



**2009-10 Adopted Budget: \$4.4 million**

**2009-10 Adopted GFC: \$2.4 million**

**CCPP: pages 1 - 2**

**Service Level Reductions: page 28**

# County Executive Office



# Gap Analysis – CEO

## Total Estimated Budget Gap:

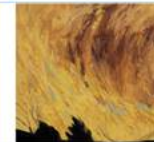
### – Lower Revenue

• Departmental Revenue	(832,000)
• Reduction to GFC	<u>(114,000)</u>
	\$946,000

### – Higher Expenditures

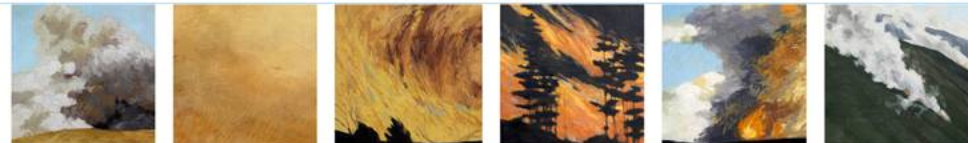
• Salaries & Benefits	\$178,000
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Total Estimated Budget Gap	<b>\$(1,124,000)</b>
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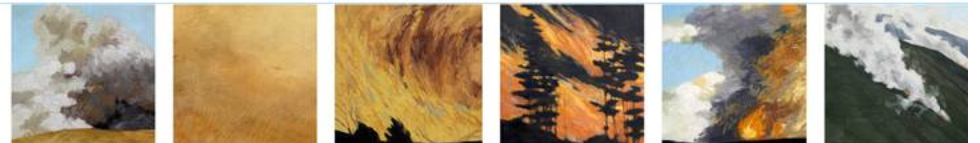
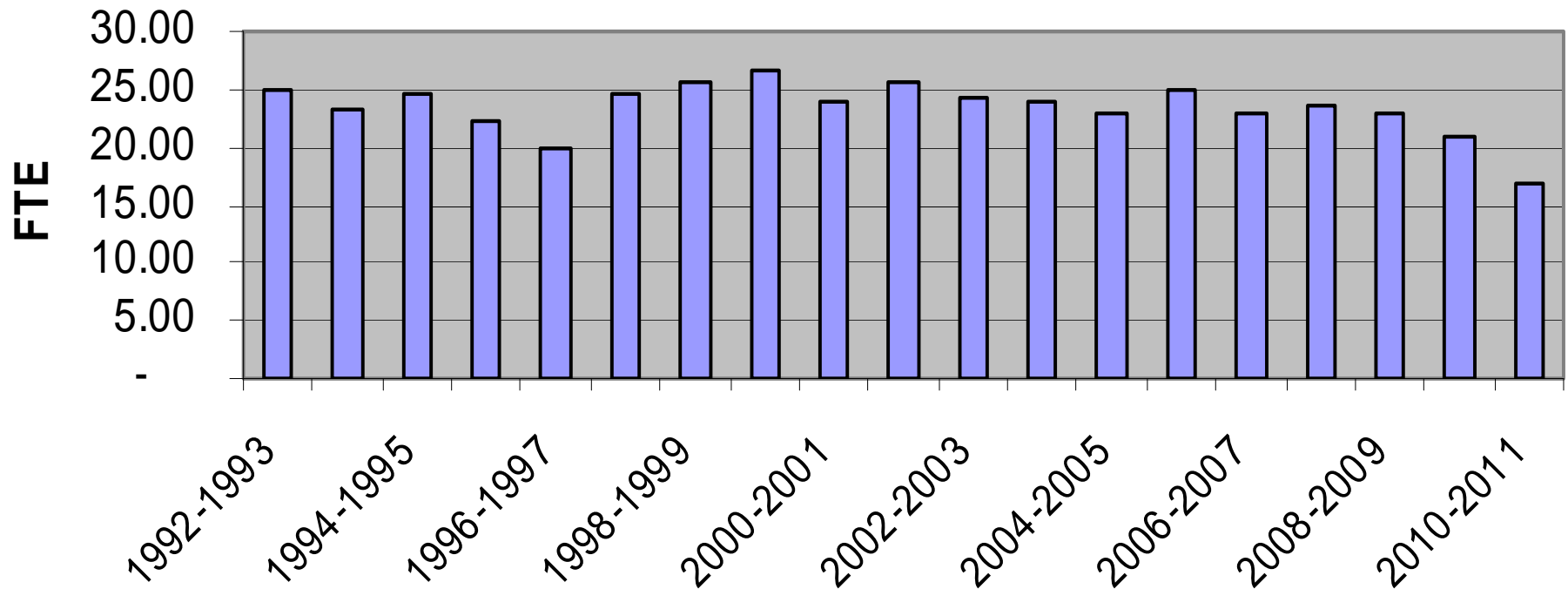
# Gap Mitigation - CEO

