

# Contra Costa County

Clerk-Recorder-Elections

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**Kristin B. Connelly**



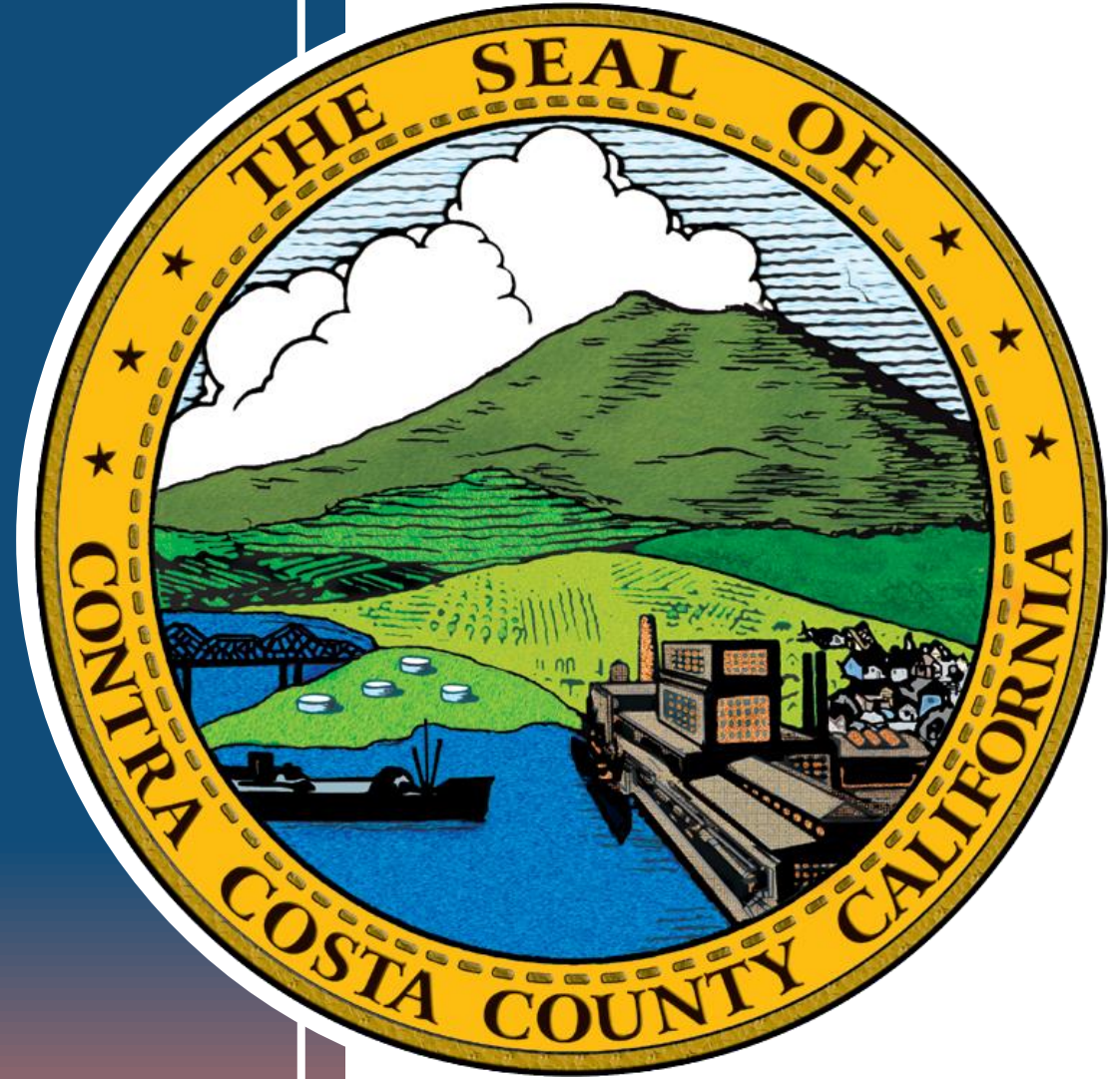
County Clerk-Recorder-Registrar



[Kristin.Connelly@vote.cccounty.us](mailto:Kristin.Connelly@vote.cccounty.us)



