

Clerk-Recorder Summary

Carolyn Crnich, Clerk/Recorder

Departmental Summary	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Request	2007-08 Adopted	Increase/ (Decrease)
Revenues						
Attributable to Department	\$1,827,025	\$1,564,673	\$2,316,994	\$1,512,914	\$1,512,914	(\$804,080)
General Fund Support	(493,971)	97,427	103,430	766,248	766,248	662,818
(To)/From Non-GF Fund Balance	(16,051)	(28,562)	(38,966)	0	0	38,966
Total Revenues	\$1,317,003	\$1,633,538	\$2,381,458	\$2,279,162	\$2,279,162	(\$141,262)
Expenditures						
Salaries & Benefits	\$803,205	\$859,453	\$1,036,408	\$1,111,689	\$1,111,689	\$75,281
Supplies & Services	483,591	623,328	1,266,932	1,109,428	1,109,428	(157,504)
Other Charges	23,380	24,198	58,206	53,845	53,845	(4,361)
Fixed Assets	6,827	126,559	19,912	4,200	4,200	(15,712)
Total Expenditures	\$1,317,003	\$1,633,538	\$2,381,458	\$2,279,162	\$2,279,162	(\$102,296)
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Allocated Positions	12.00	13.00	18.00	12.00	12.00	(6.00)
Temporary (FTE)	3.51	3.25	7.00	3.00	3.00	(4.00)
Total Staffing	15.51	16.25	25.00	15.00	15.00	(10.00)

The Clerk-Recorder's Office includes the following budget units:

- 1100 140 Elections
- 1100 271 Recorder
- 1310 271 Record Conversion

Performance Measures

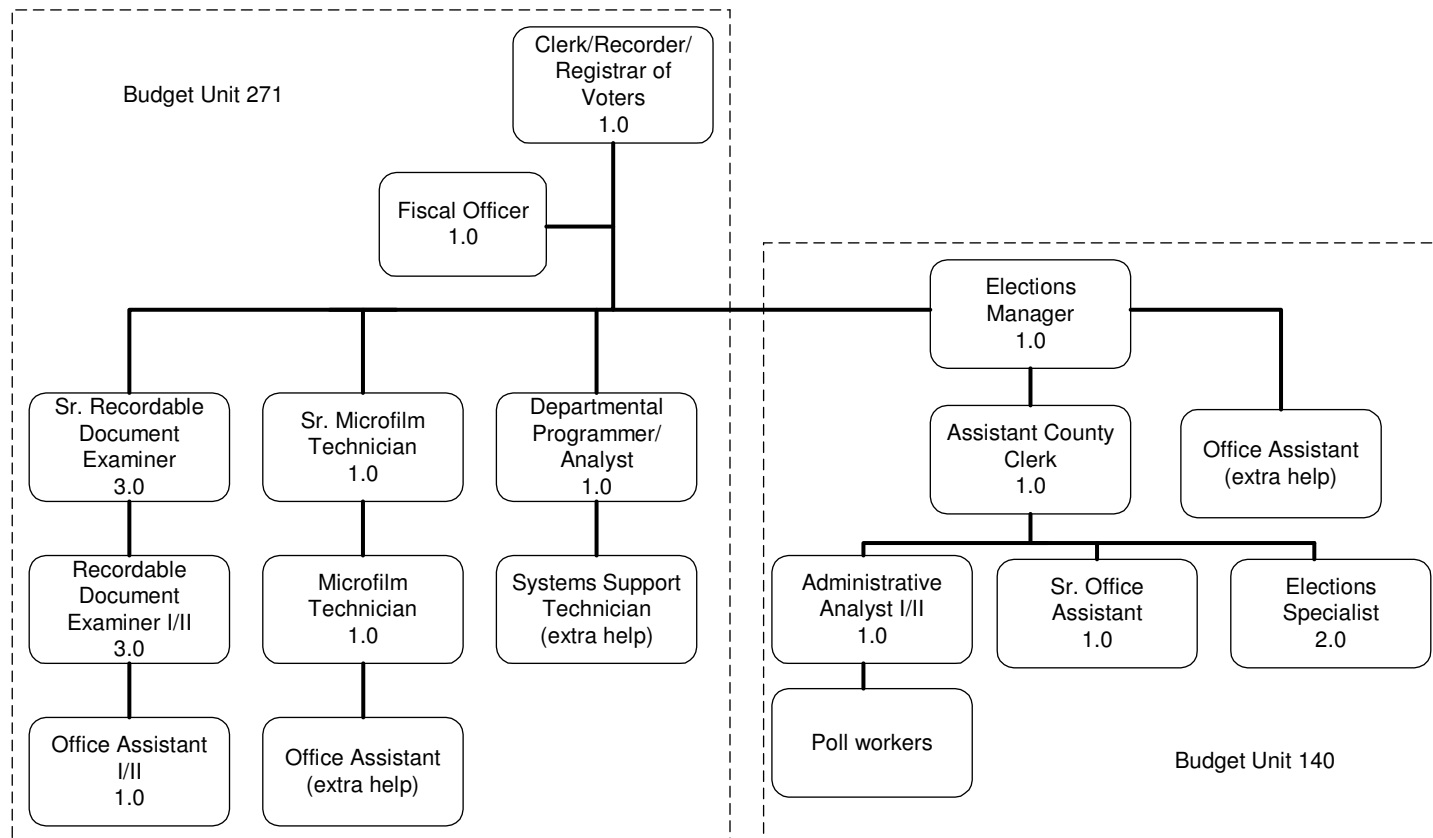
1. Description of Performance Measure: Document Recording			
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Estimate</i>	<i>FY 2007-08 Projected</i>
44,766	42,595	38,000	37,000
<i>Describe why this measure is important and/or what it tells us about the performance of this department: The recording of documents is a primary source of revenue.</i>			
2. Description of Performance Measure: Vital Record Certificates Issued			
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Estimate</i>	<i>FY 2007-08 Projected</i>
9,070	9,501	9,400	9,500
<i>Describe why this measure is important and/or what it tells us about the performance of this department: Illustrates the constant nature of this division of the Recorder's Office.</i>			
3. Description of Performance Measure: Map/Survey Scanning Project			
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Estimate</i>	<i>FY 2007-08 Projected</i>
N/A	10,000	1,500	300
<i>Describe why this measure is important and/or what it tells us about the performance of this department: This project improves accessibility to maps and surveys while protecting the maps from wear.</i>			
4. Description of Performance Measure: Fictitious Business Name Filings			
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Estimate</i>	<i>FY 2007-08 Projected</i>
929	966	875	875
<i>Describe why this measure is important and/or what it tells us about the performance of this department: This measure is indicative of the number of new businesses in Humboldt County.</i>			