- Proposed reductions to meet target  
Vacancies
  - Un-fund 2 Assistant CEO positions
  - Un-fund 1 Executive Secretary position
  - Un-fund 1 Fiscal & Policy Analyst positionServices & Supplies
  - Reduce funding for special projects



# County Executive Office Staffing

County Executive Office FTE Level  
1992-1993 -- 2010-2011



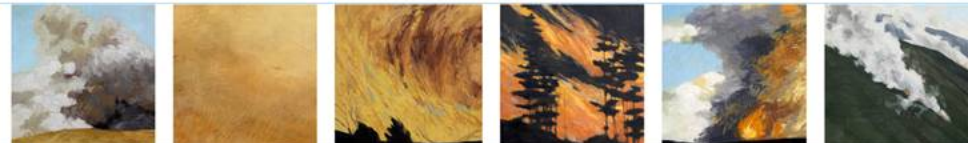
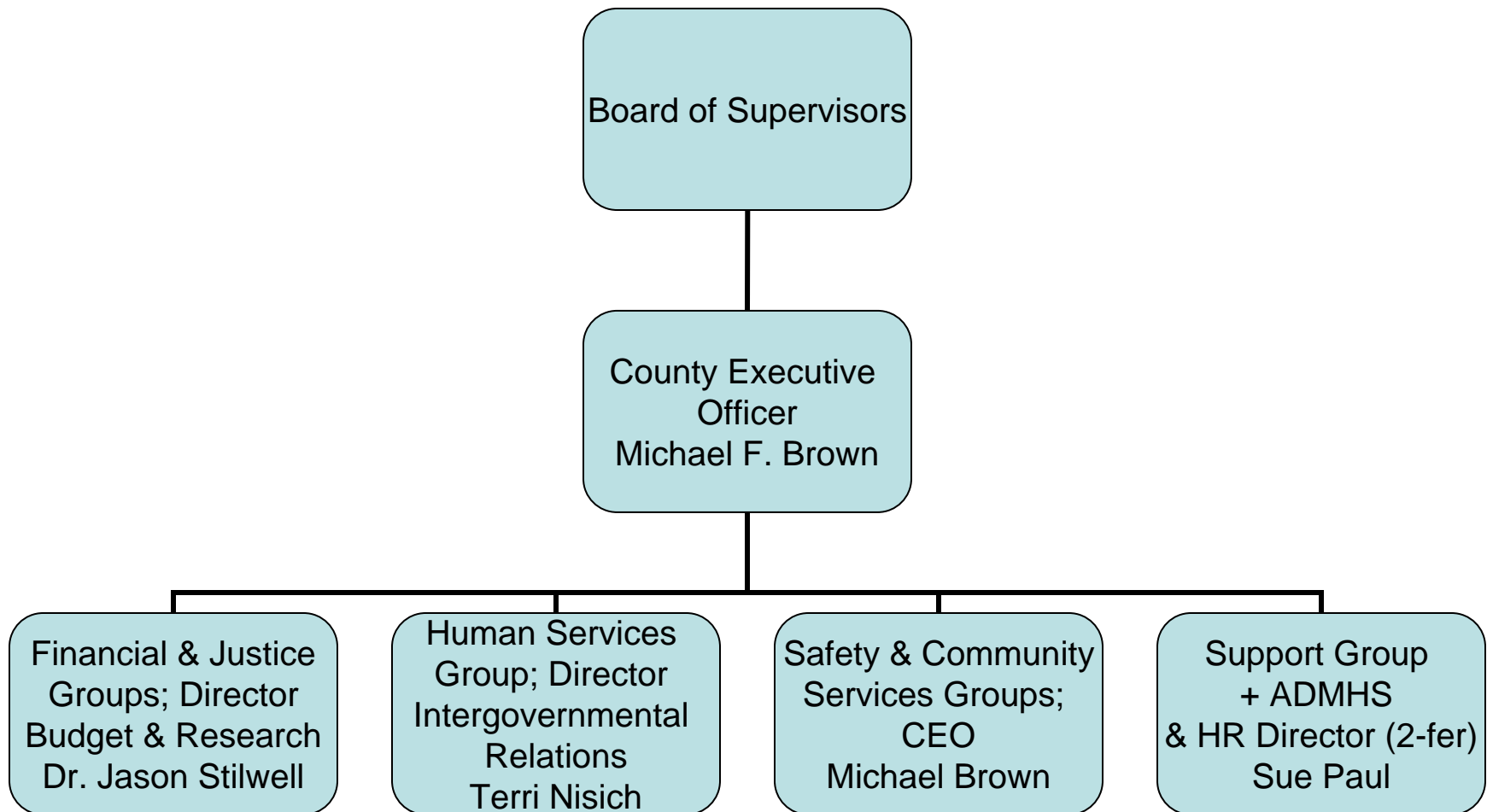
# Potential Service Level Reductions

