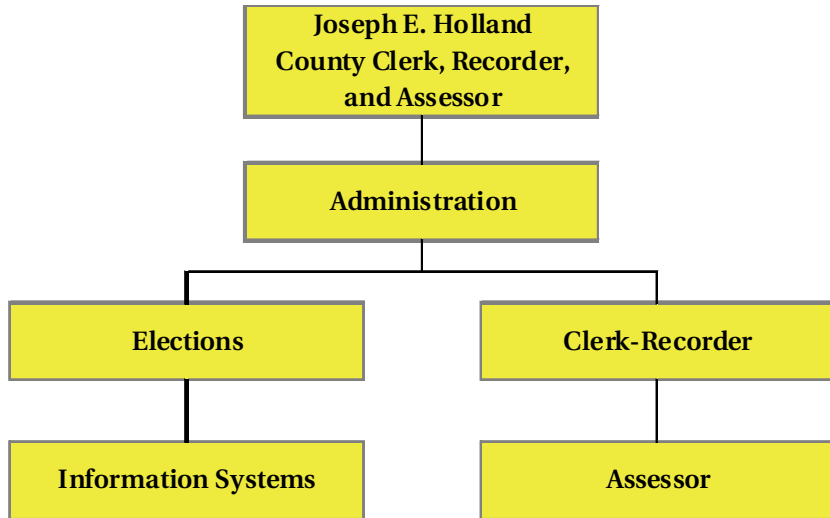
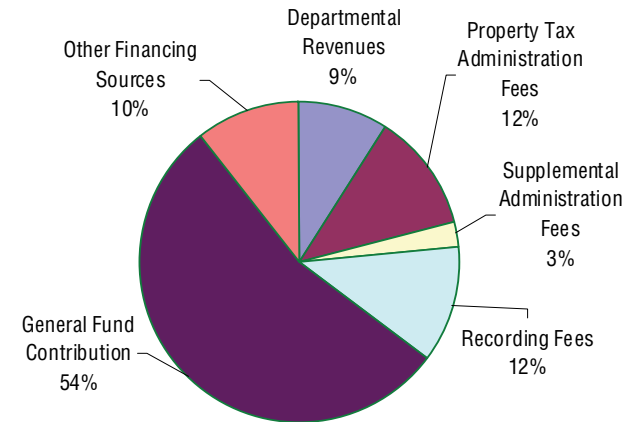


CLERK-RECORDER-ASSESSOR

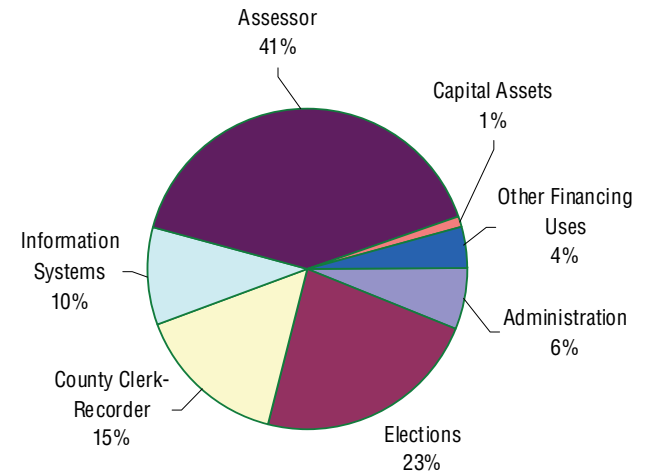
Budget & Staffing	
Operating \$	15,047,440
Capital	196,000
FTEs	91.8



