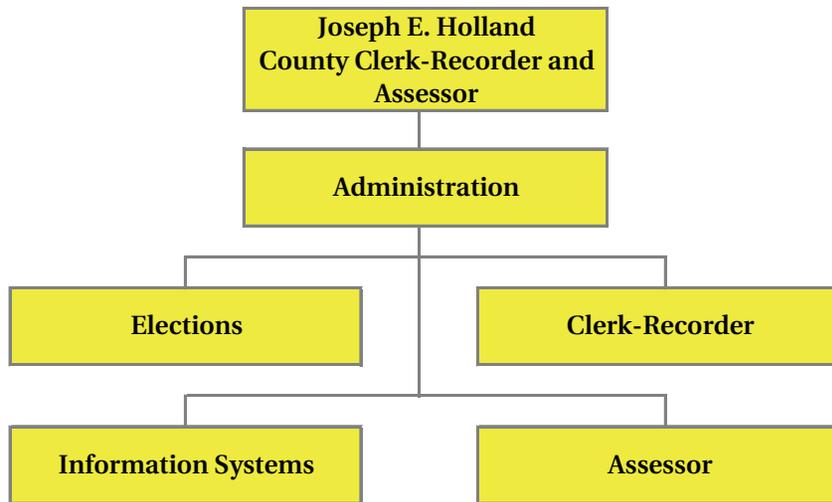
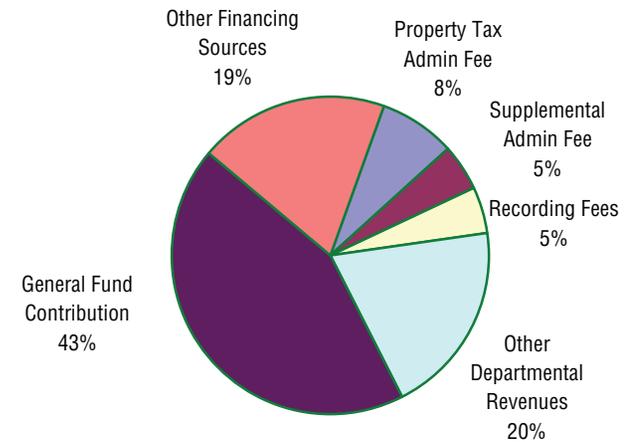


CLERK-RECORDER-ASSESSOR

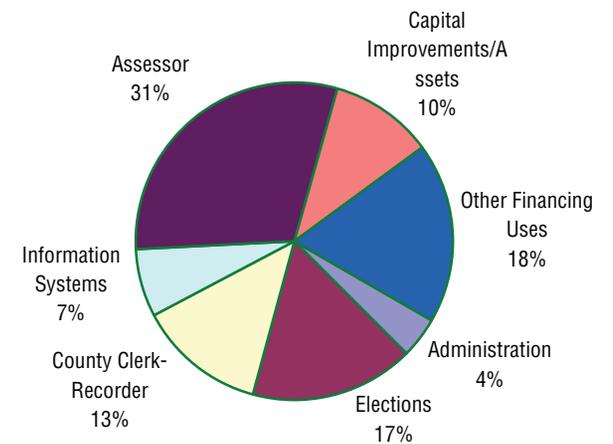
Budget & Positions (FTEs)	
Operating \$	15,365,830
Capital	2,258,556
Positions	109.0 FTEs



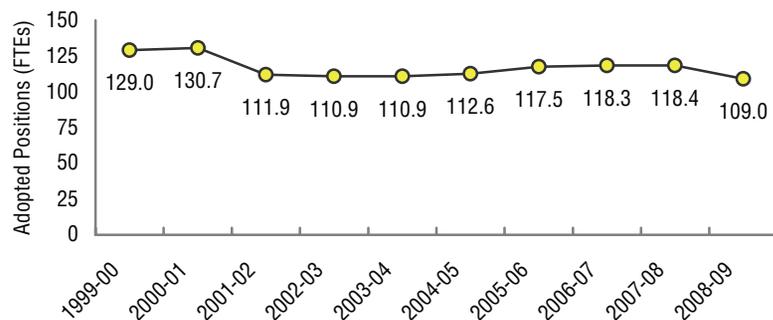
SOURCE OF FUNDS



USE OF FUNDS



STAFFING TREND



CLERK-RECORDER-ASSESSOR

Department Summary

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
Use of Funds Summary				
<i>Operating Expenditures</i>				
Administration	\$ 761,747	\$ 793,184	\$ 827,215	\$ 877,486
Elections	4,172,789	4,521,937	6,047,858	3,625,869
County Clerk-Recorder	2,369,235	2,905,271	2,469,060	2,816,520
Information Systems	1,400,451	1,595,267	1,340,362	1,477,790
Assessor	5,648,275	6,205,595	5,887,459	6,568,165
Operating Sub-Total	14,352,497	16,021,254	16,571,954	15,365,830
Less: Intra-County Revenues	--	(398)	(398)	--
Operating Total	14,352,497	16,020,856	16,571,556	15,365,830
<i>Non-Operating Expenditures</i>				
Capital Assets	65,448	3,611,725	67,000	2,258,556
Expenditure Total	14,417,945	19,632,581	16,638,556	17,624,386
<i>Other Financing Uses</i>				
Operating Transfers	502,249	1,704,673	1,004,037	938,833
Designated for Future Uses	3,007,891	4,391,427	1,035,078	3,023,134
Department Total	\$ 17,928,085	\$ 25,728,681	\$ 18,677,671	\$ 21,586,353

Character of Expenditures

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Operating Expenditures</i>				
Regular Salaries	\$ 6,848,905	\$ 7,527,689	\$ 7,309,172	\$ 7,657,169
Overtime	98,668	119,665	173,128	91,754
Extra Help	194,170	212,661	349,628	140,298
Benefits	2,342,789	2,958,956	2,720,048	3,486,131
Salaries & Benefits Sub-Total	9,484,532	10,818,971	10,551,976	11,375,352
Services & Supplies	4,867,965	5,202,283	6,019,978	3,990,478
Operating Sub-Total	14,352,497	16,021,254	16,571,954	15,365,830
Less: Intra-County Revenues	--	(398)	(398)	--
Operating Total	14,352,497	16,020,856	16,571,556	15,365,830
<i>Non-Operating Expenditures</i>				
Capital Assets	65,448	3,611,725	67,000	2,258,556
Expenditure Total	\$ 14,417,945	\$ 19,632,581	\$ 16,638,556	\$ 17,624,386

Note: Presentation of the individual program amounts for fiscal years 2006-07 and 2007-08 have been adjusted to provide a consistent level of detail with the fiscal year 2008-09 budget, however, the totals for 2006-07 and 2007-08 have not been changed.

Source of Funds Summary

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Departmental Revenues</i>				
Interest	\$ 42,213	\$ 40,000	\$ 40,000	\$ 20,000
Elections, Federal & State Revenues	2,673,558	3,937,244	702,298	2,916,056
Property Tax Admin Fee	1,724,335	1,400,000	1,400,000	1,700,000
Supplemental Admin Fee	1,286,902	1,250,000	1,200,000	1,000,000
Recording Fees	1,673,418	1,805,000	1,150,000	1,020,000
Other Charges for Services	1,260,104	900,598	842,598	1,136,300
Miscellaneous Revenue	188,422	186,000	162,060	167,000
Revenue Sub-Total	8,848,952	9,518,842	5,496,956	7,959,356
Less: Intra-County Revenues	--	(398)	(398)	--
Revenue Total	8,848,952	9,518,444	5,496,558	7,959,356
General Fund Contribution	7,813,157	9,161,873	10,581,094	9,441,601
<i>Other Financing Sources</i>				
Operating Transfers	--	--	34,585	--
Sale of Property	--	--	200,000	--
Use of Prior Fund Balances	1,265,976	7,048,364	2,365,434	4,185,396
Department Total	\$ 17,928,085	\$ 25,728,681	\$ 18,677,671	\$ 21,586,353

	Actual FY 06-07		Adopted FY 07-08		Est. Actual FY 07-08		Recommended FY 08-09	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
Position Summary								
<i>Permanent</i>								
Administration	5.0	5.0	5.0	4.9	5.0	5.1	5.0	5.0
Elections	15.0	15.4	18.0	14.6	18.0	17.9	18.0	11.8
County Clerk-Recorder	25.0	25.7	25.0	24.0	25.0	23.3	26.0	22.0
Information Systems	11.0	9.5	11.0	10.7	11.0	9.0	10.0	9.0
Assessor	67.0	64.3	67.0	64.3	67.0	61.9	67.0	61.3
Total Permanent	123.0	120.0	126.0	118.4	126.0	117.1	126.0	109.0
<i>Non-Permanent</i>								
Contract	--	0.5	--	--	--	1.1	--	--
Total Positions	123.0	120.5	126.0	118.4	126.0	118.2	126.0	109.0

Note: FTE and position totals may not sum correctly due to rounding.

