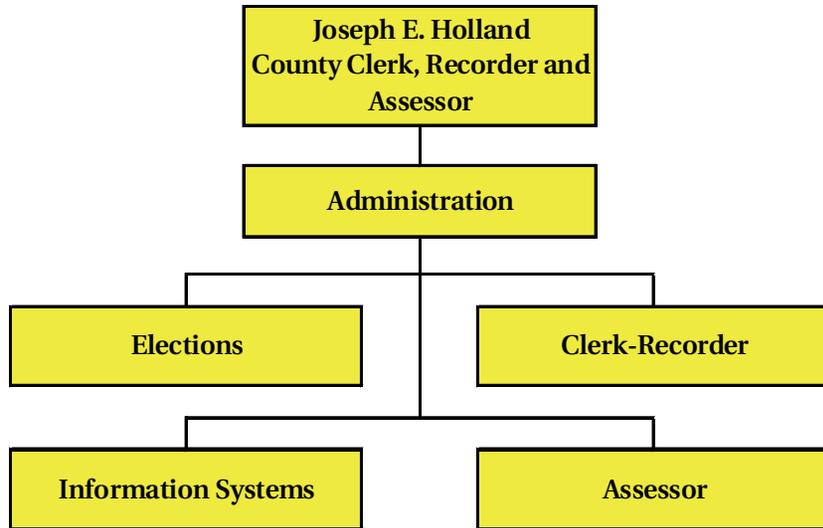
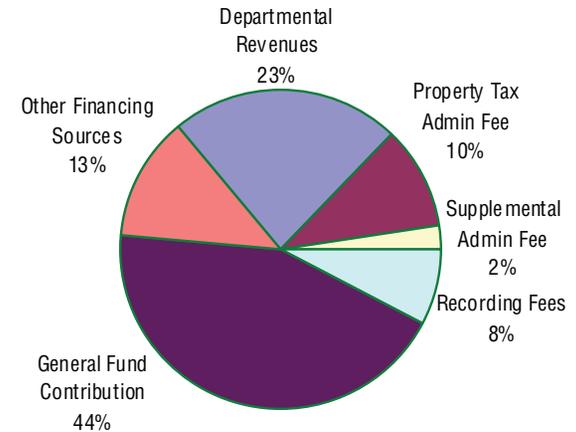


CLERK-RECORDER-ASSESSOR

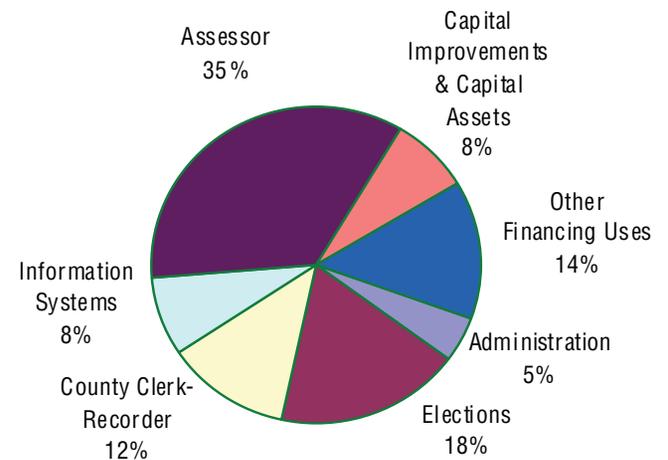
Budget & Positions (FTEs)	
Operating	\$ 16,365,554
Capital	1,627,000
Positions	104.4 FTEs



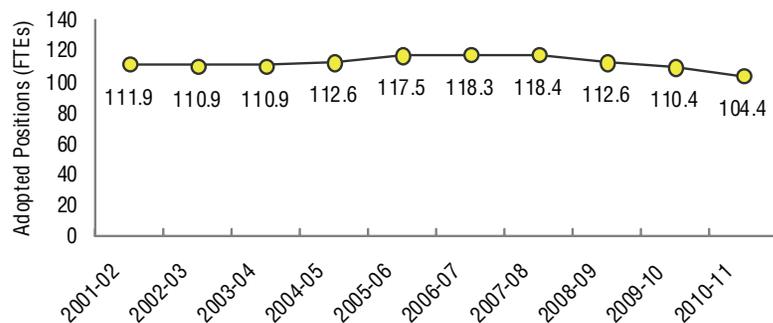
SOURCE OF FUNDS



USE OF FUNDS



STAFFING TREND



CLERK-RECORDER-ASSESSOR

Department Summary

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Use of Funds Summary				
<i>Operating Expenditures</i>				
Administration	\$ 864,343	\$ 888,387	\$ 866,968	\$ 967,873
Elections	4,588,244	2,778,279	3,030,010	3,814,583
County Clerk-Recorder	2,528,241	2,733,234	2,548,486	2,537,405
Information Systems	1,337,215	1,584,579	1,614,242	1,713,759
Assessor	6,153,402	7,089,478	6,898,280	7,331,934
Operating Sub-Total	15,471,445	15,073,957	14,957,986	16,365,554
Less: Intra-County Revenues	(342,739)	--	--	--
Operating Total	15,128,706	15,073,957	14,957,986	16,365,554
<i>Non-Operating Expenditures</i>				
Capital Assets	47,795	1,369,432	50,000	1,626,500
Expenditure Total	15,176,501	16,443,389	15,007,986	17,992,054
<i>Other Financing Uses</i>				
Operating Transfers	885,748	1,778,487	1,368,757	690,751
Designated for Future Uses	1,128,893	2,151,078	887,912	2,277,613
Department Total	\$ 17,191,142	\$ 20,372,954	\$ 17,264,655	\$ 20,960,418

Character of Expenditures

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Operating Expenditures</i>				
Regular Salaries	\$ 7,572,206	\$ 8,126,153	\$ 7,620,391	\$ 8,234,263
Overtime	172,111	42,000	53,045	71,100
Extra Help	124,241	52,000	69,000	41,000
Benefits	3,185,193	3,512,732	3,914,274	3,811,986
Salaries & Benefits Sub-Total	11,053,751	11,732,885	11,656,710	12,158,349
Services & Supplies	4,417,694	3,341,072	3,301,276	4,207,205
Operating Sub-Total	15,471,445	15,073,957	14,957,986	16,365,554
Less: Intra-County Revenues	(342,739)	--	--	--
Operating Total	15,128,706	15,073,957	14,957,986	16,365,554
<i>Non-Operating Expenditures</i>				
Capital Assets	47,795	1,369,432	50,000	1,626,500
Expenditure Total	\$ 15,176,501	\$ 16,443,389	\$ 15,007,986	\$ 17,992,054

Note: Presentation of the individual program amounts for fiscal years 2008-09 and 2009-10 have been adjusted to provide a consistent level of detail with the fiscal year 2010-11 budget, however, the totals for 2008-09 and 2009-10 have not been changed.

Source of Funds Summary

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Departmental Revenues</i>				
Interest	\$ 15,570	\$ 5,000	\$ 1,260	\$ --
Elections Federal & State Revenues	2,252,699	3,109,000	594,631	3,744,867
Property Tax Admin fee	1,924,571	1,900,000	2,086,000	2,190,000
Supplemental Admin Fee	825,164	700,000	450,000	500,000
Recording Fees	1,102,673	1,091,000	1,423,785	1,600,000
Other Charges for Services	1,496,403	882,300	806,202	992,000
Miscellaneous Revenue	177,669	159,000	179,300	184,000
Revenue Sub-Total	7,794,749	7,846,300	5,541,178	9,210,867
Less: Intra-County Revenues	(342,739)	--	--	--
Revenue Total	7,452,010	7,846,300	5,541,178	9,210,867
<i>General Fund Contribution</i>				
	8,345,035	9,075,032	9,075,033	9,056,542
<i>Other Financing Sources</i>				
Use of Prior Fund Balances	1,394,097	3,451,622	2,648,444	2,693,009
Department Total	\$ 17,191,142	\$ 20,372,954	\$ 17,264,655	\$ 20,960,418

	Actual FY 08-09		Adopted FY 09-10		Est. Actual FY 09-10		Recommended FY 10-11	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
Position Summary								
<i>Permanent</i>								
Administration	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Elections	18.0	15.0	18.0	9.0	18.0	10.1	18.0	10.5
County Clerk-Recorder	26.0	20.4	26.0	21.0	26.0	19.3	23.0	18.0
Information Systems	10.0	8.2	10.0	9.7	10.0	9.5	9.0	9.5
Assessor	67.0	60.6	67.0	65.7	67.0	62.9	71.0	61.4
Total Permanent	126.0	109.2	126.0	110.4	126.0	106.9	126.0	104.4
<i>Non-Permanent</i>								
Contract	--	0.7	--	--	--	0.8	--	--
Extra Help	--	4.1	--	--	--	0.5	--	--
Total Positions	126.0	114.0	126.0	110.4	126.0	108.2	126.0	104.4

