

Clark County Recorder

2008

Annual Report



A CENTURY OF SERVICE



A CENTURY OF SERVICE

Clark County Government Office of the County Recorder Annual Report 2008

Clark County Recorder
500 S. Grand Central Parkway
Second Floor
Las Vegas, Nevada 89106

January 1, 2008 to December 31, 2008

Report compiled by Susan Wohlbrandt

Office of the County Recorder

General Information

Department Name:	Clark County Recorder
Recorder:	Debbie Conway
Address:	Clark County Government Center 500 S. Grand Central Parkway Box 551510 Las Vegas, Nevada 89155-1510
Contact Phone:	(702) 455-4336
Hearing Impaired TT/TDD:	(800) 326-6868
Web Address:	www.ClarkCountyNV.gov/recorder
Other Locations:	Henderson Branch Stephanie Promenade 237 Stephanie St. Suite D Henderson, Nevada 89074 Northwest Branch Doña Maria Plaza 3211 N. Tenaya Suite 118 Las Vegas, Nevada 89129
Clients Served:	Residents and Guests of Clark County

The duties and authority of the County Recorder are established by Nevada state law. The County Recorder records and indexes documents deposited in her office that are authorized, entitled or required by law to be recorded. The County Recorder collects the fees required by state law for the performance of her services. The County Recorder is not authorized to give legal advice. The County Recorder is not authorized to determine legal rights and responsibilities of the parties to the documents that are recorded.

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“Our goal is to become the model Recorder’s Office using advanced technology and by Building Bridges, Establishing Partnerships, and Creating Collaboratives.”

A Message From the Clark County Recorder

In January 2007, when I first began my service as your Clark County Recorder, my goal and promise has been to provide service with a spirit of excellence to the citizens of Clark County and to the many customers who visit our office from all over the world.

Since beginning this journey two years ago, we have remained focused. Along the way, we have formed valuable partnerships with citizens and the private sector to ensure that we have accommodated your needs. Be assured that the voices of our constituents whom we serve proudly has been, and will continue to be heard.

This year, we are pleased to have opened two new satellite offices, one in the northwest part of the valley, and one in Henderson. We also added *e-Recording* to your options, allowing our large volume customers the option of electronically recording their documents from the convenience of their office or home.

During the past two years, we have worked hard to improve our current processes and procedures. Waiting in line formerly took up to three hours, now total wait time from start to finish is only approximately 10 minutes. Time is money, and we are mindful that your time is a valuable resource, not to be wasted.

During this economic downturn that our great nation is facing, we have taken extra steps to ensure that our public resources are utilized efficiently and effectively. Our Office has undertaken numerous cost-containment efforts to decrease our general fund budget by approximately 5%; and we have collaborated with other entities to share resources and reduce costs, while continuing to provide quality customer service.

As we move into the next year, we continue to look forward with anticipation to the upcoming challenges. We continue to make progress and fill our promise of creating the model Recorder’s Office!

Thank you to all of the approximately two million citizens of Clark County for allowing me the opportunity to serve you.

Debbie Conway,
Recorder

Vision

To become the model Recorder's Office using advanced technology and by building bridges, establishing partnerships and creating collaboratives.

Goals and Objectives

Goals

- Promptly record all instruments in accordance with statutory requirements.
- Expedite retrieval and reproduction of recorded documents and continually seek to enhance these methods.
- Protect and preserve all public records in an understandable format and medium for posterity.
- Promote a professional work environment in which our customers and employees are valued and treated with courtesy and respect.
- Provide trustworthy, supportive, and consistent leadership to office staff.
- Outline clear expectations, and reward achievement.
- Provide staff with professional development opportunities.
- Ensure a safe work environment

Objectives

To improve office efficiency through improved processes and technology optimization, in order to keep pace with the ever-increasing demand for service.

Services

The Clark County Recorder's Office is a public record office serving the cities of Las Vegas, North Las Vegas, Henderson, Boulder City, Laughlin, Mesquite, and other areas of Clark County. Original records are not available to view on our web site, but a brief summary of recorded documents is available to search.

The Recorder's Office provides for subsequent retrieval of records for public viewing, produces copies and certification of records, and provides micro-film duplicates of records. Real Property Transfer Tax is collected on transfers of real property.

Examples of typical recorded documents are:

Land Records

Deeds
Leases
Notices of Completion
and more...