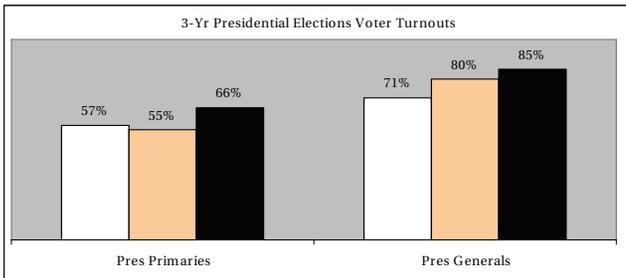
MISSION STATEMENT

The mission of the Clerk-Recorder-Assessor Department is to honor the public's trust by assuring honest and open elections, maintaining and preserving property and vital records, setting fair and impartial values for tax purposes and providing courteous and professional service at a reasonable cost.

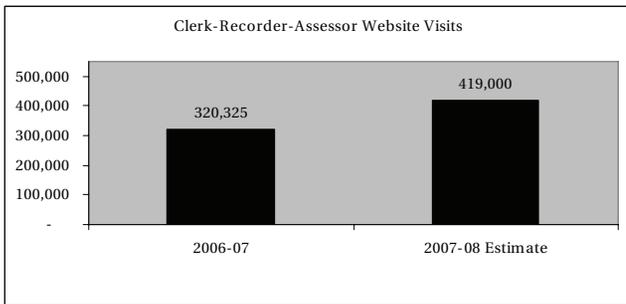
Budget Organization

The divisions of the Clerk-Recorder-Assessor Department are Administration, Elections, Clerk-Recorder, Information Systems, and Assessor, with a staff equating to 109 full time equivalents, net of budgetary salary savings, providing services at three locations in south and north county.

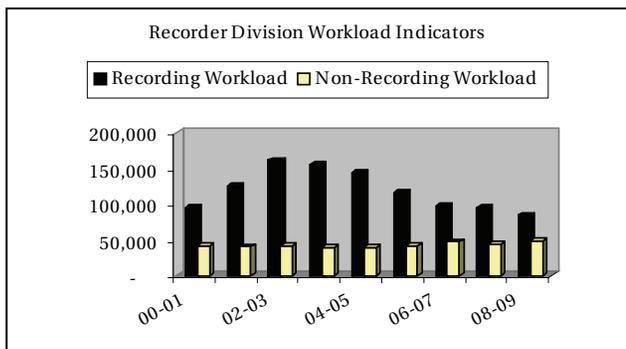
Activity Indicators



Voter outreach efforts increase the number of vote by mail voters, directly impacting voter turnout. This chart indicates turnout rates for all Presidential Elections from Fiscal Year 1999-2000 through Fiscal Year 2008-09.



The number of website visits to the department increased from last fiscal year, an indicator of the customer service level provided on-line.



The number of documents recorded has decreased dramatically over recent years, while non-recording workload remains relatively steady.

CLERK-RECORDER-ASSESSOR

Department Summary (cont'd)

Significant Changes (FY 2007-08 Adopted to FY 2007-08 Estimated Actual)

Operating

The Fiscal Year 2007-08 Estimated Actual operating expenditures increased by \$551,000, to \$16,572,000, from the Fiscal Year 2007-08 Adopted Budget of \$16,021,000. This 3% increase is the result of:

- +\$1,291,000 – Services and supplies cost for the unanticipated Presidential Primary Election;
- +\$165,000 – Salary costs for the cost of the unanticipated Presidential Primary Election;
- -\$432,000 – Salary savings from departmental vacancies held throughout the year because of staff turnover and recruitment difficulties;
- -\$365,000 – Consulting and equipment purchases not realized for Recorder Division automation projects;
- -\$41,000 – Deferment of computer equipment purchases and training costs in the Information Systems Division;
- -\$35,000 – Miscellaneous cost savings in the Elections Division;
- -\$26,000 – Unrealized travel and training cost savings in the Assessor Division;
- -\$6,000 – Miscellaneous services and supplies cost savings in the Administration Division of the department.

The Fiscal Year 2007-08 Estimated Actual operating revenues decreased by \$4,022,000 to \$5,497,000, from the Fiscal Year 2007-08 Adopted Budget of \$9,518,000. This 42% decrease is the result of:

- +\$8,000 – Miscellaneous revenues;
- -\$3,235,000 – State and Federal grant reimbursements not realized due to the deferment of purchases and upgrades to election equipment until Fiscal Year 2008-09;
- -\$655,000 – Recording revenue impacted by the decline in real estate market activity;
- -\$90,000 – Passport Application fees from decreased number of applications filed and due to the Federal Government unexpectedly lowering the fee by 20%, effective February 2008;
- -\$50,000 – Supplemental tax administration fees from decreased real estate market activity.

CLERK-RECORDER-ASSESSOR
Department Summary (cont'd)

Other Financing Uses

The Fiscal Year 2007-08 Estimated Actual other financing uses, decreased by \$4,057,000, to \$2,039,000 from the Fiscal Year 2007-08 Adopted Budget of \$6,096,000. This 66% decrease is the result of:

- +\$200,000 – Sale of surplus election equipment. The sale proceeds were designated for future use;
- -\$3,257,000 – Federal and State funds that would have been designated to offset election equipment expenditures were not received due to deferment of these purchases until Fiscal Year 2008-09;
- -\$350,000 – Operating transfer not realized due to postponement of an Assessor Information Systems office remodel project;
- -\$348,000 – Operating transfers were not realized due to the construction delay of the recorder storage facility;
- -\$302,000 – Recording fees designated as prescribed by Government Code not realized due to decreased recording revenue.

Capital

The Fiscal Year 2007-08 Estimated Actual capital expenditures decrease by \$3,545,000, to \$67,000, from the Fiscal Year 2007-08 Adopted Budget of \$3,612,000. This 98% decrease is the result of:

- -\$3,365,000 – Purchases of election equipment and system upgrades with Federal and State grants not realized;
- -\$180,000 – Deferment of Recorder capital equipment purchases for automation projects.

Significant Changes (FY 2007-08 Estimated Actual to FY 2008-09 Recommended)

Operating

The Fiscal Year 2008-09 Recommended operating expenditures will decrease by \$1,206,000, to \$15,366,000, from the Fiscal Year 2007-08 Estimated Actual of \$16,572,000. This 7% decrease is the result of:

- +\$824,000 – Salary costs from merit increases, cost of living adjustments, and benefit cost increases. Increased retirement cost benefits and other budget reductions were offset by unfunding 9.4 full-time equivalent positions;
- +\$51,000 – Recorder automation projects deferred from Fiscal Year 2007-08;

- +\$35,000 – Computer equipment purchases and training and travel costs postponed from the previous year in the Information System Division;
- +\$4,000 – Miscellaneous items in the Administration Division from costs deferred in Fiscal Year 2007-08;
- -\$2,045,000 – Decrease in services and supplies from having one major election in Fiscal Year 2008-09 (compared to two in Fiscal Year 2007-08) and savings from one time Election projects costs incurred in Fiscal Year 2007-08;
- -\$75,000 – Reduced contracting services for tax system projects in the Assessor Division.

The Fiscal Year 2008-09 Recommended operating revenue will increase by \$2,462,000, to \$7,959,000, from the Fiscal Year 2007-08 Estimated Actual of \$5,497,000. This 45% net increase is the result of:

- +\$2,214,000 – Federal and State reimbursements for funding election equipment purchases and upgrades;
- +\$300,000 – Property Tax Administration fees;
- +\$300,000 – Fees from recoverable election services;
- -\$200,000 – Supplemental tax administration fees negatively impacted by decline in real estate market;
- -\$130,000 – Recording fees impacted by decline in real estate activity;
- -\$22,000 – Miscellaneous revenue.

Use of Prior Fund Balance

The Fiscal Year 2008-09 Recommended use of fund balance will increase by \$1,820,000, to \$4,185,000 from the Fiscal Year 2007-08 Estimated Actual of \$2,365,000. The 76% increase is the result of:

- +\$2,166,000 – Purchase of election equipment and system upgrades;
- +\$238,000 – Recorder automation project costs funded by Recorder Designation funds;
- -\$330,000 – Decrease in use of designation fund balance to offset departmental operating costs;
- -\$168,000 – Operating transfers for the Recorder storage building construction costs;
- -\$86,000 – Decrease in property tax system enhancements costs funded by the Assessor designation fund.