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

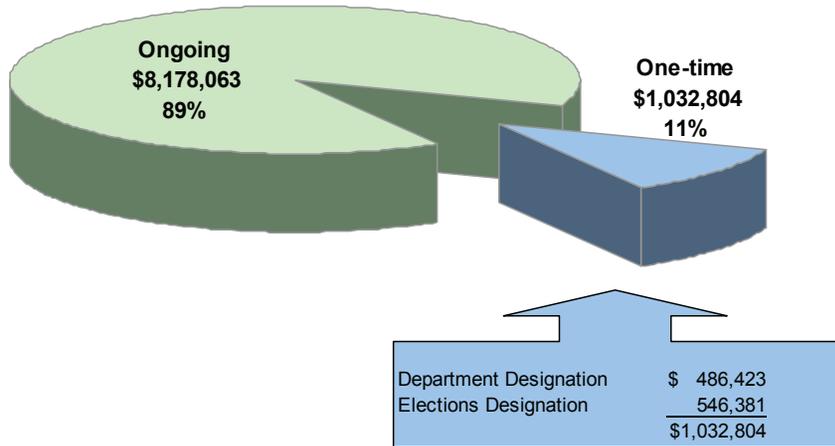
MISSION STATEMENT

The mission of the Clerk-Recorder-Assessor Department is to honor the public's trust by assuring honest and open elections, recording, 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 104.4 full time equivalents, net of budgetary salary savings, providing services at three locations in south and north county.

FY 2010-11 Funding Sources: Ongoing vs. One-time "Cliffs"

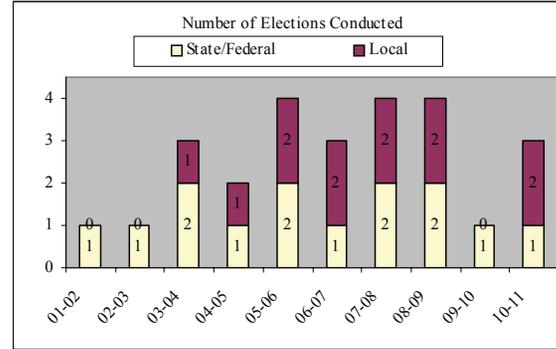


Eleven percent of the Fiscal Year 2010-11 Recommended Budget is comprised of one-time sources of funding from various departmental designations. This \$1 million structural imbalance is mainly the result of cost increases in excess of division revenues. These one time sources are critical in funding the minimum level of services needed to assess properties in order to preserve the County's property tax revenues and mandated election services. As a result of having to use these one time sources, the department will face a roughly \$1 million deficit in Fiscal Year 2011-12 which must be addressed to preserve these critical functions.

CLERK-RECORDER-ASSESSOR

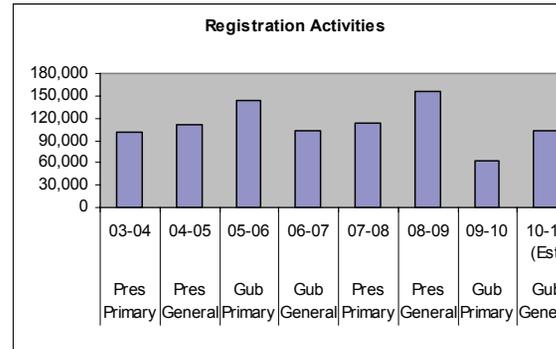
Department Summary (cont'd)

Activity Indicators



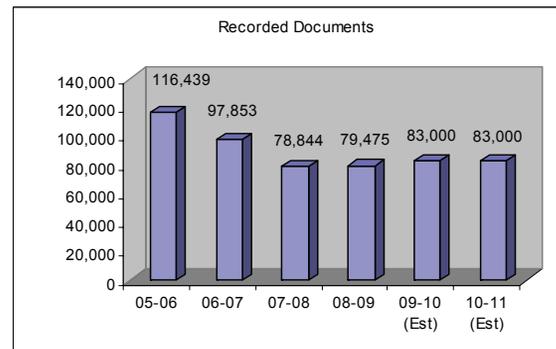
Elections:

Number and type of elections.



Elections:

Voter registration activities impacted by number and type of elections.



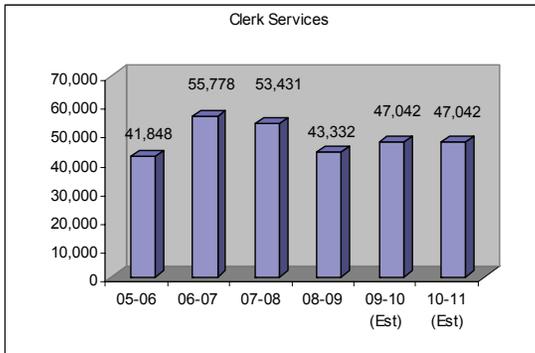
Clerk-Recorder:

Number of recorded documents. The decrease since fiscal year 2005-06 is mainly impacted by the decline in real estate activity affecting the number of property transfer documents recorded.

CLERK-RECORDER-ASSESSOR

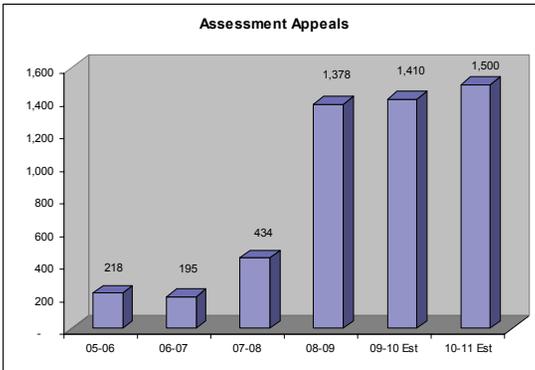
Department Summary (cont'd)

Activity Indicators (cont'd)



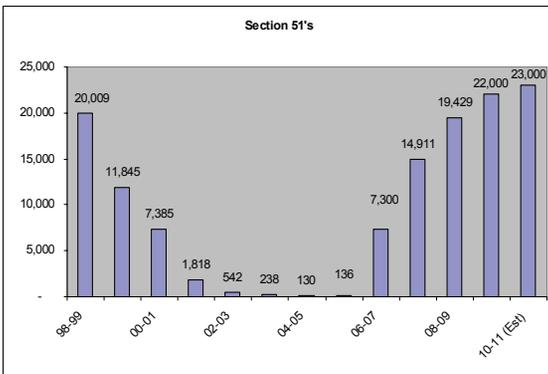
Clerk-Recorder:

Number of clerk services (ie, marriage licenses, passports, vital record certified copies.)



Assessor:

Number of assessment appeals filed impacted by fluctuations in the real estate market. The increase in the number of appeals filed is mainly driven by the downturn in the economy impacting property values.



Assessor:

Number of Section 51 value reductions.

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

Operating

The Fiscal Year 2009-10 Estimated Actual operating expenditures decreased by \$116,000, to \$14,958,000, from the Fiscal Year 2009-10 Adopted Budget of \$15,074,000. This 1% decrease is the result of:

- +\$150,000 – Unanticipated costs related to moving all South County election operations to the new consolidated site;
- -\$86,000 – Net decrease due to deferral of office equipment and computer replacements, and related maintenance costs;
- -\$76,000 – Net decrease in salaries and benefits created by department vacancy savings offset by the cost of the retirement incentive program;
- -\$55,000 – Net decrease for lower than expected utility, telephone, and motor pool charges;
- -\$50,000 – Decrease due to deferral of Recorder automation project expenditures.

The Fiscal Year 2009-10 Estimated Actual operating revenues decreased by \$2,305,000 to \$5,541,000, from the Fiscal Year 2009-10 Adopted Budget of \$7,846,000. This 29% decrease is the result of:

- -\$1,363,000 – Unrealized revenue from deferral of State reimbursement for the cost incurred by the County of the May, 2009 Special Statewide Election;
- -\$1,124,000 – Unrealized Federal and State election grant reimbursements due to deferral of grant expenditures;
- +\$333,000 – Unanticipated increase in recording fees due to State imposed recording fee increase effective January 1, 2010 and due to higher than expected recording volume;
- -\$250,000 – Decrease in supplemental administration fees from lower than expected supplemental taxes due to the decline in home values;
- +\$186,000 – Higher than expected reimbursement allocation of property tax administration fees;
- -\$94,000 – Unrealized revenue from election billings due to lower than expected local agency participation in the June, 2010 Primary Election resulting in lower recoverable costs.