Financing Documents

Trust Deeds,
Notice of Default/Breach,
Reconveyances,
Uniform Commercial Code (UCC),
Subdivision Maps,
Parcel Maps,
Surveys,
Land Divisions

Unpatented Mining Claim Records

Notices,
Certificates of Location,
Mining Maps,
Proofs of Labor

Military Discharge Papers

Declarations of Homestead

Mechanics' Liens

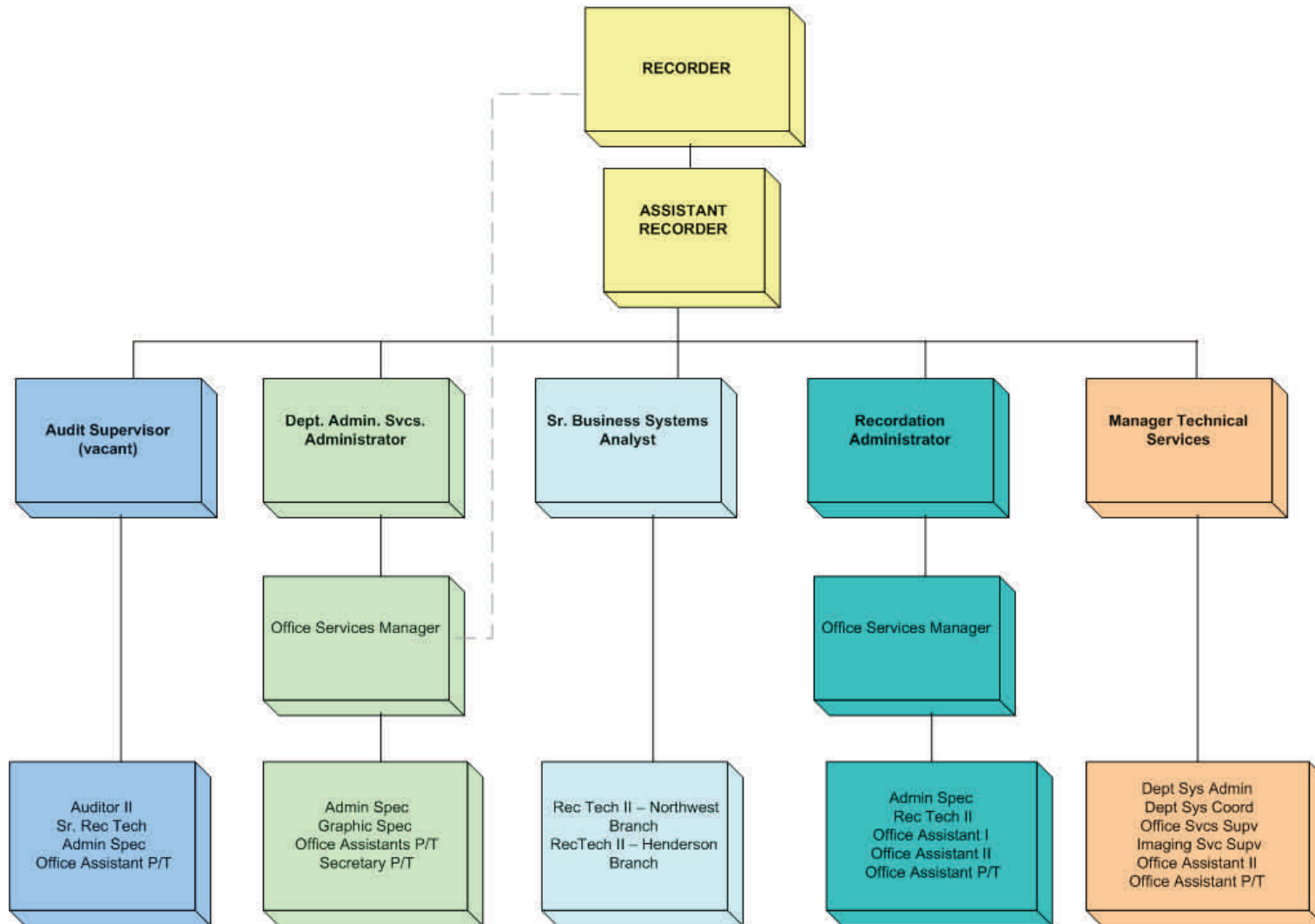
Federal Tax Liens

Marriage Certificates

Real Property Transfer Tax

Recorded documents are transferred into digital images as a permanent record and the original document is returned to the customer after imaging. All records are indexed by the names of the principal parties to the document and by the year recorded. The records are open for public inspection and copies may be purchased at all three locations or on our website.

ORGANIZATIONAL CHART



OPERATING BUDGET

Salaries & Wages	\$3,064,991
Employee Benefits	\$1,107,934
Services & Supplies	\$463,369
Total	\$4,636,264