- The County Executive Office will mitigate service level impacts to the extent possible with remaining staff and resources.
- Service level impacts may include:
  - volume of projects completed
  - time to complete projects
  - number of request responded to
  - velocity of responses may be impacted also





# County Executive Office

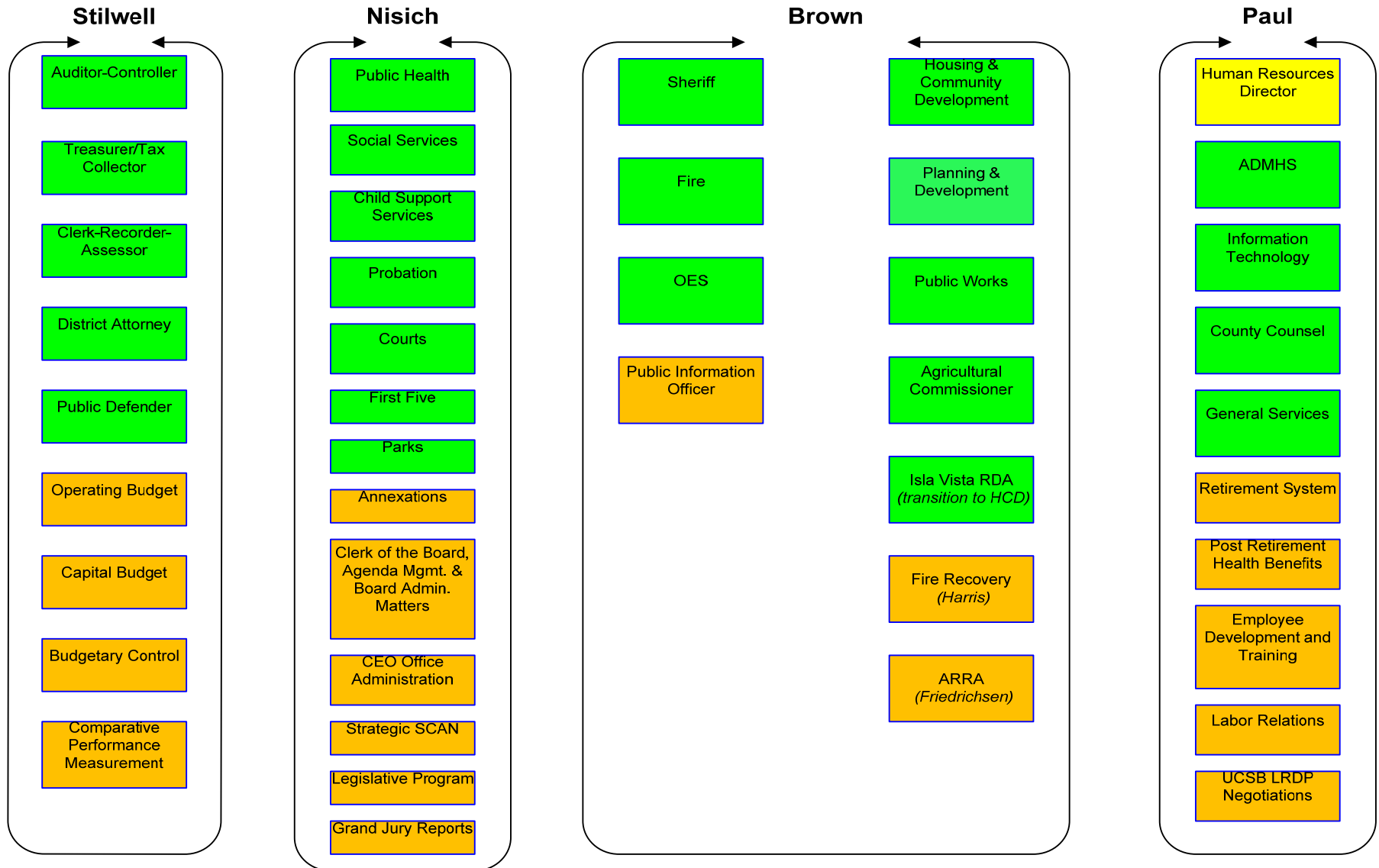


# County Executive Office

## Organizational Structure and Responsibilities

November 6, 2009

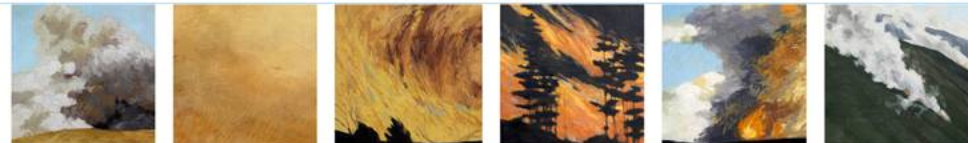
Dept. Oversight  
(1)  
 Dept. Head  
(2 for 1)  
 Executive-In-Charge



1) Budget and human resource/civil service system oversight when elected or court appointed..