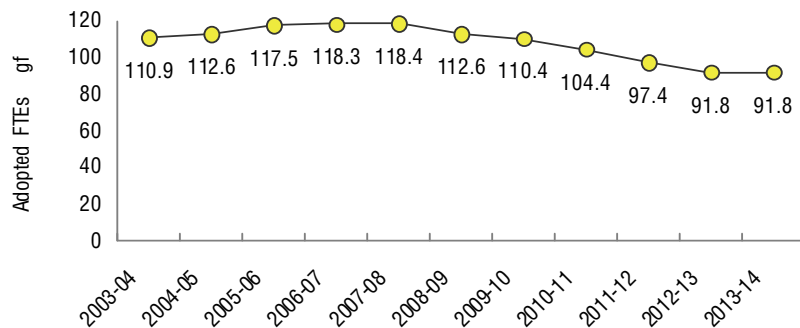
SOURCE OF FUNDS



USE OF FUNDS



STAFFING TREND



CLERK-RECORDER-ASSESSOR

Department Summary

	Actual FY 10-11	Adopted FY 11-12	Recommended FY 12-13	Proposed FY 13-14
Use of Funds Summary				
<i>Operating Expenditures</i>				
Administration	\$ 934,597	\$ 982,809	\$ 971,885	\$ 1,010,370
Elections	2,939,793	3,553,360	3,620,357	3,239,933
County Clerk-Recorder	2,390,588	2,708,278	2,442,697	2,537,781
Information Systems	1,636,376	1,631,216	1,563,764	1,636,284
Assessor	6,430,071	7,037,613	6,448,737	6,791,034
Operating Sub-Total	14,331,425	15,913,276	15,047,440	15,215,402
Less: Intra-County Revenues	(505,672)	--	--	--
Operating Total	13,825,753	15,913,276	15,047,440	15,215,402
<i>Non-Operating Expenditures</i>				
Capital Assets	818,665	1,760,364	196,000	121,000
Expenditure Total	14,644,418	17,673,640	15,243,440	15,336,402
<i>Other Financing Uses</i>				
Operating Transfers	835,879	408,670	407,614	409,162
Designated for Future Uses	2,909,960	274,338	250,054	52,152
Department Total	\$ 18,390,257	\$ 18,356,648	\$ 15,901,108	\$ 15,797,716

Character of Expenditures

	Actual FY 10-11	Adopted FY 11-12	Recommended FY 12-13	Proposed FY 13-14
<i>Operating Expenditures</i>				
Regular Salaries	\$ 7,587,095	\$ 7,883,030	\$ 7,123,355	\$ 7,245,894
Overtime	91,418	79,000	92,000	79,000
Extra Help	213,604	207,328	410,101	318,850
Benefits	3,475,993	3,993,500	3,682,232	4,139,220
Salaries & Benefits Sub-Total	11,368,110	12,162,858	11,307,688	11,782,964
Services & Supplies	2,963,315	3,750,418	3,739,752	3,432,438
Operating Sub-Total	14,331,425	15,913,276	15,047,440	15,215,402
Less: Intra-County Revenues	(505,672)	--	--	--
Operating Total	13,825,753	15,913,276	15,047,440	15,215,402
<i>Non-Operating Expenditures</i>				
Capital Assets	818,665	1,760,364	196,000	121,000
Expenditure Total	\$ 14,644,418	\$ 17,673,640	\$ 15,243,440	\$ 15,336,402

Note: Presentation of the individual program amounts for fiscal years 2010-11 and 2011-12 have been adjusted to provide a consistent level of detail with the fiscal year 2012-13 budget, however, the totals for 2010-11 and 2011-12 have not been changed.