Report of Revenue Fees, Percentages, and Compensations Collected

Month	Total Fees	RPTT	Foster Care	State Low Income Housing	School District	State of NV CTX	State of NV RPTT (1.30)	County Allocation
Jan	11,645,207.62	10,046,388.00	61,160.00	393,818.41	2,363,915.10	2,167,005.89	5,021,184.72	100,463.88
Feb	9,606,540.70	8,035,386.60	59,996.00	314,987.15	1,890,726.47	1,724,949.90	4,104,723.08	81,928.80
Mar	11,889,026.71	10,204,610.40	61,615.00	400,020.73	2,401,144.83	2,151,111.46	5,202,310.38	52,023.10
Apr	12,721,585.21	10,731,036.60	75,910.00	420,656.63	2,525,012.91	2,262,081.05	5,470,628.46	54,706.82
May	13,092,554.04	11,248,301.43	69,335.00	440,933.42	2,646,725.33	2,371,119.44	5,734,384.07	57,343.84
Jun	12,568,684.81	10,736,456.05	68,373.00	420,869.08	2,526,288.11	2,513,008.76	5,473,445.29	54,734.45
Jul	13,228,323.24	11,349,509.40	68,354.00	444,900.77	2,670,539.56	2,448,089.18	5,785,979.89	57,859.80
Aug	13,000,713.92	10,987,465.50	72,654.00	430,708.65	2,585,350.63	2,369,996.31	5,601,409.91	56,014.10
Sep	17,611,869.98	15,345,369.60	83,901.00	601,538.49	3,610,765.47	3,309,996.22	7,823,069.42	78,230.69
Oct	11,532,350.63	9,418,259.25	78,012.00	369,195.76	2,216,116.40	2,031,518.52	4,801,428.57	48,014.29
Nov	8,686,853.05	7,070,910.30	65,182.00	277,179.69	1,663,785.19	1,525,195.35	3,604,750.07	36,047.50
Dec	10,436,756.65	8,541,857.40	73,674.00	334,840.81	2,009,899.05	1,842,478.64	4,354,638.90	43,546.39
Total	146,020,466.56	123,715,550.53	838,166.00	4,849,649.59	29,110,269.05	26,716,550.72	62,977,952.76	720,913.66

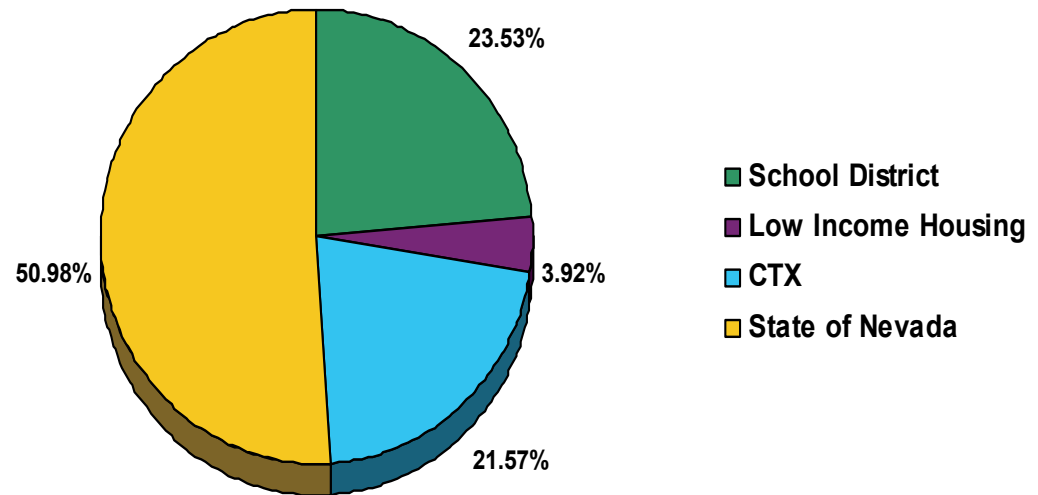
REAL PROPERTY TRANSFER TAX

Real Property Transfer Tax is a tax collected on the transfer of a “present interest” in real property. All such transfers of a present interest are taxable unless specifically exempt by statute. The taxable rate is \$2.55 per \$500.

In 2008, over \$123 million in RPTT was collected at the time of recording. Through subsequent audits, the Recorder’s Audit Staff was able to generate \$422,242.80 in additional revenue.

Audit Revenue	<u>\$422,242.80</u>
RPTT	\$389,161.04
Penalties	8,697.39
Interest	23,516.37
Release Fees	868.00

Real Property Transfer Tax Allocation



RECORDER TECHNOLOGY FUND

Month	Technology Fees Collected
January	183,480.00
February	179,988.00
March	192,837.00
April	227,730.00
May	208,008.00
June	205,119.00
July	205,065.00
August	217,965.00
September	251,703.00
October	234,042.00
November	195,546.00
December	221,022.00
Total	\$2,522,505.00

Technology Fund

During the 2001 Legislative Session, the Nevada Legislature enacted Assembly Bill 94, which authorized the collection of additional fees and an account for the acquisition or improvement of technology used in the office of the county recorder.

Per NRS 247.306, the money in the account must be used only to acquire technology for or improve the technology used in the office of the county recorder, including, without limitations, costs related to acquiring or improving technology for converting and archiving records, purchasing hardware and software, maintaining the technology and contracting for professional services relating to the technology.

DEPARTMENT DIVISIONS





PERFORMANCE STATISTICS

In 2008, the team members consistently kept the daily backlog down to 1 and 2 days.