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5. <i>Description of Performance Measure: Documentary Transfer Tax Collected</i>			
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Estimate</i>	<i>FY 2007-08 Projected</i>
\$425,447	\$803,238	\$610,000	\$590,000
<i>Describe why this measure is important and/or what it tells us about the performance of this department: Indicates the value of real estate sold (only County portion of tax).</i>			

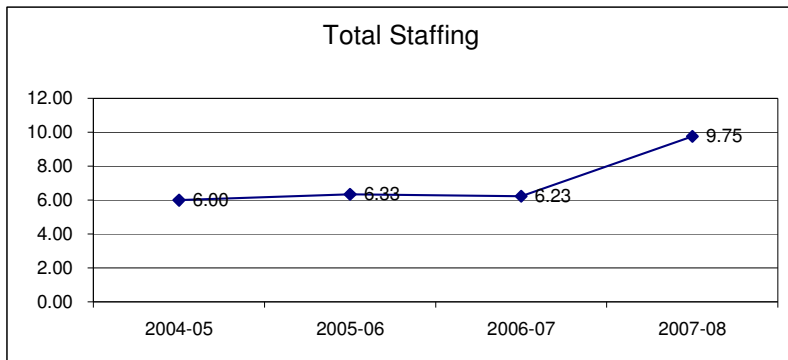
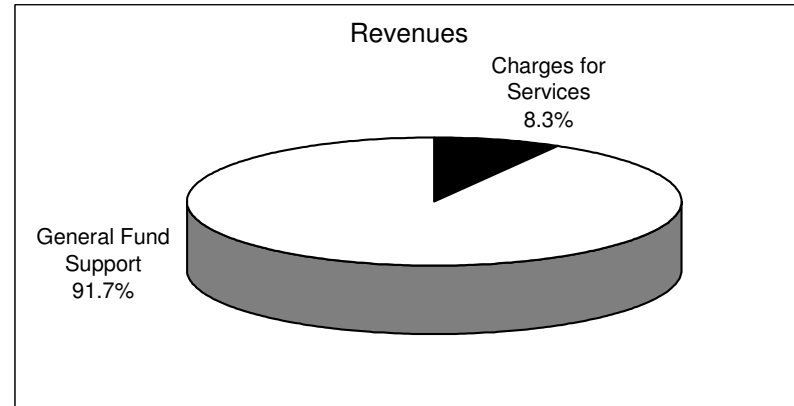
Organizational Chart:



