



COUNTY CLERK Bureau of Elections

COUNTY CLERK-370 EXPENDITURES BY CATEGORY:

	Actuals FY 2006	Actuals FY 2007	Estimated FY 2008	Budget FY 2009	% Var	Budget FY 2009	% Var
Salary and Benefits	2,453,541	2,705,116	2,127,592	2,109,020	-1%	2,109,020	0%
Operating Expense	509,109	620,257	616,080	2,659,258 ⁽¹⁾	332%	2,659,258	0%
Capital Expenditures	-	-	-	-	-	-	-
Carryovers	254,297	142,418	224,274	-	-100%	-	0%
PROG EXPENDITURES TOTAL	3,216,947	3,467,791	2,967,945	4,768,278	61%	4,768,278	0%

FUNDING SOURCE SUMMARY

General Fund-Clerks	2,709,998	2,684,401	2,041,158	1,744,132	-15%	1,834,478	5%
General Fund Contribution	506,949	783,390	926,787	3,024,146	226%	2,933,800	-3%
PROG FUNDING SOURCE TOTAL	3,216,947	3,467,791	2,967,945	4,768,278	61%	4,768,278	0%
Authorized Full-time Equivalents	48	48	48	49	2%	49	0%

(1) Funding for General Election was appropriated in County Clerk not in General County as had been the case in prior years

PURPOSE:

Conduct federal, state, county, and school board elections in Bernalillo County in compliance with federal and state laws, and assist the City of Albuquerque and villages within Bernalillo County with their elections. Input/ maintain county voter registration certificates in conjunction with the Voter Registration Election Management System (VREMS), to ensure that all voter files are current, accurate and easily accessible.

SERVICES PROVIDED:

- Register and update voters
- Maintain voter rolls.
- Records and processes lists of voters for purchase by candidates, the news media, and the public.
- Produces the official canvas of election results.
- Organizes the number of polling locations required by law.
- Hires election officials and other election workers
- Conducts absentee and early voting.
- Conducts voter outreach programs to increase voter awareness in the community.

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

The Bureau of Elections has had several major accomplishments over the last fiscal year:

- Staff has been trained in the new VREMS (Voter Registration Election Management System) and they are able to access data efficiently and utilize all applications in the system. As updates are implemented, staff is trained accordingly. This process is continuous.
- In the odd number years the County Clerk's Office Bureau of Elections staff begins the process of verifying all voter registration certificates on file against statewide voter registration system PowerProfile to make sure all information on the voter registration certificate has been properly entered into PowerProfile. If an error is detected the appropriate correction is made in PowerProfile. This process will be complete 3/1/08.
- 100% of polling locations have been determined to be Americans with Disabilities Act (ADA) Compliant for the 2008 elections.
- All Early Voting Sites have been identified and secured for the 2008 elections (Primary and General).
- Voice Activate Response will be available through the current IP Phone System for the 2008 Primary Election. This will allow a register voter to call and be provided electronic assistance in determining their correct precinct and polling location.

County Goal: County government will strive to conduct fair and accurate elections.

DEPARTMENTAL OBJECTIVES:

FY09

- Implementation and development of procedures related to Election Day, early voting, absentee, and canvass process related to a paper ballot voting system.
- Development and implementation of a training program geared at ensuring all BOE staff are compliant with current election law.
- Recruit and retain quality poll officials through the development of a new recruitment and training program.
- Provide for the security of all voting systems and voting system accessories in compliance with federal standards.
- Develop audit procedures in accordance with state law to be implemented for the November 2008 General Election.
- Provide excellent outreach to voters of Bernalillo County through participation and attendance in community events, local area schools, local area organizations and political organizations where voter registration and other voting information is suitable for presentation.
- Implement online poll worker training.

FY10

- Automate the process by which felons are matched against VREMS for the purposes of voter cancellation and reinstatement of voting rights.
- Automate the process by which deceased voters are matched against VREMS for the purpose of voter cancellation and reinstatement of voting rights.
- Implement precinct level technology assistance and centralized help desk application for Election Day operations.
- Provide excellent outreach to voters of Bernalillo County through participation and attendance in community events, local area schools, local area organizations and political organizations where voter registration and other voting information is suitable for presentation.



COUNTY CLERK RECORDING & FILING

PURPOSE:

The County Clerk is responsible for maintaining and archiving duly acknowledged documents recorded in the Bernalillo County Clerk's Office. A portion of the recording and filing fees collected are utilized to purchase and maintain hardware and software that support document recording and archiving.

SERVICES PROVIDED:

The County Clerk's office records deeds, mortgages, judgments, satisfactions of judgment, liens and deeds of trust, etc. The Office is also responsible for issuing Marriage licenses. Recorded documents are an instrument of public record and are accessible to the public.