NUMBER OF DAYS TO PROCESS						
WORKLOAD	2003	2004	2005	2006	2007	2008
Recording Mail	17	0	2	3	2	2
OR's Returned	13	49	56	23	5	1
OR's Indexed	-	35	31	14	2	2
OES Orders	13	26	9	6	2	1

In 2008, the Recorder's Office:

- Received over 750 mail bins
- Scanned 2,783,158 pages
- Indexed 1,024,325 documents
- Processed 93,375 orders
- Received 38,110 phone calls

Recording Statistics

Month	Official Records	Daily Average	Marriages	Daily Average	Month Totals
January	67,559	3,217	6,936	330	74,495
February	67,456	3,373	6,979	349	74,435
March	68,579	3,266	8,494	404	77,073
April	81,493	3,704	8,665	394	90,158
May	75,516	3,596	8,508	405	84,024
June	75,964	3,617	8,591	409	84,555
July	73,082	3,177	8,122	353	81,204
August	76,427	3,639	9,394	447	85,821
September	88,000	4,190	8,182	390	96,182
October	99,056	4,503	8,140	370	107,196
November	76,617	4,507	6,349	373	82,966
December	82,034	3,729	7,361	335	89,395
TOTAL	931,783	3,710	95,721	380	1,027,504

Month	Electronic Recordings	Paper Recordings	Total Recordings	% eRecorded
April	4,787	85,371	90,158	5.31%
May	13,858	70,166	84,024	16.49%
June	15,272	69,283	84,555	18.06%
July	22,426	58,778	81,204	27.62%
August	25,493	60,328	85,821	29.70%
September	27,121	69,061	96,182	28.20%
October	26,539	80,657	107,196	24.76%
November	21,899	61,067	82,966	26.40%
December	27,852	61,543	89,395	31.16%
TOTAL	185,247	616,254	801,501	23.11%

Customer Service Statistics for Branch Offices

Henderson Branch	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Recordings			36	165	162	235	267	323	381	453	312	348
Marriage Certificates				48	40	50	57	75	69	67	69	70
Copies				33	25	26	37	39	33	49	30	37
Treasurer				0	0	0	74	223	40	152	8	109
Orders Taken				2	0	0	0	2	7	2	2	5
RPTT				0	0	0	0	0	0	0	0	0
Miscellaneous				36	35	56	92	106	71	88	67	73
Total			36	284	262	367	527	768	601	811	488	642

Northwest Branch	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Recordings			42	159	177	215	254	261	290	314	282	281
Marriage Certificates				41	42	53	61	46	48	67	42	47
Copies				25	31	35	23	30	26	55	31	33
Treasurer				0	0	0	14	86	13	82	0	0
Orders Taken				1	1	3	0	1	3	7	0	0
RPTT				0	0	12	0	0	0	0	0	0
Miscellaneous				33	45	25	25	49	47	84	0	49
Total			42	259	296	343	377	473	427	609	355	410

NOTE: Recorder's Branch Offices began operation in March.