1100 - General Fund	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Request	2007-08 Adopted	Increase/ (Decrease)
Revenues						
Other Gov't'l Agencies	\$19,135	\$53,940	\$849,680	\$0	\$0	(\$849,680)
Charges for Services	214,014	26,160	171,863	100,000	100,000	(71,863)
General Fund Support	431,882	783,969	609,852	1,105,802	1,105,802	495,950
Total Revenues	\$665,031	\$864,070	\$1,631,395	\$1,205,802	\$1,205,802	(\$425,593)
Expenditures						
Salaries & Benefits	\$307,428	\$315,543	\$382,457	\$369,278	\$369,278	(\$13,179)
Supplies & Services	336,306	532,813	1,205,968	815,261	815,261	(390,707)
Other Charges	14,470	15,713	23,058	21,263	21,263	(1,795)
Fixed Assets	6,827	0	19,912	0	0	(19,912)
Total Expenditures	\$665,031	\$864,070	\$1,631,395	\$1,205,802	\$1,205,802	(\$425,593)
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Allocated Positions	6.00	6.00	6.00	6.00	6.00	0.00
Temporary (FTE)	0.00	0.33	3.75	5.00	5.00	1.25
Total Staffing	6.00	6.33	9.75	11.00	11.00	1.25

Purpose

The Elections Office registers all voters and maintains registration records; conducts federal, state, county, city, school, and special district elections; collects filing fees; and certifies candidates' filing papers. The Elections Office strives to ensure that all eligible residents are able to exercise their right to vote and that elections are held in a fair, accurate, and efficient manner. The Elections Office is governed by the statutes of the California Election Code with provisions also in the Government Code, Education Code, and others.



Major Budget Changes

Salaries and Benefits

- \$46,272 Increase in extra-help from 0.23 FTE to 3.75 FTE to assist with three annual elections.

Services & Supplies

- \$403,000 Increase in postage, poll worker stipends and printing due to addition of third election.

Program Discussion

FY 2007-08 will be one of the most challenging years the Elections Division has faced. The Secretary of State has vowed to re-examine all voting systems that have been previously certified for use in California. While this is intended to reassure the voting public that the systems in use are secure and reliable, it puts elections officials in a state of uncertainty while waiting for decisions that may be forthcoming on the state of certification of Elections' systems and procedures. Upgrading equipment (if necessary) may be as simple as installing newly certified software or as complicated as installing entirely new systems. The costs of such changes may be covered by other government agencies or may be the responsibility of the County. Additionally, the Presidential primary now scheduled for February 2008 has drastically shortened the time to implement any mandated changes.

California will hold its Presidential primary in February rather than March or June; the Governor has verbally assured counties that they will be reimbursed for the cost of that election. However, such reimbursement was not included in the legislation. It appears this it is not the intent of the State to budget for reimbursement in the FY 2007-08 budget year, but as a part of the FY 2008-09 budget year based on claims submitted in FY 2007-08.

With three regularly scheduled elections in 2008, it promises to be a very busy year for the Elections Division. Due to the addition of a third election and delayed State reimbursement

the total adopted budget includes an increased General Fund contribution of \$436,533.

The Elections Division continues to work on developing the *Humboldt Transparency Project* which will provide an additional level of security and 'auditability' to elections. This project has been lauded by some of the nation's most outspoken critics of electronic election systems who anxiously await its implementation. The Elections Division expects to run beta testing on the project in the near future and, if time allows, extend that testing and perhaps full implementation to the 2007-08 elections.

2006-07 Accomplishments

1. Implemented a system that assists disabled voters and meets Help America Vote Act and California requirements.
2. Completed a recount of Eureka Ward 3 – City Council Race in November 2006.
3. Expanded the manual recount from the mandatory 1% to 10% of precincts for November 2006.

