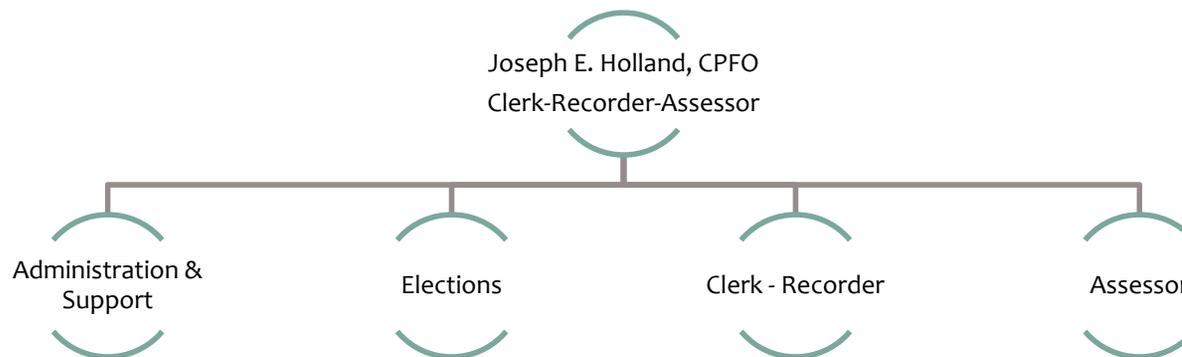


2015-2017 BUDGET WORKSHOP

Clerk-Recorder-Assessor



Overarching Business Trends

- Elections:
 - Statewide emphasis on voter turn out.
 - Impact on workload from changes to legislation i.e. Conditional Voter Registration
- Recorder:
 - Impact of housing market on level of document recordings
- Assessor:
 - Impact of the economy:
 - Commercial Building Activity
 - Oil Prices
 - Transfers (particularly S. Coast Commercial)

Summary

- Operating \$16,542,401
- Capital \$153,000
- General Fund \$10,493,000
- FTE's 96.4
- Service Level Reductions \$0
- Expansion Requests \$333,430 (4 FTEs)