MARRIAGES



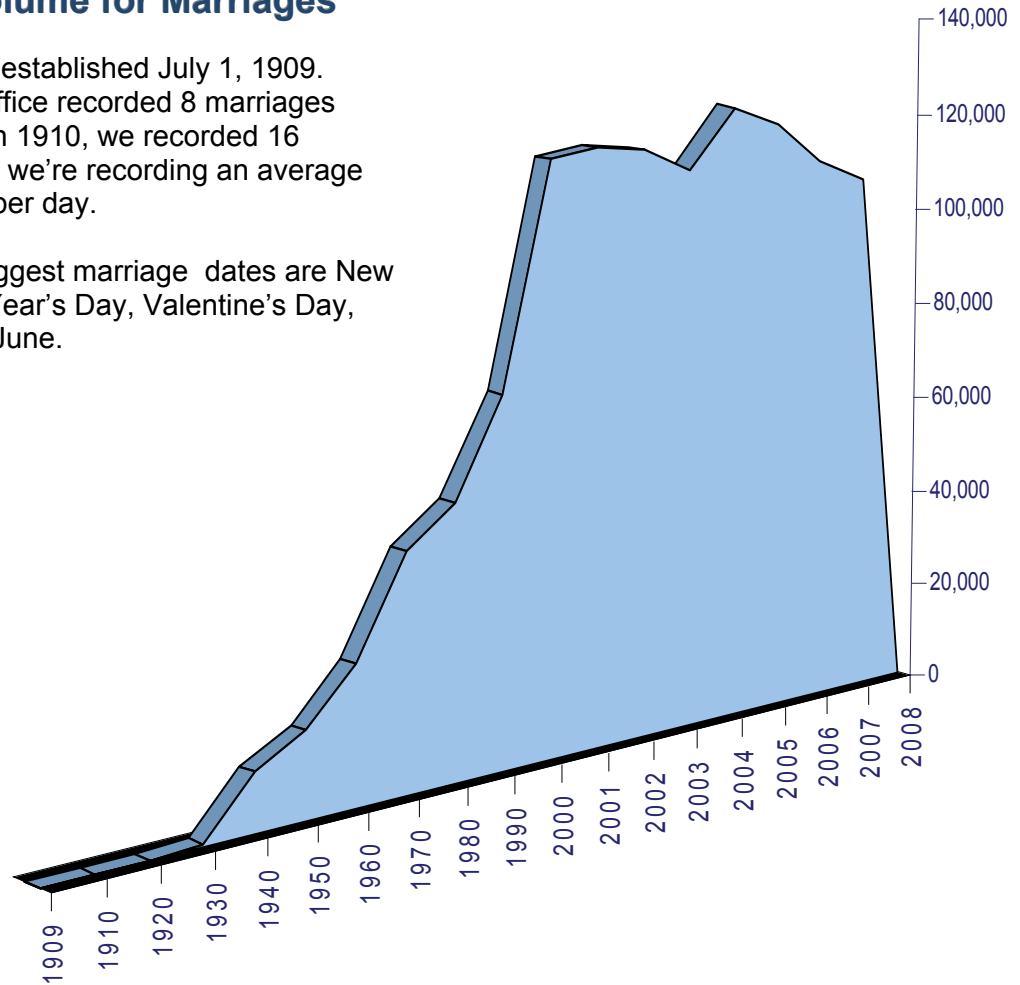
Recording Volume for Marriages

Clark County was established July 1, 1909. The Recorder's Office recorded 8 marriages for that year and in 1910, we recorded 16 marriages. Today, we're recording an average of 379 marriages per day.

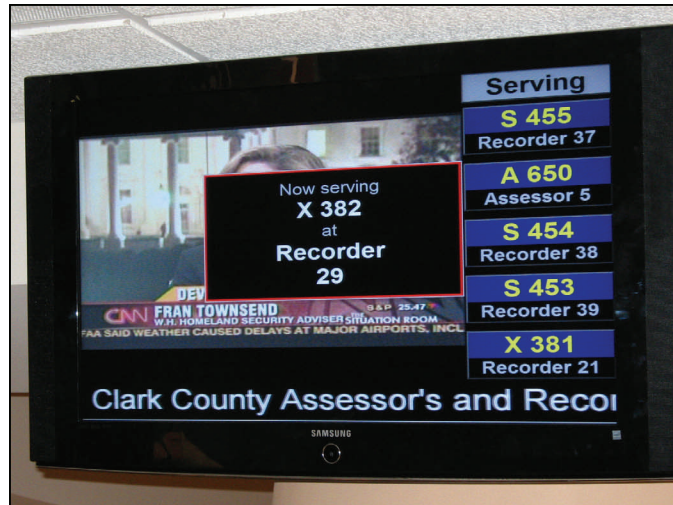
Historically, the biggest marriage dates are New Year's Eve, new Year's Day, Valentine's Day, and the month of June.

Popular wedding dates for 2008:

Date	Number of Marriages
February 14	966
June 7	1,135
August 8	2,223



TECHNOLOGICAL ENHANCEMENTS



Automated Queuing System

An automated queue management system allows the Recorder's Office to register the customer upon arrival at the office, assign the customer a number, and provides an automated sign indicating what window or workstation the customer should proceed to for conducting their business.

Benefits: An automated queuing system has enabled us to manage multiple queues and to effectively process customers without phone calls and employees walking to the front counter to get the next customer. The automated queuing system ensures that each of our approximately 360 daily customers receive prompt, efficient and orderly customer service.



BEFORE Q-Matic was installed, the average wait time for a customer was one hour.



AFTER the installation of Q-Matic, the customer wait time decreased to no more than 15 minutes.

ELECTRONIC RECORDING

Electronic recording (eRecording) allows a customer to electronically record documents from the customer's own office using a personal computer, a scanner, an internet connection, and the applicable software. Upon receipt of a customer's transmission of documents, County Deputy Recorders will conduct the same process of verifying the compliance of the document to our recording requirements before accepting and recording the document. Payment for the recording service is conducted through a secure electronic account at the completion of the recording process.

Since April, the Clark County Recorder's Office has been recording documents electronically (eRecording) through Simplifile, an electronic recording software system. Large volume recording customers have the option to sign up through Simplifile, allowing them to connect through a secure Virtual Private Network (VPN). All connections are password protected.

Benefits to the Customer:

- Immediate transmittal
- Reduced errors
- Reduce costs
- Immediate electronic response when documents have errors
- Instantly receive a copy of recorded and stamped document after it is recorded
- No waiting for the documents to be returned via the US Mail
- Cost savings in printing and sending staff to the Recorder's Office

Benefits to the Recorder's Office

- Immediate response to customer
- Record, receipt, index, image and electronically return document to customer
- Cost savings in scanning and postage
- Reduce paper handling


Electronic Recording (eRecording)



L-R: Assistant Recorder Charles D. Harvey, Senior Recordation Technician Pauline Hornyak, Recorder Debbie Conway, and Manager of Technical Services Laurel Jimenez.