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

Other Financing Uses

The Fiscal Year 2009-10 Estimated Actual other financing uses decreased by \$1,673,000, to \$2,257,000 from the Fiscal Year 2009-10 Adopted Budget of \$3,930,000. This decrease is the result of:

- -\$1,363,000 – Unrealized increase to the Strategic Reserve due to the State deferral of payment for costs of the May, 2009 Special Statewide Election;
- -\$480,000 – Decrease in operating transfers for Elections Building Remodel Project funding due to lower than anticipated project costs incurred in Fiscal Year 2009-10;
- +\$100,000 – Increase in operating transfer to pay for the unanticipated mid-year payment on the Elections Building Remodel new debt service;
- +\$100,000 – Increase in recording and vital record fees designated for specific use (as prescribed by law) due to an unanticipated increase in the volume of those services.

Capital

The Fiscal Year 2009-10 Estimated Actual capital expenditures decrease by \$1,319,000, to \$50,000, from the Fiscal Year 2009-10 Adopted Budget of \$1,369,000. This decrease is the result of:

- -\$1,329,000 – Deferment of election equipment purchases and system upgrades pending availability of such systems;
- +\$50,000 – Unanticipated replacement of Recorder document scanners;
- -\$40,000 – Deferment of department network server replacements and upgrades.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

Operating

The Fiscal Year 2010-11 Recommended operating expenditures will increase by \$1,408,000, to \$16,366,000, from the Fiscal Year 2009-10 Estimated Actual of \$14,958,000. This 9% increase is the result of:

- +\$553,000 – Increase in services and supplies necessary to conduct the higher resource intensive General Election in Fiscal Year 2010-11, compared to the Primary Election in Fiscal Year 2009-10, plus resources needed to conduct two local special elections;
- +\$520,000 – Net salary and benefit cost increase, including retirement cost increase, for 104 funded permanent positions in Fiscal Year 2010-11 compared to 107 estimated positions in Fiscal Year 2009-10;
- +\$185,000 – Increase in departmental software maintenance costs for new and existing software applications;
- +\$120,000 – Increase in maintenance, utilities, and telephone service costs for the new Elections operations center and the new Recorder archive building;

- +\$50,000 – Increase in level of consulting services for Assessor property tax applications;
- +\$42,000 – Increase in Recorder one-time project expenditures;
- -\$35,000 – Reduction of data processing services charged to the department by the Information Technology Department;
- -\$20,000 – Reduction in liability insurance premium allocated to the department.

The Fiscal Year 2010-11 Recommended operating revenue will increase by \$3,670,000, to \$9,211,000, from the Fiscal Year 2009-10 Estimated Actual of \$5,541,000. This 66% increase is the result of:

- +\$3,140,000 – Federal and State reimbursements for funding election equipment purchases and upgrades deferred from Fiscal Year 2009-10;
- +\$180,000 – Increase in the amount of election costs recoverable from local agencies participating in an election. The Fiscal Year 2010-11 General Election is expected to have higher local agency participation, compared to the Fiscal Year 2009-10 Primary Election;
- +\$176,000 – Increase in Recording fees due to the State authorized fee increase implemented January 1, 2010;
- +\$104,000 – Anticipated increase in property tax administration fees recoverable by the department;
- +\$50,000 – Anticipated increase in supplemental property taxes resulting in higher supplemental property tax administration fees recoverable by the department;
- +\$20,000 – Increase in miscellaneous departmental revenues.

CLERK-RECORDER-ASSESSOR

Department Summary (cont'd)

Use of Prior Fund Balance

The Fiscal Year 2009-10 Recommended use of prior fund balance will increase by \$45,000, to \$2,693,000 from the Fiscal Year 2009-10 Estimated Actual of \$2,648,000. The increase is the result of:

- -\$340,000 – Decrease in use of certificates of participation fund balance for the Recorder Archive Building. The capital project was completed in Fiscal Year 2009-10 and all remaining fund balance used;
- +\$289,000 – Use of election designation account funds to offset department general fund contribution reductions;
- -\$278,000 – Use of remaining funding sources available in an assessor designation account to fund the Assessor function;
- +\$260,000 – Increase in use of election designation funds to offset a one-time election revenue shortfall;
- +\$97,000 – Use of election designation funds to fund increase in one-time election expenditures;
- +\$17,000 – Increase in Recorder one-time expenditures funded by recorder designated funds.

Capital

The Fiscal Year 2010-11 Recommended capital expenditures will increase by \$1,577,000 to \$1,627,000 from the Fiscal Year 2009-10 Estimated Actual of \$50,000. The increase is the result of:

- +\$1,547,000 – Increase for purchase of previously deferred election equipment and voter system upgrades with State and Federal grant monies;
- +\$80,000 – Increase for replacement and upgrades to department servers deferred from the prior fiscal year;
- -\$50,000 – Decrease due to one-time Recorder scanner equipment purchase in Fiscal Year 2009-10.

CAPITAL ASSETS RECONCILED TO CAPITAL IMPROVEMENT PROGRAM

Capital Assets per CIP	\$1,238,000
Elections – Ballot Mail Matrix System	\$ 250,000
Elections – Ballot on Demand Printer	\$ 59,000
Assessor – Computer Servers	\$ 80,000
Total Capital Assets per CRA’s Operating Plan	\$1,627,000

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, Professionally Managed Government Able to Anticipate and to 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 2010-11 Clerk-Recorder-Assessor Department Budget is to maintain or increase the Department’s service levels and absorb workload increases with equal or fewer resources 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 09-10) Accomplishments:

- Completed 85% of assessment events on 40,000 secured parcels and approximately 25,000 unsecured properties by the May 7, 2010 target date. A timely submitted assessment roll provides property tax revenue information to agencies receiving property tax.
- Resolved 64% of 1,400 new appeals filed in Fiscal Year 2009-10 minimizing risk of adverse effect on property valuation if appeal is not timely resolved.
- Lowered values on approximately 20,000 parcels per the requirement of Section 51 of the Revenue and Taxation code which requires property values to be enrolled at the lesser of factored base value or market value. Timely review of Section 51 requests minimizes re-work associated with roll corrections and minimizes the potential for resource intensive appeals that would significantly impact appraiser workload.
- Proposition 13 requires property values to be adjusted annually by the Consumer Price Index (CPI), not to exceed 2%. For the first time since the inception of Proposition 13, the CPI was below 2%, and negative for 2010. The Assessor successfully developed and implemented programming changes in the Assessor’s secured and unsecured property tax system to enroll a negative CPI.
- Continued to re-engineer, develop, and expand the functionality of our assessment system to facilitate timely accurate property assessments.
- Continued to expand use of bar-coding and document scanning to expand on our document management program of converting our paper based process to electronic process in order to be more effective, efficient, and accountable.
- Integrated our document management system into our assessment system to provide staff with efficient access to pertinent documents, that before were in paper files.
- Continued to enhance our departmental website to increase convenience and accessibility of information to our customers and reduce staff time in researching such information for customers.

CLERK-RECORDER-ASSESSOR

Department Summary (cont'd)

- Initiated a project to update the outdated and unsupported legacy system database used to value and assess certain government properties pursuant to Section 11 of the California Constitution.
- Completed 225 mandatory property audits resulting in no backlog.
- To simplify the valuation process for similar type properties, added neighborhood codes to 25% of 130,000 secured parcels allowing identification of such properties for a mass appraisal system.
- Increased the percentage of Business Property Statements (BPS) electronically filed to 35% from 29% the year before, creating greater processing efficiencies..
- As a result of vacancies experienced in the division, the Assessor hired and trained new staff overcoming the training curve and workload completion challenges.
- Continued staff cross-training to mitigate staff loss reliance, promote new ideas, and foster staff development.

Proposed Strategic Actions:

- Complete 85% of all secured and unsecured workload by May 7, 2011 to meet or exceed the previous years target date. A timely submitted assessment roll provides property tax revenue information impacting agencies receiving property tax.
- To absorb Assessor workload increases with reduced staffing level in Fiscal Year 2010-11, implement changes to the assessment appeals handling process that will reduce staff time in preparing for cases and implement policy that only supervisors will attend hearings, thereby allowing appraisers to focus on other critical assessment work.
- Through process improvements and workload efficiencies, limit or eliminate the amount of overtime incurred.
- Continue to expand use of bar-coding and document scanning to expand on the document management program of converting the paper based process to electronic process in order to be more effective, efficient, and accountable.
- Continue cross-training staff to mitigate staff loss, promote new ideas, and process improvements to handle workload with fewer budgeted staff.
- Initiate scanning of information in 130,000 commercial and residential property files to integrate with the document management system increasing accessibility of information by staff for property valuation and to the public for information requests.
- Exceed or maintain the previous year rate of Business Property Statements filed electronically through the BPS E-File System.
- Continue server consolidations into a less hardware intensive and less complex environment, increasing business recovery response and reducing maintenance.
- Continue to develop the secured and unsecured property systems to provide more central functionality.