CLERK-RECORDER-ASSESSOR

Department Summary (cont'd)

Capital

The Fiscal Year 2008-09 Recommended capital expenditures will increase by \$2,192,000, to \$2,259,000 from the Fiscal Year 2007-08 Estimated Actual of \$67,000. The 3,271% increase is the result of:

- +\$2,192,000 – Purchase of election equipment and voter system upgrades with State and Federal grant monies. Capital Improvement Program costs total \$2,536,000, a difference of \$277,000 from the Fiscal Year 2008-09 Adopted capital asset costs. The difference is from \$332,000 of Capital Improvement Program costs budgeted as operating transfers to the capital outlay project fund, and \$55,000 for smaller capital purchases not included in the Capital Improvement Program.

Fiscal Year 2008-2009 budget constraints require the Department to reduce its staff, impacting service levels.

The department is absorbing budget reductions by un-funding 11.5 fulltime equivalent (FTE) general fund positions from the Fiscal Year 2007-08 adopted positions. The Department expects the Election Division to absorb 2.8 FTE's without significant service level impacts due to the cyclical nature of elections and having only one scheduled election in Fiscal Year 2008-09.

The Clerk-Recorder Division is reducing its staff dedicated to core business work by 5.1 FTE positions. Despite a significant decrease in the number of document recordings, the workload in the Division does not linearly decrease, as most of the recording work is done by batch processing. County Clerk services (i.e., vital records, marriage services, passports, notary and fictitious business applications) which are the most labor intensive, are not fluctuating significantly, thus maintaining the Division's workload relatively steady. Recorder staff reductions are expected to impact Clerk-Recorder customer service levels by increasing the time to record and mail documents, increasing the wait time for walk-in customers, and creating longer assistance time for customers calling in. Longer customer wait times may also create loss of business from customers who are able to obtain the service elsewhere (i.e., passports, passport photos, and marriage services) creating additional revenue loss and further constraining the budget.

In the Assessor Functional Areas, staff is being reduced by 3.6 FTE's, likely impacting various areas of the property tax process. While property sales are down, a downturn in the economy and reductions in property values generally have an adverse affect on Assessor workload. In such market conditions, Assessor workload increases from having to determine if property values are below their base assessed value, from increased appeals filed, and from increases in roll corrections due to untimely assessments. With increased workload, any staff reductions will likely inhibit revenue generating capabilities by impacting timely processing of assessable events and reducing the value added to the property tax roll as a result of potential backlogs and escaped (missed) assessments. Additionally, less timely processing of assessable events lead to longer supplemental billing time, resulting in a short-term reduction of supplemental tax revenues.

Departmental Priorities and Their Alignment With County Goals

The Clerk, Recorder, and Assessor's strategic actions primarily align with the following adopted General Goals & Principles:

- **Goal 1: Efficient and Responsive Government: An Efficient and Professionally Managed Government Able to Anticipate and Effectively Respond to the Needs of the Community;**
- **Goal 5: Citizen Involvement: A County Government that is Accessible, Open, and Citizen-friendly.**

The emphasis of the Fiscal Year 2008-09 Clerk-Recorder-Assessor Department Budget is to maintain or increase the Department's service levels by continuously improving the Department's business systems through cooperation, partnerships and technology.

Assessor Focus Area: Improve the Property Tax Assessment Processes and Systems

Current Year (FY 07-08) Accomplishments:

- 30% of all historical documents have been reviewed for validity to ensure a more accurate Homeowners Exemption Roll. A more accurate exemption roll enhances customer service and reduces roll corrections which in turn reduces the workload for all property tax departments involved in roll corrections.
- 95% of secured Assessor work was completed by May 11, 2008, about 8 days earlier than prior year.
- 90% of unsecured Assessor work was completed by June 1, 2008 about six days earlier than prior year.
- Valued about 90% of post-lien date valuations between January and June, creating a more timely process in noticing and billing owners as of the new roll year (July 1).
- Increased the number of Business Property Statements filed electronically. E-filing allows for automation of the assessment process, reducing the amount of labor time involved in reviewing and assessing business property.
- Commenced work with Information System staff to procure or develop a Comparative Sales Database which contains property characteristics of all real property parcel information. This application will provide the ability to utilize computer-aided appraisal programs for properties of similar characteristics, allowing mass appraisals and on-line access by staff and public customers. Program is being reviewed and enhancements added as needed.

CLERK-RECORDER-ASSESSOR

Department Summary (cont'd)

- Implemented the Unsecured SQL Database System for boats and aircraft. The new boat module allows the Department of Motor Vehicles to transmit boat ownership information electronically which enables the system to automatically track new boat owners and send information notices. The aircraft module is able to create lists of aircraft no longer assessable in the county. Additionally, it allows for the maintenance of aircraft characteristics (make, model, year, damage history, etc). Both of these modules reduce labor time in researching, maintaining information, sending notices, and assessing these types of property.
- Completed the Agricultural Preserve Database and closed the roll with the new program by 06/30/2008. This program processes, values, and tracks agricultural preserve properties and has improved reporting capabilities for performance management.
- Program for Section 51 reviews (when market value declines below the factored assessed value) is operational with continual enhancements being added for ease of use and reporting functionalities. With the decline in property values, it was imperative that a program be in place to review areas in Santa Barbara County affected by the decline in property values.
- Began laying the foundation to update and improve the department's website to facilitate ease of use, clean-up of information for updated and concise content, make available the ability to submit forms on-line, and offer improved statistical information.

Proposed Strategic Actions:

- Complete 95% of secured and 90% of unsecured Assessor work (excluding section 51's) a week earlier than prior year providing for efficiencies in processes that increase revenues to agencies receiving supplemental taxes.
- Continue weekly updates of property characteristics of approximately 1,000 files/parcels per week. This will provide on-line data as well as prepare data for a Computer Aided Mass Appraisal (CAMA) system.
- Continue research to procure or develop a CAMA system in order to provide a more efficient and accelerated valuation process. This would result in less manual intervention, less resources devoted to the process and more responsive service to the public.
- Continue to increase the volume of building permit data received electronically from both internal sources (Planning and Development) and outside agencies (Cities). This will improve and accelerate the receipt of information resulting in timelier supplemental assessments and being more current in our work.
- Purchase a document management scanning system in order to scan all real estate files (roughly 130,000, including both commercial and residential properties). This will result in a more efficient, less resource intensive and timelier process in retrieval of information.
- Develop an in-house capability to perform assessment on Time Share projects resulting in proper assessments of such projects.

- Work towards increasing the number of Business Property Statements electronically filed to about 5,000 (representing 40% of those eligible to e-file) in order to gain automation efficiencies.
- Continue updating the accuracy of Homeowner Exemptions by reviewing another 25% (27,500 out of 110,000) exemption records. Having accurate information reduces the number of roll corrections, resulting in more accurate data and reduced workload in the Assessor, Treasurer, and Auditor- Controller's Offices.
- Complete phase two of the Agriculture Preserve Database Project. Phase two will provide the ability to create reports including the annual subvention report to the state and supplemental roll corrections. This project will also provide on-line access to Planning and Development and other internal and external customers making a labor intensive process more efficient, and improving the overall accuracy of data.
- Finish updating the department's website to facilitate ease of use, clean-up of information for updated and concise content, make available the ability to submit forms on-line, and offer improved statistical information

Clerk-Recorder Focus Area: Improve work environment for employees and services to customers

Current Year (FY 07-08) Accomplishments:

- Completed upgrades to the existing storage unit and commenced construction of a new climate controlled steel framed building for permanent storage of historical official records and maps.
- Implemented a marriage license kiosk which automated the Marriage License process. The new process eliminates use of typewriters and implements auto-print fields to reduce redundancy of data-entry.
- Automated the vital records index file (file of birth, marriage, and death records) and in collaboration with Public Health began receiving vital records digitally from Public Health in order to save processing time, improve quality of vital record images, and increase security of information.
- Implemented a program to audit and collect unpaid documentary transfer tax on sales deemed to be assessable events or on transfer tax paid but deemed to be incorrect based on the conveyed value of the property.
- As part of the final phase of the Hall of Records Restoration, added specialized lighting throughout the hall, improving lighting for both our customers and employees.
- Implemented electronic recording between the Franchise Tax Board and the Tax Collector, creating efficiencies in document recordings and receipt of information.