2007-08 Objectives

1. To strive for successful elections in the November 2007 general election, in the February and June 2008 primaries, and in any special district elections.
2. To achieve increased efficiency by initiating express poll electronic roster systems at all polling locations.
3. To educate people with disabilities about the accessible voting system.
4. To continue with the design and implementation of plans to co-locate the Elections Division with the rest of the County Clerk and Recorder's Offices on the

fifth floor of the Courthouse, while providing a workspace that is efficient and secure.

5. To continue to develop the Humboldt Transparency Project, which will allow all interested parties the opportunity to examine and recount ballots themselves without compromising the security of the paper ballot.
6. To continue to work with the Humboldt County Elections Advisory Committee to explore systems and procedures that will improve the confidence of Humboldt County voters in the way they elect federal, state, County and local leaders at all levels.

1310 - Record Conversion Fund	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Request	2007-08 Adopted	Increase/ (Decrease)
Revenues						
Use of Money & Property	\$4,687	\$7,620	\$10,767	\$7,000	\$7,000	(\$3,767)
Charges for Services	85,080	59,732	41,632	43,000	43,000	1,368
Other Revenues	0	0	0	134,514	134,514	134,514
(To)/From Non-GF Fund Balance	(16,051)	(28,562)	(38,966)	0	0	38,966
Total Revenues	\$73,716	\$38,790	\$13,433	\$184,514	\$184,514	\$171,081
Expenditures						
Supplies & Services	\$73,716	\$36,190	\$12,987	\$183,500	\$183,500	\$170,513
Other Charges	0	0	446	1,014	1,014	568
Fixed Assets	0	2,601	0	0	0	0
Total Expenditures	\$73,716	\$38,790	\$13,433	\$184,514	\$184,514	\$171,081

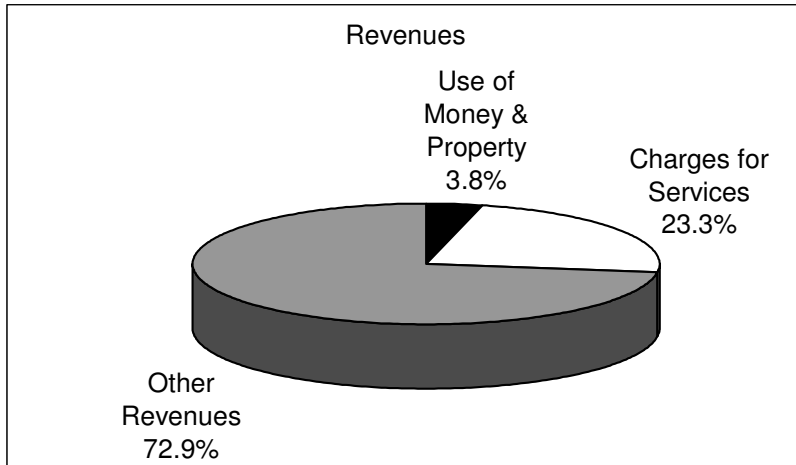
Purpose

This fund is authorized under California Government Code § 27361.4 which provides for \$1 per document to be collected for the conversion of records from paper and microfilm to a micrographic document storage system.

Major Budget Changes

Revenue

\$134,514 Trust fund transfer due to real estate market slowdown.



Program Discussion

This fund supplements the County General Fund by providing for the conversion, storage, and retrieval of recorded documents and maps as well as the archival storage of those records.

The fund is impacted by any change in interest rates which affects the sale or refinancing of real property. As interest rates rise, fewer documents are recorded thus fewer fees are collected for this fund.

2006-07 Accomplishments

1. Completed scanning of Parcel Maps, enabling the department to provide copies on DVD's to the public.

2007-08 Objectives

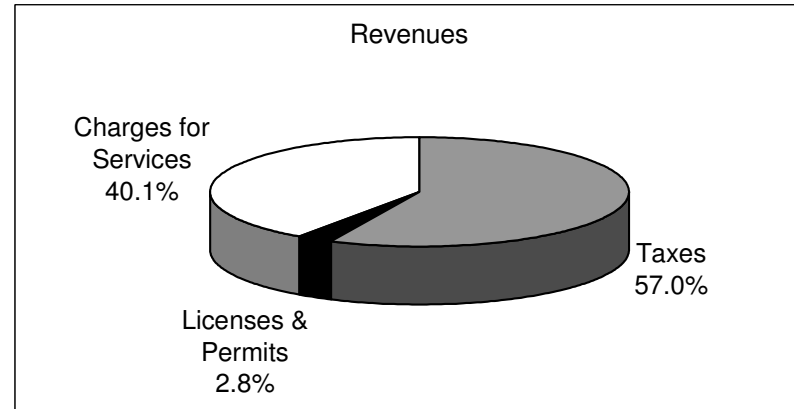
1. To utilize the Reference Archive Services Network to convert our current Microfilm/Microfiche into digital images. The digital images would then be able to connect to the computer index system.
2. To improve and update current record storage.