925.335.7899



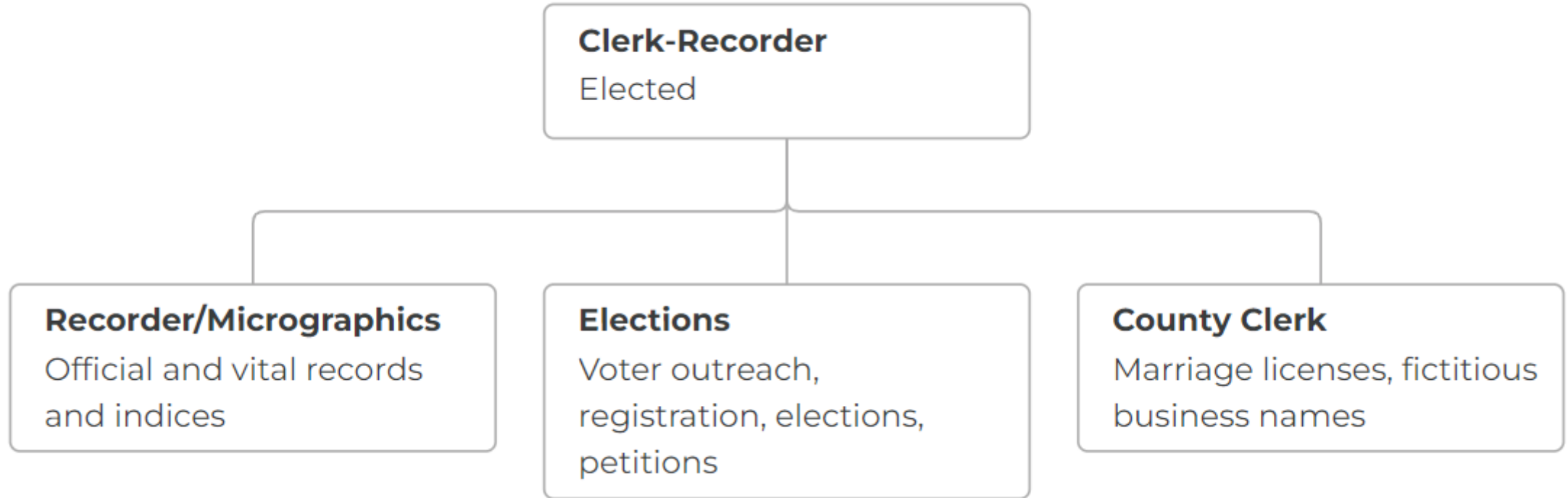
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- Department overview
- FY24-25 Budget Summary
- Diversity, Equity, Inclusion, and Access
- Performance highlights -- FY24-25 Major Initiatives and Goals

# Organizational Chart

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# ELECTIONS

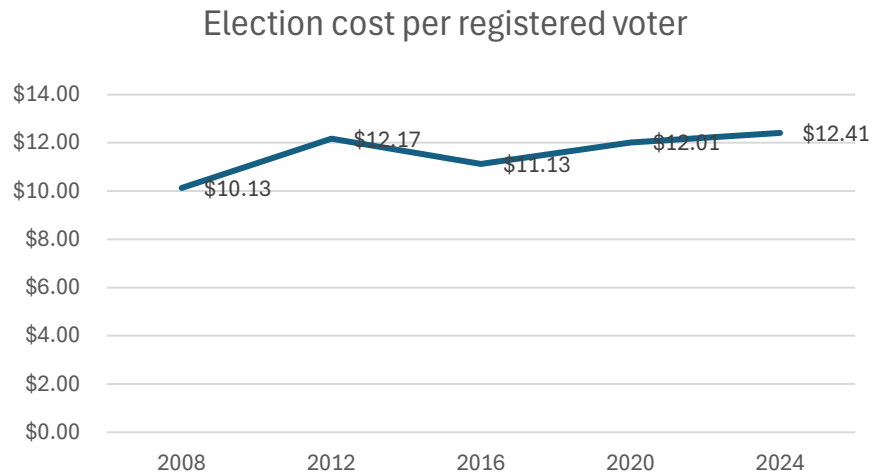
## Registrar of Voters



## *Primary Statutory Responsibilities Include:*

- Conduct elections in a fair, efficient, accurate, and timely manner;
- Provide services to maintain a high level of voter registration and to ensure that all eligible citizens can register to vote and are able to exercise their right to vote, according to Federal and State statutory laws and regulations;