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

Current Year (FY 09-10) Accomplishments:

- Continued with the document truncation project which by law requires omission of the first five digits of a social security number on any official document recorded since 1980. All documents recorded since January 1, 2009 are examined and truncated going forward. A portion of the backlog of documents from 1980 will be completed by June 2010 with the remaining backlog to be completed in Fiscal Year 2010-11.
- Updated the Fictitious Business Name Database and made the index available on-line to customers improving customer accessibility of information and reducing staff time on customer requests.
- Established a file transfer protocol (FTP) site for official records documents retrieval improving customer accessibility of information and reducing staff time in researching and providing information to customers.
- Completed the logistical tasks of relocating archival books and documents from 1850-1977 to the newly constructed climate controlled storage building.
- Completed a higher than expected workload in document recordings with a reduced staffing level.
- Implemented a Documentary Tax Affidavit Program requiring parties claiming an exemption from document transfer tax to certify the accuracy of information being reported pertaining to the tax-exempt transfer. Obtaining certified information deters misreporting and improves the quality of information shared with the Assessor and other government agencies.
- Implemented marriage ceremony services in the Santa Maria and Santa Barbara Clerk-Recorder Offices, previously only available in the Lompoc Office. Expanding on this service allows one stop marriage services in all three offices. Customers obtaining a marriage license can now have their marriage ceremony performed, their license recorded, and marriage certificate issued.

Proposed Strategic Actions:

- Complete the backlog on the document truncation project which by law requires omission of the first five digits of the social security number on any official document recorded since 1980.
- Implement the Electronic Recording Delivery System (ERDS) allowing official records to be received and mailed back electronically creating document handling efficiencies by reducing the level of work associated with scanning documents received and mailing back recorded documents to customers.
- Create a subscription service for foreclosure data increasing responsiveness and accessibility to customers requesting this type of information.

CLERK-RECORDER-ASSESSOR

Department Summary (cont'd)

- Implement an on-line credit card system to make more services available on-line.
- Update discretionary Clerk-Recorder fees to ensure fees are aligned with the cost of providing the services.
- Increase customer service level and convenience by making the Marriage License Application Program available on-line allowing customers to complete a marriage license application on-line before coming into the office reducing the amount of time a customer has to spend in the office.

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

Current Year (FY 09-10) Accomplishments:

- Successfully conducted the June, 2010 Primary Election conducting it in manner that eliminated or reduced potential for errors, timely completing the election canvass and certification of the election results by the 28th day after the election, and maintaining or increasing the voter turnout rate in the last comparable election.
- In collaboration with General Services, identified a location to centralize election operations improving operational efficiencies and saving the County from having to obtain expensive leased space to accommodate the space needs for all election functions. The remodel project on the new location was initiated and is expected to be materially completed by the end of this Fiscal Year.
- Implemented the capability for customers to review copies of Fair Political Practices Commission and Statement of Economic Interest Filings from an office lobby terminal, reducing staff time in providing this service.
- Made available on-line all archived Statement of Votes Cast reports, improving access of information to customers and reducing the level of staff time in researching and making customer copies.
- Through review of the voter outreach program, identified areas for process improvements resulting in a change to the level of non-mandated outreach mailings done and reducing costs.
- Conducted an extensive review of staff assignments in all three offices and re-aligned job assignments to improve operational effectiveness and efficiencies and complete workload with staff and budget reductions.

Proposed Strategic Actions:

- Complete the logistical task of relocating all South County election operations to the newly remodeled Election Building.
- Successfully conduct the Montecito Fire Protection District Special Election and timely completing the election canvass and certification of the election results.
- Successfully conduct the November, 2010 Gubernatorial General Election, measured by conducting the election in a manner that eliminated or reduced potential for errors, timely completing the election canvass and certification of the election results by the 28th day after the election, and maintaining or increasing the voter turnout rate in the last comparable election.
- Continue identifying and researching options to acquire a new vote tabulation system to replace the aging and outdated fleet of systems that have exceeded their useful life. The goal is to identify and procure a system prior to the expiration of grant funds.
- Continue to research and identify methods or systems for sorting vote by mail ballots to replace the current system of manual sorting. Sorting vote by mail ballots is required for conducting manual tallies during the canvass and also is required for district or precinct recounts. Automation of this process will make this labor intensive process more efficient creating savings in staff resources.

CLERK-RECORDER-ASSESSOR

Department Summary (cont'd)

The Clerk-Recorder Archive and Storage Building was completed in Fiscal Year 2009-10 creating a climate controlled environment for archiving and preservation of official records.



	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
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Department-wide Effectiveness Measures

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
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Maintain an accurate and accessible database of vitals (births, deaths, marriages) and official records.

Yes	Yes	Yes	Yes
-----	-----	-----	-----

Complete and deliver an 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
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The Election Division relocation and remodel project completed in Fiscal Year 2009-10 centralized South County operations to improve operational efficiencies and save the County from having to obtain leased office and storage space for Elections.

CLERK-RECORDER-ASSESSOR

Administration

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Use of Funds Summary				
<i>Operating Expenditures</i>				
Administration	\$ 864,343	\$ 888,387	\$ 866,968	\$ 967,873
Expenditure Total	864,343	888,387	866,968	967,873
<i>Other Financing Uses</i>				
Operating Transfers	1,715	1,716	1,716	1,716
Division Total	\$ 866,058	\$ 890,103	\$ 868,684	\$ 969,589

Character of Expenditures

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Operating Expenditures</i>				
Regular Salaries	606,232	592,166	605,330	604,718
Overtime	--	--	45	100
Benefits	205,486	219,605	208,747	253,763
Salaries & Benefits Sub-Total	811,718	811,771	814,122	858,581
Services & Supplies	52,625	76,616	52,846	109,292
Expenditure Total	\$ 864,343	\$ 888,387	\$ 866,968	\$ 967,873

Source of Funds Summary

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Departmental Revenues</i>				
Other Charges for Services	\$ 10	\$ --	\$ --	\$ --
Revenue Total	10	--	--	--
<i>General Fund Contribution</i>				
Division Total	\$ 866,058	\$ 890,103	\$ 868,684	\$ 969,589

Actual FY 08-09		Adopted FY 09-10		Est. Actual FY 09-10		Recommended FY 10-11	
Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
Position Summary							
<i>Permanent</i>							
Administration		5.0	5.0	5.0	5.0	5.0	5.0
Total Positions		5.0	5.0	5.0	5.0	5.0	5.0

Position Summary

Permanent

Administration

Total Positions

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

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

The Fiscal Year 2009-10 Estimated Actual operating expenditures decreased by \$21,000, to \$867,000, from the Fiscal Year 2009-10 Adopted Budget of \$888,000. This 2% decrease is the result of:

- -\$10,000 –Deferment of computer and office equipment replacements;
- -\$6,000 – Net savings in miscellaneous services and supplies;
- -\$5,000- Lower than anticipated reprographics and motor pool charges.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

The Fiscal Year 2010-11 Recommended operating expenditures will increase by \$101,000 to \$968,000, from the Fiscal Year 2009-10 Estimated Actual of \$867,000. This 12% increase is the result of:

- +\$45,000 – Increase in salary and benefit cost, including retirement cost increase, for 5.0 fulltime equivalent positions;
- +\$40,000 – Increase in software maintenance costs due to re-allocation of budget to this division;
- +\$8,000 – Increase for upgrades and/or replacements of office and computer equipment;
- +\$8,000 – Increase in miscellaneous services and supplies.

SERVICE DESCRIPTION

The Administration Division is primarily responsible for budgeting, accounting, personnel and overall departmental management and administration. 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.