1100 - General Fund	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Request	2007-08 Adopted	Increase/ (Decrease)
Revenues						
Taxes	\$856,325	\$802,775	\$666,160	\$700,000	\$700,000	\$33,840
Licenses & Permits	40,858	40,322	42,092	35,000	35,000	(7,092)
Charges for Services	606,416	573,661	534,460	493,000	493,000	(41,460)
Other Revenues	510	462	340	400	400	60
General Fund Support	(925,853)	(686,542)	(506,421)	(339,554)	(339,554)	166,867
Total Revenues	\$578,256	\$730,678	\$736,630	\$888,846	\$888,846	\$152,216
Expenditures						
Salaries & Benefits	\$495,777	\$543,910	\$640,965	\$742,411	\$742,411	\$101,446
Supplies & Services	73,569	54,325	60,518	110,667	110,667	50,149
Other Charges	8,910	8,485	35,148	31,568	31,568	(3,580)
Fixed Assets	0	123,958	0	4,200	4,200	4,200
Total Expenditures	\$578,256	\$730,678	\$736,630	\$888,846	\$888,846	\$152,216
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Allocated Positions	12.00	13.00	12.00	12.00	12.00	0.00
Temporary (FTE)	3.51	3.25	3.25	3.00	3.00	(0.25)
Total Staffing	15.51	16.25	15.25	15.00	15.00	(0.25)

Purpose

The Recorder’s Office is the official repository for all land records and vital records. The Recorder is charged with recording, archiving and making records available to the public. The Recorder’s Office is governed by the statutes of the California Government Code Title 3, Division 2, Part 3, Chapter 6.

The County Clerk is responsible for filing and archiving a variety of bonds, filing Fictitious Business Name Statements and serves as the Commissioner of Civil Marriage. The County Clerk’s Office is governed by the statutes of the California Government Code Title 3, Division 2, Part 3, Chapter 3.



Major Budget Changes

Salaries and Benefits

- \$76,295 General salary and benefits adjustments.

Revenue

- (\$171,867) Decrease due to downward trend in document recording.

Program Discussion

The Recorder’s Office provides two distinct services that were historically provided by two different officials: The County Recorder and the County Clerk.

The County Recorder is the official repository for all documents and maps relating to land in Humboldt County as well as the official repository for vital records of events (birth, death, and marriage) that occur in Humboldt County. The recording of documents affecting land in Humboldt County accomplishes the mandate to “impart constructive notice” of any action effecting title to real property. Once a document is recorded it becomes a part of the Official Record of the County and is retrievable by examining the alphabetical and chronological indices. Revenues are generated through the collection of recording fees (mandated by State law) and the sale of copies of documents. Additionally, the Recorder’s Office maintains the records of births, deaths and marriages that occur in the County. Per Health and Safety Code, the Recorder’s Office sells copies of these records and certifies their accuracy. In recent years, it has become increasingly difficult to make these records available to requesting parties while protecting the identities of the individuals from theft and/or fraud. State and federal laws determine who is eligible to request records.

The County Clerk is the primary interface between the citizens of Humboldt County and the requirements of local and state government. Examples of the duties of County Clerk include filing a variety of required bonds and fictitious business name statements, as well as issuing marriage licenses and registering various professionals.

Estimated revenue for FY 2007-08 has decreased slightly from FY 2006-07, due to the downward trend in document recording associated with a leveling off of real estate transactions. The

Recorder’s Office will continue to hold 2.0 FTE Documents Examiner positions vacant to generate salary savings.

In FY 2006-07 the Recorder’s Office anticipated the prospect of offering services as a Passport Acceptance Agency. Due to the U.S. Department of State’s current regulations and requirements, at this time it is fiscally unsound to be implemented. However, this concept may be revisited in the future.

