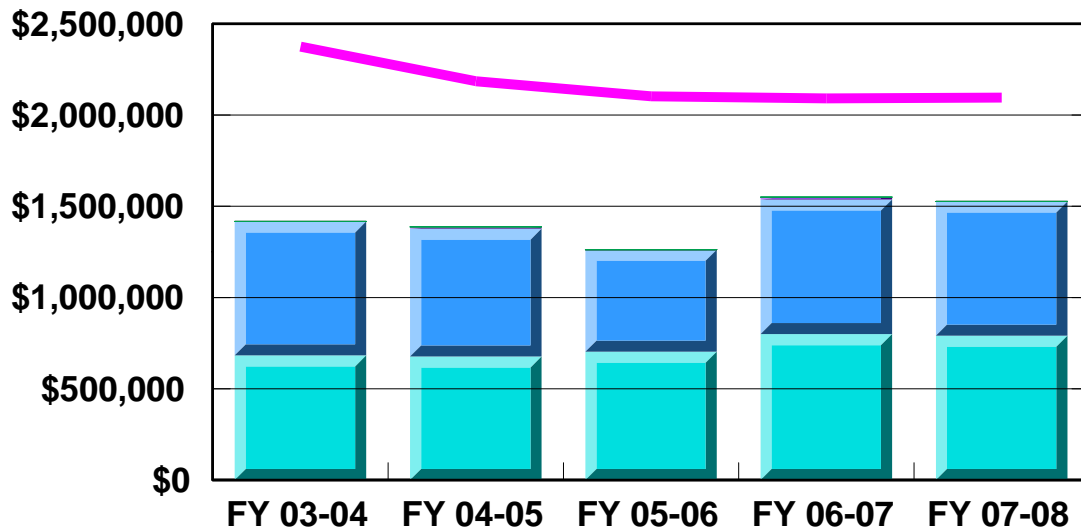


COUNTY CLERK

2003-04 to 2007-08



	FY 03-04	FY 04-05	FY 05-06	FY 06-07	FY 07-08
PERSONNEL	\$683,027	\$676,811	\$703,044	\$798,903	\$790,346
MATERIALS	\$733,692	\$700,677	\$559,296	\$738,411	\$736,114
CAPITAL	\$0	\$10,000	\$0	\$13,310	\$0
OTHER	\$0	\$0	\$0	\$0	\$0
TOTAL EXP	\$1,416,719	\$1,387,488	\$1,262,340	\$1,550,624	\$1,526,460
TOTAL REV	\$2,374,983	\$2,185,075	\$2,102,255	\$2,090,836	\$2,095,390
FULL-TIME EQUIVALENTS	13.00	12.00	12.00	12.00	12.00

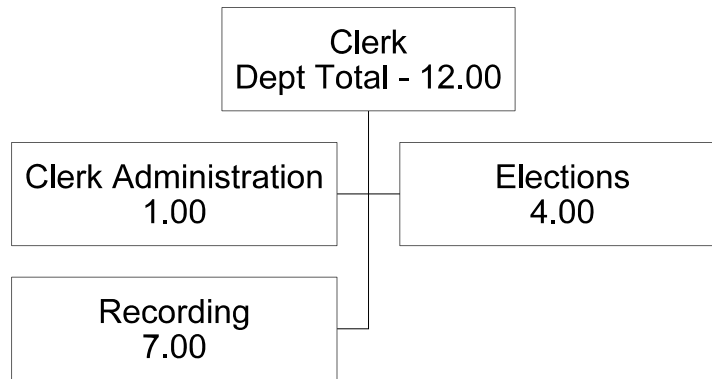
Numbers for FY 03-04 through FY 05-06 are actual revenues and expenditures. FY 06-07 represents the revised budget and FY 07-08 is the adopted budget. For an explanation of the differences between the actual expenditures and budgets, see the Differences Between "Actual" and "Budgeted" Numbers located in the Budget Summary section of this document on page 24.

There are no significant changes in this budget. There are no changes in the number of FTEs.



County Clerk

Organization Chart



All employees are reported as full-time equivalents.

County Clerk

Highlights and Challenges

Department Summary

Purpose Statement: To conduct all required elections that must be held within the County, record legal documents, issue marriage licenses, provide clerical support for the Board of Property Tax Appeals (BOPTA), and process passport applications.