# Key Operation Indicators - Elections



## ***March 5 Presidential Primary By the Numbers:***

- *710,254 registered voters*
- *269,304 voters cast ballots*
- *147 polling places*
- *40 secure drop boxes*
- *31 ballot types*
- *62 seasonal workers (82 onboarded)*
- *894 poll workers*
- *20,324 Election Day Polling Place voters*

# CLERK-RECORDER

## *Primary Statutory Responsibilities Include:*



- Accurately maintain, protect, and preserve official records and indices relating to real property and vital records in Contra Costa County and provide the public with easy, convenient, and reliable access to public documents;
- Digitize, archive, and store our public record utilizing micrographic technologies, while also securing resources to ensure their perpetual integrity.

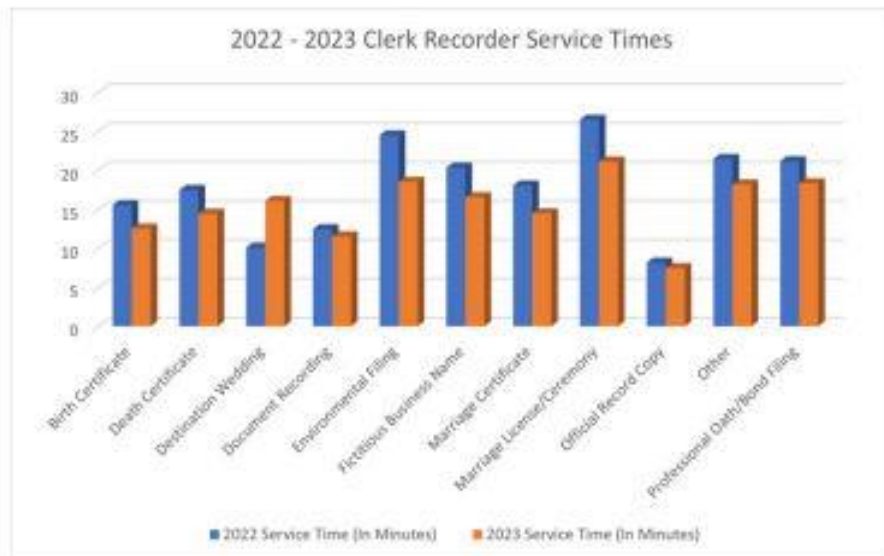
# Key Operation Indicators – Clerk-Recorder

Clerk Recorder Performance Measures

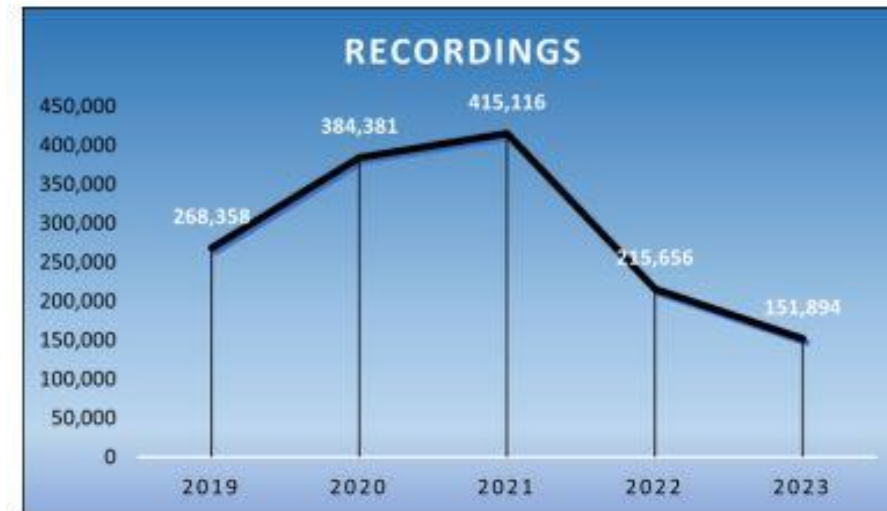
Workload Indicator	2019	2020	2021	2022	2023	Difference from 2022	% change from 2022 to 2023
Marriage Licenses	4,458	3,094	4,564	5,102	4,840	-262	-6%
Marriage Ceremonies	1,909	1,550	1,991	2,350	2,553	203	10%
FBN Filings	7,829	6,292	7,465	7,128	6,657	-471	-6%
Notaries	1,231	654	1,441	1,292	1,196	-96	-7%
Birth Certificates	24,846	15,157	23,279	22,695	21,087	-1,608	-7%
Death Certificates	5,353	4,069	5,954	5,803	5,592	-211	-4%
Marriage Certificates	12,298	8,641	11,112	12,296	11,644	-652	-6%
Recorded Documents	268,358	384,381	415,116	215,656	151,894	-63,762	-15%
Recorded Documents per Staff	38,336	35,239	51,890	35,943	30,337	-5,606	-11%