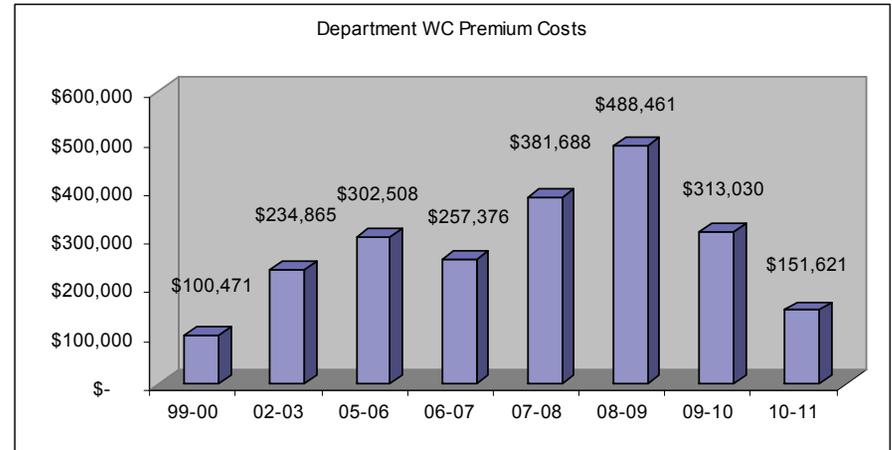
Recurring Performance Measures

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
As an efficient and responsive government, the County will maintain a quality workforce through completing 100% of departmental Employee Performance Reviews (EPRs) by the anniversary due date.	n/a	100%	86%	100%
	n/a	110	91	104
	n/a	110	106	104
As an efficient and responsive government, the Department will reduce or maintain the rate of General Liability claims filed from the previous year's actual claims filed.	100%	0%	250%	40%
	2	0	5	2
	2	2	2	5
As an efficient and responsive government, the Department will reduce or maintain the rate of Workers' Compensation claims filed from the previous year's actual claims filed.	67%	0%	50%	0%
	2	0	1	0
	3	0	2	1
As an efficient and responsive government, the County will maintain a productive workforce through a Department lost time rate of 4.8% or less.	4.9%	5.3%	4.8%	4.8%
	11,046	12,170	10,758	10,423
	224,902	229,632	224,784	217,152

CLERK-RECORDER-ASSESSOR

Administration (cont'd)

	Actual FY 08-09 Pos.	Adopted FY 09-10 Pos.	Est. Actual FY 09-10 Pos.	Recommended FY 10-11 Pos.
Position Detail				
Administration				
County Clk-Rec-Assessor	1.0	1.0	1.0	1.0
Asst Director	1.0	1.0	1.0	1.0
HR Manager	1.0	1.0	1.0	1.0
Fiscal Manager	1.0	1.0	1.0	1.0
Financial Office Pro	--	1.0	1.0	1.0
Account Technician SR	1.0	--	--	--
Sub-Division Total	5.0	5.0	5.0	5.0
Division Total	5.0	5.0	5.0	5.0



By raising staff awareness, promoting workplace safety, and implementing ergonomic solutions the department has reduced the number of workers' compensation claims filed, significantly reducing the cost of workers compensation premiums to the department.

CLERK-RECORDER-ASSESSOR

Elections

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Use of Funds Summary				
<i>Operating Expenditures</i>				
Elections Administration	\$ 1,615,451	\$ 1,199,824	\$ 1,456,837	\$ 1,406,366
Scheduled Elections	2,168,086	1,578,455	1,573,170	2,387,369
Special Elections	804,707	--	3	20,848
Operating Total	4,588,244	2,778,279	3,030,010	3,814,583
<i>Non-Operating Expenditures</i>				
Capital Assets	21,604	1,329,432	--	1,546,500
Expenditure Total	4,609,848	4,107,711	3,030,010	5,361,083
<i>Other Financing Uses</i>				
Operating Transfers	167,065	634,627	257,089	214,181
Designated for Future Uses	498,792	1,426,078	63,000	1,373,000
Division Total	\$ 5,275,705	\$ 6,168,416	\$ 3,350,099	\$ 6,948,264

Character of Expenditures

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
<i>Operating Expenditures</i>				
Regular Salaries	959,831	670,628	739,939	827,720
Overtime	145,051	42,000	43,500	71,000
Extra Help	112,808	52,000	59,000	41,000
Benefits	405,893	273,172	312,379	378,758
Salaries & Benefits Sub-Total	1,623,583	1,037,800	1,154,818	1,318,478
Services & Supplies	2,964,661	1,740,479	1,875,192	2,496,105
Operating Total	4,588,244	2,778,279	3,030,010	3,814,583
<i>Non-Operating Expenditures</i>				
Capital Assets	21,604	1,329,432	--	1,546,500
Expenditure Total	\$ 4,609,848	\$ 4,107,711	\$ 3,030,010	\$ 5,361,083

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Source of Funds Summary				
<i>Departmental Revenues</i>				
Elections Federal & State Revenues	\$ 2,251,351	\$ 3,109,000	\$ 591,692	\$ 3,744,867
Other Charges for Services	793,657	155,000	61,302	240,000
Miscellaneous Revenue	47	--	--	--
Revenue Total	3,045,055	3,264,000	652,994	3,984,867
<i>General Fund Contribution</i>	2,230,650	2,328,984	2,444,102	2,179,249
<i>Other Financing Sources</i>				
Use of Prior Fund Balances	--	575,432	253,003	784,148
Division Total	\$ 5,275,705	\$ 6,168,416	\$ 3,350,099	\$ 6,948,264

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
	Pos.	FTE	Pos.	FTE

Position Summary

<i>Permanent</i>									
Elections Administration	18.0	6.7	9.0	4.7	9.0	6.2	10.0	4.0	
Scheduled Elections	--	5.5	9.0	4.3	9.0	4.0	8.0	6.5	
Special Elections	--	2.8	--	--	--	0.0	--	--	
Total Permanent	18.0	15.0	18.0	9.0	18.0	10.2	18.0	10.5	
<i>Non-Permanent</i>									
Extra Help	--	3.8	--	--	--	0.2	--	--	
Total Positions	18.0	18.8	18.0	9.0	18.0	10.4	18.0	10.5	

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

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

The Fiscal Year 2009-10 Estimated Actual operating expenditures increased by \$252,000, to \$3,030,000, from the Fiscal Year 2009-10 Adopted Budget of \$2,778,000. This 9% increase is the result of:

- +\$150,000 – Unanticipated costs related to moving all South County election operations to the new consolidated site;
- +\$117,000 – Increase in salary costs to the Division for additional staff resources needed to manage the election workload. Additional staff resources were assigned to Elections from other Clerk-Recorder-Assessor Divisions;

SERVICE DESCRIPTION

The Election Division is responsible for conducting elections, designing precinct and district boundaries, identifying polling place, recruiting election officers, conducting voter registration activities, maintaining voter registration records, and verifying initiative petitions. The Division also manages candidate and campaign filings and conducts State and Federal voter outreach programs.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

The Fiscal Year 2010-11 Recommended operating expenditures will increase by \$785,000, to \$3,815,000, from the Fiscal Year 2009-10 Estimated Actual of \$3,030,000. This 26% increase is the result of:

- +\$530,000 – Increase in services and supplies necessary to conduct the higher resource intensive General Election in Fiscal Year 2010-11, compared to the Primary Election in Fiscal Year 2009-10;
- +\$164,000 – Increase in salary and benefit costs, including retirement cost increase, for 10.5 permanent fulltime equivalent positions;
- +\$60,000 – Increase in one-time maintenance costs for the new Elections operations center;
- +\$23,000 – Increase in services and supplies to conduct two special local elections which will be reimbursed by the local agencies.

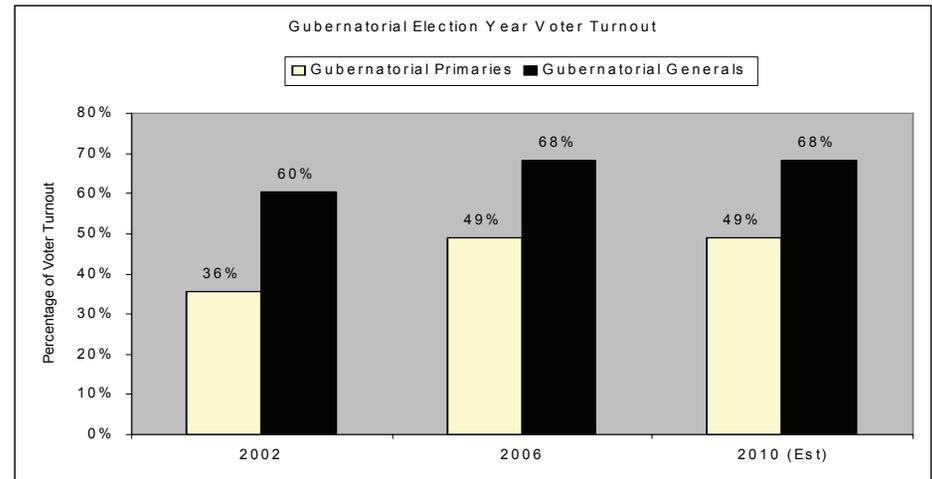
	Actual FY 08-09 Pos.	Adopted FY 09-10 Pos.	Est. Actual FY 09-10 Pos.	Recommended FY 10-11 Pos.
Position Detail				
Elections Administration				
Division Manager	2.0	2.0	2.0	2.0
Admin Office Pro	--	7.0	7.0	8.0
Computer Systems Specialist	1.0	--	--	--
Departmental Assistant	4.0	--	--	--
Care Specialist	11.0	--	--	--
Sub-Division Total	18.0	9.0	9.0	10.0
Scheduled Elections				
Admin Office Pro	--	8.0	8.0	7.0
Computer Systems Specialist	--	1.0	1.0	1.0
Sub-Division Total	--	9.0	9.0	8.0
Division Total	18.0	18.0	18.0	18.0