	Actual FY 10-11	Adopted FY 11-12	Recommended FY 12-13	Proposed FY 13-14
Source of Funds Summary				
<i>Departmental Revenues</i>				
Interest	\$ 2	\$ --	\$ --	\$ --
Elections Federal & State Revenues	1,714,507	1,826,697	86,535	15,000
Property Tax Administration Fees	2,816,007	2,180,000	1,888,000	1,700,000
Supplemental Administration Fees	566,619	600,000	400,000	400,000
Recording Fees	1,825,455	1,950,000	1,843,000	1,843,000
Other Charges for Services	1,336,868	896,259	1,376,500	990,300
Revenue Sub-Total	8,259,458	7,452,956	5,594,035	4,948,300
Less: Intra-County Revenues	(505,672)	--	--	--
Revenue Total	7,753,786	7,452,956	5,594,035	4,948,300
General Fund Contribution	9,163,001	8,148,562	8,647,159	10,486,045
<i>Other Financing Sources</i>				
Operating Transfers	64,167	70,000	--	--
Use of Prior Fund Balances	1,409,303	2,685,130	1,659,914	363,371
Department Total	\$ 18,390,257	\$ 18,356,648	\$ 15,901,108	\$ 15,797,716

Note: The Proposed 2013-14 "General Fund Contribution" amount of \$10,486,045 displayed in the summary table above includes a projected General Fund Contribution of \$8,931,335 and a projected budget gap of \$1,554,710.

	Actual FY 10-11	Adopted FY 11-12	Recommended FY 12-13	Proposed FY 13-14
FTE Summary				
<i>Permanent</i>				
Administration	5.2	5.0	5.0	5.0
Elections	10.6	10.4	8.9	8.9
County Clerk-Recorder	17.9	17.8	16.5	16.5
Information Systems	9.4	8.9	8.6	8.6
Assessor	56.2	55.2	52.8	52.8
Total Permanent	99.2	97.4	91.8	91.8
<i>Non-Permanent</i>				
Contract	0.6	--	--	--
Extra Help	6.9	--	--	--
Total FTEs	106.7	97.4	91.8	91.8

MISSION STATEMENT

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.

Department Description

The Clerk-Recorder-Assessor Department has three direct service divisions. Within the official duties as prescribed by the Revenue and Taxation Code, the Assessor Division is responsible for fairly, timely, and accurately assessing the value on all taxable property and creating the annual assessment roll which is the basis for funding of public services. In accordance with various sections of the California Statute, the Clerk-Recorder Division records all official records for the county, registers and issues copies of vital records (births, deaths, and marriages) and serves as the custodian for those records. In addition, the Clerk function of the Clerk-Recorder provides for filing of domestic partnerships, fictitious business names, notary bonds, and other miscellaneous filings and services. In accordance with the official duties prescribed by the Elections Code, the Election Division primarily is responsible for registering voters, maintaining a current voter file, and ensuring that voters of the County have the tools they need, the equipment they trust, the information and access they deserve, and the right they value in order to participate in the Elections process. The Administration and Information Systems Divisions serve as support functions to the department's direct service divisions by providing leadership and direction in support of the department's long-term mission and goals.

2011-12 Anticipated Accomplishments

Assessor:

- Completed 95 percent of all secured and unsecured assessment work items by close of the annual tax roll (July 1) to create the assessment roll which is the basis for property tax revenue collected to fund public services.
- Completed 95 percent of appraisal work on 15,000 property sales, transfers and new construction assessable events which become part of the assessment roll.
- Continued to maintain the reduction in the number of days it takes to process a supplemental assessment event, from a high of over 300 days, to an average of 200 days which provides for timely billing and collection of supplemental property taxes.
- Between July 2011 and January 2012, appraisal staff successfully resolved and closed 385 property assessment appeal cases, retaining 87 percent of the \$572 million of property roll value that was at risk given the difference in the applicant's opinion of value and the Assessor's enrolled value.
- Completed review on 100 percent of approximately 23,500 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 as of the lien date, minimizing re-work associated with roll corrections and the potential for resource intensive appeals filed by property owners if values are not adequately and timely reviewed and enrolled when appropriate.

CLERK-RECORDER-ASSESSOR

Department Summary (cont'd)

- By enhancing the Business Property Statement E-File System's user interface, exceeded the previous year's rate by 15 percent, for the number of Business Property Statements filed electronically, creating greater operating efficiencies with the automation process of the system and increasing on-line access of information to filers.
- Completed 80 percent of the minimum 216 business property audits required by the State.