2006-07 Accomplishments

1. Within the first three quarters of FY 2006-07, the department recorded, indexed and collected fees for approximately 30,598 documents and microfilmed and scanned over 124,898 pages.
2. Initiated the sale of document copies on CD’s provided to various agencies. This has helped to reduce the labor and time in producing this information.
3. Within the first three quarters of FY 2006-07, the department sold 6,318 copies of documents and maps (with the introduction of images on CD the statistics count has drastically reduced the number of copies claimed last year), issued 7,190 certified copies of vital records, issued 706 marriage licenses and performed 137 civil marriage ceremonies.
4. Updated current billing system. This has improved the collection of outstanding balances by up to 90%.

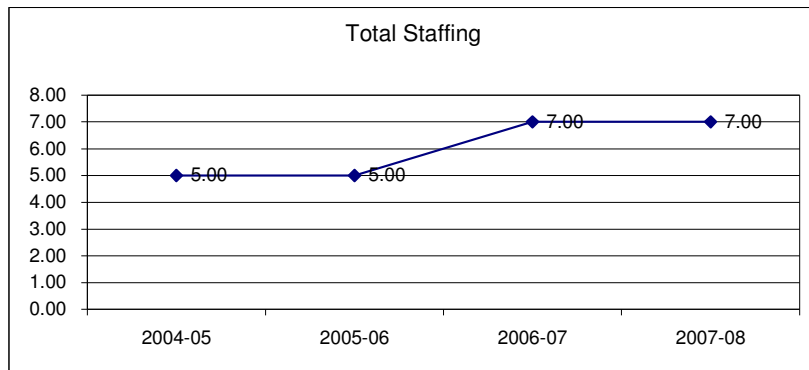
2007-08 Objectives

1. To implement a reference archive network to replace the current archive system. By using a network the department can save time, labor, and expenses.
2. To continue to upgrade software systems in order to offer scanned images of maps and surveys to the public on paper or CD.
3. To continue restoration of old indices and records and add some of these indexes to the computer index system.
4. To upgrade the computer index system to include viewable documents prior to April 1999.

1100 - General Fund	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Request	2007-08 Adopted	Increase/ (Decrease)
Revenues						
Charges for Services	\$26,338	\$16,000	\$16,000	\$20,000	\$20,000	\$4,000
Other Revenues	30	45	30	0	0	(30)
General Fund Support	417,761	454,960	532,605	635,504	635,504	102,899
Total Revenues	\$444,129	\$471,005	\$548,635	\$655,504	\$655,504	\$106,869
Expenditures						
Salaries & Benefits	\$410,097	\$437,074	\$511,669	\$579,194	\$579,194	\$67,525
Supplies & Services	25,390	38,357	23,090	59,986	59,986	36,896
Other Charges	5,121	4,870	15,691	16,324	16,324	633
Fixed Assets	3,521	0	2,728	0	0	(2,728)
Expense Transfer	0	(9,295)	(4,543)	0	0	4,543
Total Expenditures	\$444,129	\$471,005	\$548,635	\$655,504	\$655,504	\$106,869
Staffing						
Allocated Positions	5.00	5.00	6.00	6.00	6.00	0.00
Temporary (FTE)	0.00	0.00	1.00	1.00	1.00	0.00
Total Staffing	5.00	5.00	7.00	7.00	7.00	0.00

Purpose

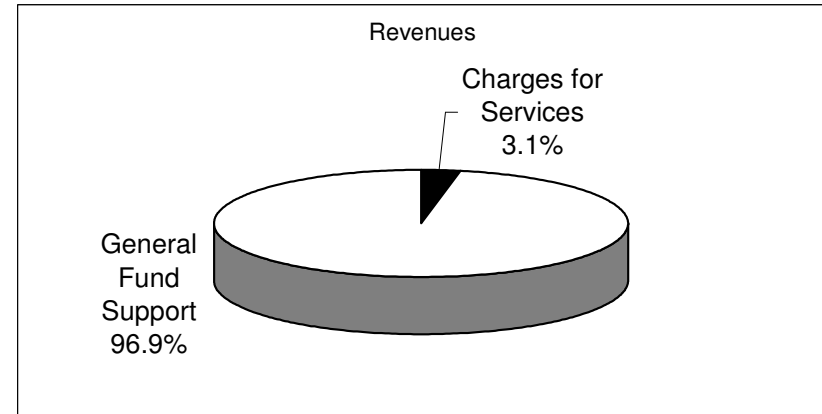
The Personnel Department is the administrator of the County's centralized personnel system. The functions performed by Personnel are mandated by federal and state laws and regulations, memoranda of understanding, compensation plans, rules and benefit plans as approved by the Board of Supervisors.