Major Issues and Service Level Goals for Fiscal Year 2007-2008

- Conduct four elections which will include a Presidential primary election in May of 2008.
- Record 70,000 documents and issue approximately 1,500 marriage licenses.
- Process 200 petitions to the Board of Property Tax Appeals requesting a reduction of property values.
- Install and implement a new voting system for use by the disabled community.
- Process/update 125,000+ voter registration cards.
- Process 750 passport applications (to be sent to the U.S. Department of State to be issued) and photos.

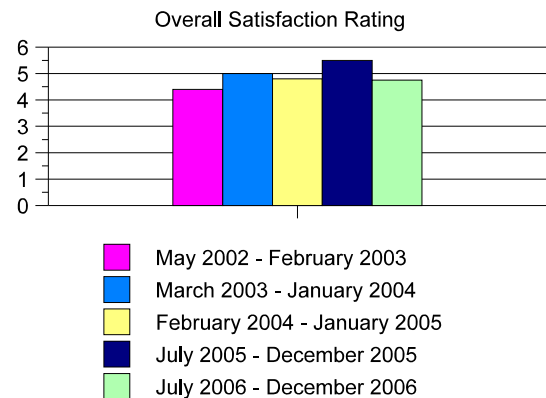
Major Issues and Service Level Accomplishments for Prior Year

- Maintained a voter registration and election management system in Elections (Oregon Centralized Voter Registration-OCVR).
- Conducted three elections, one being a Governor election in November.
- Processed, updated, and scanned over 112,000 voter registration cards.
- Installed a new ABMS/HTML voting system for disabled voters.
- Recorded 65,207 documents and issued approximately 1,483 marriage licenses.
- Processed 164 petitions filed with the Board of Property Tax Appeals requesting a reduction in property values.
- Installed a new BOPTA management program.
- Purchased four vote tabulators in Elections.

Benchmark

Since May 2002, the Clerk's office has made customer service questionnaire cards available to customers of the Clerk's office various programs. These cards ask customers to rate the services they receive on a scale of 1 to 5, with 5 being the best rating. During the period of July 1, 2006, through December 31, 2006, 13 cards were received and counted, with a 95 percent approval rating.

Clerk's Customer Service Survey



Clerk Administration

Program Information

To ensure that elections are conducted with fairness and integrity, public records are recorded in an efficient and timely manner, accessibility is maintained while researching public records, and that the public is treated with courtesy and respect when doing business with the Clerk's office. The Administration Program is helping to meet County goals: (2) Serve all citizens fairly and ensure access to County government; (4) Strengthen cooperation between public agencies; (11) Maintain public records to provide financial, historical, and statistical information; and (12) Plan for the future.

Program Description

The Clerk Administration Program involves the following tasks:

- **Promote Clerk's Office Programs to the Public**

Strategic objective: Educate public on the functions of the Clerk's offices programs.

<i>Outcome(s)</i>	FY 2005-2006 Actual	FY 2006-2007 Budgeted	FY 2006-2007 Expected	FY 2007-2008 Projected
Group presentations	20	20	20	15

Issue press releases, hand out brochures and flyers, operate a website, and give presentations and media interviews. Presentations are given to various groups such as: the League of Women Voters, Rotary clubs, title insurance companies, students in elementary through high school, Southern Oregon University, legal secretaries, and the Oregon Municipal Recorders Association.

- **Departmental Efficiency**

Strategic objective: Ensure that staff are well-trained, and utilize labor savings technologies where possible.

Send staff to training conferences, seminars, and continuing education classes. Continue to introduce new and refine existing computer programs into the various Clerk's office programs. Privatization of Recording's microfilm operation is an on-going example.

- **Fiscal Responsibility**

Strategic objective: Ensure sound purchasing principles are used by staff when ordering and procuring materials, supplies, and services; and that staff continually looks for ways to reduce costs of operations.

Use of County procurement policy and seek bids on outsourced jobs. Continually challenge staff to come up with less expensive ways of doing things. Staff has worked with the post office to reduce election-related



Clerk Administration

mailing costs and ongoing negotiations with the State to keep down the cost of preparing the voters' pamphlet.

- **Customer Service Ratings**

Strategic objective: Maintain a high rating in customer service response cards.