Information Systems:

- Continued progress on the project to bar-code different types of assessment file forms and scan all documents in 130,000 commercial and residential property files by further testing the process barriers created by certain types of documents in the files and working towards resolving the barriers with a goal to complete scanning 50 percent of the physical files in the Lompoc Office and integrating the digitally scanned documents with the new assessment system by June 30, 2013. Scanning of documents will allow assessment workflow to be better tracked, distributed, completed, and managed, and will improve accessibility of information and responsiveness to customers.
- Accomplished several aspects of the server consolidation project by eliminating three physical servers, reorganizing file structures within various servers, and completing a strategic plan of various options for business continuity.
- Completed 85 percent of the department's client environments upgrade to Windows 7, Office 2007, and latest floor plan drawing software.
- Continued with the implementation phase of the new vendor developed property tax assessment and valuation system known as Realware, with a goal of implementing the new system by the end of Fiscal Year 2012-13.

Clerk-Recorder:

- Completed truncation on documents for the year 1996 to comply with the law requiring omission of the first five digits of the social security number on any official document recorded since 1980.
- Increased the number of electronic recording customers (specifically local title companies) and the number of documents submitted for recording through the electronic recording delivery system known as SECURE to 30 percent.
- Continued working towards establishing and implementing a fee-based customer subscription service for public information in the Recorder's Office (i.e., foreclosure data) increasing responsiveness and accessibility of information to customers with a goal of implementing the service within Fiscal Year 2012-13.
- Implemented an online payment system for electronic recording and working on a process to expand other services to be paid online using this system.

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

- Based on the Clerk-Recorder Division cost recovery study performed in Fiscal Year 2010-11 for fee based services, implemented the proposed service fees effective November 1, 2011.
- Completed the re-scan and replacement of sealed or amended birth, death, and marriage certificates from 1850 to 1988 to comply with the mandate to delete adopted birth information and other court ordered name changes.
- Digitized and indexed birth and marriage records from 1965-1974, making these records more accessible to staff for customer requests.

Elections:

- Successfully conducted the mandated consolidated Presidential and Statewide Primary Election on June 5, 2012 and timely completed the election canvass and certification of the election results by July 3, 2012.
- Accurately and timely completed the mandated redistricting process by modifying precinct boundaries to align with the new district boundaries for the State Board of Equalization, State Senate, U.S. Congressional, State Assembly, and County Supervisor Districts.
- As result of new district lines, consolidated the number of precincts in the County from 318 to 259 creating savings in the cost of precinct supplies and poll workers.
- Implemented participation in the option for voters to access the sample ballot on-line rather than through mail delivery, saving the County thousands of dollars in the cost of printing and mailing.
- Based on the Elections Division cost recovery study performed in Fiscal Year 2010-11 for fee based services, implemented the proposed service fees effective November 1, 2011.
- Continued the project to research new vote tabulation systems certified in California to replace the aging and technologically outdated current fleet of systems, with a goal of acquiring and implementing a new system commencing with the June 2014 election .

2012-14 Objectives

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

Goal 1: Efficient and Responsive Government – Santa Barbara County will be an efficient and professionally managed organization that is able to anticipate and effectively respond to the needs of the community
5: Citizen Involvement – Santa Barbara County will be a governmental organization that is accessible, open, and citizen-friendly.

The emphasis of the Fiscal Year 2012-13 Clerk-Recorder-Assessor Department Budget and the following strategic actions are to minimize the Department's service level impacts and absorb workload with decreasing resources by continuously improving the Department's business systems through cooperation, partnerships and technology.