CLERK-RECORDER-ASSESSOR

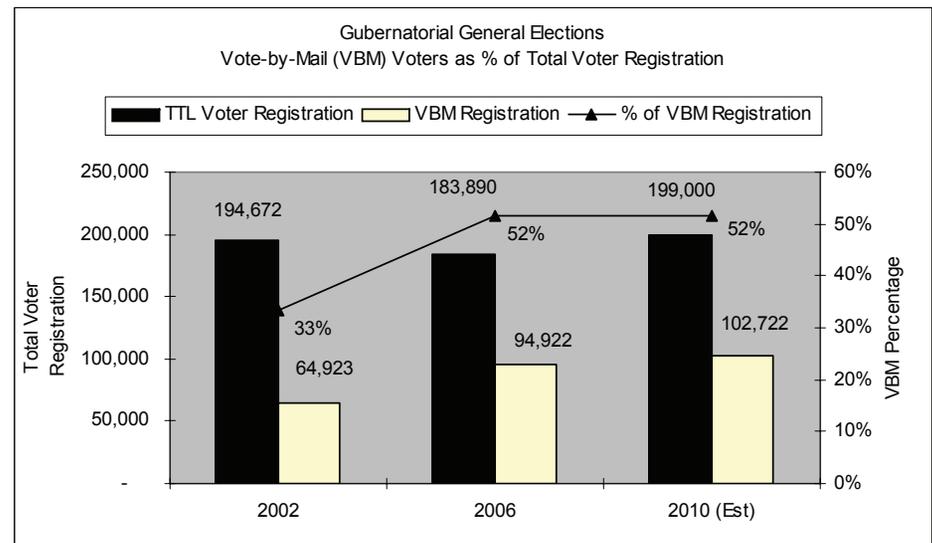
Elections (cont'd)

Recurring Performance Measures

Ensure maximization of voter participation in elections by increasing or maintaining voter turnout for comparable elections.



Through voter outreach efforts and voter file maintenance, increase or maintain the percentage of registered vote-by-mail (VBM) voters in comparable elections leading to increased voter participation.



CLERK-RECORDER-ASSESSOR

County Clerk-Recorder

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Use of Funds Summary				
<i>Operating Expenditures</i>				
County Clerk-Recorder	\$ 2,528,241	\$ 2,733,234	\$ 2,548,486	\$ 2,537,405
Operating Total	2,528,241	2,733,234	2,548,486	2,537,405
<i>Non-Operating Expenditures</i>				
Capital Assets	--	--	50,000	--
Expenditure Total	2,528,241	2,733,234	2,598,486	2,537,405
<i>Other Financing Uses</i>				
Operating Transfers	711,940	1,137,116	1,104,924	469,826
Designated for Future Uses	630,101	725,000	824,912	904,613
Division Total	\$ 3,870,282	\$ 4,595,350	\$ 4,528,322	\$ 3,911,844

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Character of Expenditures				
<i>Operating Expenditures</i>				
Regular Salaries	1,242,656	1,298,882	1,181,813	1,210,786
Overtime	(5,798)	--	1,000	--
Benefits	713,579	793,464	815,535	647,011
Salaries & Benefits Sub-Total	1,950,437	2,092,346	1,998,348	1,857,797
Services & Supplies	577,804	640,888	550,138	679,608
Operating Total	2,528,241	2,733,234	2,548,486	2,537,405
<i>Non-Operating Expenditures</i>				
Capital Assets	--	--	50,000	--
Expenditure Total	\$ 2,528,241	\$ 2,733,234	\$ 2,598,486	\$ 2,537,405

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Source of Funds Summary				
<i>Departmental Revenues</i>				
Interest	\$ 15,570	\$ 5,000	\$ 1,260	\$ --
Elections Federal & State Revenues	348	--	3,039	--
Recording Fees	1,102,673	1,091,000	1,423,785	1,600,000
Other Charges for Services	702,736	727,300	745,000	752,000
Miscellaneous Revenue	157,390	140,000	162,300	165,000
Revenue Total	1,978,717	1,963,300	2,335,384	2,517,000
<i>General Fund Contribution</i>	546,300	783,860	601,575	124,529
<i>Other Financing Sources</i>				
Use of Prior Fund Balances	1,345,265	1,848,190	1,591,363	1,270,315
Division Total	\$ 3,870,282	\$ 4,595,350	\$ 4,528,322	\$ 3,911,844

	Actual FY 08-09		Adopted FY 09-10		Est. Actual FY 09-10		Recommended FY 10-11	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
Position Summary								
<i>Permanent</i>								
County Clerk-Recorder	26.0	20.4	26.0	21.0	26.0	19.3	23.0	18.0
Total Positions	26.0	20.4	26.0	21.0	26.0	19.3	23.0	18.0

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

SERVICE DESCRIPTION

The Clerk-Recorder Division is responsible for recording and archiving official records, real property maps, and vital records. The Clerk responsibilities include accepting filings for fictitious business names, notary bond filings, issuing vital records, and the processing of passport applications.

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

The Fiscal Year 2009-10 Estimated Actual operating expenditures decreased by \$184,000 to \$2,549,000, from the Fiscal Year 2009-10 Adopted Budget of \$2,733,000. This 7% decrease is the result of:

- -\$94,000 – Decrease in salary and benefit costs from re-assignment of Clerk-Recorder staff to the Elections Division of the Clerk-Recorder-Assessor Department to assist with Elections workload;
- -\$58,000 – Deferment of Recorder automation project expenditures and consulting services for Recorder applications;
- +\$37,000 – Increase due to new postage costs for mailing of customer service requests. Postage costs are reimbursed through fees charged to customers;
- -\$33,000 – Deferment of computer and office equipment purchases and upgrades;
- -\$33,000 –Decrease in miscellaneous office expenses resulting from reduction in staff and annual fluctuations.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

The Fiscal Year 2010-11 Recommended operating expenditures will decrease by \$12,000 to \$2,537,000, from the Fiscal Year 2009-10 Estimated Actual of \$2,549,000. This decrease is the result of:

- -\$180,000 – Decrease in workers compensation premium costs;
- +\$105,000 – Increase in software maintenance costs for new and existing Recorder system applications;
- +\$40,000 – Net increase in salary and benefit costs, including retirement cost increase, for 18 funded positions in Fiscal Year 2010-11, compared to 19.3 estimated positions in Fiscal Year 2009-10;
- +\$22,000 – Increase for upgrades and/or replacements of office and computer equipment.

CLERK-RECORDER-ASSESSOR

County Clerk-Recorder (cont'd)

	<u>Actual FY 08-09</u>	<u>Adopted FY 09-10</u>	<u>Est. Actual FY 09-10</u>	<u>Recommended FY 10-11</u>
Recurring Performance Measures				
County Clerk-Recorder				
Ensure timely processing of official records by recording and mailing documents received within 7 business days of receipt of document.	98% 70,322 72,067	86% 60,000 70,000	99% 82,170 83,000	95% 78,850 83,000
Ensure timely recordation of Reconveyances by recording Reconveyances received within 2 business days of receipt.	100% 12,730 12,782	80% 9,600 12,000	99% 14,355 14,500	90% 13,050 14,500
Ensure timely recordation of title company official records by recording the documents received the same business day.	100% 35,390 35,390	100% 32,000 32,000	100% 36,160 36,160	100% 36,160 36,160

	<u>Actual FY 08-09 Pos.</u>	<u>Adopted FY 09-10 Pos.</u>	<u>Est. Actual FY 09-10 Pos.</u>	<u>Recommended FY 10-11 Pos.</u>
Position Detail				
County Clerk-Recorder				
Division Manager	1.0	1.0	1.0	1.0
Project Manager	1.0	1.0	1.0	1.0
Systems & Programming Analyst	1.0	1.0	1.0	1.0
Admin Office Pro	--	21.0	21.0	19.0
Financial Office Pro	--	1.0	1.0	1.0
Management Specialist	1.0	1.0	1.0	--
Care Specialist	21.0	--	--	--
Account Technician	1.0	--	--	--
Sub-Division Total	<u>26.0</u>	<u>26.0</u>	<u>26.0</u>	<u>23.0</u>
Division Total	<u>26.0</u>	<u>26.0</u>	<u>26.0</u>	<u>23.0</u>

CLERK-RECORDER-ASSESSOR

Information Systems

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Use of Funds Summary				
<i>Operating Expenditures</i>				
IS Development & Maintenance	\$ 1,034,931	\$ 1,206,763	\$ 1,262,054	\$ 1,327,265
LAN Administration	299,672	377,816	352,188	386,494
Special Projects	2,612	--	--	--
Operating Total	<u>1,337,215</u>	<u>1,584,579</u>	<u>1,614,242</u>	<u>1,713,759</u>
<i>Non-Operating Expenditures</i>				
Capital Assets	26,191	40,000	--	80,000
Division Total	<u>\$ 1,363,406</u>	<u>\$ 1,624,579</u>	<u>\$ 1,614,242</u>	<u>\$ 1,793,759</u>