On January 24, 2008 at 10:29 a.m., the Recorder's Office successfully tested the first electronic recording (eRecording). The first document was received from First American Title's Nevada Vacation Owner Division, which submitted ten documents through a program called Simplifile. The submitter scanned their documents and submitted tiff images for recording. The images and data were imported into TrakRecord, the Recorder's software system. This is the first phase of eRecording. The second phase was an agency-to-agency submission from DA's Family Support Division.

First Electronically Recorded Document



20080124-0001422
 Fee: \$18.00 RPTT: \$71.40
 N/C Fee: \$0.00
 01/24/2008 10:28:59
 T20080012989
 Requestor:
 FIRST AMERICAN - NVOD LAS
 Debbie Conway pun
 Clark County Recorder Pgs: 6

APN# 177-29-605-008
 WHEN RECORDED, MAIL
 TAX STATEMENTS TO:
 Eldorado Resorts Corp.
 3015 N. Ocean Blvd #115
 Ft. Lauderdale, Florida 33308
 RECORDING REQUESTED BY AND
 WHEN RECORDED RETURN TO
 First American Title
 1160 N. Town Center Drive, #190
 Las Vegas, Nevada 89144

**GRANDVIEW AT LAS VEGAS
 GRANT, BARGAIN, AND SALE DEED**

#103280

Inventory Control Number: 090805A14A 1538

Unit Type: ONE BEDROOM **GMAC**

Week No: 14

Type of Time Share Interest: Annual Biennial Triennial

This document takes effect on the 1ST day of JULY 2007.
 It is made by and is binding on:

"SELLER" Eldorado Resorts Corp., a Florida corporation, d/b/a Eldorado Development Corp. whose principal place of business in the State of Nevada is 9940 Las Vegas Blvd. South, Las Vegas, Nevada 89183

"You" MANUEL A. GALLEGOS & MARIA G. GALLEGOS, HUSBAND AND WIFE

551 D ST. APT. M, CHULA VISTA, CA 91910

1. **Your Title.** There are various ways for co-owners of property to share the ownership of "title" to it.
 You have chosen to hold the Property as:

HUSBAND AND WIFE, JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP

2. **Transfer of Ownership.** In return for your promises in this document and for money or other valuable things received from you, the seller transfers (or, in legal terms, "assigns, bargains, grants, sells and conveys") the following property (the "Property") to you:
 All of the property described in Exhibit "A" which is attached to and part of this document. It includes, among other things, (i) the Time Share Interest shown above; (ii) all rights and privileges



**Recorder's Advisory Council
New Branch Offices
Community Outreach
United Way Campaign
Q-Matic System
Fraud Awareness Project
Recognizing Employee Excellence
Clark County Leadership Program
Habitat for Humanity**

BUILDING BRIDGES

Recorder's Advisory Council

The Recorder's Advisory Council (RAC) was established in August 2007 for the purpose of discussing pertinent issues regarding enhanced technologies in customer service. Members of the council consists of department staff, large volume customers and the general public.

The council meets once a quarter (every three months) on the 2nd Thursday of that month. All meetings are open to the public.

Meeting schedules, minutes and agendas are posted on the website at:
<http://www.accessclarkcounty.com/depts/Recorder/PublicInformation/Pages/RAC.aspx>



CREATING COLLABORATIVES



New Map Scanner and Printer in the Imaging Center

The new map scanner and printer have been installed successfully. The new Océ TDS450 is a unique 600-dpi color scanner and ensures excellent reproductions of sharp lines, smooth curves, and fine details, producing intricate graphics. The TDS450 has the ability to scan, copy, and print concurrently, which minimizes employee downtime.

The previous map scanner and printer are considered obsolete, but remain in fair condition. They will be used at the off-site storage facility as a back up and for printing stored maps when necessary.



Q-Matic

The Recorder's and Assessor's Offices installed an automated queue management system (Q-Matic) to efficiently manage customers who do business between both departments. The Q-Matic system allows for customers to check in with one department and get transferred to the other without having to wait in a separate line.

By working collaboratively, both departments have drastically reduced customer wait time.



Mail Opener Machine

The Recorder's and Treasurer's Offices have jointly purchased an Ovation 206 Envelopener mail opener machine. The use of the new mail opener will help streamline the mail-in process. On average, we receive approximately 6 mail bins a day, which can be very time consuming when opening each envelope one by one. The mail machine has the capability of opening up to 36,000 envelopes per hour. This partnership will assist the Recorder's Office in expediting the time it takes to record documents and process orders that are mailed in to our department.

ESTABLISHING PARTNERSHIPS



L-R: Treasurer Laura Fitzpatrick, Assessor M. W. Schofield, Recorder Debbie Conway, Assistant Recorder Charles D. Harvey, Assessor's Assistant Directors Rocky Steele and Michele Shafe

Opening Two New Branch Offices

Recorder Debbie Conway is always looking for ways to better serve the customers of Clark County. By collaborating with Assessor M.W. Schofield, the Recorder's Office had an opportunity to establish recording services within the Assessor's existing offices in Henderson and the Northwest area of the valley.