Assessor:

- Avoid any further Assessor staffing reductions in 2013-14, to minimize any negative impact on the roll value.
- Complete 90 percent of all secured and unsecured assessment work items by close of the annual tax roll (July 1), compared to 95 percent the previous year, to create the assessment roll which is the basis for property tax revenue collected to fund public services.
- Continue to maintain the reduction in the number of days to process a supplemental assessment event to an average of 200 days, compared to a historical high of over 300 days.
- Complete 75 percent of the business property audits required by the State.
- Work towards timely resolution of assessment appeals within the statutory timeframe, with the goal of adequately defending the roll value at risk.
- Complete 100 percent of Section 51 reviews, which require property values to be enrolled at the lesser of factored base value or market value as of the lien date, by June 30th as part of the assessment roll.
- Exceed or maintain the previous year rate of Business Property Statements (BPS) electronically filed through the BPS E-File System by continuously modernizing, improving the process, technology, and the public interface.
- Implement providing the annual secured property value notices on-line, eliminating the need to print and mail approximately 35,000 value notices.
- With any staffing reductions in 2013-14 below the 2012-13 level, minimize the negative impact on the Assessor's ability to preserve critical assessment service levels required to complete an accurate assessment roll which becomes the basis for property taxes collected to fund County public services.
- Continue the phases of the server consolidation project by eliminating physical servers, reorganizing file structures within various servers, and completing a strategic plan of various options for business continuity.
- Continue the project to scan all documents in commercial and residential property files with a goal to complete scanning 50 percent of the physical files in the Lompoc Office and integrating the digitally scanned documents with the new assessment system by June 30, 2013.
- Upgrade various departmental software programs to current versions, such as Microsoft Office 2010, Visual Studio 2010, Active Reports 6.0.
- Continue with the conversion of data and implementation of the new vendor developed property assessment and valuation system known as Realware, with the goal of implementing by the end of 2012-13.

Clerk-Recorder:

- Continue towards expanding the number of electronic recording customers that submit documents for recording through the electronic recording delivery system known as SECURE.
- Transition recording of liens and releases from the Tax Collector (comprises 4% of total recordings) to electronic recording.
- Develop and implement a process to allow on-line payment for marriage ceremony reservations to create greater operating efficiencies and increase service level to customers.
- Develop and implement a process to allow couples applying for a marriage license the ability to pre-order marriage certificate copies, increasing customer service levels by avoiding the need for customers to return and order a copy after the marriage license is recorded. This process also creates greater operating efficiencies for the Clerk-Recorder by streamlining the process and reducing the number of customers that come into the office.
- Continue to restore archival maps or birth certificate books from the 1800's, as part of the mandate to store and preserve photographically reproducible records.

Elections:

- Successfully conduct the November 2012 General and June 2014 Primary Elections and timely complete the election canvass and certification of the election results by the 28th day after each election, and materially maintain or increase the voter turnout rate in the last comparable election.
- Continue to review certified vote tabulation and vote by mail processing systems in early 2013 with the goal of acquiring and implementing new systems commencing with the June 2014 election.
- Expand information available on the Elections website to better serve the voters and customers of the County.
- Process Fair Political Practice Campaign Statements, Campaign Financial Disclosure Filings and Statements of Economic Interest Filings within 2 business days from the day they are received in our office.
- Review staff job descriptions and look at redistributing work and cross training to utilize staff more effectively.
- Continue to expand participation in the option of access to the sample ballot on-line rather than through mail delivery, saving the County thousands of dollars in the cost of printing and mailing. Voters who opt not to receive or access the sample ballot electronically will have the option to continue receiving the sample ballot by mail.
- Continue to review and update the Election Policy Book for changes in law, Secretary of State Directives, County Counsel legal opinions, and California Association of Clerks and Elections Officials guidelines.

CLERK-RECORDER-ASSESSOR

Department Summary (cont'd)

- Review and document division business procedures to ensure staff compliance with operational and safety procedures.

