

CLERK-RECORDER-ASSESSOR

Presentation Overview:

- Department Overview
- An in depth look at our three main functional areas
- Department Focus Areas

Clerk-Recorder-Assessor

Budget & Positions (FTEs)

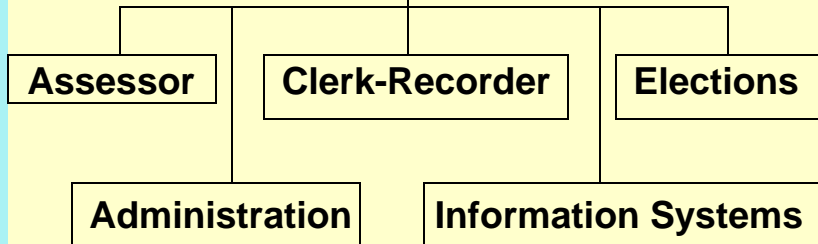
Operating \$ 15,851,509

Capital -

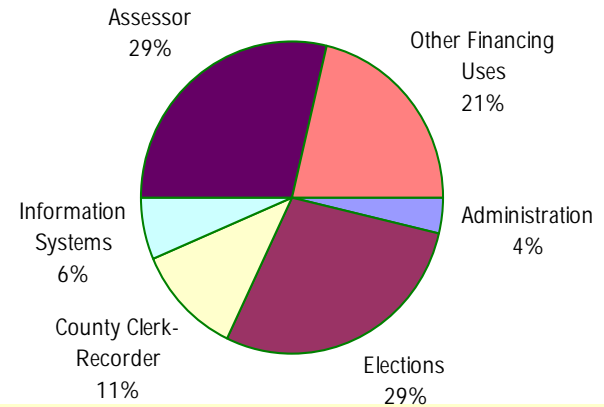
Positions(FTEs) 117.5

County Clerk-Recorder and Assessor

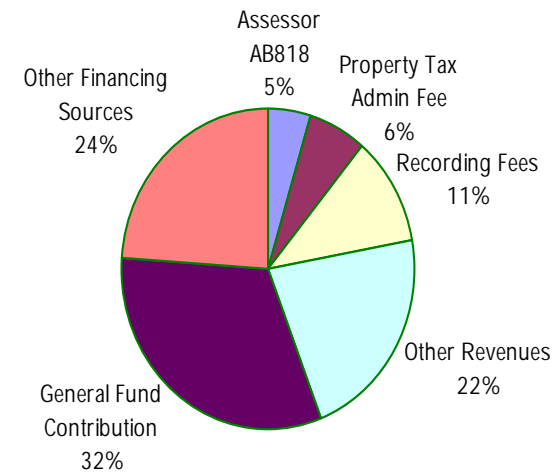
Joseph E. Holland



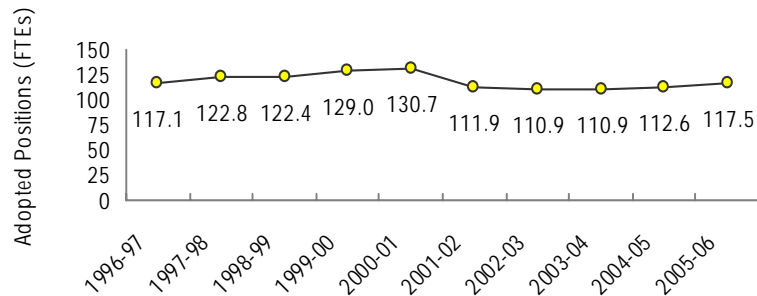
USE OF FUNDS



SOURCE OF FUNDS