CLERK-RECORDER-ASSESSOR
Department Summary (cont'd)

Proposed Strategic Actions:

- Commence a document redaction project which by law requires the truncation (omission) of the first five digits of a social security number on an official document. This law requires truncation for all official records from 1980 to present.
- Complete the move of all official maps from the basement of the Hall of Records to the new climate controlled storage building.
- Commence performing marriage ceremonies in Santa Barbara and Santa Maria Offices (previously only offered in Lompoc), expanding this service to all areas of the county.
- Continue work towards perfecting electronic recording with the Franchise Tax Board and the County Tax Collector to create efficiencies in the document recording process.
- Implement the capability to file marriage license and fictitious business name application forms on-line, increasing responsiveness to our customers.
- Create customer access to the Fictitious Business Name Database via our website, creating efficiencies in providing information to customers.
- Create an FTP site for all official recordings and fictitious business name images and indexes for customer's retrieval of information.
- Implement optical character recognition to automate the document indexing process for official records to replace a manual labor process.

Elections Focus Area: Maintain the public trust in the election process:

Current Year (FY 07-08) Accomplishments:

- Successfully conducted the February 2008 Presidential Primary, the April 2008 Carpinteria Sanitary District's mail ballot election, and the June 2008 State Primary Election.
- Performed a voter file review prior to the 2008 Presidential Primary Election increasing the accuracy of the voter file and eliminating unnecessary cost of providing for and mailing election materials to persons no longer on the active voter list.
- Identified a new voting system currently undergoing federal certification to replace the aging fleet of Optical Scan Voter Tabulation Equipment and tested a new central count device in the June 2008 Primary Election.
- Procured and implemented a character recognition registration system that reduces by 50%, the amount of data entry labor required to enter voter registration cards.
- Implemented a Campaign and Disclosure documents system which automated a labor intensive manual process creating labor cost savings to offset other areas where costs have increased.
- In the February Presidential Election, tested a mail ballot opener and extractor which automated a labor intensive manual process, increased the speed in which ballots were opened for processing, and increased security of information.

Proposed Strategic Actions:

- Continue research of a centralized election facility to co-locate all election operations currently operating out of several different locations. Centralizing the operations will provide improved operational effectiveness and efficiencies in the management of staff and execution of operations.
- Successfully conduct the November 2008 Presidential General Election.
- Analyze the effectiveness of the new central count system used in the June 2008 Primary Election and procure the equipment if it meets the Election standards.
- Analyze the effectiveness of the new voting tabulation systems used in the June 2008 Primary Election and procure the equipment if it meets the Election standards.
- Analyze the effectiveness of the new mail ballot opener and extractor used in the February and June 2008 Primary Elections and procure the equipment if it meets Election standards.
- Research, identify, and procure mail ballot sorting equipment to make the vote by mail processing more efficient.
- Continue to find ways to automate election processes in order increase the speed at which information is processed and enhance security of information.

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
Department-wide Effectiveness Measures				
Maintain an accurate and accessible database of vitals (births, deaths, marriages) and official records.	Yes	Yes	Yes	Yes
Complete and deliver and accurate assessment roll to the Auditor-Controller's Office by June 30, in accordance with Revenue and Taxation Code section 616.	Yes	Yes	Yes	Yes
Conduct all elections and associated functions (i.e. processing petitions and maintaining the voter registration database) as required by law, thus maintaining the public trust in the election process.	Yes	Yes	Yes	Yes

CLERK-RECORDER-ASSESSOR

Administration

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
Use of Funds Summary				
<i>Operating Expenditures</i>				
Administration	\$ 761,747	\$ 793,184	\$ 827,215	\$ 877,486
Expenditure Total	761,747	793,184	827,215	877,486
<i>Other Financing Uses</i>				
Operating Transfers	1,750	1,716	1,716	1,715
Division Total	\$ 763,497	\$ 794,900	\$ 828,931	\$ 879,201

Character of Expenditures

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Operating Expenditures</i>				
Regular Salaries	543,282	542,020	593,000	581,782
Overtime	719	--	--	144
Extra Help	744	--	1,128	--
Benefits	153,300	169,615	157,532	215,636
Salaries & Benefits Sub-Total	698,045	711,635	751,660	797,562
Services & Supplies	63,702	81,549	75,555	79,924
Expenditure Total	\$ 761,747	\$ 793,184	\$ 827,215	\$ 877,486

Source of Funds Summary

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Departmental Revenues</i>				
Miscellaneous Revenue	\$ 100	\$ --	\$ --	\$ --
Revenue Total	100	--	--	--
<i>General Fund Contribution</i>				
	763,397	794,900	827,333	879,201
<i>Other Financing Sources</i>				
Operating Transfers	--	--	1,598	--
Division Total	\$ 763,497	\$ 794,900	\$ 828,931	\$ 879,201

SERVICE DESCRIPTION

The Administration Division is primarily responsible for budgeting, accounting, personnel and departmental management. This division coordinates the development, submittal and administration of the departmental budget, assists division managers regarding classification, recruitment, selection and appointment of new employees, and develops and maintains the department's training and orientation program for current and new employees.

Actual FY 06-07		Adopted FY 07-08		Est. Actual FY 07-08		Recommended FY 08-09	
Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE

Position Summary

<i>Permanent</i>								
Administration	5.0	5.0	5.0	4.9	5.0	5.1	5.0	5.0
Total Positions	5.0	5.0	5.0	4.9	5.0	5.1	5.0	5.0

Significant Changes (FY 2007-08 Adopted to FY 2007-08 Estimated Actual)

The Fiscal Year 2007-08 Estimated Actual operating expenditures increase by \$34,000, to \$827,000, from the Fiscal Year 2007-08 Adopted Budget of \$793,000. This 4% increase is the result of:

- +\$40,000 – Higher than anticipated salary increases;
- -\$6,000 – Miscellaneous services and supplies cost savings.

Significant Changes (FY 2007-08 Estimated Actual to FY 2008-09 Recommended)

The Fiscal Year 2008-09 Recommended operating expenditures will increase by \$50,000 to \$877,000, from the Fiscal Year 2007-08 Estimated Actual of \$827,000. This 6% increase is the result of:

- +\$46,000 – Merit increases, cost of living adjustments, and benefit cost increases;
- +\$4,000 – Miscellaneous items deferred from previous year.

CLERK-RECORDER-ASSESSOR

Administration (cont'd)

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
Recurring Performance Measures				
To ensure an efficient and responsive government, the County will maintain the rate of General Liability claims filed at no more than 90 - 100% of the previous year's actual claims filed.	0% 2 --	50% 1 2	50% 1 2	0% -- 1
As an efficient and responsive government, the County will maintain the cost of workers' compensation incident claims to \$1.17 per \$100 payroll (salaries including overtime).	\$2.41 \$171,246 \$71,201	\$1.19 \$97,480 \$81,947	\$1.24 \$97,480 \$78,319	\$1.24 \$97,480 \$78,892
To improve workers' safety, the County will conduct its operations in order to maintain the rate of Workers' Compensation incident claims to 12 or less per 100 FTE employees Countywide.	6.50 8.00 1.23	-- -- 1.18	-- -- 1.18	-- -- 1.09
As an efficient and responsive government, the County will maintain the rate of Workers' Compensation claims filed between 90 - 100% of the previous year's actual claims filed.	160% 8 5	0% -- 8	0% -- 8	0% -- --
As an efficient and responsive government, the County will maintain a productive workforce through a countywide Lost Time Rate of 5.9% or less.	5.3%	5.9%	5.0%	5.9%
As an efficient and responsive government, the County will maintain a quality workforce through completing 95 -100% of departmental Employee Performance Reviews (EPRs) by the Anniversary Due Date.	65% 68 104	89% 106 118	88% 105 118	100% 112 112

	Actual FY 06-07 Pos.	Adopted FY 07-08 Pos.	Est. Actual FY 07-08 Pos.	Recommended FY 08-09 Pos.
Position Detail				
Administration				
Clerk-Recorder-Assessor	1.0	1.0	1.0	1.0
Assistant Clerk-Recorder-Assessor	1.0	1.0	1.0	1.0
Fiscal Manager	--	1.0	1.0	1.0
Human Resources Manager Dept	--	1.0	1.0	1.0
Cost Analyst	1.0	--	--	--
Department Analyst Program-R	1.0	--	--	--
Account Technician SR	--	1.0	1.0	1.0
Account Technician	1.0	--	--	--
Sub-Division Total	5.0	5.0	5.0	5.0
Division Total	5.0	5.0	5.0	5.0