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Character of Expenditures				
<i>Operating Expenditures</i>				
Regular Salaries	771,278	917,372	948,969	976,916
Overtime	6,476	--	2,000	--
Extra Help	2,763	--	3,000	--
Benefits	286,447	352,123	365,049	424,315
Salaries & Benefits Sub-Total	<u>1,066,964</u>	<u>1,269,495</u>	<u>1,319,018</u>	<u>1,401,231</u>
Services & Supplies	270,251	315,084	295,224	312,528
Operating Total	<u>1,337,215</u>	<u>1,584,579</u>	<u>1,614,242</u>	<u>1,713,759</u>
<i>Non-Operating Expenditures</i>				
Capital Assets	26,191	40,000	--	80,000
Expenditure Total	<u>\$ 1,363,406</u>	<u>\$ 1,624,579</u>	<u>\$ 1,614,242</u>	<u>\$ 1,793,759</u>

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Source of Funds Summary				
<i>Departmental Revenues</i>				
Revenue Total	\$ --	\$ --	\$ --	\$ --
<i>General Fund Contribution</i>				
	1,314,574	1,481,579	1,511,242	1,753,759
<i>Other Financing Sources</i>				
Use of Prior Fund Balances	48,832	143,000	103,000	40,000
Division Total	<u>\$ 1,363,406</u>	<u>\$ 1,624,579</u>	<u>\$ 1,614,242</u>	<u>\$ 1,793,759</u>

	Actual FY 08-09		Adopted FY 09-10		Est. Actual FY 09-10		Recommended FY 10-11	
	Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
Position Summary								
<i>Permanent</i>								
IS Development & Maintenance	7.0	6.1	8.0	7.0	8.0	7.0	7.0	7.0
LAN Administration	2.0	2.1	2.0	2.7	2.0	2.5	2.0	2.5
Special Projects	1.0	--	--	--	--	--	--	--
Total Permanent	<u>10.0</u>	<u>8.2</u>	<u>10.0</u>	<u>9.7</u>	<u>10.0</u>	<u>9.5</u>	<u>9.0</u>	<u>9.5</u>
<i>Non-Permanent</i>								
Extra Help	--	0.1	--	--	--	0.1	--	--
Total Positions	<u>10.0</u>	<u>8.2</u>	<u>10.0</u>	<u>9.7</u>	<u>10.0</u>	<u>9.6</u>	<u>9.0</u>	<u>9.5</u>

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

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 its own mission and goals.

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

The Fiscal Year 2009-10 Estimated Actual operating expenditures increased by \$29,000 to \$1,614,000, from the Fiscal Year 2009-10 Adopted Budget of \$1,585,000. This 2% increase is the result of:

- +\$50,000 – Higher than expected salary and benefit cost increases for departmental information technology staff;
- -\$10,000 – Lower than anticipated computer and office equipment maintenance costs;
- -\$7,000 – Decrease in training and travel costs due to workload, reducing time available for training.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

The Fiscal Year 2010-11 Recommended operating expenditures will increase by \$100,000, to \$1,714,000 from the Fiscal Year 2009-10 Estimated Actual of \$1,614,000. This 6% increase is the result of:

- +\$83,000 – Increase in salary and benefit costs, including retirement cost increase, for 9.5 FTEs;
- +\$34,000 – Increase in Assessor system software applications and related software maintenance costs;
- -\$20,000 – Decrease in level of computer hardware replacements and upgrades.

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

	Actual FY 08-09 <u>Pos.</u>	Adopted FY 09-10 <u>Pos.</u>	Est. Actual FY 09-10 <u>Pos.</u>	Recommended FY 10-11 <u>Pos.</u>
Position Detail				
IS Development & Maintenance				
Project Manager	1.0	1.0	1.0	1.0
Systems & Programming Analyst	<u>6.0</u>	<u>7.0</u>	<u>7.0</u>	<u>6.0</u>
Sub-Division Total	7.0	8.0	8.0	7.0
LAN Administration				
EDP Office Auto Specialist	--	1.0	1.0	1.0
Computer Systems Specialist	<u>2.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Sub-Division Total	2.0	2.0	2.0	2.0
Special Projects				
Systems & Programming Analyst	<u>1.0</u>	--	--	--
Sub-Division Total	1.0	--	--	--
Division Total	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>	<u>9.0</u>

CLERK-RECORDER-ASSESSOR

Assessor

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
Use of Funds Summary				
<i>Operating Expenditures</i>				
Operations	\$ 1,726,138	\$ 2,136,372	\$ 2,007,091	\$ 2,431,199
Real Property	1,936,664	2,105,842	2,198,087	2,202,046
Business/Minerals	2,490,600	2,847,264	2,693,102	2,698,689
Operating Sub-Total	6,153,402	7,089,478	6,898,280	7,331,934
Less: Intra-County Revenues	(342,739)	--	--	--
Expenditure Total	5,810,663	7,089,478	6,898,280	7,331,934
<i>Other Financing Uses</i>				
Operating Transfers	5,028	5,028	5,028	5,028
Division Total	\$ 5,815,691	\$ 7,094,506	\$ 6,903,308	\$ 7,336,962

Character of Expenditures

<i>Operating Expenditures</i>				
Regular Salaries	3,992,209	4,647,105	4,125,782	4,614,123
Overtime	26,382	--	6,500	--
Extra Help	8,670	--	7,000	--
Benefits	1,573,788	1,874,368	2,231,122	2,108,139
Salaries & Benefits Sub-Total	5,601,049	6,521,473	6,370,404	6,722,262
Services & Supplies	552,353	568,005	527,876	609,672
Operating Sub-Total	6,153,402	7,089,478	6,898,280	7,331,934
Less: Intra-County Revenues	(342,739)	--	--	--
Expenditure Total	\$ 5,810,663	\$ 7,089,478	\$ 6,898,280	\$ 7,331,934

Source of Funds Summary

<i>Departmental Revenues</i>				
Elections/Federal & State Revenues	\$ 1,000	\$ --	(100)	\$ --
Property Tax Admin fee	1,924,571	1,900,000	2,086,000	2,190,000
Supplemental Admin Fee	825,164	700,000	450,000	500,000
Other Charges for Services	--	--	(100)	--
Miscellaneous Revenue	20,232	19,000	17,000	19,000
Revenue Sub-Total	2,770,967	2,619,000	2,552,800	2,709,000
Less: Intra-County Revenues	(342,739)	--	--	--
Revenue Total	2,428,228	2,619,000	2,552,800	2,709,000
<i>General Fund Contribution</i>				
	3,387,463	3,590,506	3,649,430	4,141,539
<i>Other Financing Sources</i>				
Use of Prior Fund Balances	--	885,000	701,078	486,423
Division Total	\$ 5,815,691	\$ 7,094,506	\$ 6,903,308	\$ 7,336,962

Actual FY 08-09		Adopted FY 09-10		Est. Actual FY 09-10		Recommended FY 10-11	
Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
Position Summary							
<i>Permanent</i>							
Operations	22.0	18.8	22.0	21.7	22.0	21.0	22.0
Real Property	18.0	17.2	18.0	17.7	18.0	16.9	17.0
Business/Minerals	27.0	24.7	27.0	26.4	27.0	25.0	27.0
Total Permanent	67.0	60.6	67.0	65.7	67.0	62.9	71.0
<i>Non-Permanent</i>							
Contract	--	0.7	--	--	--	0.8	--
Extra Help	--	0.3	--	--	--	0.2	--
Total Positions	67.0	61.6	67.0	65.7	67.0	63.9	71.0

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

Significant Changes (FY 2009-10 Adopted to FY 2009-10 Estimated Actual)

The Fiscal Year 2009-10 Estimated Actual operating expenditures decreased by \$192,000 to \$6,898,000, from the Fiscal Year 2009-10 Adopted Budget of \$7,090,000. This 3% decrease is the result of:

- -\$151,000 – Net decrease in salary and benefit costs from positions held vacant in anticipation of Fiscal Year 2010-11 budget constraints;
- -\$21,000 – Decrease in consulting services from less outsourcing of technology projects;
- -\$10,000 – Decrease in training and travel expenses due to increased workload reducing time available for training.