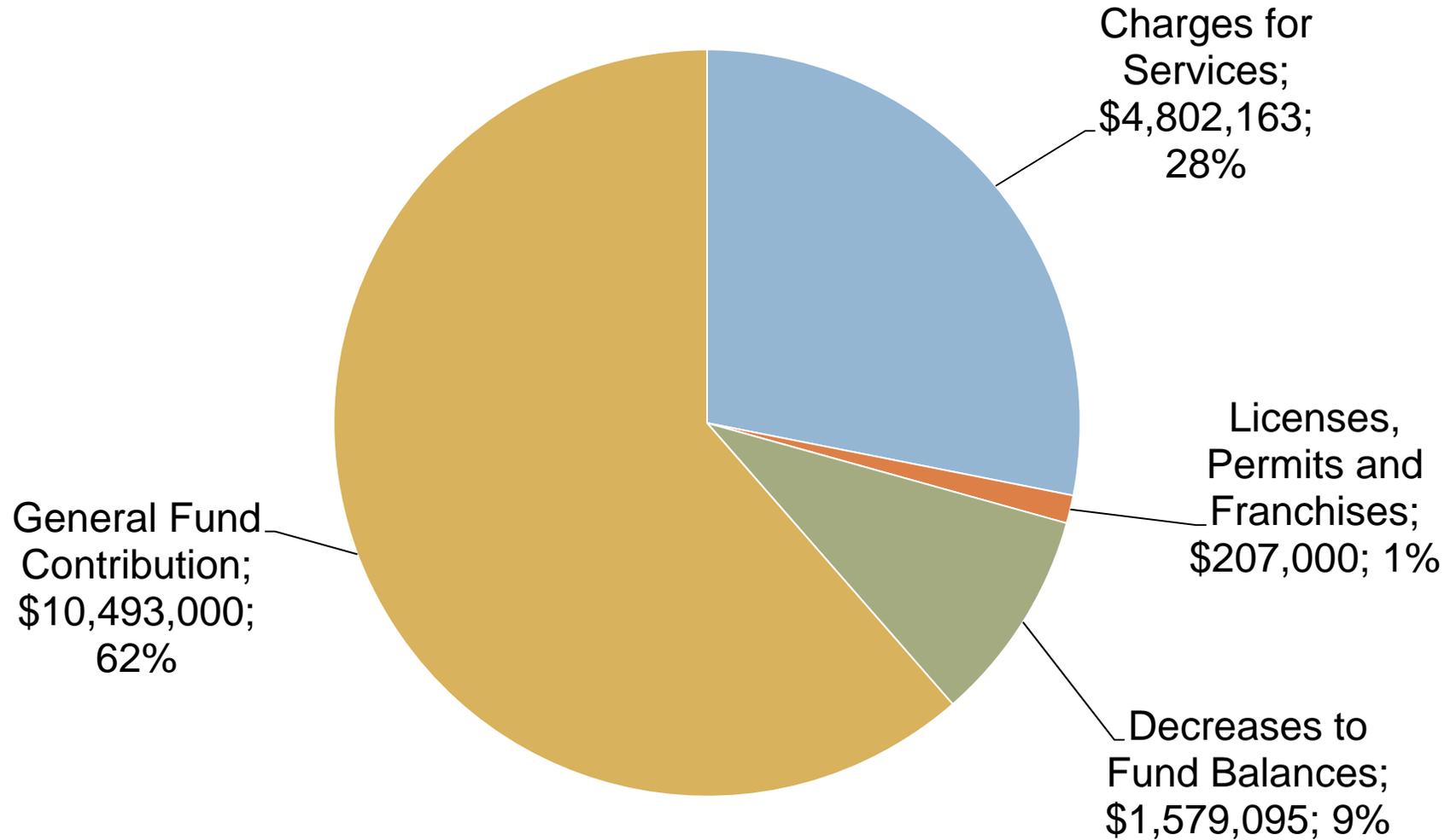
Summary

- Capital / Major Projects
 - Modernization of the existing Assessor Property System (APS) which maintains and tracks all secured properties valued at \$65 billion. The modernization of the system will be developed by existing Assessor programmers and require the addition of a project manager and IS consultant for technical direction. The cost of the project is estimated to be \$1.5 million.