STAFFING TREND



ASSESSOR FUNCTIONAL AREA

Department Head/Asst DH

Chief Appraiser

Operations

22.7 FTE's

Exemptions
Title Transfer
Front Counter
Mapping

Residential

15.73 FTE's

Homes
Condos
Sub-Divisions

Commercial

25.73 FTE's

Equipment
Boats/Planes
Ag Preserve
Minerals

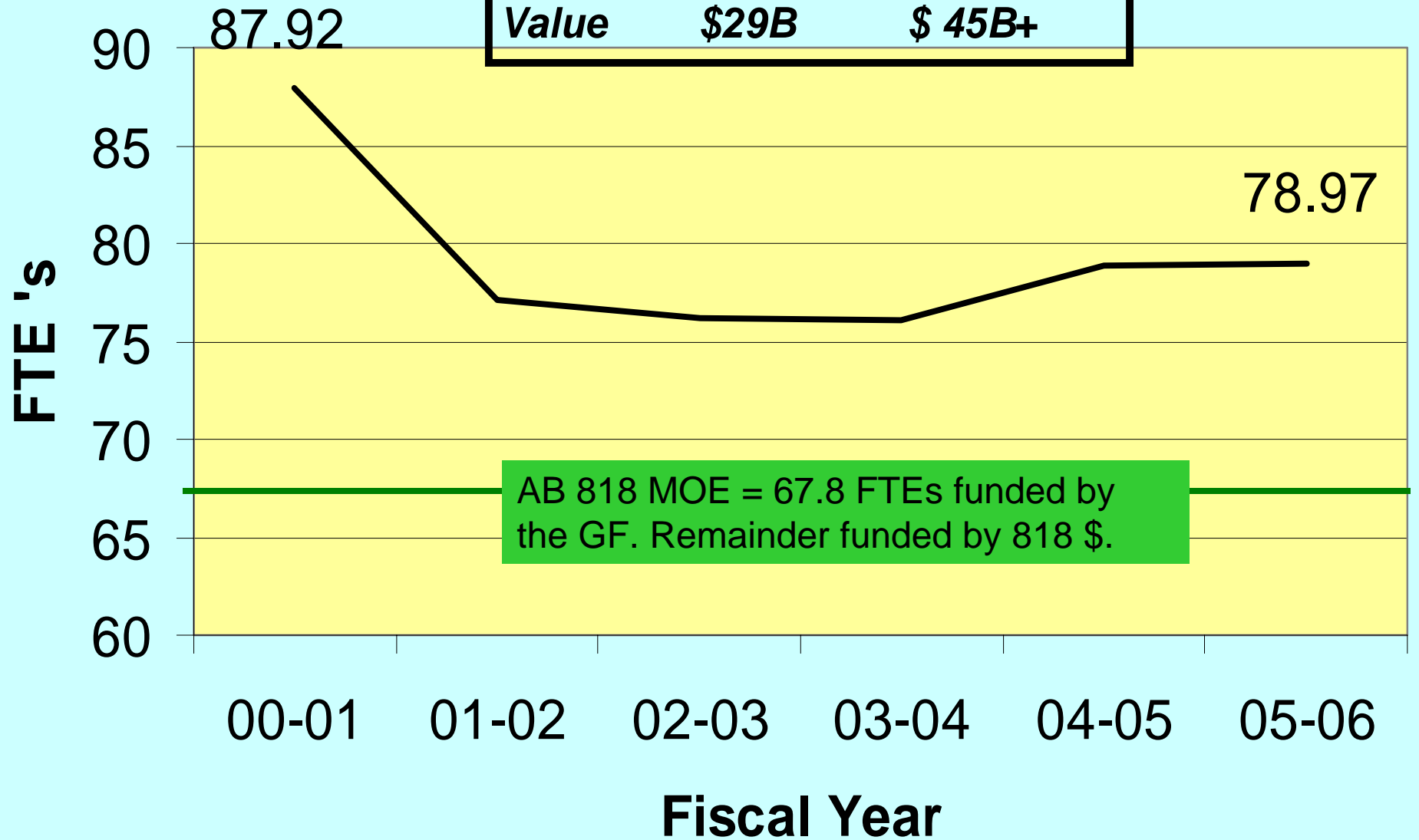
Admin/Information Systems

14.81 FTEs

Offices in Santa Barbara, Lompoc and Santa Maria

Assessor FTEs

	<u>FY 00-01</u>	<u>FY 05-06</u>
<i>Parcels</i>	119K	125K
<i>Value</i>	\$29B	\$ 45B+