Changes and Operational Impact: 2011-12 Adopted to 2012-13 Recommended

Staffing

- There will be a decrease of 5.6 FTEs from the 2011-12 Adopted budget to the 2012-13 Recommended budget to meet the department's general fund contribution target.
- As a result of decreases in departmental revenues and county budget reductions driven by the economic downturn, the Clerk-Recorder-Assessor has reduced its staffing levels from 118.4 FTEs in 2007-08 to 91.8 FTEs in 2012-13, a 22% reduction over the last five years.

Expenditures:

Net decrease of \$2,456,000. This 13% decrease is the result of:

- Salaries and Benefits - Net decrease of \$856,000. \$1,071,000 in salaries and benefits cost savings from the reduction of 5.6 FTEs and labor concession agreement savings, offset by an increase of \$105,000 in extra-help staffing costs for Clerk-Recorder special projects funded with restricted funds and an increase of \$111,000 for the cost of extra-help staff and overtime needed to conduct the 2012 November General Election.
- Services and Supplies – Net decrease of \$11,000. Reduction of \$269,000 in services and supplies for state grant funded expenditures, special funded Clerk-Recorder project expenditures, and reductions in other miscellaneous services and supplies across the department. The \$269,000 reduction is offset by an increase of \$258,000 for the cost of the 2012 November General Election.
- Capital Assets – Net decrease of \$1,564,000. \$1,443,000 reduction for cost of election voting systems and \$161,000 reduction for cost of implementing the Assessor's new property tax valuation system. These reductions are offset by an increase of \$40,000 for Clerk-Recorder automation equipment funded with restricted funds.
- Other Miscellaneous Expenditure Reductions – Net decrease of \$25,000

Revenues:

Net decrease of \$1,859,000. This 25% decrease is result of:

- Federal and State Revenues – Net decrease of \$1,740,000. Decrease of \$1,390,000 from state and federal funds for the acquisition of grant funded voting systems and decrease of \$350,000 from the loss of State funding for the on-going cost of the vote-by-mail program.
- Property Tax Administration Fees – Decrease of \$292,000 in recoverable property tax administration fees due to an expected decrease in the prior year's net cost of property tax administration resulting from county budget reductions.

CLERK-RECORDER-ASSESSOR

Department Summary (cont'd)

- Supplemental Property Tax Administration Fees – Decrease of \$200,000 in supplemental tax administration fees as a result of lower supplemental taxes.
- Recording Fees – Decrease of \$107,000 in recording fees from an expected reduction in the number of official records submitted by customers for recording.
- Other Charges – Net increase of \$480,000. In Increase of \$380,000 in election costs charged to local agencies for the shared cost of the consolidated General Election in 2012-13, as opposed to June Primaries every alternating fiscal year in which there is no scheduled consolidation from local agencies. The remaining increase of \$100,000 is primarily from Clerk-Recorder service charges from fee increases implemented in 2012-13.

Other Financing Sources:

Net decrease of \$1,095,000. This decrease is result of:

- Operating Transfer - Decrease of \$70,000 from a one-time budgeted transfer of funds in 2012-13 as repayment of borrowed funds from restricted Clerk-Recorder funds.
- Use of Prior Fund Balance – Net decrease of \$1,025,000. \$148,000 reduction for one-time acquisition of election equipment, reduction of \$161,000 for implementation costs of the Assessor’s new property tax system and \$846,000 reduction in use of fund balances to fund on-going Assessor operational costs. These reductions are offset by an increase of \$130,000 in the use of restricted Clerk-Recorder fund balances to fund project expenditures.

As a result of continuing decreases to departmental revenues and growing cost of salaries and benefits, the Fiscal Year 2011-12 Adopted Budget includes the use of \$1,944,000 from departmental fund balances to fund on-going operational costs in order to maintain critical service levels. With continuing departmental revenue decreases in Fiscal Year 2012-13, the department budgeted to use the remaining departmental discretionary fund balances of \$1,099,000 in order to maintain critical service levels and unfunded 5.6 FTEs to meet the department’s general fund contribution.