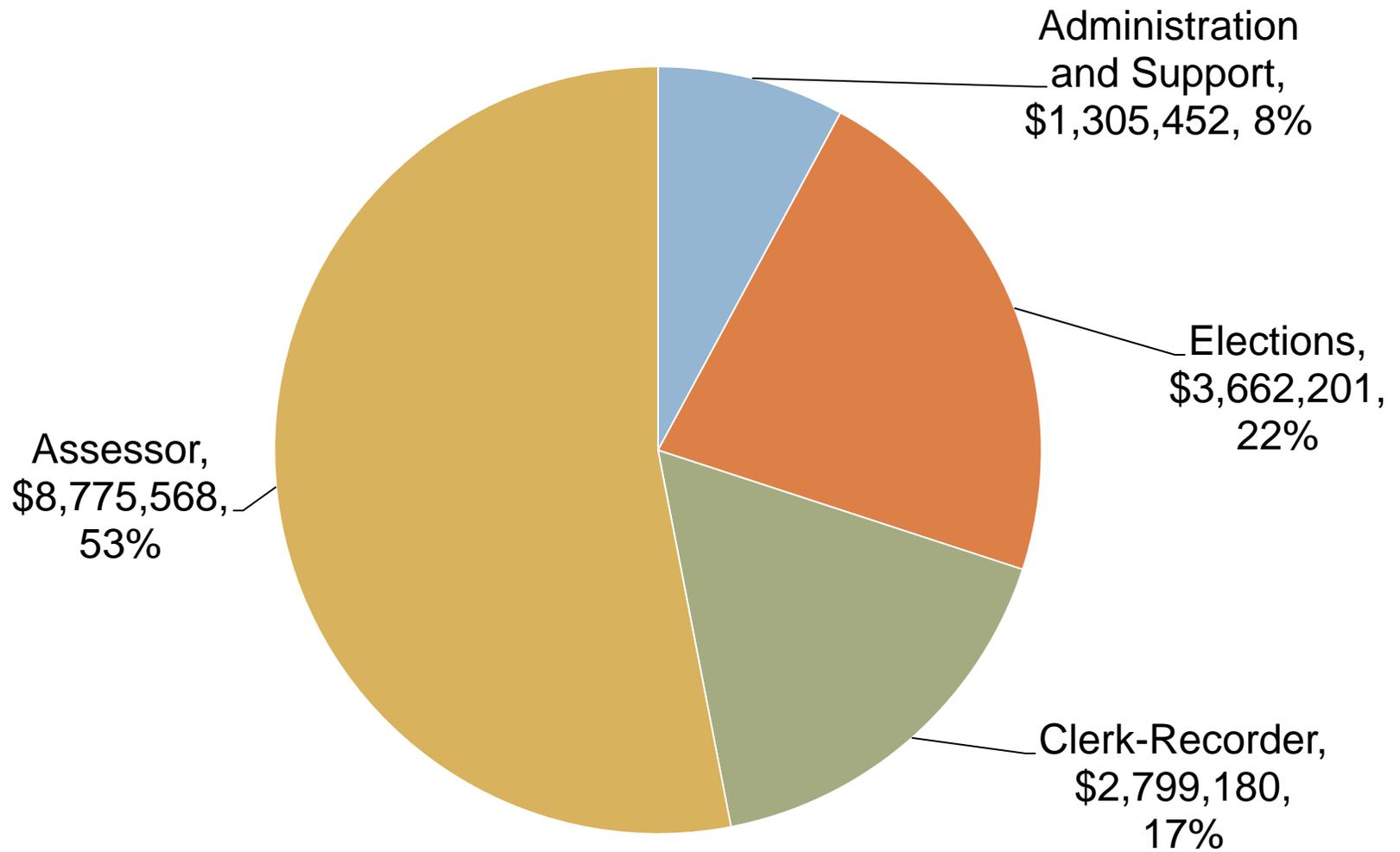
Summary

- Capital / Major Projects Cont.
 - Elections VoteCal & Conditional Voter Registration Equipment
 - Elections Vote Tabulation System