CLERK-RECORDER-ASSESSOR

Elections

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
Use of Funds Summary				
<i>Operating Expenditures</i>				
Administration	\$ 2,422,584	\$ 2,112,010	\$ 2,814,152	\$ 1,544,369
Scheduled Elections	1,727,750	2,409,927	3,233,706	2,081,500
Special Elections	22,455	--	--	--
Operating Sub-Total	4,172,789	4,521,937	6,047,858	3,625,869
Less: Intra-County Revenues	--	(398)	(398)	--
Operating Total	4,172,789	4,521,539	6,047,460	3,625,869
<i>Non-Operating Expenditures</i>				
Capital Assets	16,833	3,376,725	12,000	2,203,556
Expenditure Total	4,189,622	7,898,264	6,059,460	5,829,425
<i>Other Financing Uses</i>				
Operating Transfers	101,453	104,451	102,438	104,458
Designated for Future Uses	902,643	3,371,177	333,078	2,299,134
Division Total	\$ 5,193,718	\$ 11,373,892	\$ 6,494,976	\$ 8,233,017

Character of Expenditures

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Operating Expenditures</i>				
Regular Salaries	721,050	863,849	950,072	816,152
Overtime	74,654	90,000	150,128	80,000
Extra Help	73,173	172,363	278,000	100,000
Benefits	280,104	311,183	328,414	333,518
Salaries & Benefits Sub-Total	1,148,981	1,437,395	1,706,614	1,329,670
Services & Supplies	3,023,808	3,084,542	4,341,244	2,296,199
Operating Sub-Total	4,172,789	4,521,937	6,047,858	3,625,869
Less: Intra-County Revenues	--	(398)	(398)	--
Operating Total	4,172,789	4,521,539	6,047,460	3,625,869
<i>Non-Operating Expenditures</i>				
Capital Assets	16,833	3,376,725	12,000	2,203,556
Expenditure Total	\$ 4,189,622	\$ 7,898,264	\$ 6,059,460	\$ 5,829,425

Source of Funds Summary

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Departmental Revenues</i>				
Elections, Federal & State Revenues	\$ 2,673,558	\$ 3,937,244	\$ 702,298	\$ 2,916,056
Other Charges for Services	365,198	72,398	114,398	350,000
Miscellaneous Revenue	926	--	60	--
Revenue Sub-Total	3,039,682	4,009,642	816,756	3,266,056
Less: Intra-County Revenues	--	(398)	(398)	--
Revenue Total	3,039,682	4,009,244	816,358	3,266,056
<i>General Fund Contribution</i>				
	2,065,450	3,744,123	5,401,245	2,730,905
<i>Other Financing Sources</i>				
Operating Transfers	--	--	7,373	--
Sale of Property	--	--	200,000	--
Use of Prior Fund Balances	88,586	3,620,525	70,000	2,236,056
Division Total	\$ 5,193,718	\$ 11,373,892	\$ 6,494,976	\$ 8,233,017

	Actual FY 06-07		Adopted FY 07-08		Est. Actual FY 07-08		Recommended FY 08-09	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
Position Summary								
<i>Permanent</i>								
Administration	15.0	9.4	18.0	7.8	18.0	15.8	18.0	8.8
Scheduled Elections	--	5.9	--	3.4	--	2.0	--	2.9
Special Elections	--	0.1	--	3.4	--	0.0	--	--
Total Positions	15.0	15.4	18.0	14.6	18.0	17.9	18.0	11.8

Significant Changes (FY 2007-08 Adopted to FY 2007-08 Estimated Actual)

The Fiscal Year 2007-08 Estimated Actual operating expenditures increased by \$1,526,000, to \$6,048,000, from the Fiscal Year 2007-08 Adopted Budget of \$4,522,000. This 34% increase is the result of:

- +\$1,456,000 – Costs of the unanticipated Presidential Primary Election. While the State’s intent is to reimburse counties for the cost of this election, the timing of payment has not been confirmed by the State;
- +\$70,000 – Higher than anticipated salary increases.

SERVICE DESCRIPTION

The Election Division is responsible for conducting elections, designing precinct and district boundaries, identifying polling places and recruiting election officers, maintaining voter registration records, processing absentee ballot applications, and verifying petitions. The Division also manages candidate and campaign filings as well as conducting State and Federal voter outreach programs.

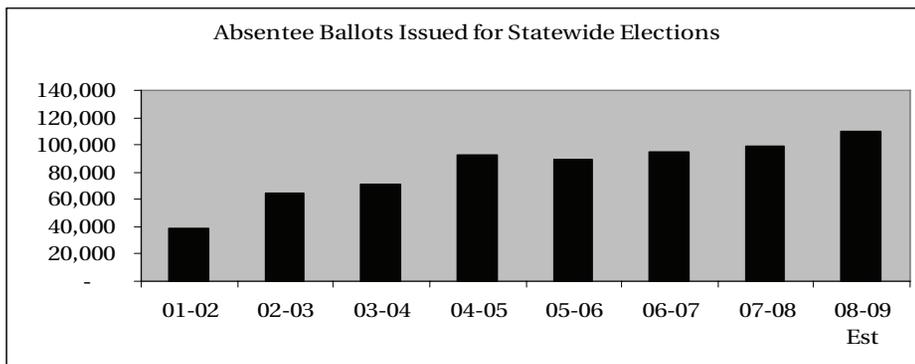
Significant Changes (FY 2007-08 Estimated Actual to FY 2008-09 Recommended)

The Fiscal Year 2008-09 Recommended operating expenditures will decrease by \$2,422,000, to \$3,626,000, from the Fiscal Year 2007-08 Estimated Actual of \$6,048,000. This 40% decrease is the result of:

- -\$1,291,000 – Services and supplies cost savings from not having a Presidential Primary Election in Fiscal Year 2008-09;
- -\$523,000 – Savings from one-time projects costs incurred in Fiscal Year 2007-08 for moving to temporary office space for absentee processing, election warehouse modifications, and one-time purchases of computers and program software;
- -\$212,000 – Salary cost savings from un-funding 2.8 full-time equivalent positions to offset increased retirement costs and other budget reductions;
- -\$165,000 – Salary and benefit costs from not having a Presidential Primary Election as did in Fiscal Year 2007-08;
- -\$127,000 – Temporary staff reductions due to a slower election year;
- -\$88,000 – Election cost differences between the Statewide Primary in Fiscal Year 2007-08 and the General Election in Fiscal Year 2008-09;
- -\$16,000 – Miscellaneous services and supplies cost savings.

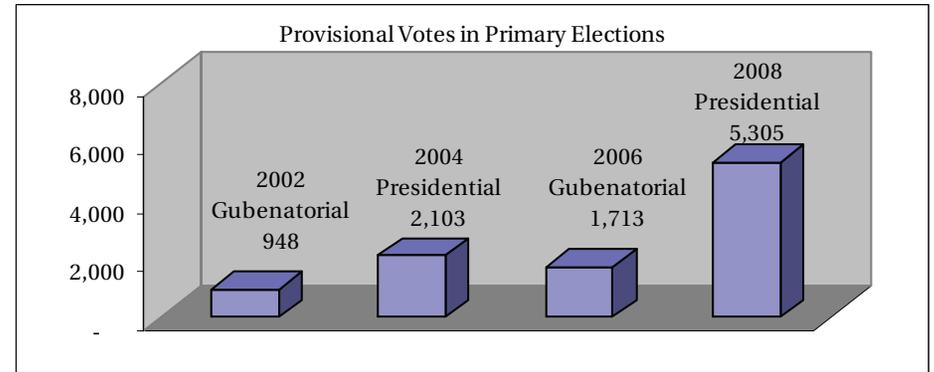
Recurring Performance Measures

The number of voters eligible to vote by mail and provisionally continues to increase, impacting voter participation (See voter turnout chart on Department Summary page).



CLERK-RECORDER-ASSESSOR

Elections (cont'd)



Provisional voting allows voters whose registration cannot be verified on Election Day, the opportunity to vote provisionally pending voter registration verification.