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

Major Accomplishments for the Recording & Filing over the last fiscal year:

- The conversion to EagleRecorder software application has been completed.
- The new software application provides:
 - Optical Character Recognition (OCR), which will streamline the grantor/grantee data entry process.
 - Automatic redaction feature for certain documents and manual redaction capabilities.
- The EagleRecorder Marriage License Module upgrade provides for:
 - Integration of our marriage license data and recording data into a single database.
 - Marriage License applications can now be submitted on line.
- The EagleRecorder software provides for future capabilities, i.e., minutes module, e-commerce and e-recording.
- Marriage license microfilm from 1977 to current has been converted to digital images.
- All Maps & Plats has been scanned and converted into digital images.

County Goal: County government will strive to conduct fair and accurate elections.

DEPARTMENTAL OBJECTIVES:

FY09

- Upgrade software to eRecording, providing title companies the capability for electronic digital recording and accept on line payments for such recordings.
- Upgrade software eCommerce, which will allow for the purchase of documents online or in person using credit/debit cards.
- Emphasize staff training to take advantage of the full capabilities of the new EagleRecorder application.
- Provide real estate document training for less experienced staff.
- Develop a career ladder for our white collar employees with the assistance of the HR Dept. Retention of trained Records Technician's is vital to the success of the department and improved customer service.

FY10

- Upgrade to the EagleRecorder Minutes Module which will create a permanent digitized record of commission minutes, resolution and ordinances.
- Marriage Index Project - Create an index in the EagleRecorder Marriage License Module from handwritten marriage index books from 1885 – 1964.
- EagleRecorder OCR enhancement, which will capture and auto index legal descriptions.



COUNTY CLERK

Voting Machine

PURPOSE:

Maintain 487 M100 ballot tabulators and 512 AutoMark ballot marking devices - voting equipment used to conduct elections in Bernalillo County. Inventory, warehouse and prepare ballot box supplies and materials for distribution to precinct locations on Election Day. Assist Elections Coordinator with Poll Official training. Help organize Early Voting sites. Comply with all voting laws in regard to election procedures as per state statute.

SERVICES PROVIDED:

Service and test voting machines before each election to assure that they are in good working order on Election Day. Test cartridges and batteries, replace paper spools, plot, seal and certify each voting machine in preparation for elections conducted or contracted through Bernalillo County. Prepare ballot boxes for distribution to precinct locations. Conduct training for troubleshooters. Evaluate voting machines upon return for damages incurred during transporting. Maintain records of election materials and documents secured after each election and arrange for the destruction as required by law. Assist Bureau of Elections as instructed by Clerk, Deputy Clerk and Elections Administrator.

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

Major Accomplishments for the Voting Machine Warehouse over the last fiscal year:

- The AutoMark TS2 equipment was purchased and received by the voting machine warehouse. The roll carts have been assembled and the units have been loaded into the racks. The AutoMark machines have been staged in the warehouse to accommodate the needs of the voting machine technicians.
- A data base was created to keep maintenance records on the Sequoia Touch Screen voting system. This data base is being adjusted to work with the new M-100's and the AutoMark systems, so a proper maintenance history can be tracked by the voting machine technicians. The database is evolving into a usable resource and the information for the new equipment needs to be inputted to implement. This goal was reliant the completion of warehouse equipment reorganization which has been completed.

County Goal: County government will strive to conduct fair and accurate elections.

DEPARTMENTAL OBJECTIVES:

FY09

- Develop or identify a new, more efficient means of transporting and storing the voting booths and AutoMark tables here at the warehouse. Be able to store and deliver voting booths without the use of cardboard boxes or several temporary employees. Development and implementation of a training program geared at ensuring all BOE staff are compliant with current election law.
- Develop a new Troubleshooter Program. Provide fully documented procedures for dealing with Election Day problems, such as equipment failures, supply delivery errors and voter complaints. These procedures should be covered in troubleshooter poll worker training and be available in writing at the polling place. Have poll workers keep a log documenting problems with equipment to coincide with dispatch logs and troubleshooter logs.

- With the Secretary of State and AES, implement a thorough preventative maintenance program on the M-100 tabulators and the AutoMark voter assistance terminals.

FY10

- Purchase new heating and cooling systems for voting machine warehouse. Store ballots in a climate controlled environment for as long as possible. According to NIST, the manufacturers of the computer equipment define climate control standards.
- Explore the possibility of maximizing the limited storage space in the voting machine warehouse by disposing old, unnecessary, or inapplicable documents and items. Surplus physical inventory and shred expired documents to clear a substantial amount of floor space.