	Official Record Copies in Person	Official Record Copies Online	Vital Copies in Person	Vital Copies Online/Mail
2021	2,555	180	18,504	22,680
2022	2,865	3,757	27,228	14,250
2023	3,600	3,632	28,016	11,123

2022 - 2023 Clerk Recorder Service Times



RECORDINGS



# Clerk-Recorder Accomplishments (2023)



Maps Recorded: 84



Properties Purchased: 11,700



Most Properties In Antioch: 1,496



E-Recordings: 104,427



Titles Indexed: 151,794



Documents Recorded: 137,160



Online Official Record Copies: 3,887



Clerk In-Person Customers: 32,386



Recorder In-Person Customers: 6,882



In-Person Customers: 39,268



FBN Filings: 6,657



Marriage Licenses Issued: 4,840



Weddings: 2,559



Online Vital Orders: 7,834



Vitals Issued: 39,128



Vitals Indexed: 24,882



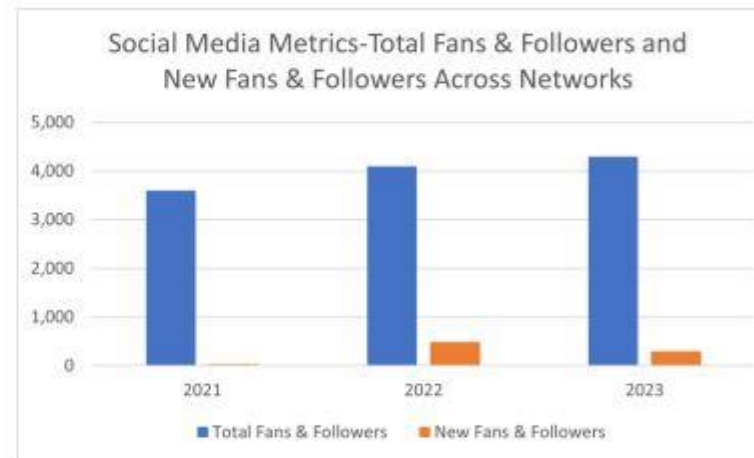
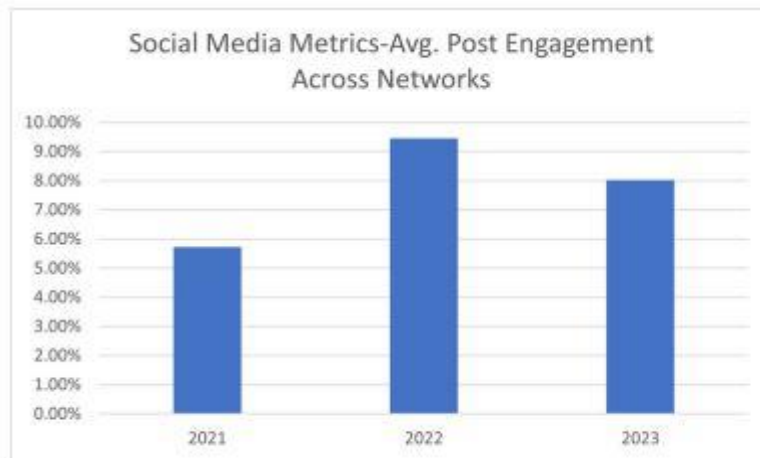
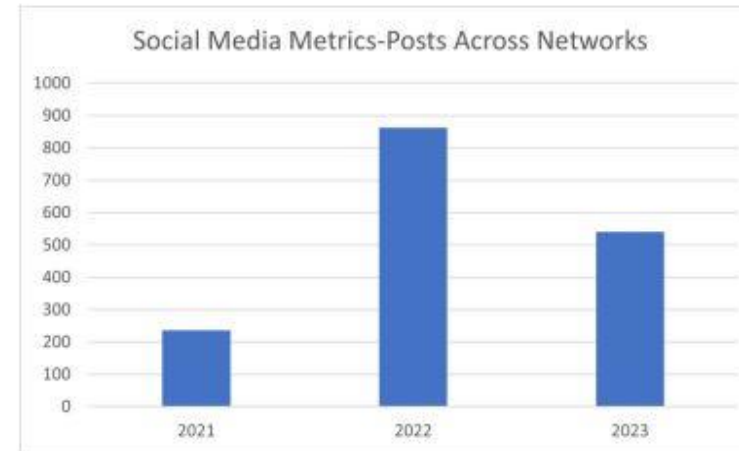
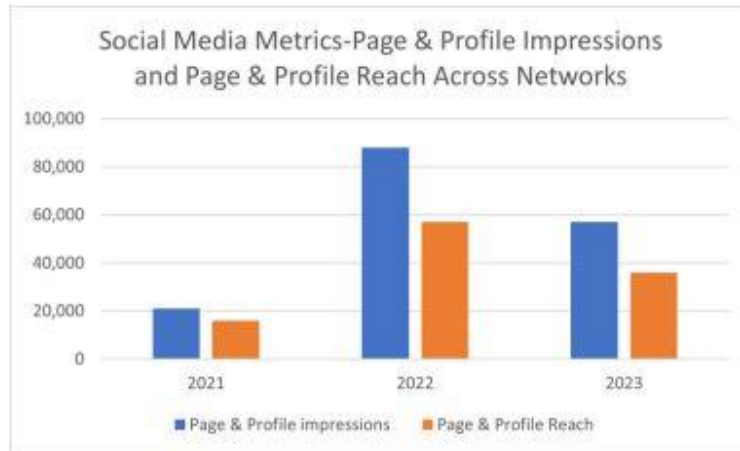
Total Money Collected: \$38,179,640.30