Major Budget Changes

Salaries and Benefits

- \$122,436 General salary and benefits adjustments, including full-year costs for a Personnel Technician added mid-year FY 2006-07.



Program Discussion

As administrators of the centralized personnel system, Personnel provides services which include: recruitment, administration of examinations, maintenance of employment eligibility lists, coordination of equal employment opportunity, administration of County health insurance and deferred compensation programs, employer-employee relations, labor negotiations, compliance with the Americans With Disabilities Act employment section, and maintenance of employee medical leaves and other employee actions. In addition, the department coordinates the grievance and appeal process for all County departments.

The Personnel Department serves all County departments, including 1,991 current regular employees (as of March 25, 2007) and 235 temporary employees. Personnel has assisted County departments in filling 243 vacant positions through the

first three quarters of FY 2006-07 from 148 recruitments. Personnel also serves the citizens of Humboldt County, whether it is those seeking employment, or those referring prospective employees.

The adopted FY 2007-08 budget for Personnel has changed from FY 2006-07. Personnel has completed a minor reorganization which resulted in the addition of one position in FY 2006-07 and one reclassification which will become effective July 1, 2007. The reorganization provides for a more efficient allocation of responsibilities for improved service delivery.

2006-07 Accomplishments

1. Implemented the online job application system. After an initial adjustment and some needed revisions, the system is working well. In the period of July 1, 2006 to March 25, 2007 there have been 1,880 applications submitted online, with 2,332 registered users and 4,392 interest cards sent from the system.
2. Continued to provide comprehensive personnel services in the most effective manner possible.
3. Increased recruitments within the first three quarters of FY 2006-07 to 148 from 113 for FY 2005-06.
4. Conducted quarterly ADA and medical leave question and answer sessions for staff of four departments.

5. Began to revise the system for tracking approved employee leaves including medical, family, leave of absence and educational leave.

2007-08 Objectives

1. To continue to provide comprehensive personnel services in the most effective manner possible.
2. To complete the revision to the system for tracking approved employee leaves including medical, family, and leave of absence.
3. To streamline methods of recruiting in order to provide the most efficient and effective recruitments possible, enabling departments to fill positions vacated by the unprecedented number of retirements.
4. To increase the number of Personnel Department forms and procedural information available to employees on the County Intranet.
5. To conduct quarterly training and question and answer sessions for department staff on requested subjects.
6. To implement an automated Personnel module that integrates information seamlessly with the County's financial management, budget, payroll, and risk management systems.

Performance Measures

1. <i>Description of Performance Measure:</i> Percentage of employment applications received online			
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Estimate</i>	<i>FY 2007-08 Projected</i>
0	0	18%	26%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> As the workplace progresses technologically, it is important to provide a convenient method for potential applicants to file their applications. This is particularly important when an out of the area recruitment is conducted, and especially so with professional recruitments. Goal for 2006-07 was 15%.			
2. <i>Description of Performance Measure:</i> Percentage of time that a list is certified to the requesting department within four working days of receipt of the approved requisition from Payroll, when an employment eligibility list is in place			
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Estimate</i>	<i>FY 2007-08 Projected</i>
N/A	N/A	93%	99%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> When departments receive the certified requisition they can begin the interview process. The timely receipt of lists allows departments to fill positions more quickly.			
3. <i>Description of Performance Measure:</i> Percentage of new hires attending the monthly New Employee Orientation			
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Estimate</i>	<i>FY 2007-08 Projected</i>
N/A	N/A	91%	98%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> When employees begin their County employment with accurate information, it reduces their chances of being confused by misinformation they may be given during their contact with other employees. The additional benefit is that employees become familiar with where to go for answers to their questions. The goal is to increase this to 98%.			

4. *Description of Performance Measure:* Percentage of time that the requesting department is contacted within ten working days of receipt of the approved requisition from Payroll, when no eligibility list exists

<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Estimate</i>	<i>FY 2007-08 Projected</i>
N/A	N/A	N/A	100%

Describe why this measure is important and/or what it tells us about the performance of this department: The goal of departments is to fill vacancies as quickly as possible. Lists are maintained for classifications in which Personnel anticipates vacancies. Often for a class with only one position or turnover every few years Personnel performs the recruitment upon request. The sooner the recruitment is conducted the sooner the requesting department can fill their vacancy.

Organizational Chart:

