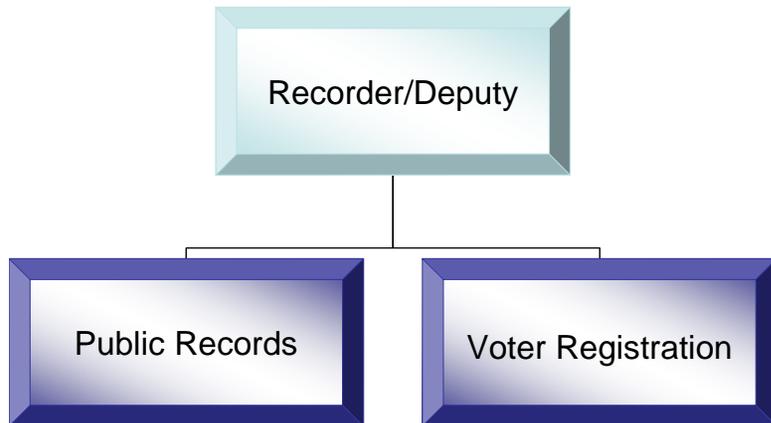


### MISSION STATEMENT

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	Current	Benchmarks		
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
To provide easy access to County departments, records & services.					
% residents agreeing the availability of public records meets their needs	79%	79%	74%	76%	78%
% of documents recorded and processed within 2 days of receipt	95%	95%	95%	95%	95%
% of index of recorded documents available online	0%	10%	15%	20%	25%
To provide residents access to the electoral process.					
% of residents who agree that it is easy to register to vote	91%	91%	88%	89%	90%

## EXPECTATIONS

### GENERAL:

#### ○ Customer Satisfaction:

County Strategic Goal: Customer Satisfaction.

Objective: By the next survey, to have 80% or more of residents who agree that the availability of public records meets their needs.

Status: The 2009 Countywide Survey shows that 79% 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: 10% completed.

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 have implemented electronic recording for customers to allow customers to e-record documents from a remote location  
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: Ongoing  
Strategy: No change in the department's budget is needed to accomplish this objective.

## INITIATIVES NEW FOR 2011

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

# RECORDER



## STAFFING LEVELS

### Authorized Positions by Major Function

	2007-08	2008-09	2009-10	2010-11
Recorder & Deputy	2.00	2.00	2.00	2.00
Public Records	5.50	5.50	5.50	5.50
Voter Registration	4.00	4.00	4.00	4.00
<b>Total</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>

### Authorized Positions by Funding Source

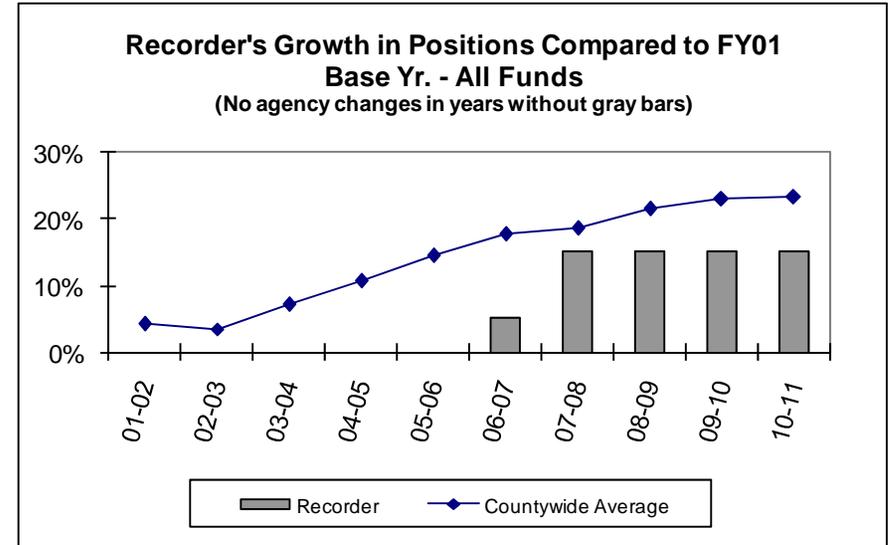
	2007-08	2008-09	2009-10	2010-11
General fund	10.00	10.00	10.00	10.00
Special revenue fund	1.50	1.50	1.50	1.50
<b>Total</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>

There is no change in staffing for fiscal year 2010-11.

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

	2007-08	2008-09	2009-10	2010-11
Recorder	1.00	1.00	1.00	1.00
Deputy	1.00	1.00	1.00	1.00
Database Administrator	0.50	0.50	0.50	0.50
Voter Registration Coordinator	1.00	1.00	1.00	1.00
Voter Registration Technician	2.00	2.00	1.00	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	2.00	2.00
Micrographics Technician	1.00	1.00	1.00	1.00
<b>Total</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>



The Recorder's Office staffing levels have increased 15% from fiscal year 2000-01. This is lower than the County-wide average growth of 23.3%. The department housed 10 positions in fiscal year 2000-01.



## 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 decrease is primarily comprised of a \$207,091 reduction in the Software Upgrades line item in the Recorder's Fund.

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

	Actual 2007-08	Actual 2008-09	Budget 2009-10	Estimate 2009-10	Budget 2010-11	% Change
<b>Sources</b>						
General Revenue	\$ 510,324	\$ 541,445	\$ 611,230	\$ 553,819	\$ 602,657	-1.40%
Special Revenue	\$ 187,794	\$ 166,791	\$ 189,678	\$ 189,678	\$ 173,935	-8.30%
Balance Forward	\$ 855,115	\$ 942,371	\$ 927,544	\$ 956,255	\$ 761,602	-17.89%
<b>Total Sources</b>	<b>1,553,233</b>	<b>1,650,607</b>	<b>1,728,452</b>	<b>1,699,752</b>	<b>1,538,194</b>	<b>-11.01%</b>
<b>Uses</b>						
Personnel	432,503	450,374	520,337	469,957	509,673	-2.05%
Supplies & Services	178,359	201,421	477,537	468,193	249,735	-47.70%
Capital Outlay	-	42,557	20,000	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	710,578	-	778,786	9.60%
Transfers In & Out	-	-	-	-	-	N/A
<b>Total Uses</b>	<b>\$ 610,862</b>	<b>\$ 694,352</b>	<b>\$ 1,728,452</b>	<b>\$ 938,150</b>	<b>\$ 1,538,194</b>	<b>-11.01%</b>
Other Restricted	\$ 942,371	\$ 956,255	\$ -	\$ 761,602	\$ -	N/A



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