Top Female Baby Name: Olivia  
Top Male Baby Name: Noah



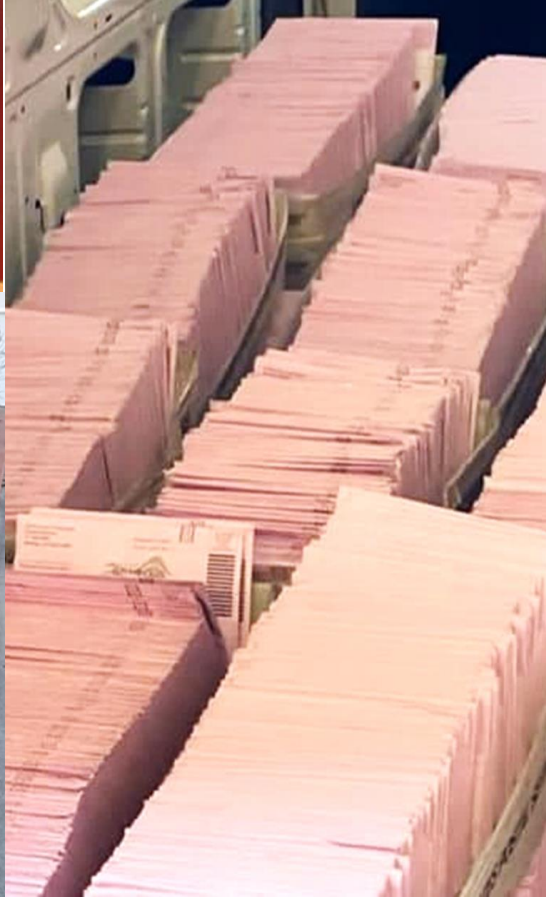
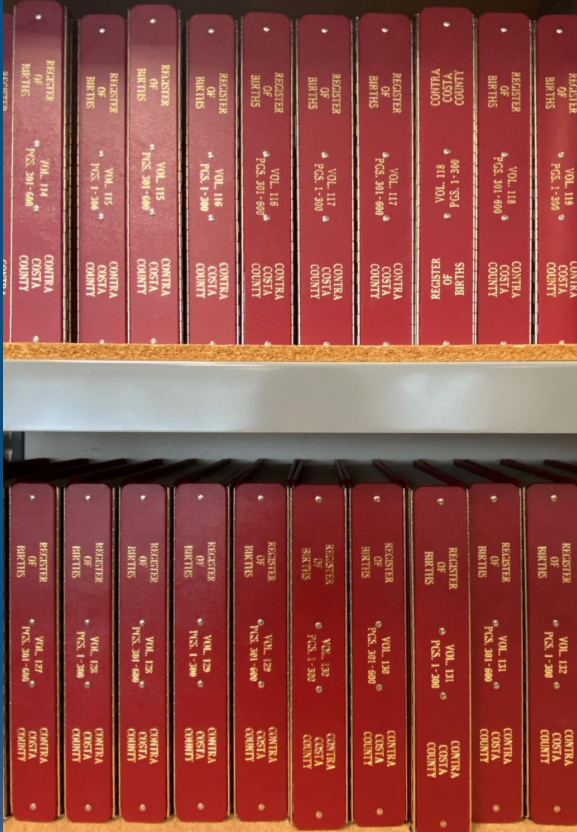
# Key Operation Indicators – Public Outreach / Engagement



# CLERK-RECORDER-ELECTIONS DEPARTMENT

## Budget Submission for FY 2024-2025

- The proposed budget provides for maintenance of current staffing and service levels in advance of the General Election on November 5, 2024.
- The Clerk-Recorder-Elections Department, one of the County's most diverse, is respected statewide for our work across both Clerk-Recorder and Elections Divisions.



# Budget Summary

The table below shows amounts budgeted for the General Fund and Micrographic/Modernization Fund Combined.

	2022-23 Actuals	2023-24 Adopted	2024-25 Recommended	2024-25 Rec vs. 2023-24 Adopted
Total Expenditures	18,501,201	27,841,547	28,889,037	1,047,490
Revenues	<u>9,762,568</u>	<u>7,840,853</u>	<u>9,317,100</u>	<u>1,476,247</u>
Net Cost	8,738,633	20,000,694	19,571,937	(428,757)
General Fund Contribution	7,688,310	10,305,000	10,315,164	10,164
FTE	85.5	85.5	87	+1.5

