Final
	FY 2018	FY 2019	FY 2019	FY 2020	FY 2020	FY 2020	FY 2020
Personnel	\$ 818,857	\$ 893,703	\$ 890,286	\$ 882,988	\$ 934,439	\$ 924,225	\$ 935,549
Operations	507,065	559,306	500,248	535,687	606,601	606,601	606,601
Debt Service	-	-	-	-	-	-	-
Capital Outlay	25,000	93,500	-	161,664	264,839	264,839	193,281
Transfers Out	-	-	-	-	-	-	-
Total	\$ 1,350,922	\$ 1,546,509	\$ 1,390,534	\$ 1,580,339	\$ 1,805,879	\$ 1,795,665	\$ 1,735,431

Budget by Fund Group

General Fund	\$ 1,205,851	\$ 1,284,928	\$ 1,281,282	\$ 1,247,200	\$ 1,472,740	\$ 1,462,526	\$ 1,473,850
Special Revenue Funds	151,332	261,581	109,253	333,139	333,139	333,139	261,581
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-	-
Total	\$ 1,357,183	\$ 1,546,509	\$ 1,390,534	\$ 1,580,339	\$ 1,805,879	\$ 1,795,665	\$ 1,735,431

Funding Sources

Tax Revenues	\$ 180,299	\$ 214,201	\$ 212,059	\$ 217,584	\$ 342,713	\$ 296,933	\$ 368,055
Non-Tax Revenues	1,165,999	1,071,433	1,046,169	1,009,072	1,087,744	1,013,715	1,051,861
Cash Reappropriated	10,885	260,875	132,306	353,683	375,422	485,017	315,515
Total	\$ 1,357,183	\$ 1,546,509	\$ 1,390,534	\$ 1,580,339	\$ 1,805,879	\$ 1,795,665	\$ 1,735,431

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 FY 2018	Final FY 2019	Actual FY 2019	Start Up FY 2020	Request FY 2020	Preliminary FY 2020	Final FY 2020
Personnel	\$ 311,000	\$ 341,781	\$ 415,241	\$ 308,802	\$ 341,310	\$ 341,310	\$ 344,845
Operations	316,000	309,245	316,535	298,259	369,172	369,172	369,172
Debt Service	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	103,175	103,175	103,175
Transfers Out	-	-	-	-	-	-	-
Total	\$ 627,000	\$ 651,026	\$ 731,776	\$ 607,061	\$ 813,657	\$ 813,657	\$ 817,192

Budget by Fund Group

General Fund	\$ 627,000	\$ 651,026	\$ 731,776	\$ 607,061	\$ 813,657	\$ 813,657	\$ 817,192
Special Revenue Funds	-	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-	-
Total	\$ 627,000	\$ 651,026	\$ 731,776	\$ 607,061	\$ 813,657	\$ 813,657	\$ 817,192

Funding Sources

Tax Revenues	\$ 272,435	\$ 271,125	\$ 268,414	\$ 233,011	\$ 357,717	\$ 317,709	\$ 385,295
Non-Tax Revenues	197,995	203,589	207,661	196,540	264,744	229,248	239,347
Cash Reappropriated	156,569	176,311	255,701	177,510	191,196	266,700	192,550
Total	\$ 627,000	\$ 651,026	\$ 731,776	\$ 607,061	\$ 813,657	\$ 813,657	\$ 817,192

Activity Personnel

No. of Positions	FT/PT	Title	FTE 2018	FTE 2019	FTE 2020
1	Full-Time	Election Manager	0.00	0.00	1.00
0	Full-Time	Clerk and Recorder	1.00	1.00	0.00
1	Full-Time	Elections Supervisor	1.00	1.00	1.00
1	Full-Time	Administrative Clerk	0.00	1.00	1.00
1	Full-Time	Administrative Clerk	2.00	1.00	1.00
4		Total Program	4.00	4.00	4.00

Clerk & Recorder – Records

Activity Overview

By Law, the Clerk & Recorder is responsible for recording, indexing, and safe keeping of land 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.

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.

As a result of the November, 2018 election, Eric Semerad, the newly elected Clerk and Recorder has been able to reduce the number of employees in the Records Activity, without adversely effecting service to the public.