The two branch offices have been a fast and convenient alternative to doing business with the Clark County Recorder's Office. Employees are also cross-trained to receive tax payments on behalf of the Treasurer's Office. Sharing resources allows the departments to expand services closer to the residents.



Northwest Branch

Doña Maria Plaza
3211 N. Tenaya Way, Suite 118
Las Vegas, NV 89074
At the corner of Tenaya and Cheyenne
(Across from Target)



Henderson Branch

Stephanie Promenade
237 Stephanie St., Suite D
Henderson, NV 89074
At the corner of Stephanie and American Pacific
(Across from the Department of Motor Vehicles)

FRAUD AWARENESS PROJECT

The Recorder's Office has established an initiative that collaborates with local and state governmental agencies to increase awareness of fraudulent activities common to real estate transactions.

In one high-profile case, the Recorder's Office was recognized for playing a key role in a mortgage fraud investigation that resulted in a guilty plea and \$130,000 in fines and restitution.

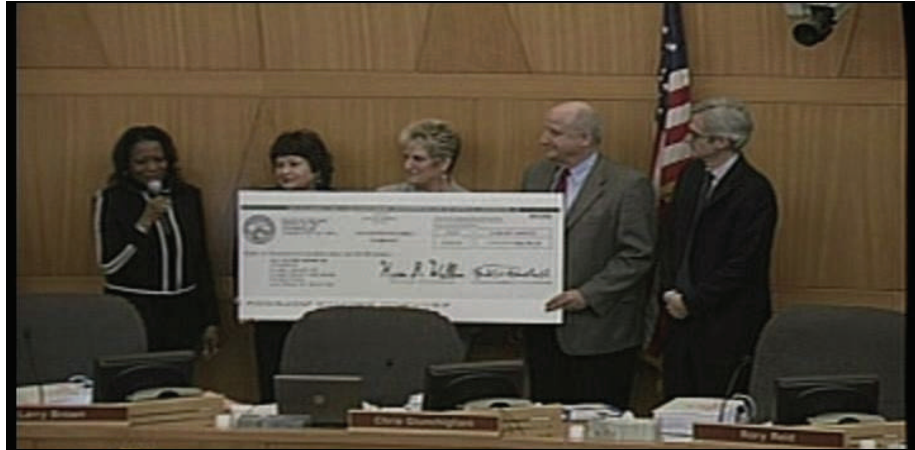
According to investigators, between July 2007 and November 2007, the suspect convinced some local homeowners facing foreclosure to sell their homes in a complex scheme intended to conceal his role and allow him to avoid paying transfer taxes to the county. Meanwhile, the homeowners were led to believe their mortgages were being paid off.

In November, the individual pled guilty to making false representations regarding title and making a fraudulent conveyance in connection with the mortgage foreclosure rescue scam and was sentenced to pay \$20,000 in fines to the state plus restitution of \$86,990 to the county and \$43,009 to the homeowners who were victimized.

"I could not be prouder of my staff for realizing this scam was going on and then assisting in the ultimately successful investigation," Clark County Recorder Debbie Conway said. "Thanks to their diligence and professionalism, this crime against the homeowners and county taxpayers was exposed and the perpetrator was held accountable for his actions."

Recorder's Office staff became suspicious of several deals after noticing that the apparent purchaser provided a false business address to the county.

The County Commissioners recognized and thanked the Recorder's Office for their vigilance in catching this scam.



Recorder's Office Recognized by County Commissioners

Commissioner Rory Reid presented a check for \$86,990 to the Recorder's Office on behalf of the Office of the Secretary of State. The recovery of lost funds went back into the County's general fund.

Letter from Secretary of State



OFFICE OF THE SECRETARY OF STATE

ROSS MILLER
Secretary of State

December 9, 2008

Ms. Debbie Conway
Clark County Recorder
Clark County Government Center
500 S. Grand Central Pkwy, 2nd Floor
Box 551510
Las Vegas, NV 89155-1510

Dear Ms. Conway:

Please accept my considerable thanks and appreciation for the efforts and cooperation of your audit team in assisting investigators from the Securities Division of my office in the criminal investigation which led to the successful prosecution of [REDACTED] and the recovery of restitution for his victims and the taxpayers. Dennis Freimann and his staff, including Georgia Brunson, Esther Hayashi, and Cheryl Ritter, not only provided valuable evidence which they discovered and reported, but they also spent many hours providing us with certified copies of recorded documents which were needed to prove the case. Their responses to our many requests were always immediate and thorough. The spirit of teamwork which developed between our two agencies was an example of government service at its best.

You are to be commended for assembling and maintaining such a fine group of employees. Thank you again.

Respectfully,

ROSS MILLER
Secretary of State

RM/ce

In addition to the above mentioned, **Angie Robinson** and **Jill Willis** have been commended for their assistance in this case.