During this fiscal year, public service questionnaires were available to customers of Clerk's office programs. Thirteen cards were returned July 1, 2006, through December 31, 2006; 95 percent of those returned averaged 5.0, with 5 being the highest rating.

Significant Issues in the Year Ahead

Implementation of updated 2006 vote tabulation equipment (four units) and implementation of a new system for disabled voters.

Implementation of the Federal Help America Vote Act continues to be a challenge. Implementation of the State-wide election management system continues to require many meetings with State and County officials to ensure this project runs smoothly. We converted all of our data and went live with the system in September 2005. Scanning of historical data in the Elections Program is a priority this year.

Financial Condition

This program is mostly funded by revenues generated through fees collected in the Recording Program.

Clerk Administration

Program: 150101	2003-2004 Actual	2004-2005 Actual	2005-2006 Actual	2006-2007 Revised	2007-2008 Adopted
REVENUES					
State/Local Gov't	\$0	\$0	\$0	\$0	\$0
Federal Gov't	\$0	\$0	\$0	\$0	\$0
Fees & Charges	(\$247)	(\$11)	\$0	\$0	\$0
Other	\$0	\$0	(\$68)	\$0	\$0
Total	(\$247)	(\$11)	(\$68)	\$0	\$0
EXPENDITURES					
Personal Services	\$99,309	\$99,860	\$94,805	\$111,908	\$112,908
Materials & Services	\$24,567	\$35,551	\$38,628	\$30,815	\$34,134
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Total	\$123,876	\$135,411	\$133,433	\$142,723	\$147,042
Full-Time Equivalent	1.00	1.00	1.00	1.00	1.00



Elections

Program Information

The goal of the Elections Program is to conduct all elections, tabulate the results, and make results available to the public on a timely basis; produce County voters' pamphlets for all elections with the exception of recall elections; and upon request, search and make available documents for public inspection. The Elections Program is helping to meet County goals: (2) Serve all citizens fairly and ensure access to County government; (4) Strengthen cooperation between public agencies; (11) Maintain public records to provide financial, historical, and statistical information; and (12) Plan for the future.

Program Description

The Elections Program involves the following tasks:

- **Voter Registration Files**

Strategic objective: Maintain and update voter registration records in electronic format using the Oregon Centralized Voter Registration (OCVR) software program. Currently, there are 112,000 registered voters in Jackson County. Since the implementation of OCVR, we are able to track our active/inactive voters in a faster timeframe. This enhancement also eliminates voters casting ballots in more than one Oregon county.

<i>Outcome(s)</i>	FY 2005-2006 Actual	FY 2006-2007 Budgeted	FY 2006-2007 Expected	FY 2007-2008 Projected
Number of voters	120,000	121,000	112,000	125,000

Registered voters in FY 2007-2008 are projected to increase 0.90 percent over FY 2006-2007 as the population in Jackson County increases and moves toward a presidential general election in November 2008.

- **Voter Registration Data**

- **Announcing Election Results**

Strategic objective: Increase proficiency to design tables and queries to retrieve desired information in table and chart format depicting election results.

- **Conduct Elections by Mail**

Strategic objective: Perform all related tasks to conduct an election by mail.



Elections

Prepare ballots, mail voter pamphlets and ballots to registered voters, process ballots, and retain all records in accordance with Federal and State records retention laws.

Significant Issues in the Year Ahead

Upgrading ballot counting machines and training on their use. The Help America Vote Act (HAVA) requirements regarding ABMS technology HTML ballots and overseas e-mail ballots will require training as these requirements increase.

Financial Condition

This program is funded by chargebacks to voting entities, by document sales fees, and by revenues generated through fees collected in the Recording Program.

Program: 150103	2003-2004 Actual	2004-2005 Actual	2005-2006 Actual	2006-2007 Revised	2007-2008 Adopted
REVENUES					
State/Local Gov't	\$165,368	\$104,725	\$61,695	\$131,138	\$153,085
Federal Gov't	\$0	\$0	\$0	\$0	\$0
Fees & Charges	\$5,349	\$15,599	\$4,817	\$12,127	\$12,785
Other	\$0	\$0	\$0	\$0	\$0
Total	\$170,717	\$120,324	\$66,512	\$143,265	\$165,870
EXPENDITURES					
Personal Services	\$238,135	\$259,930	\$237,151	\$290,474	\$287,919
Materials & Services	\$363,052	\$358,272	\$252,626	\$453,125	\$461,647
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Total	\$601,187	\$618,202	\$489,777	\$743,599	\$749,566
Full-Time Equivalent	4.00	4.00	4.00	4.00	4.00