Significant Changes (FY 2009-10 Estimated Actual to FY 2010-11 Recommended)

The Fiscal Year 2010-11 Recommended operating expenditures will increase by \$434,000, to \$7,332,000, from the Fiscal Year 2009-10 Estimated Actual of \$6,898,000. This 6% increase is the result of:

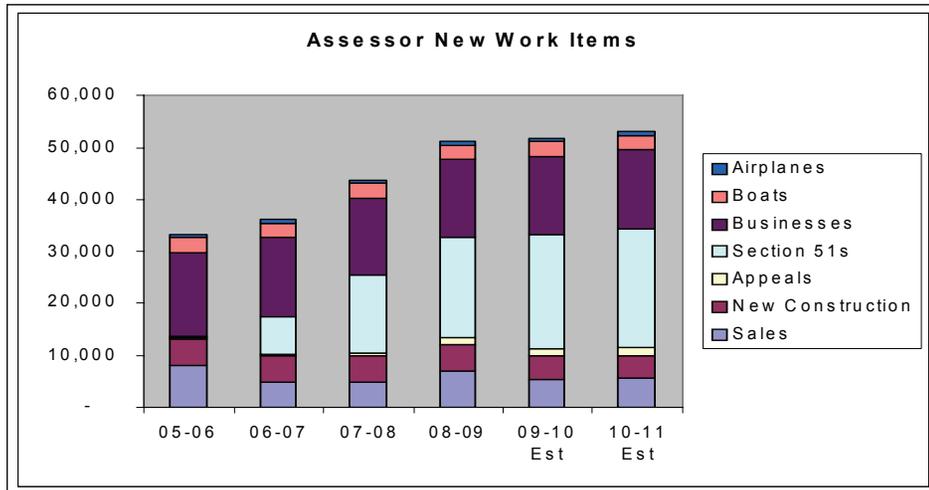
- +\$357,000 – Net increase in salary and benefit costs, including retirement cost increase, for 61.4 FTEs in Fiscal Year 2010-11, compared to estimated 62.9 FTEs in Fiscal Year 2009-10;
- +\$50,000 – Increase in information technology consulting services to develop or maintain Assessor system applications;
- +\$35,000 – Increase in data processing service charges due to change in the allocation base used to spread these costs among department divisions resulting in higher allocation of these costs to the Assessor for Fiscal Year 2010-11.

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 also defends property valuations under appeal before the Assessment Appeals Board.

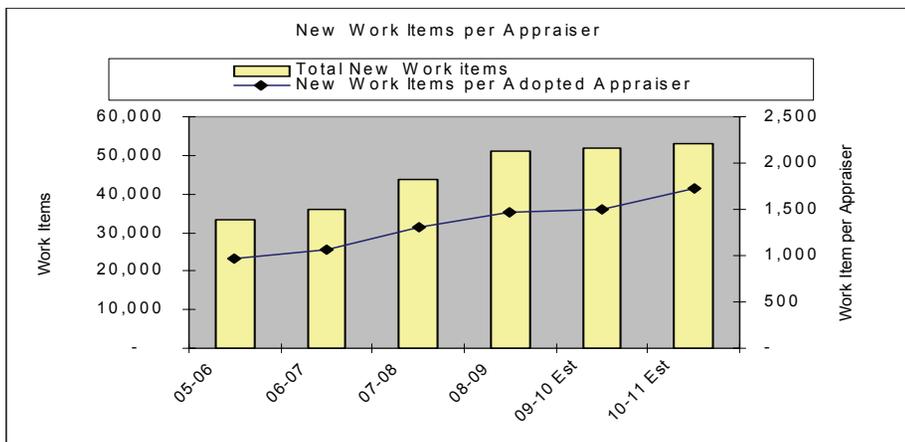
Recurring Performance Measures

Process 100% of new work items by June 30 (per Revenue and Taxation Code Section 616.)



Note: Does not include comprehensive list of work items.

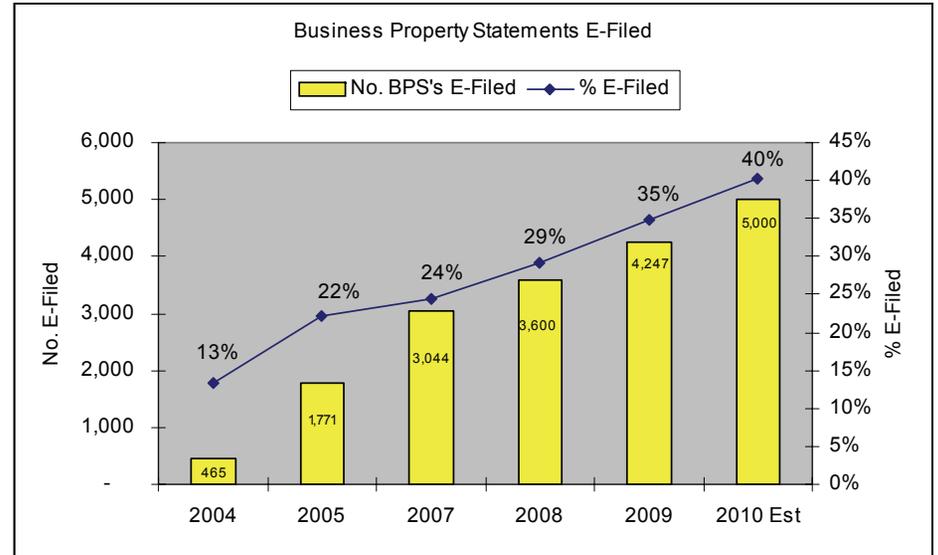
Increase or maintain the number of new work items per Appraiser.



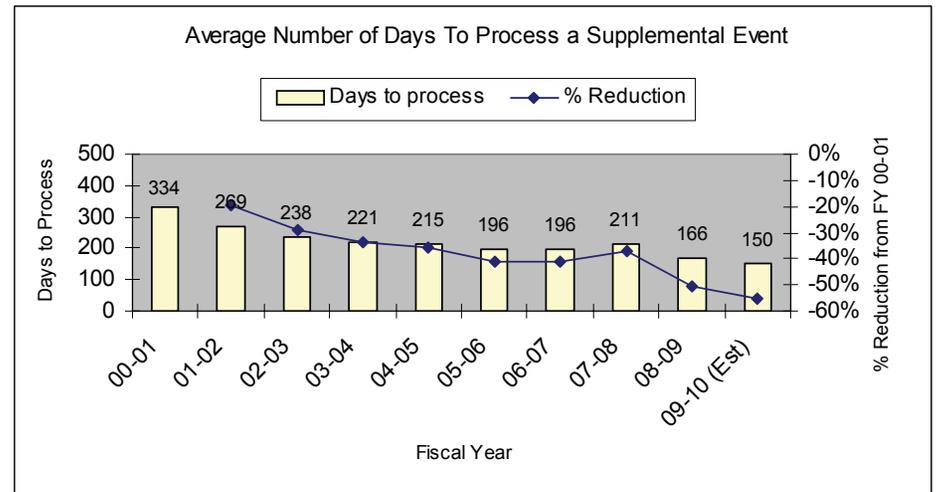
CLERK-RECORDER-ASSESSOR

Assessor (cont'd)

Create processing efficiencies by increasing or maintaining the number of Business Property Statements electronically filed.



Decrease or maintain the number of days to process a supplemental event increasing customer responsiveness.



CLERK-RECORDER-ASSESSOR

Assessor (cont'd)

	Actual FY 08-09	Adopted FY 09-10	Est. Actual FY 09-10	Recommended FY 10-11
	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	1.0
Admin Office Pro	--	16.0	16.0	16.0
Mapping/GIS Analyst	2.0	2.0	2.0	2.0
Care Specialist	16.0	--	--	--
Mapping/GIS Tech	2.0	2.0	2.0	2.0
Sub-Division Total	22.0	22.0	22.0	22.0
Real Property				
Chief Appraiser	1.0	1.0	1.0	1.0
Division Manager	1.0	1.0	1.0	2.0
Assesment Supervisor	3.0	3.0	3.0	3.0
Admin Office Pro	--	--	--	1.0
Department Business Specialist	--	--	--	1.0
Appraiser	11.0	11.0	11.0	14.0
Appraiser Aide	2.0	2.0	2.0	--
Sub-Division Total	18.0	18.0	18.0	22.0
Business/Minerals				
Division Manager	1.0	1.0	1.0	1.0
Assesment Supervisor	4.0	4.0	4.0	5.0
Admin Office Pro	--	4.0	4.0	5.0
Appraiser	11.0	11.0	11.0	11.0
Auditor-Appraiser	6.0	6.0	6.0	5.0
Care Specialist	4.0	--	--	--
Appraiser Aide	1.0	1.0	1.0	--
Sub-Division Total	27.0	27.0	27.0	27.0
Division Total	67.0	67.0	67.0	71.0

Property tax revenue generated by the Assessor is estimated at roughly 91% of the County's discretionary revenue in Fiscal Year 2009-10, compared to 51% in Fiscal Year 1995-96, demonstrating the importance of the Assessor function not only to County departments receiving discretionary revenue but also to schools, cities and special districts receiving property tax.