	Actual FY 06-07 Pos.	Adopted FY 07-08 Pos.	Est. Actual FY 07-08 Pos.	Recommended FY 08-09 Pos.
Position Detail				
Administration				
Division Manager	1.0	1.0	1.0	2.0
Management Specialist	1.0	1.0	1.0	--
Mapping/GIS Analyst	--	1.0	1.0	--
Computer Systems Specialist	1.0	1.0	1.0	1.0
Departmental Assistant	--	--	--	4.0
Mapping/GIS Tech	1.0	--	--	--
Storekeeper	1.0	1.0	1.0	--
Care Specialist	10.0	13.0	13.0	11.0
Sub-Division Total	15.0	18.0	18.0	18.0
Division Total	15.0	18.0	18.0	18.0

CLERK-RECORDER-ASSESSOR

County Clerk-Recorder

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
Use of Funds Summary				
<i>Operating Expenditures</i>				
County Clerk-Recorder	\$ 2,369,235	\$ 2,905,271	\$ 2,469,060	\$ 2,816,520
Operating Total	2,369,235	2,905,271	2,469,060	2,816,520
<i>Non-Operating Expenditures</i>				
Capital Assets	--	180,000	--	--
Expenditure Total	2,369,235	3,085,271	2,469,060	2,816,520
<i>Other Financing Uses</i>				
Operating Transfers	393,915	1,243,478	891,412	827,632
Designated for Future Uses	956,248	1,020,250	702,000	724,000
Division Total	\$ 3,719,398	\$ 5,348,999	\$ 4,062,472	\$ 4,368,152
Character of Expenditures				
<i>Operating Expenditures</i>				
Regular Salaries	1,113,024	1,146,940	1,095,606	1,227,576
Overtime	3,179	--	7,000	--
Extra Help	67,907	--	30,000	--
Benefits	370,628	775,320	718,899	920,866
Salaries & Benefits Sub-Total	1,554,738	1,922,260	1,851,505	2,148,442
Services & Supplies	814,497	983,011	617,555	668,078
Operating Total	2,369,235	2,905,271	2,469,060	2,816,520
<i>Non-Operating Expenditures</i>				
Capital Assets	--	180,000	--	--
Expenditure Total	\$ 2,369,235	\$ 3,085,271	\$ 2,469,060	\$ 2,816,520
Source of Funds Summary				
<i>Departmental Revenues</i>				
Interest	\$ 42,213	\$ 40,000	\$ 40,000	\$ 20,000
Recording Fees	1,673,418	1,805,000	1,150,000	1,020,000
Other Charges for Services	892,607	828,200	728,200	786,300
Miscellaneous Revenue	156,040	156,000	142,000	142,000
Revenue Total	2,764,278	2,829,200	2,060,200	1,968,300
General Fund Contribution	(126,202)	(43,081)	209,972	822,055
<i>Other Financing Sources</i>				
Operating Transfers	--	--	8,300	--
Use of Prior Fund Balances	1,081,322	2,562,880	1,784,000	1,577,797
Division Total	\$ 3,719,398	\$ 5,348,999	\$ 4,062,472	\$ 4,368,152

Actual FY 06-07		Adopted FY 07-08		Est. Actual FY 07-08		Recommended FY 08-09		
Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE	
Position Summary								
<i>Permanent</i>								
County Clerk-Recorder	25.0	25.7	25.0	24.0	25.0	23.3	26.0	22.0
Total Positions	25.0	25.7	25.0	24.0	25.0	23.3	26.0	22.0

Significant Changes (FY 2007-08 Adopted to FY 2007-08 Estimated Actual)

The Fiscal Year 2007-08 Estimated Actual operating expenditures decreased by \$436,000 to \$2,469,000, from the Fiscal Year 2007-08 Adopted Budget of \$2,905,000. This 15% decrease is the result of:

- -\$210,000 – Consulting and equipment costs funded by Recorder designation not realized for Recorder automation projects (i.e. scanning and e-recording projects);
- -\$100,000 – Temporary staffing funded by Recorder designation not realized for Recorder automation projects (i.e., scanning and e-recording projects);
- -\$71,000 – Salary savings from a department vacancy;
- -\$35,000 – Miscellaneous services and supplies cost savings;
- -\$20,000 – Miscellaneous office supplies.

Significant Changes (FY 2007-08 Estimated Actual to FY 2008-09 Recommended)

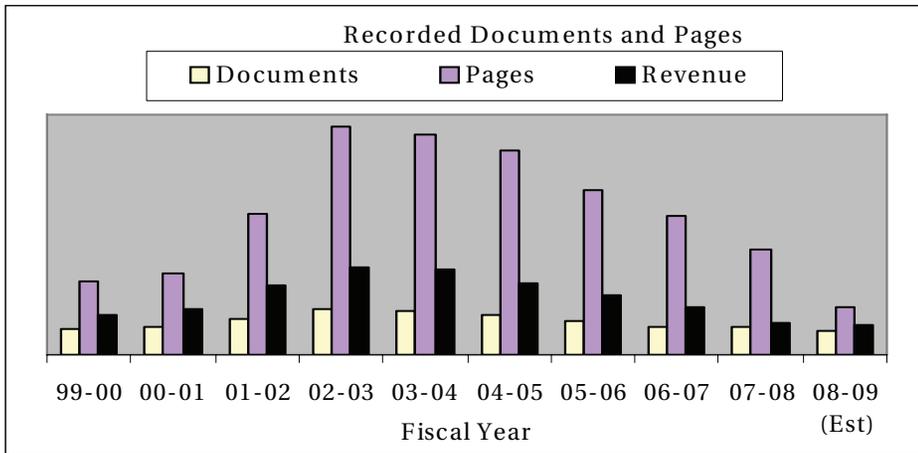
The Fiscal Year 2008-09 Recommended operating expenditures will increase by \$348,000, to \$2,817,000, from the Fiscal Year 2007-08 Estimated Actual of \$2,469,000. This 14% increase is the result of:

- +\$298,000 – Salary costs for merit increases, cost of living adjustments and unusually high benefit cost increases. Increased retirement cost and other budget reductions were offset by un-funding 3 full-time equivalent positions;
- +\$96,000 – Recorder automation projects (scanning, social security truncation);
- -\$38,000 – Savings from one-time computer equipment purchases made in Fiscal Year 2007-08;
- -\$8,000 – Miscellaneous cost savings.

SERVICE DESCRIPTION

The Recorder Division is responsible for the recording and archiving of official records, maps relating to real property and vital records, the filing of fictitious business statements and notary bond applications, archiving and issuing vital records, and the processing of passport applications.

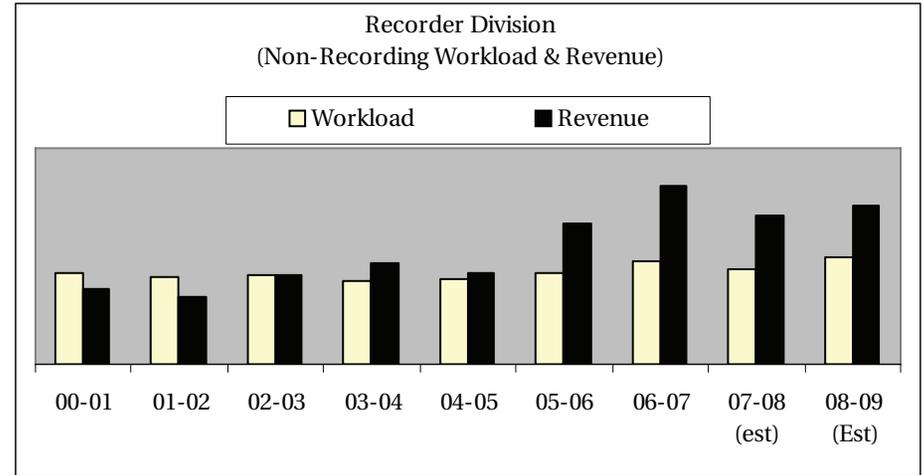
	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
Recurring Performance Measures				
County Clerk-Recorder				
Ensure timely recordation of title company official records by recording the documents received the same business day.	97%	96%	99%	98%
	30,659	43,200	36,630	36,500
	31,441	45,000	37,000	37,000
Ensure timely recordation of Reconveyances by recording Reconveyances received within 2 business days of receipt.	73%	80%	87%	87%
	18,955	24,000	14,000	14,000
	25,700	30,000	16,000	16,000
Ensure timely processing of official records by recording and mailing documents received within 7 business days of receipt of document.	90%	90%	88%	75%
	74,184	85,500	75,000	64,000
	82,273	95,000	85,000	85,000



Recording Revenue is derived from the number of documents recorded and pages per document. The chart demonstrates how revenue is largely impacted by the number of pages per document which has dramatically decreased over recent years.

CLERK-RECORDER-ASSESSOR

County Clerk-Recorder (cont'd)



The number of non-recording workload remains relatively steady with an increase from passport services over the last several years.

