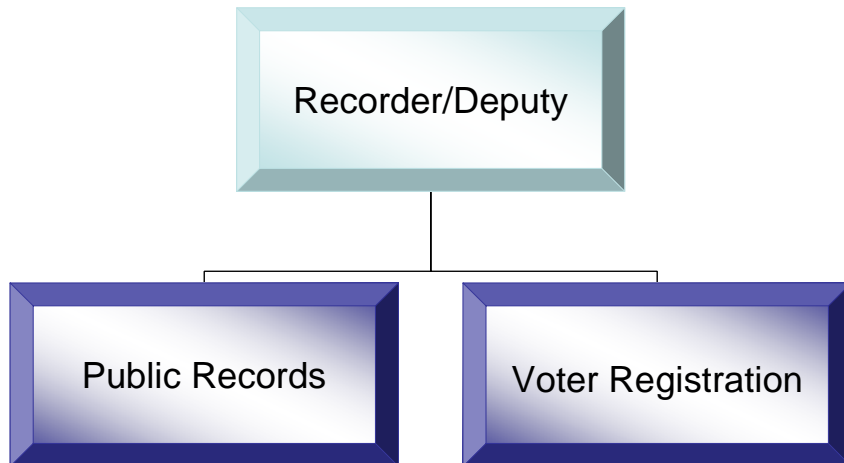


## MISSION STATEMENT

To create public records, maintain said records to archival standards and provide convenient access to these records for public viewing. Also, to provide residents access to the electoral process through the maintenance of a voter registration system and an early voting process.

## ORGANIZATION



The department is managed by the County Recorder. The County Recorder is an elected office.

## SERVICES

**Public Records:** Records, indexes and preserves documents as permanent public records. Upon request and for a fee, copies of records will be provided. The staff assists customers in finding records and they conduct statutory record searches.

**Voter Registration:** Maintains voter records for the County, supplies voter information according to statute, provides early ballot voted ballot verification services and certifies signatures on petitions.



## STRATEGIC PLAN PERFORMANCE

### Performance Measure Actuals & Benchmarks - Recorder

The following measures are departmental priorities identified in the County-wide Strategic Plan:

Department Goal: Measure:	Actual		Benchmarks		
	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
<b>To provide easy access to County departments, records &amp; services.</b>					
% residents agreeing the availability of public records meets their needs	70%	70%	72%	74%	76%
% of documents recorded and processed within 2 days of receipt	95%	95%	95%	95%	95%
% of index of recorded documents available online	0%	0%	10%	15%	20%
<b>To provide residents access to the electoral process.</b>					
% of residents who agree that it is easy to register to vote	86%	86%	87%	88%	89%

## EXPECTATIONS

### GENERAL:

#### ○ Customer Satisfaction:

County Strategic Goal: Customer Satisfaction.

Objective: By the next survey, to have 72% or more of residents who agree that the availability of public records meets their needs.

Status: The 2007 Countywide Survey shows that 70% agreed.

Strategy: No change in the department's budget is needed to continue to accomplish this objective.

### RECORDING / PUBLIC RECORDS:

#### ○ Implement online index of recorded documents with viewing capabilities:

County Strategic Goal: Customer Satisfaction.

Objective: Provide public and internal customers easier access to public records.

Status: A Request for Proposal has been completed and is pending publication.

Strategy: Implement online indexing.

## EXPECTATIONS (CONCLUDED)

### RECORDING FUNCTION / PUBLIC RECORDS:

- **Electronic Recording:**  
County Strategic Goal: Customer Satisfaction.  
Objective: Provide easier access to the services provided by the Recorder's Office.  
Status: The Recorder's Office and Information Technology Services department are working on acquiring the capability to implement the electronic recording process.  
Strategy: No change in the department's budget is needed to accomplish this objective.
- **Shorten document processing time:**  
County Strategic Goal: County Resources.  
Objective: Record and process documents within 2 days.  
Status: This objective is being achieved.  
Strategy: No change in the department's budget is needed to continue to accomplish this objective.

### VOTER REGISTRATION:

- **Increase public accessibility to the electoral process:**  
County Strategic Goal: Public Awareness, Trust & Participation.  
Objective: Ensure voter registration materials are readily available and process receipt of voter registrations and early ballots in a more timely fashion.  
Status: This objective is being met with constant attention to available improvements in procedures.  
Strategy: No change in the department's budget is needed to continue to accomplish this objective.

### VOTER REGISTRATION:

- **Increase and maintain voter outreach and public education opportunities:**  
County Strategic Goal: Public Awareness, Trust & Participation.  
Objective: Increase instances of staff conducting voter outreach and public education.  
Status: This objective is being outlined with more specificity for staff.  
Strategy: No change in the department's budget is needed to accomplish this objective.

## INITIATIVES NEW FOR 2010

This is a continuation budget this fiscal year. There are no major new initiatives, programs or additional resources.