# General Fund Vacancy Factor

General Fund positions currently vacant

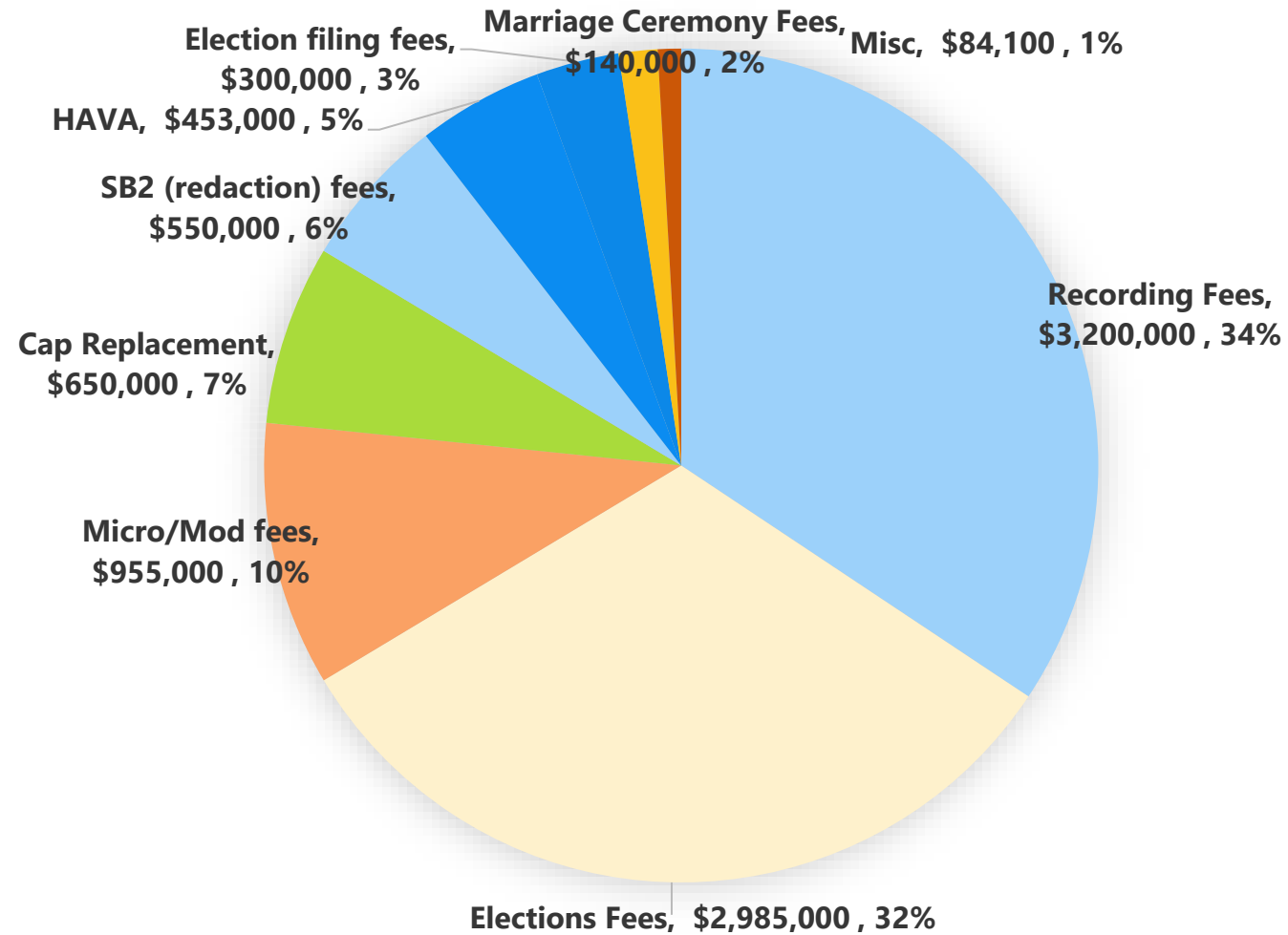
Job Title	Position	Salary + Benefit Costs
Clerk-Experienced Level	00005820	\$89,295
Clerk-Experienced Level	00005852	\$89,295
Clerk-Experienced Level	00011763	\$89,295
Clerk-Experienced Level	00014635	\$89,295
Clerk-Recorder Svcs Specialist	00014892	\$109,243
Clerk-Recorder Svcs Specialist	00014069	\$109,243
Clerk-Recorder Svcs Specialist	00014808	\$109,243
Clerk-Recorder Svcs Specialist	00018256	\$109,243
Clerk-Recorder Svcs Technician	00014065	\$98,715
Clerk-Recorder Svcs Technician	00014486	\$98,715
Clerk-Recorder Svcs Technician	00014627	\$98,715
Clerk-Recorder Svcs Technician	00017644	\$98,715
Info Sys Technician I	00016666	\$121,743