# Financial & Justice Groups Services – Dr. Jason Stilwell, Assistant CEO/Director Budget & Research

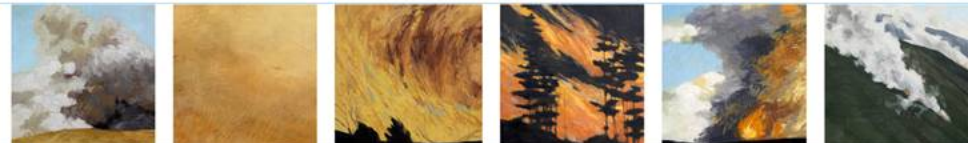
- Auditor-Controller
- Treasurer-Tax Collector
- Clerk-Recorder-Assessor
- District Attorney
- Public Defender
- Housing and Community Development
- Isla Vista RDA
- Operating Budget
- Capital Budget
- Budgetary Control
- Comparative Performance Measurement





# Human Services Group Services – Terri Nisich, Assistant CEO/Director Intergovernmental Relations

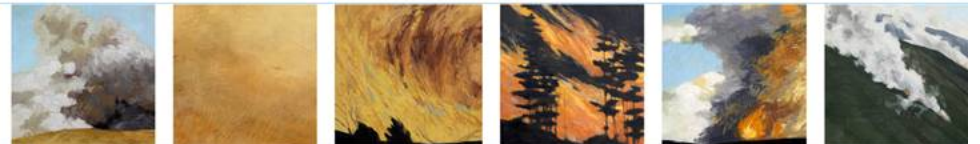
- Public Health
- Social Services
- Child Support Services
- Probation
- Parks
- Courts
- Clerk of the Board
- First Five
- Annexations
- Board Administration
- CEO Administration
- Strategic Scan
- Legislative Program
- Grand Jury Reports
- UCSB Liaison