## INITIATIVES PRIOR YEAR STATUS

### Public Records:

- Create an online index of recorded documents available for public searches.

**Status:** Ongoing

# RECORDER



## STAFFING LEVELS

### Authorized Positions by Major Function

	2006-07	2007-08	2008-09	2009-10
Recorder & Deputy	2.00	2.00	2.00	2.00
Public Records	5.50	5.50	5.50	5.50
Voter Registration	3.00	4.00	4.00	4.00
<b>Total</b>	<b>10.50</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>

### Authorized Positions by Funding Source

	2006-07	2007-08	2008-09	2009-10
General fund	9.00	10.00	10.00	10.00
Special revenue fund	1.50	1.50	1.50	1.50
<b>Total</b>	<b>10.50</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>

There is no change in staffing for fiscal year 2009-10.

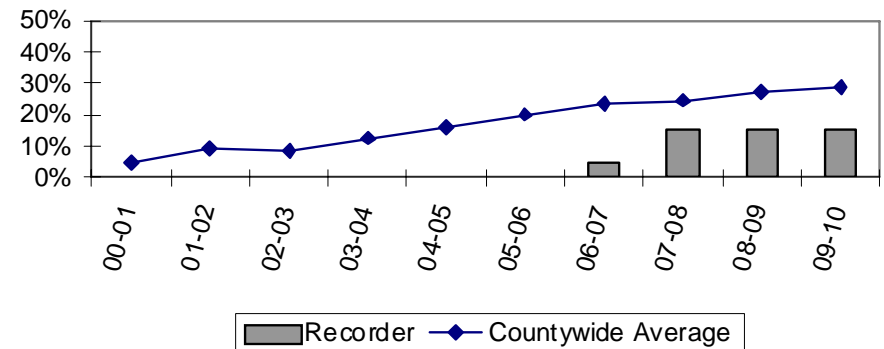
The County Recorder is an elected official. All of the other employees are regular County employees. Grant funds are not typically available for functions performed by the Recorder's office.

### Authorized Positions by Classification

	2006-07	2007-08	2008-09	2009-10
Recorder	1.00	1.00	1.00	1.00
Deputy	1.00	1.00	1.00	1.00
Systems Admin./Prog. Analyst	0.50	0.50	0.50	0.50
Voter Registration Coordinator	1.00	1.00	1.00	1.00
Voter Registration Technician	1.00	2.00	2.00	1.00
Clerk III	2.00	2.00	2.00	2.00
Clerk II	2.00	2.00	2.00	2.00
Voter Registration Clerk	1.00	1.00	1.00	2.00
Micrographics Technician	1.00	1.00	1.00	1.00
<b>Total</b>	<b>10.50</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>

### Recorder's Growth in Positions Compared to FY00 Base Yr. - All Funds

(No agency changes in years without gray bars)



The Recorder's Office staffing levels have increased 15% from fiscal year 1999-00. This is lower than the County-wide average growth of 28.8%. The department housed 10 positions in fiscal year 1999-00.



## FUNDING LEVELS

**Revenue:** General Fund support is at the level needed for General Fund Expenditures. The decrease in Special Revenues is the result of an anticipated decline in Recording Fees.

**Personnel:** There are no substantial changes for this fiscal year.

**Supplies and services:** The net increase is primarily comprised of increased budgeted expenditures in the Recorder's Fund for Office Supplies.

**Capital outlay:** There is no capital outlay budgeted for this fiscal year.

	<u>Actual 2006-07</u>	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Estimate 2008-09</u>	<u>Budget 2009-10</u>	<u>% Change</u>
<b>Sources</b>						
General Revenue	\$ 519,003	\$ 510,324	\$ 616,216	\$ 568,265	\$ 611,230	-0.81%
Special Revenue	254,226	187,794	224,000	155,950	155,950	-30.38%
Balance Forward	736,822	855,115	962,584	942,371	927,544	-3.64%
<b>Total Sources</b>	<b>1,510,051</b>	<b>1,553,233</b>	<b>1,802,800</b>	<b>1,666,586</b>	<b>1,694,724</b>	<b>-5.99%</b>
<b>Uses</b>						
Personnel	441,091	432,504	528,205	479,059	520,337	-1.49%
Supplies & Services	204,264	178,358	214,983	214,983	226,718	5.46%
Capital Outlay	9,581	-	-	45,000	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	1,059,612	-	947,669	-10.56%
Transfers In & Out	-	-	-	-	-	N/A
<b>Total Uses</b>	<b>\$ 654,936</b>	<b>\$ 610,862</b>	<b>\$ 1,802,800</b>	<b>\$ 739,042</b>	<b>\$ 1,694,724</b>	<b>-5.99%</b>
Other Restricted	\$ 855,115	\$ 942,371	\$ -	\$ 927,544	\$ -	N/A