**Total General Fund Vacancies:**  
13

**Budgeted Vacancy Factor:**  
\$1,205,084

**Vacancy Values:**  
\$1,310,755

# Fy24-25 Revenues \$9,317,100



# Measure X Funding to Support Diversity, Equity in Elections



- The Elections Division looks forward to hiring two, full-time, bilingual Diversity, Equity and Inclusion Specialists to focus on underrepresented, under-registered, and language minority communities. This support also includes \$150,000 in new program funding to expand outreach and voter education programs for these communities.
- The Clerk-Recorder Division is excited about a new collaboration with the University of Minnesota and volunteers from the National Park Service with one-time funding for the Mapping Prejudice Project which will identify which historical documents contain illegal restrictive covenants in the public record and will produce a map showing the locations of these properties. This was funded at \$50,000.
- **NEW REQUEST: \$72,400 one-time augmentation for staffing from the University of Minnesota for the Mapping Prejudice Project.**

# Outreach Equity in Services

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- Increased Department presence at community events throughout the county with an emphasis on East and West County.
- Updated instructional videos about election processes and new video production with the help of CCTV and OCM.
- Quarterly meetings with the Election Community Engagement Group (ECEG) including representatives from community groups.
- Increased presence on social media channels to reach a younger audiences and educate a more diverse audience on the work of the department.
- Launched a campaign to increase trust in Elections that that includes the basis for a new Strategic Communications Plan.

# Clerk Recorder Equity in Services

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- Quarterly Destination Weddings Events to bring wedding services to the public in local, unique settings at no extra charge.
- Provide translation services in paper forms as well as video translators.
- Updated the website ensuring each page is ADA compliant.
- Implemented the use of headphones for those that are visually impaired.
- Added a QR code for access to complete vital record applications from the ease of your mobile devices.
- 17 different languages are used to better serve the public.

Here are the top five languages from 2023\*:

- PORTUGUESE
- MANDARIN
- SPANISH
- RUSSIAN
- CANTONESE

\*data from our Language Line vendor

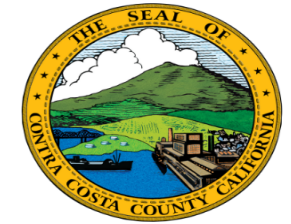




# Elections Equity in Services

- Offered ballots and all election materials in Section 203 mandated languages and a Ballot Translation Guide in 9 additional languages to all voters, not just those identified under EC 14201.
- Offered curbside voting for voters who cannot come inside the polling place to vote.
- Conducted regular accessibility surveys of all polling places to ensure ADA compliance and access.
- Updated website ensuring each page is ADA compliant.
- Added a QR code to our Voter Information Guide for ease in locating polling places or ballot drop boxes.
- Updated Candidate Guide and Poll Worker Guide for inclusivity.
- Increased number of Accessible Ballot Marking Devices at polling places.
- Reworked and reorganized our phone system to provide better service to our Limited English Proficiency voters.





# Our Priorities

- 1 Communication:** We provide clear and effective timely communication to our staff and voters of Contra Costa County to accomplish and make informed decisions.
- 2 Community Trust:** From the culmination of our efforts, we exceed expectations and increase public trust while building additional allies in the community.
- 3 Process:** We create clear and concise instructions to ensure efficient and smooth operations. We implement training to support staff development and knowledge.
- 4 Voter Experience:** We provide a safe and secure environment for the voters of CCC to have an educated, informed and positive voting experience.
- 5 Team Culture:** With awesome leadership, we support staff to do their best work, achieve their greatest potential, and rely on each other.

# FY24-25 Major Initiatives and Goals

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The Department highlights the following goals for FY24-25 in addition to continuing all current services and initiatives:

- Support relevant legislation at state and federal level
- Engage in statewide associations: CACEO, CRAC), the Elections Center, and IGO
- Prepare and conduct the November 2024 Presidential General Election and special elections as needed.
- Document the benefit of our security guard.
- Install secure drop boxes at main campuses of the Contra Costa Community College District.
- Renovate 555 Escobar and plan for future Elections Operations Center on Waterbird Way.
- Actively support our work as a Center for Election Excellence
- Complete the Contra Costa Trust in Elections Campaign.
- Grow the Certified Election Observer Program.
- Hire and train two full-time, bilingual Diversity, Equity, and Inclusion Specialists for the Elections Division.
- Use GIS (Geographic Information Systems) Applications to inform our work.
- Launch a regular Constant Contact program to manage email communication to registered voters.