FY 15-16 Source of Funds

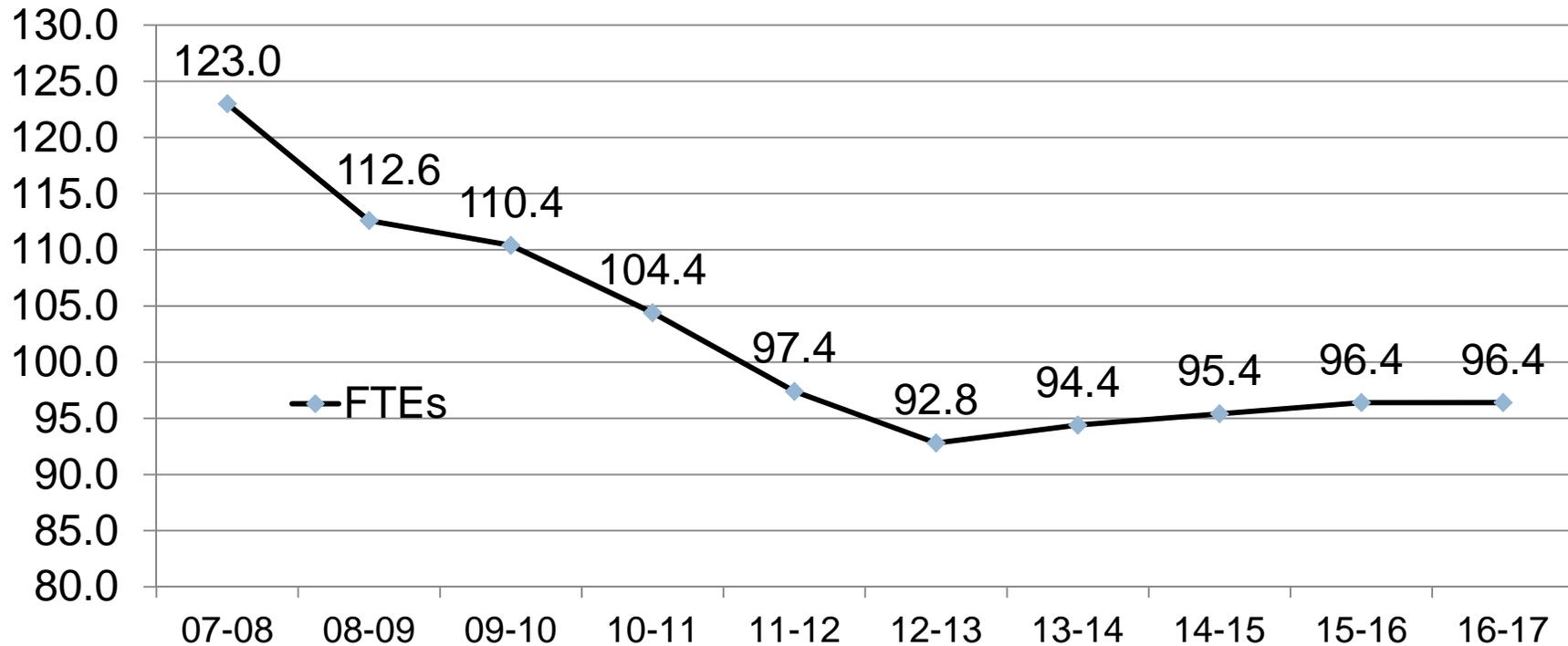


FY 15-16 Use of Funds

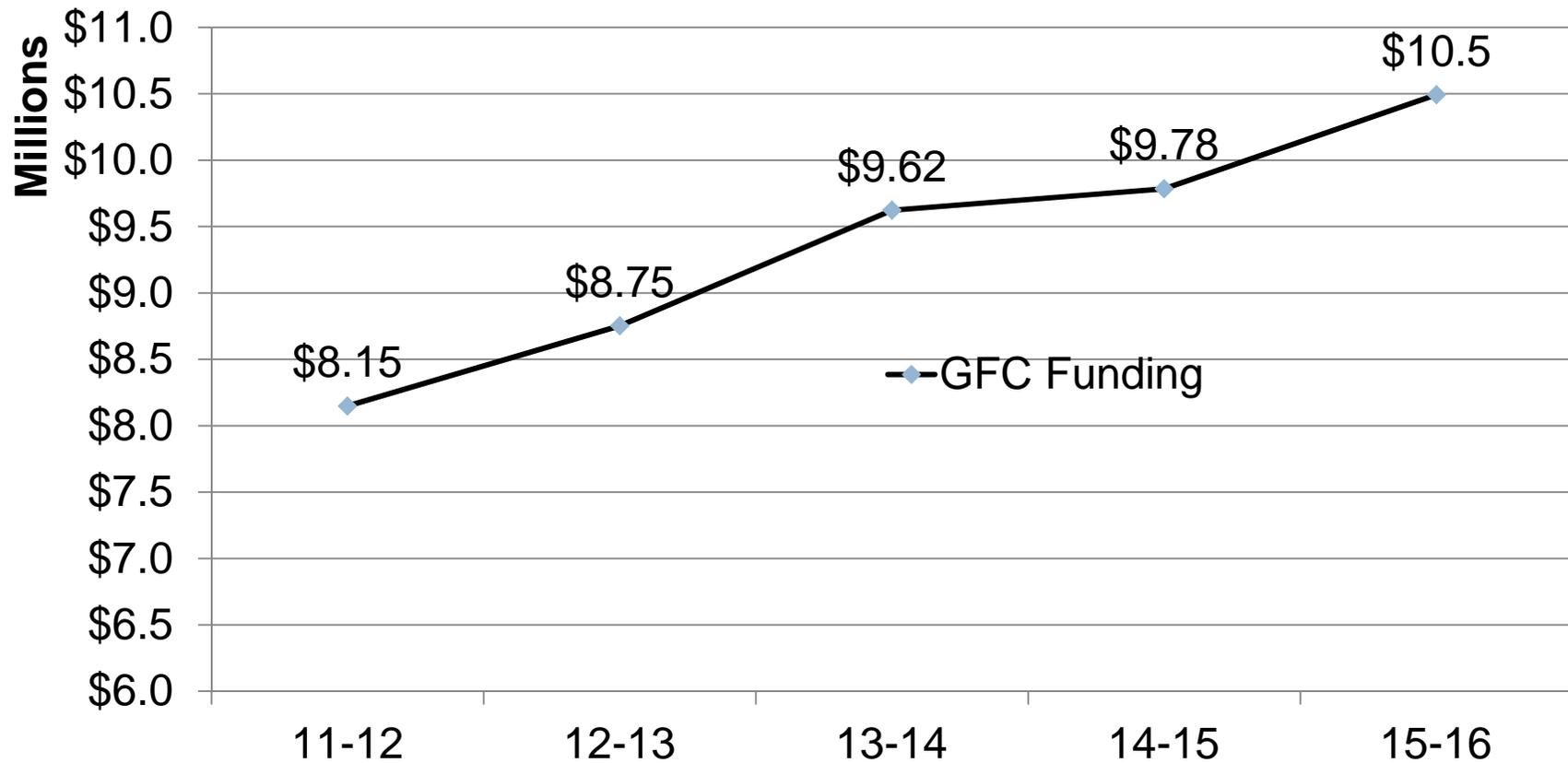


Staffing Summary

- # FTE FY 14-15 Adopted
- # FTE FY 15-16 Recommended; FY 16-17 Proposed



GFC 5 Year Summary



FY 2014-15 Anticipated Accomplishments

- **Elections Program** conducted the election canvass and certified the results by the 28th day following the November 2014 General Election. Implemented a new Ballot on Demand printing system and an Agilis ballot sorting system.
- **Assessor Program** completed 97% of all secured and unsecured assessment work items by close of the annual tax roll (July 1) to create the assessment roll, which becomes the base upon which local property taxes are levied, collected and distributed to cities, schools, County and special districts to fund government services.
- **Clerk-Recorder Program** recorded and indexed 70,000 official records and continued efforts to increase marriage ceremony performances. The efforts to increase marriage ceremonies has resulted in a 21% increase in the number of ceremonies performed over a two year period.