Recording

Program Information

The Recording Program assists the public in the recording and filing of all legal documents having an interest in real property, and microfilming and scanning such documents for historical preservation; selling marriage licenses; setting up hearing dates for those who wish to appear before the Board of Property Tax Appeal (BOPTA) and provide secretarial support to BOPTA; serves as a passport application acceptance agency; and provides searches of miscellaneous public records. The Recording Program is helping to meet County goals: (2) Serve all citizens fairly and ensure access to County government; (9) Promote employee pride, high standards of performance, and productivity; and (11) Maintain public records to provide financial, historical, and statistical information.

Program Description

The Recording Program involves the following tasks:

- **Record Legal Documents**

Strategic objective: Stay current with workload.

<i>Outcome(s)</i>	FY 2005-2006 Actual	FY 2006-2007 Budgeted	FY 2006-2007 Expected	FY 2007-2008 Projected
Number of documents	75,000	80,000	80,000	80,000

The recording of documents has leveled off since interest rates are on the rise.

- **Scanning Files**

Strategic objective: Reduce costs and increase productivity when servicing requests for documents or information from documents by patrons.

Recording continues to provide images of documents both by digital means and producing microfilm in accordance with Oregon Revised Statutes.

- **Marriage Licenses**

Strategic objective: Issue marriage applications when requested, record marriage licenses upon receipt, and maintain marriage records in accordance with Oregon laws.

The Clerk's office is the only County office authorized to issue official marriage licenses at a cost determined by the Oregon State Legislature. Approximately 1,400 marriage licenses were issued last fiscal year.



Recording

- **Passport Application Acceptance Agency**

Strategic objective: Having been designated as a Passport Application Acceptance Agency, the Clerk's office provides a critical role in assisting the public with the ability to travel internationally. Since passports are now being required to travel to Canada and Mexico, activity has been extremely heavy. While this is not a mandated service for the Clerk's Recording Program, we feel it complements services already provided to the public by the office.

- **Board of Property Tax Appeals (BOPTA)**

Strategic objective: Provide clerical help to BOPTA. Those duties include accepting filings for review, schedule meeting times, prepare minutes of hearings, issue orders based on Board decisions, and scan and microfilm records for preservation in accordance with Oregon records retention instructions.

Significant Issues in the Year Ahead

A major activity will be updating and fine tuning the new Helion software recording program. This program performs the functions of billing, cashiering, indexing and scanning of filed documents at the same time, including marriage licenses.

With the help of Helion software we are developing a new software program to support the BOPTA program. This program will track petitioners' petitions, schedule petitioners for hearings, issue orders, and work in conjunction with the Assessor's ORCATS Helion system and taxation. This program will require ongoing monitoring in fiscal year 2007-2008.

Financial Condition

This program is 100 percent funded by charges to users, the primary users being title insurance companies, the Federal government, and the general public. The revenues are very dependant upon mortgage interest rates and the general state of the economy.



Recording

Program: 150102	2003-2004 Actual	2004-2005 Actual	2005-2006 Actual	2006-2007 Revised	2007-2008 Adopted
REVENUES					
State/Local Gov't	\$6,809	\$5,189	\$10,156	\$10,327	\$8,556
Federal Gov't	\$0	\$0	\$0	\$0	\$0
Fees & Charges	\$2,137,965	\$2,059,568	\$2,025,614	\$1,937,244	\$1,920,964
Other	\$0	\$0	\$36	\$0	\$0
Total	\$2,144,774	\$2,064,757	\$2,035,806	\$1,947,571	\$1,929,520
EXPENDITURES					
Personal Services	\$327,067	\$317,000	\$371,062	\$396,521	\$389,519
Materials & Services	\$336,120	\$306,813	\$268,007	\$254,471	\$240,333
Capital Outlay	\$0	\$10,000	\$0	\$13,310	\$0
Other	\$0	\$0	\$0	\$0	\$0
Total	\$663,187	\$633,813	\$639,069	\$664,302	\$629,852
Full-Time Equivalent	7.00	7.00	7.00	7.00	7.00



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