ONE HUNDRED ONE NORTH CARSON STREET, SUITE THREE
CARSON CITY, NEVADA 89701-4786
(775) 684-5708 • FAX (775) 684-5717

(0) 5082



L-R: Recorder Debbie Conway, Dennis Freimann, Jill Willis, and Angie Robinson

RECOGNIZING EMPLOYEE EXCELLENCE



Customer Service Recognition

Shauna Johnson, Departmental Systems Administrator received special recognition from County Manager Virginia Valentine on May 7th. Shauna was recognized by one of the customers from a title company who sent an email acknowledging her efforts towards assisting them in getting their documents electronically recorded. This particular customer has frequented the Recorder's Office for over 15 years. Shauna was thoughtful and recognized everyone in the Recorder's Office as a contributor to the overall eRecording effort.

L-R: Assistant County Recorder Charles D. Harvey, Recorder Debbie Conway, Departmental Systems Administrator Shauna Johnson, and County Manager Virginia Valentine

Customer Service Excellence Program

The Recorder's Office participates in the Las Vegas Chamber of Commerce Customer Service Excellence Program (CSE). Customer Service employees are rewarded and recognized for providing excellent customer service.

Through the CSE program, twenty-five employees were nominated by customers and honored by the Las Vegas Chamber of Commerce and Recorder Debbie Conway for providing excellent customer service. Here are just a few of the award recipients:



Georgia Brunson-Wright



Karen Wheaton



Brad Storo

COMMUNITY OUTREACH

Clark County United Way Campaign



Recorder Debbie Conway and Maggie Nordstrom

Maggie Nordstrom of the Recorder's Office coordinated the United Way Campaign for all of Clark County, which consists of 43 departments and over 12,000 employees.

The Recorder's Office raised \$1,357 in fundraising and \$4,574 in pledges—a total of **\$5,931** during the Clark County United Way Campaign. The Recorder's Office received the trophy for Most Improved at the Keyworker event held on November 12th. We had more donations this campaign season than we've ever had in the history of the department.

Ms. Nordstrom's enthusiasm, innovative ideas, and extraordinary leadership provided a variety of opportunities for employees to donate to United Way of Southern Nevada. Due to her efforts and dedication, the number of participants doubled with 1,000 additional contributors, raising over \$189,000.

Ms. Nordstrom was recognized by the Southern Nevada United Way as the 2008/2009 United Way Employee Coordinator of the Year, receiving top honors over 150 other campaign coordinators in Southern Nevada.

Matt Kelly Elementary School Project

In a joint effort, the Recorder's and Assessor's Offices employees donated toys, clothing, and books to students at Matt Kelly Elementary School.



Recordation Manager Eugene Mendiola, Recorder Debbie Conway with students from Matt Kelly Elementary.

Recorder Debbie Conway, Assessor M.W. Schofield, with employees from both depts. Donations went to Matt Kelly Elementary School, Lied Animal Shelter, Salvation Army, and Angel Tree.





L-R: County Manager Virginia Valentine, Office Services Manager Jill Willis, Departmental Systems Administrator Shauna Johnson, and Recorder Debbie Conway

Clark County Leadership Program

The Recorder's Office is proud to have two employees selected to participate in the 2008 Leadership Forum.

Each year, employees have an opportunity to participate in the County sponsored Leadership Forum. The purpose of the program is to form a network of local governmental colleagues and to build a better understanding of the functions and ideologies of other departments. Another aspect of the program is participants are required to volunteer a minimum of 40 hours to a charity organization.

"The Leadership Forum formed a cohesive unit from the start which evolved into a priceless network of professional contacts. Monthly field trips became an eye-opener where we learned about the challenges of other departments and offices in the county and city. I learned a lot about myself, others, and the beauty of giving a helping hand." says Jill Willis.

RECORDER'S OFFICE STAFF



Office of the County Recorder

General Information

Department Name:	Clark County Recorder
Recorder:	Debbie Conway
Address:	Clark County Government Center 500 S. Grand Central Parkway Box 551510 Las Vegas, Nevada 89155-1510
Contact Phone:	(702) 455-4336
Hearing Impaired TT/TDD:	(800) 326-6868
Web Address:	www.ClarkCountyNV.gov/recorder
Other Locations:	Henderson Branch Stephanie Promenade 237 Stephanie St. Suite D Henderson, Nevada 89074 Northwest Branch Doña Maria Plaza 3211 N. Tenaya Suite 118 Las Vegas, Nevada 89129
Clients Served:	Residents and Guests of Clark County

The duties and authority of the County Recorder are established by Nevada state law. The County Recorder records and indexes documents deposited in her office that are authorized, entitled or required by law to be recorded. The County Recorder collects the fees required by state law for the performance of her services. The County Recorder is not authorized to give legal advice. The County Recorder is not authorized to determine legal rights and responsibilities of the parties to the documents that are recorded.



A CENTURY OF SERVICE

Clark County Government Office of the County Recorder Annual Report 2008

Clark County Recorder
500 S. Grand Central Parkway
Second Floor
Las Vegas, Nevada 89106

January 1, 2008 to December 31, 2008

Report compiled by Susan Wohlbrandt