# Safety & Community Services Groups

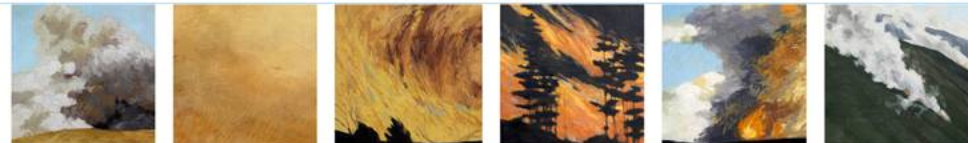
## Services – Michael F. Brown, CEO

- Sheriff
- Fire
- Office of Emergency Services
- Planning and Development
- Public Works
- Agriculture Commissioner
- Public Information Office
- Fire Recovery
- ARRA



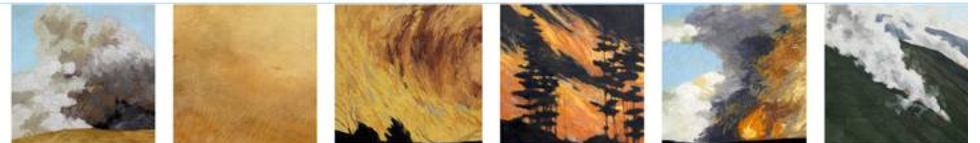
# Support Services Group + ADMHS & Human Resources Services – Sue Paul, Asst CEO/Human Resources Director

- Human Resources
- ADMHS
- Information Technology
- County Counsel
- General Services
- Retirement System
- Post Retirement Health Benefits
- Employee Training & Development
- Labor Relations
- UCSB LRDP Negotiations



## Illustrative Issues & Tasks: Daily

- Citizen requests & complaint responses
- Requests from other governments i.e. cities, districts, state, federal
- Community & citizen group requests
- News media requests
- Jackson burial/memorial contingency (as example)
- Legislative advocacy
- Personnel grievances
- Referee department disputes
- ARRA compliance



# Illustrative Cyclical Issues & Tasks: Weekly, Monthly, Quarterly

## Weekly

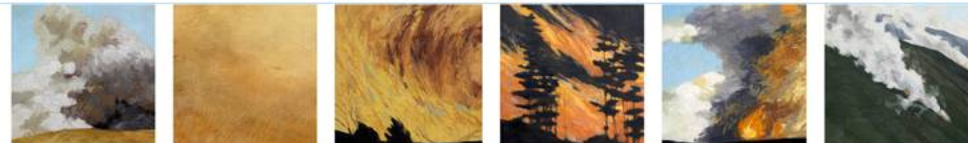
- Board of Supervisors agenda coordination, review, corrections & adjustments

## Monthly

- Department monthly projection meetings
- Six week interval of project reviews

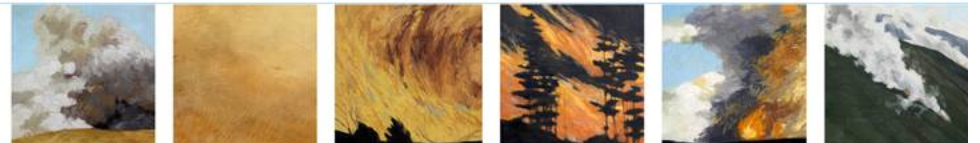
## Quarterly

- Financial report to the Board
- Operational review meetings



# Illustrative Cyclical Issues & Tasks: Annual

- Fiscal issues report to the Board
- Operating budget
- Capital improvement program 1 & 5 year
- Legislative platform
- Update budget principles
- Update budget instruction manual & coordinate budget development for all departments
- Maintain ICMA Certificate of Excellence in performance management
- Maintain GFOA Certificate for Distinguished Budget award







**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

PROPERTY ADMINISTRATOR  
ROUTE TO:  
2009 DEC 10 PM 12: 59  
RETURN INSTRUCTIONS:

November 16, 2009

Mr. Michael F. Brown  
County Executive Officer  
Santa Barbara County  
105 E. Anapamu Street, Room 406  
Santa Barbara, CA 93101-2065

Dear Mr. Brown:

I am pleased to notify you that Santa Barbara County, California has received the Distinguished Budget Presentation Award for the current budget from the Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement by your organization.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to:

**Michael F. Brown, County Executive Officer**

We hope you will arrange for a formal public presentation of the award, and that appropriate publicity will be given to this notable achievement. A press release is enclosed for your use.