	Actual FY 06-07 Pos.	Adopted FY 07-08 Pos.	Est. Actual FY 07-08 Pos.	Recommended FY 08-09 Pos.
Position Detail				
County Clerk-Recorder				
PM - Tax System Integration	--	--	--	1.0
Division Manager	1.0	1.0	1.0	1.0
Management Specialist	1.0	1.0	1.0	1.0
Systems & Programming Analyst	--	--	--	1.0
Account Technician	--	1.0	1.0	1.0
Accounting Assist Sr.	1.0	--	--	--
Care Specialist	22.0	22.0	22.0	21.0
Sub-Division Total	25.0	25.0	25.0	26.0
Division Total	25.0	25.0	25.0	26.0

CLERK-RECORDER-ASSESSOR

Information Systems

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
Use of Funds Summary				
<i>Operating Expenditures</i>				
IS Development & Maintenance	\$ 757,370	\$ 815,653	\$ 831,390	\$ 927,899
LAN Administration	283,992	268,847	272,600	288,921
Special Projects	359,089	510,767	236,372	260,970
Operating Total	1,400,451	1,595,267	1,340,362	1,477,790
<i>Non-Operating Expenditures</i>				
Capital Assets	20,125	55,000	55,000	55,000
Expenditure Total	1,420,576	1,650,267	1,395,362	1,532,790
<i>Other Financing Uses</i>				
Operating Transfers	--	350,000	3,443	--
Division Total	\$ 1,420,576	\$ 2,000,267	\$ 1,398,805	\$ 1,532,790

Character of Expenditures

<i>Operating Expenditures</i>				
Regular Salaries	821,628	968,690	814,940	852,005
Overtime	2,495	--	4,000	--
Extra Help	5,370	--	--	--
Benefits	262,614	318,289	254,651	323,800
Salaries & Benefits Sub-Total	1,092,107	1,286,979	1,073,591	1,175,805
Services & Supplies	308,344	308,288	266,771	301,985
Operating Total	1,400,451	1,595,267	1,340,362	1,477,790
<i>Non-Operating Expenditures</i>				
Capital Assets	20,125	55,000	55,000	55,000
Expenditure Total	\$ 1,420,576	\$ 1,650,267	\$ 1,395,362	\$ 1,532,790

Source of Funds Summary

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Departmental Revenues</i>				
Revenue Total	\$ --	\$ --	\$ --	\$ --
<i>General Fund Contribution</i>				
	1,324,508	1,357,281	1,091,386	1,335,247
<i>Other Financing Sources</i>				
Operating Transfers	--	--	2,958	--
Use of Prior Fund Balances	96,068	642,986	304,461	197,543
Division Total	\$ 1,420,576	\$ 2,000,267	\$ 1,398,805	\$ 1,532,790

Actual FY 06-07		Adopted FY 07-08		Est. Actual FY 07-08		Recommended FY 08-09	
Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE

Position Summary

<i>Permanent</i>								
IS Development & Maintenance	6.0	5.7	6.0	5.8	6.0	6.0	7.0	6.0
LAN Administration	2.0	2.0	2.0	1.9	2.0	2.0	2.0	2.0
Special Projects	3.0	1.8	3.0	2.9	3.0	1.0	1.0	1.0
Total Positions	11.0	9.5	11.0	10.7	11.0	9.0	10.0	9.0

SERVICE DESCRIPTION

The Information Systems Division is responsible for providing support and visionary technical direction to all functions of the Clerk-Recorder-Assessor Department in support of each division's mission and goals.

Significant Changes (FY 2007-08 Adopted to FY 2007-08 Estimated Actual)

The Fiscal Year 2007-08 Estimated Actual operating expenditures decreased by \$255,000 to \$1,340,000, from the Fiscal Year 2007-08 Adopted Budget of \$1,595,000. This 16% decrease is the result of:

- -\$213,000 – Salary savings from reassignment of a project manager position to the Clerk-Recorder Division to assist in under-filling a Recorder Division Manager vacancy and from a vacant EDP System and Programming Analyst position;
- -\$20,000 – Training and travel deferred until Fiscal Year 2008-09;
- -\$17,000 – Computer purchases not realized;
- -\$5,000 – Miscellaneous services and supplies cost savings.

Significant Changes (FY 2007-08 Estimated Actual to FY 2008-09 Recommended)

The Fiscal Year 2008-09 Recommended operating expenditures will increase by \$138,000, to \$1,478,000 from the Fiscal Year 2007-08 Estimated Actual of \$1,340,000. This 10% increase is the result of:

- +\$102,000 – Salary costs for merit increases, cost of living adjustments, and unusually high benefit cost increases. Increased retirement costs and other budget reductions were offset by un-funding a 0.7 full-time equivalent position;
- +\$35,000 – Prior year deferred training and travel and computer equipment purchases.

CLERK-RECORDER-ASSESSOR**Information Systems (cont'd)**

	Actual FY 06-07 <u>Pos.</u>	Adopted FY 07-08 <u>Pos.</u>	Est. Actual FY 07-08 <u>Pos.</u>	Recommended FY 08-09 <u>Pos.</u>
Position Detail				
IS Development & Maintenance				
PM - Tax System Integration	1.0	1.0	1.0	1.0
Systems & Programming Analyst	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>6.0</u>
Sub-Division Total	6.0	6.0	6.0	7.0
LAN Administration				
Computer Systems Specialist	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
Sub-Division Total	2.0	2.0	2.0	2.0
Special Projects				
PM - Tax System Integration	1.0	1.0	1.0	--
Systems & Programming Analyst	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>1.0</u>
Sub-Division Total	3.0	3.0	3.0	1.0
Division Total	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>	<u>10.0</u>

CLERK-RECORDER-ASSESSOR

Assessor

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
Use of Funds Summary				
<i>Operating Expenditures</i>				
Operations	\$ 1,702,207	\$ 1,942,520	\$ 1,693,308	\$ 2,002,557
Real Property	1,686,182	1,706,794	1,845,799	1,883,248
Business/Minerals	2,259,886	2,556,281	2,348,352	2,682,360
Operating Total	5,648,275	6,205,595	5,887,459	6,568,165
<i>Non-Operating Expenditures</i>				
Capital Assets	28,490	--	--	--
Expenditure Total	5,676,765	6,205,595	5,887,459	6,568,165
<i>Other Financing Uses</i>				
Operating Transfers	5,131	5,028	5,028	5,028
Designated for Future Uses	1,149,000	--	--	--
Division Total	\$ 6,830,896	\$ 6,210,623	\$ 5,892,487	\$ 6,573,193

Character of Expenditures

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Operating Expenditures</i>				
Regular Salaries	3,649,921	4,006,190	3,855,554	4,179,654
Overtime	17,621	29,665	12,000	11,610
Extra Help	46,976	40,298	40,500	40,298
Benefits	1,276,143	1,384,549	1,260,552	1,692,311
Salaries & Benefits Sub-Total	4,990,661	5,460,702	5,168,606	5,923,873
Services & Supplies	657,614	744,893	718,853	644,292
Operating Total	5,648,275	6,205,595	5,887,459	6,568,165
<i>Non-Operating Expenditures</i>				
Capital Assets	28,490	--	--	--
Expenditure Total	\$ 5,676,765	\$ 6,205,595	\$ 5,887,459	\$ 6,568,165

Source of Funds Summary

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
<i>Departmental Revenues</i>				
Property Tax Admin Fee	\$ 1,724,335	\$ 1,400,000	\$ 1,400,000	\$ 1,700,000
Supplemental Admin Fee	1,286,902	1,250,000	1,200,000	1,000,000
Other Charges for Services	2,299	--	--	--
Miscellaneous Revenue	31,356	30,000	20,000	25,000
Revenue Total	3,044,892	2,680,000	2,620,000	2,725,000
<i>General Fund Contribution</i>				
	3,786,004	3,308,650	3,051,158	3,674,193
<i>Other Financing Sources</i>				
Operating Transfers	--	--	14,356	--
Use of Prior Fund Balances	--	221,973	206,973	174,000
Division Total	\$ 6,830,896	\$ 6,210,623	\$ 5,892,487	\$ 6,573,193

Position Summary

	Actual FY 06-07		Adopted FY 07-08		Est. Actual FY 07-08		Recommended FY 08-09	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
<i>Permanent</i>								
Operations	23.0	20.8	23.0	22.1	23.0	18.1	22.0	21.0
Real Property	19.0	18.6	17.0	16.3	17.0	18.4	18.0	15.5
Business/Minerals	25.0	25.0	27.0	25.9	27.0	25.4	27.0	24.8
Total Permanent	67.0	64.3	67.0	64.3	67.0	61.9	67.0	61.3
<i>Non-Permanent</i>								
Contract	--	0.5	--	--	--	1.1	--	--
Total Positions	67.0	64.8	67.0	64.3	67.0	62.9	67.0	61.3

Significant Changes (FY 2007-08 Adopted to FY 2007-08 Estimated Actual)

The Fiscal Year 2007-08 Estimated Actual operating expenditures decreased by \$318,000 to \$5,887,000, from the Fiscal Year 2007-08 Adopted Budget of \$6,205,000. This 5% decrease is the result of:

- -\$292,000 – Salary savings from vacancies held throughout the year due to staff turnover and long term vacancies held for Mapping/GIS Analyst positions because of recruitment difficulties;
- -\$26,000 – Miscellaneous services and supplies cost savings.