Activity Goals

- Maintain under one-week turn-around time for returning documents to customers 75% of the time.
- Improve public access to records - electronic media (website, road 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 56% of the time.
- Continued public access to certain records through electronic media.
- Published a new Clerk & Recorder Document Mapper with the assistance of County GIS Department that now includes access to plat book scans and some condominium data.
- Mailed approximately 5,625 tax notices to RID Maintenance district owners.
- Continued monthly staff meetings to improve departmental communication.
- Entered over 15,500 historical documents in EagleRecorder from 1982-1984.
- Reviewed 38 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. Recorded 5256 electronic documents in EagleRecorder using the Quickdocs e-recording module for fees totaling \$192,620.
- Recorded 30,389 documents generating over \$892,945 in overall revenue for Gallatin County.

GENERAL GOVERNMENT

Clerk & Recorder – Records

Activity Budget

Object of Expenditure	Actual FY 2018	Final FY 2019	Actual FY 2019	Start Up FY 2020	Request FY 2020	Preliminary FY 2020	Final FY 2020
Personnel	\$ 507,857	\$ 551,922	\$ 475,045	\$ 574,186	\$ 593,129	\$ 582,915	\$ 590,704
Operations	70,994	\$ 81,980	74,461	65,954	65,954	65,954	65,954
Debt Service	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Total	<u>\$ 578,851</u>	<u>\$ 633,902</u>	<u>\$ 549,506</u>	<u>\$ 640,140</u>	<u>\$ 659,083</u>	<u>\$ 648,869</u>	<u>\$ 656,658</u>

Budget by Fund Group

General Fund	\$ 578,851	\$ 633,902	\$ 549,506	\$ 640,140	\$ 659,083	\$ 648,869	\$ 656,658
Special Revenue Funds	-	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-	-
Total	<u>\$ 578,851</u>	<u>\$ 633,902</u>	<u>\$ 549,506</u>	<u>\$ 640,140</u>	<u>\$ 659,083</u>	<u>\$ 648,869</u>	<u>\$ 656,658</u>

Funding Sources

Tax Revenues	\$ (92,137)	\$ (56,924)	\$ (56,355)	\$ (15,427)	\$ (15,003)	\$ (20,776)	\$ (17,240)
Non-Tax Revenues	822,004	727,843	706,008	682,533	693,000	654,467	682,514
Cash Reappropriated	(151,016)	(37,017)	(100,148)	(26,966)	(18,914)	15,178	(8,616)
Total	<u>\$ 578,851</u>	<u>\$ 633,902</u>	<u>\$ 549,506</u>	<u>\$ 640,140</u>	<u>\$ 659,083</u>	<u>\$ 648,869</u>	<u>\$ 656,658</u>

Activity Personnel

No. of Positions	FT/PT	Title	FTE 2018	FTE 2019	FTE 2020
1	Full-Time	Clerk and Recorder	0.00	0.00	1.00
0	Full-Time	Recording Supervisor	1.00	1.00	0.00
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)

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.
- Index all surveyor notes available in the office.
- Improve Clerk & Recorder Document Mapper to have added functionality for roads, corner records and access to all Eagle Recorder database documents.
- Purchase EagleRecorder Self Service module to improve public's access to recorded documents.

Recent Accomplishments

- Received approximately \$130,000 in revenues for the Records Preservation Fund.
- Converted 148,336 digital images to microfilm for archival purposes of those documents recorded in the fiscal year.
- Maintained EagleRecorder, Tyler Content Manager and ESRI ArcGIS software.
- Employed Survey Record Intern who indexed County Surveyor notes.
- Maintained subscription to meeting minutes software AVCaptureAll.
- Purchased new HP Pagemaster 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 2018	Final FY 2019	Actual FY 2019	Start Up FY 2020	Request FY 2020	Preliminary FY 2020	Final FY 2020
Personnel	\$ 6,261	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operations	120,071	168,081	109,253	171,475	171,475	171,475	171,475
Debt Service	-	-	-	-	-	-	-
Capital Outlay	25,000	93,500	-	161,664	161,664	161,664	90,106
Transfers Out	-	-	-	-	-	-	-
Total	\$ 151,332	\$ 261,581	\$ 109,253	\$ 333,139	\$ 333,139	\$ 333,139	\$ 261,581

Budget by Fund Group

General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds	151,332	261,581	109,253	333,139	333,139	333,139	261,581
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-	-
Total	\$ 151,332	\$ 261,581	\$ 109,253	\$ 333,139	\$ 333,139	\$ 333,139	\$ 261,581

Funding Sources

Tax Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Tax Revenues	146,000	140,000	132,500	130,000	130,000	130,000	130,000
Cash Reappropriated	5,332	121,581	(23,247)	203,139	203,139	203,139	131,581
Total	\$ 151,332	\$ 261,581	\$ 109,253	\$ 333,139	\$ 333,139	\$ 333,139	\$ 261,581

Activity Personnel

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