We appreciate your participation in GFOA's Budget Awards Program. Through your example, we hope that other entities will be encouraged to achieve excellence in budgeting.

Sincerely,

Stephen J. Gauthier, Director  
Technical Services Center

Enclosure





*Leaders at the Core of Better Communities*

This  
**CERTIFICATE OF EXCELLENCE**  
is presented to

*Santa Barbara County, CA*

for exceeding the standards established by the ICMA Center for Performance Measurement™  
in the identification and public reporting of key outcome measures, surveying of both  
residents and employees, and the pervasiveness of performance measurement in the  
organization's culture.

Presented at the 95th ICMA Annual Conference  
Montréal, Québec, Canada  
13 September 2009

A handwritten signature in white ink, appearing to read "Robert J. O'Neill Jr.", is positioned above the printed name.

ROBERT J. O'NEILL JR.  
ICMA EXECUTIVE DIRECTOR

A handwritten signature in white ink, appearing to read "David M. Limardi", is positioned above the printed name.

DAVID M. LIMARDI  
ICMA PRESIDENT

A handwritten signature in white ink, appearing to read "Michael Lawson", is positioned above the printed name.

MICHAEL LAWSON  
ICMA CENTER FOR PERFORMANCE MEASUREMENT





**STANDARD  
& POOR'S**

**RATINGS DIRECT®**

April 14, 2008

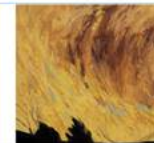
**Summary:**

**Santa Barbara County, California;**

Santa Barbara County's management practices are considered to be 'strong' under Standard & Poor's Financial Management Assessment (FMA). An FMA of 'strong' indicates that practices are strong, well-embedded and likely sustainable. The county uses multiple internal and external sources to build its budget and incorporates derived trends into its five-year financial and capital plans, which are updated yearly. Budgets are also reviewed quarterly by

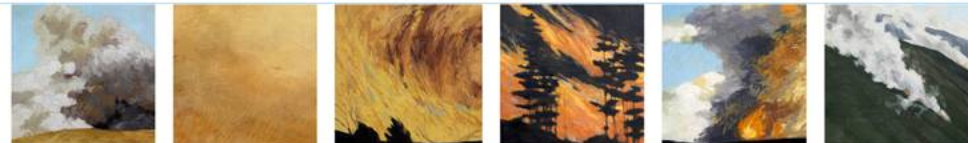
# Sample Projects & Studies

- Annexations
- Board research requests
- City of Goleta revenue neutrality requests, LRDP
- Goleta West detachment issue
- Lompoc Fire department analysis
- Fire/Planning & Development on-shore oil coordination
- Lake Cachuma Issues (Quagga Mussel, recreation, water quality, species, long-term lease)



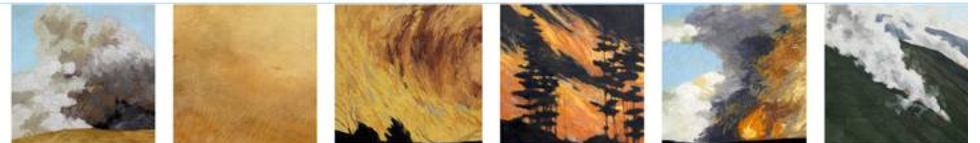
# Sample Projects & Studies, Continued

- Spay/Neuter ordinance
- Sheriff/Fire helicopter study
- Retirement studies & Retirement Board
  - Rates
  - Post Retirement Health Benefits
- Fire recovery jumpstarts
- Jail study
- Mental Health billing issues
- Santa Claus Lane beach access