FY 2015-17 Objectives

Elections

- **June 2016 Presidential Primary Election:** Conduct the election canvass and certify the results by the 30th day following the Election, Through voter outreach and support, materially maintain or increase the voter turnout rate in relation to the last comparable election.
- **VoteCal/Conditional Voter Registration:** Establish efficient processes and procedures for the implementation of VoteCal, a statewide voter registration database. Implement Conditional Voter Registration, which allows voters to register to vote and vote on the same day, up to and including Election Day.
- **Vote Tabulation System:** Continue to research a new vote tabulation system with a goal to acquire and implement by 2017.

FY 2015-17 Objectives

Recorder

- **Document Recordings:** Record and index 100% of an estimated 70,000 documents received within the same business day.
- **E-Recording:** Increase the number of users that submit documents for recordation using the electronic recording delivery system known as SECURE, creating processing efficiencies to both users and the County.
- **Microfilm Project:** Replace master microfilm for the 1959-1974 period resulting in film that will last 200 years and creation of a database to search and access the records digitally.
- **Marriage Ceremonies:** Continue efforts to increase the number of marriage ceremonies performed.

FY 2015-17 Objectives

Assessor

- **Roll Close:** Complete 97% of all secured and unsecured assessment work items by close of the annual tax roll (July 1) to create the assessment roll, which becomes the base upon which local property taxes are levied, collected and distributed to the cities, County and special districts to fund government services.
- **Assessment Appeals:** Perform timely resolution of assessment appeals within the statutory timeframe while adequately defending the disputed roll value at risk.
- **New APS System:** Modernize the Assessor Property System with an anticipated completion date of FY 2019-20

Performance Measures

Elections

Description	2012-13 Actual	2013-14 Actual	2014-15 Est.Act	2015-16 Rec.	2016-17 Prop
Number of voter registration transactions (adds, deletes, and changes) processed for the Fiscal Year	156,004	93,773	85,000	110,000	150,000
Number of Federal, State and Local Elections conducted in the Fiscal Year	1	1	4	1	2
Percentage and number of Permanent Vote By Mail Voters	55% 111,342	57% 110,990	58% 116,409	59% 116,400	57% 117,000
Percentage and number of registered voters that voted in statewide elections for the Fiscal Year	81% 164,977	38% 73,136	58% 114,106	63% 128,520	82% 167,280

Performance Measures (Cont.)

Clerk-Recorder

Description	2012-13 Actual	2013-14 Actual	2014-15 Est.Act	2015-16 Rec.	2016-17 Prop
Percentage and number of official documents recorded and indexed the same business day	100% 111,735	100% 78,793	100% 70,000	100% 70,000	100% 70,000
Percent and number of documents recorded electronically (E-Recorded)	28% 32,332	28% 22,494	29% 20,300	30% 21,000	35% 24,500
Number of marriage licenses issued	3,379	4,090	3,495	3,360	3,360

Performance Measures (Cont.)

Assessor

Description	2012-13 Actual	2013-14 Actual	2014-15 Est.Act	2015-16 Rec.	2016-17 Prop
Percentage of required property tax assessments completed by July 1 st each year to provide basis for tax distribution to all property tax receiving entities	100%	96%	97%	97%	97%
Retention rate and retained value of property under appeal	87% \$1.7B	83% \$2.2B	91% \$1.6B	90%	90%

Service Level Reductions

NONE

FY 15-16 Efficiency Changes

- None

Key Challenges and Emerging Issues

- Potential Structural Imbalance in Primary Election Years (Revenue Gap)
- Diminishing Reserves for Systems/Equipment Upgrades and Replacements (APS/Voting Equipment)
- On-going Staffing Challenges

Budget Enhancement Requests

- **4 FTE's - \$333,430**
 - 1 Appraiser (\$100,452) within Assessor Program: Will assist with property appraisals and timely development of the County's annual property tax roll.
 - 1 Mapping/GIS Analyst (\$109,022) within Assessor & Elections Programs: Will support mapping/GIS functions to support increased workload and create better service delivery.
 - 2 Admin Office Professionals (\$123,956) within Elections Program: Will limit the risk of liability to the County associated with continuing to have critical election functions understaffed and/or staffed with inexperienced seasonal employees.

Summary

- Impact of Election Cycle on Department Revenue
- Assessor Staffing Challenges
- Technological Changes – The need to keep up with current technology (APS Upgrade)