SERVICE DESCRIPTION

The Assessor Division's responsibility, utilizing information systems technology, is to identify, assess, value, and maintain assessments of all real, business, and mineral properties taxable under the authority of the State of California and to create, maintain, and disseminate cadastral (land ownership) maps that accurately describe all Assessment Roll parcels. The division defends property valuations under appeal before the Assessment Appeals Board.

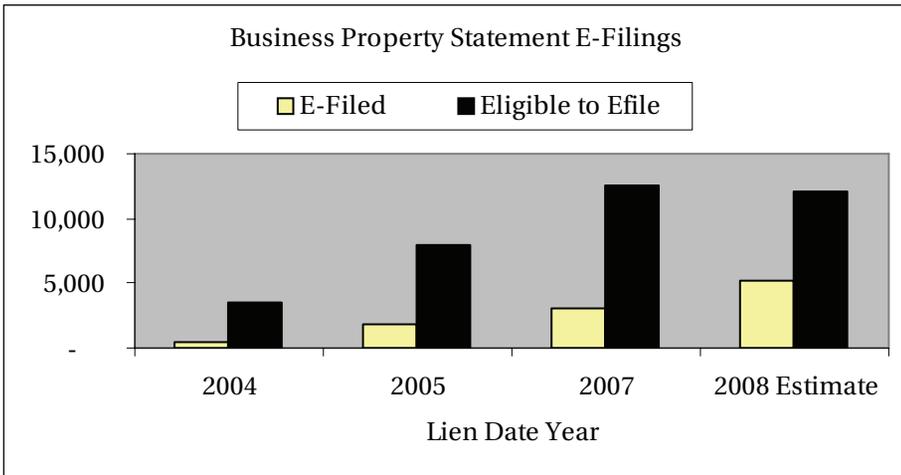
Significant Changes (FY 2007-08 Estimated Actual to FY 2008-09 Recommended)

The Fiscal Year 2008-09 Recommended operating expenditures will increase by \$681,000, to \$6,568,000, from the Fiscal Year 2007-08 Estimated Actual of \$5,887,000. This 12% increase is the result of:

- +\$755,000 – Salary costs for merit increases, cost of living adjustments, and unusually high benefit cost increases. Increased retirement costs and other budget reductions were offset by un-funding 3.1 full-time equivalent positions;
- -\$74,000 – Reduction in contracting services for Assessor projects nearing completion and termination of mapping outsource services used in Fiscal Year 2007-08 to under-fill temporary mapping position vacancies.

Recurring Performance Measures

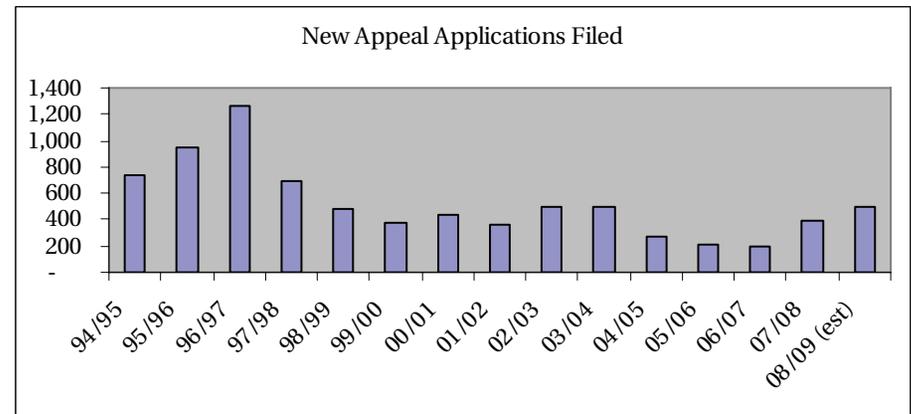
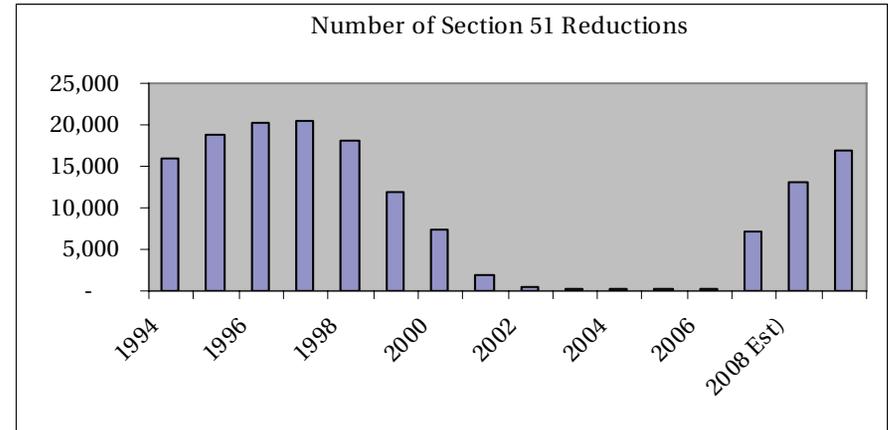
The use of the Business Property Statement E-File system developed a couple of years ago, continues to grow creating greater customer focus and operating efficiencies in the Assessor.



CLERK-RECORDER-ASSESSOR

Assessor (cont'd)

The following two charts demonstrate increases in Assessor workload during periods when the real estate market conditions are declining.

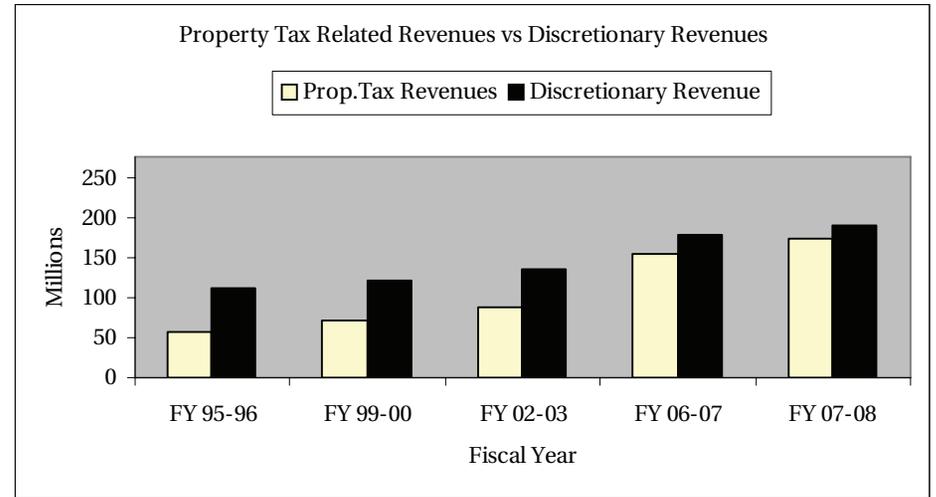


CLERK-RECORDER-ASSESSOR

Assessor (cont'd)

	Actual FY 06-07	Adopted FY 07-08	Est. Actual FY 07-08	Recommended FY 08-09
	Pos.	Pos.	Pos.	Pos.
Position Detail				
Operations				
Division Manager	1.0	1.0	1.0	1.0
Mapping/GIS Analyst Supervisor	--	1.0	1.0	1.0
Mapping/GIS Analyst	--	1.0	1.0	2.0
Mapping Technician Chief	1.0	--	--	--
Mapping/GIS Tech	--	3.0	3.0	2.0
Mapping/GIS Tech	4.0	--	--	--
Care Specialist	17.0	17.0	17.0	16.0
Sub-Division Total	23.0	23.0	23.0	22.0
Real Property				
Chief Appraiser	1.0	1.0	1.0	1.0
Division Manager	1.0	1.0	1.0	1.0
Assessment Supervisor	4.0	3.0	3.0	3.0
Appraiser	11.0	10.0	10.0	11.0
Appraiser Aide	2.0	2.0	2.0	2.0
Sub-Division Total	19.0	17.0	17.0	18.0
Business/Minerals				
Division Manager	1.0	1.0	1.0	1.0
Assessment Supervisor	4.0	5.0	5.0	4.0
Auditor-Appraiser	6.0	6.0	6.0	6.0
Appraiser	10.0	11.0	11.0	11.0
Appraiser Aide	1.0	1.0	1.0	1.0
Care Specialist	3.0	3.0	3.0	4.0
Sub-Division Total	25.0	27.0	27.0	27.0
Division Total	67.0	67.0	67.0	67.0

County's Revenue Generator



Property Tax revenue generated by the Assessor is estimated at 91% of the County's discretionary revenue in Fiscal Year 2007-08, compared to 51% in Fiscal Year 1995-96.