# Clerk of the Board

- 6 full-time staff responsible for:
  - Board of Supervisors hearings
  - Property tax Assessment Appeals Program
  - Roster of appointed boards, commissions and committees
  - Maintenance and publication of Santa Barbara County Code
  - Posting and processing of California Environmental Quality Act (CEQA) documents
  - Preservation of and access to County legislative record from 1850 to present in accordance with the California Open Meetings Statute (Ralph M. Brown Act, Government Code §54950 et seq.)
  - Provide reception/administrative support services to Board of Supervisors offices





# Clerk of the Board

- Daily Tasks

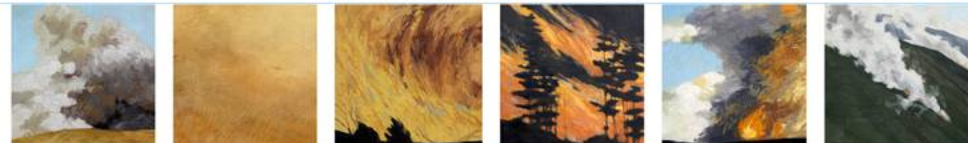
- Citizen, media and departmental requests for archival BOS legislation
- Ongoing management of BOS hearing process
- Intake of Assessment Appeal related documents
- Processing/Posting of environmental documents required under CEQA
- Acceptance of claims, summons and complaints filed against the County of SB
- Acceptance of rental housing data forms
- Acceptance of Monument Deposits required by County Surveyor per requirements of the Subdivision Map Act
- Intake and processing of Fish and Game Filing Fees mandated under Fish and Game Code §711.4(d)
- Intake and processing of secured property taxes required for land use subdivision and/or lot line adjustments mandated by Government Code §66414 et seq.



# Clerk of the Board

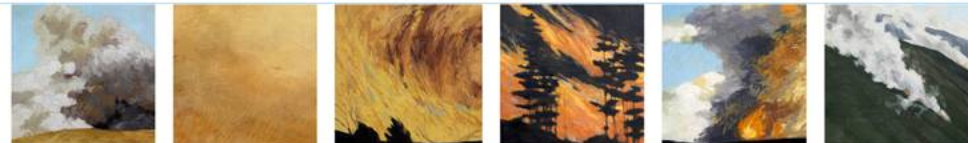
- Weekly Tasks

- Compilation of Board Letters and associated materials, and management of Agenda Review process
- Creation and publication of BOS agenda
- Distribution and publication of agenda documents in printed and electronic form
- Clerking/facilitation of BOS meeting
- Creation and publication of minutes of BOS meeting
- Input of docketed materials into LegiStar agenda management system
- Provide and archive live web streaming of BOS meeting
- Management of BOS long-term hearing schedule



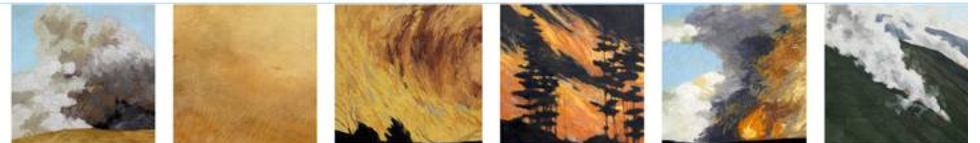
# Clerk of the Board

- Monthly
  - Assessment Appeal hearings
  - Electronic update to County Code
- Annually/As required
  - Acceptance of Property Tax Assessment Appeals filed in SB County
  - Manage the Installation of Elected Officials Ceremony
  - Clerk to County Indian Gaming Community Benefit Committee
  - Clerk to the County-wide City Selection Committee
  - Administrative support to Legislative Program Committee



# Clerk of the Board

- Continuous Process Improvement
  - Reduction of paper usage for printed materials by 40%
  - Upgrade and integration of Legistar 5.0
  - Launch of LegiStar “Insight” web module
  - Development of Board Letter Tracking system and protocols
  - Monthly electronic updates to County Code



# Thank You!

## Questions?



CEO Slide 25