The department’s General Fund Contribution for 2012-13 increased by \$499,000, an increase which included General Fund Revenue to replace 50% of the identified structural imbalance of \$1,944,000 within the department. This policy was uniformly applied to all departments.

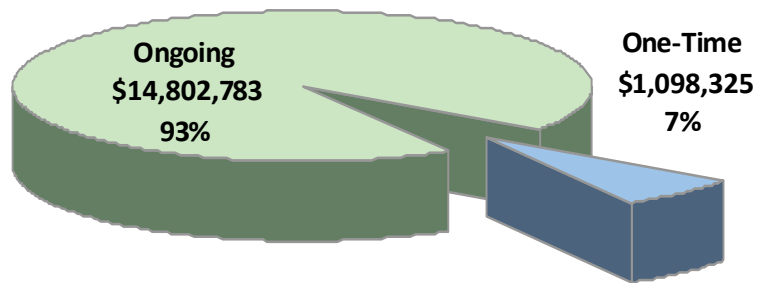
Changes and Operational Impact: 2012-13 Recommended to 2013-14 Proposed

To maintain Fiscal Year 2012-13 service levels, \$15.8 million of funding will be required in Fiscal Year 2013-14. Of this amount, \$14.2 million is available from departmental revenues and General Fund Contribution. This remaining approximately \$1.6 million budget gap is due roughly \$1.1 million in one-time funding sources (designations) depleted in 2012-13 , which were used partly to compensate for significant revenue reductions over the last several years , coupled with increased employee salary and benefit costs of \$455,000.

	Actual FY 10-11	Adopted FY 11-12	Recommended FY 12-13	Proposed FY 13-14
Outcome Measures				
Percent of required property tax assessments completed by July 1st each year to provide basis for tax distribution to all property tax receiving entities. (Target = 100%)	99%	95%	90%	75%
Retention rate of property value under appeal (Target = > 90%)	90%	87%	75%	70%
Percent of official documents recorded within two business days. (Target = 100%)	100%	100%	100%	100%
Percent of Vote-By-Mail ballots, received by the Saturday prior to the election, included in the initial election results posted at 8:05 . (Target = 100%)	100%	85%	85%	90%

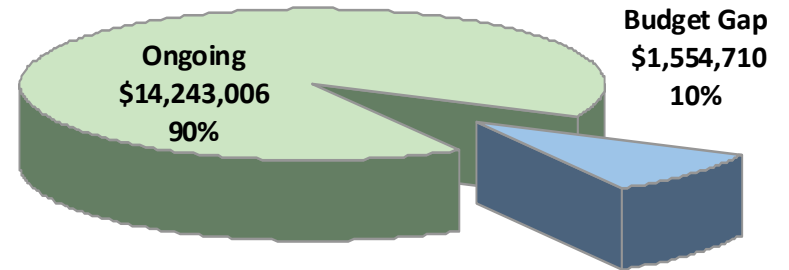
CLERK-RECORDER-ASSESSOR
 Department Summary (cont'd)

FY 2012-13 Recommended Budget



7% of the Fiscal Year 2012-13 Recommended Budget is comprised of one-time sources funding from various departmental designations to fund on-going operations in the Assessor Division. The roughly \$1.1 million in one-time sources of funding are critical in funding the level of assessment services needed to create the County's property tax roll which is the basis for property taxes collected and funding for public services. With the loss of these funding sources in Fiscal Year 2012-13, the departmental designation fund balances will be depleted, creating a \$1.1 million gap to address in Fiscal Year 2013-14 among other fiscal issues for the department.

FY 2013-14 Proposed Budget



To maintain Fiscal Year 2012-13 service levels, \$15.8 million of funding will be required in Fiscal Year 2013-14. Of this amount, \$14.2 million is available from departmental revenues and General Fund Contribution, leaving a roughly \$1.6 million budget gap due to increases in the cost of salaries and benefits, decreasing departmental revenues, and the loss of roughly \$1.1 million of one-time funding sources depleted in 2012-13.