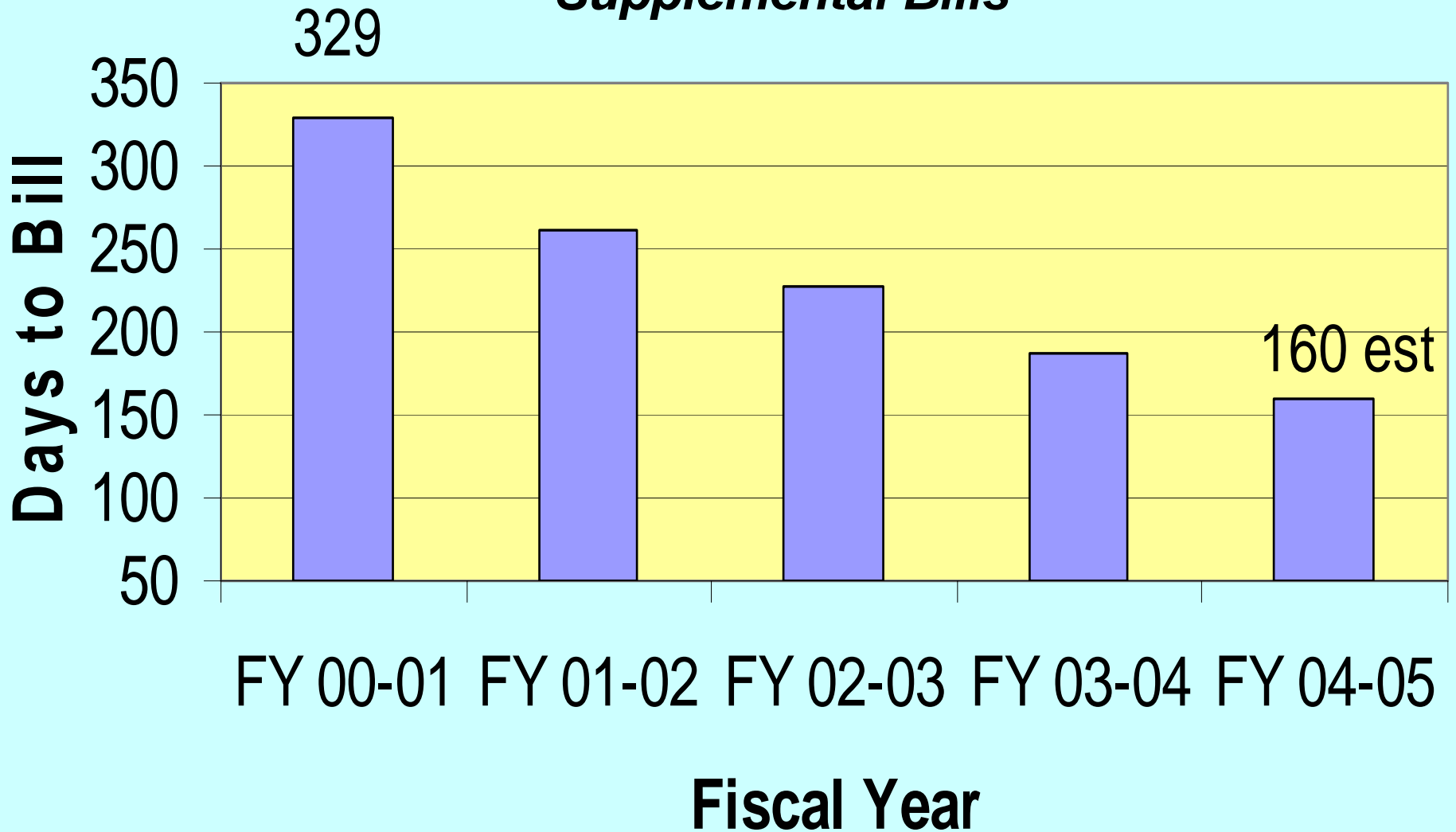


Assessor Accomplishments

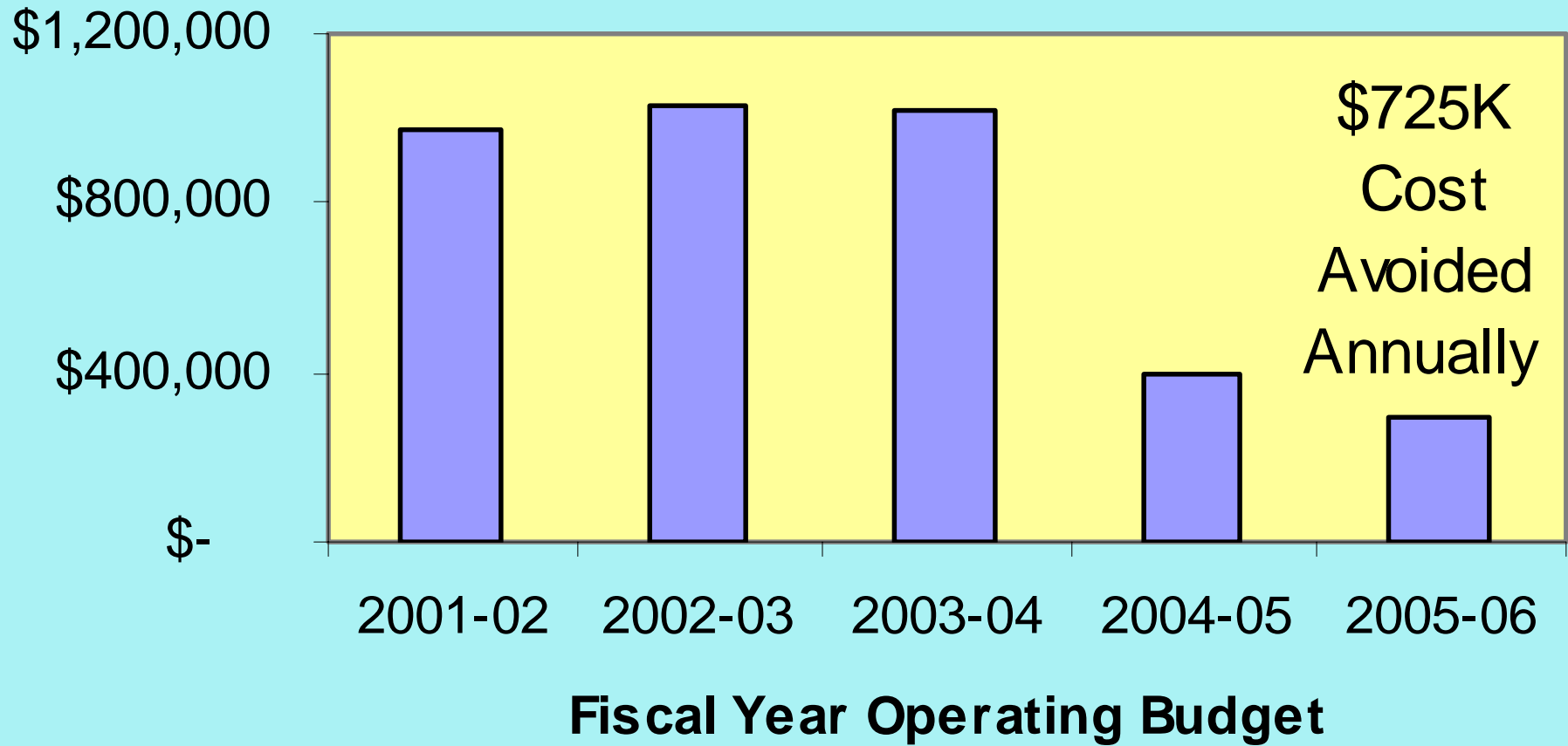
- Completed assessment work on most 2004 events by May 27th 2005 (2 weeks < than prior year)
- Reduced Supplemental Billing Times
- Implemented a Low Value Ordinance
- Developed a BPS E-Filing Capability
- Established Ag preserve & Sub-Division Teams
- Coordinated Mainframe Transition
- Re-started Property Tax Integration Project

Avg Billing Time in Days

Supplemental Bills



County-wide Mainframe Operations



Assessor Production Reports

Provides Production Info by:

- Residential, Commercial, Sub-Division and Ag Preserve
- Location (north, south, central)
- Supervisor...by individual
- Work completed
- Work to do, by type and how old it is
- Pay period
- Comparisons by Year

What's Coming for the Assessor

- Completing assessment work on most 2005 events by mid-may 2006 (2 weeks < than prior year)
- A new Unsecured Application
- An Improved Homeowner Exemption Process
- More on-line uses...Forms, Maps, Business Property Statement (BPS) Filings
- Continued Mainframe operating cost savings
- Greater cross training of support staff
- Testing a Computer Aided Mass Appraisal System

CLERK- RECORDER FUNCTIONAL AREA

Department Head/Asst DH

Clerk-Recorder Division Manager

24.11 FTE's

Offices in Santa Barbara, Lompoc & Santa Maria

Two main functional areas

Vitals

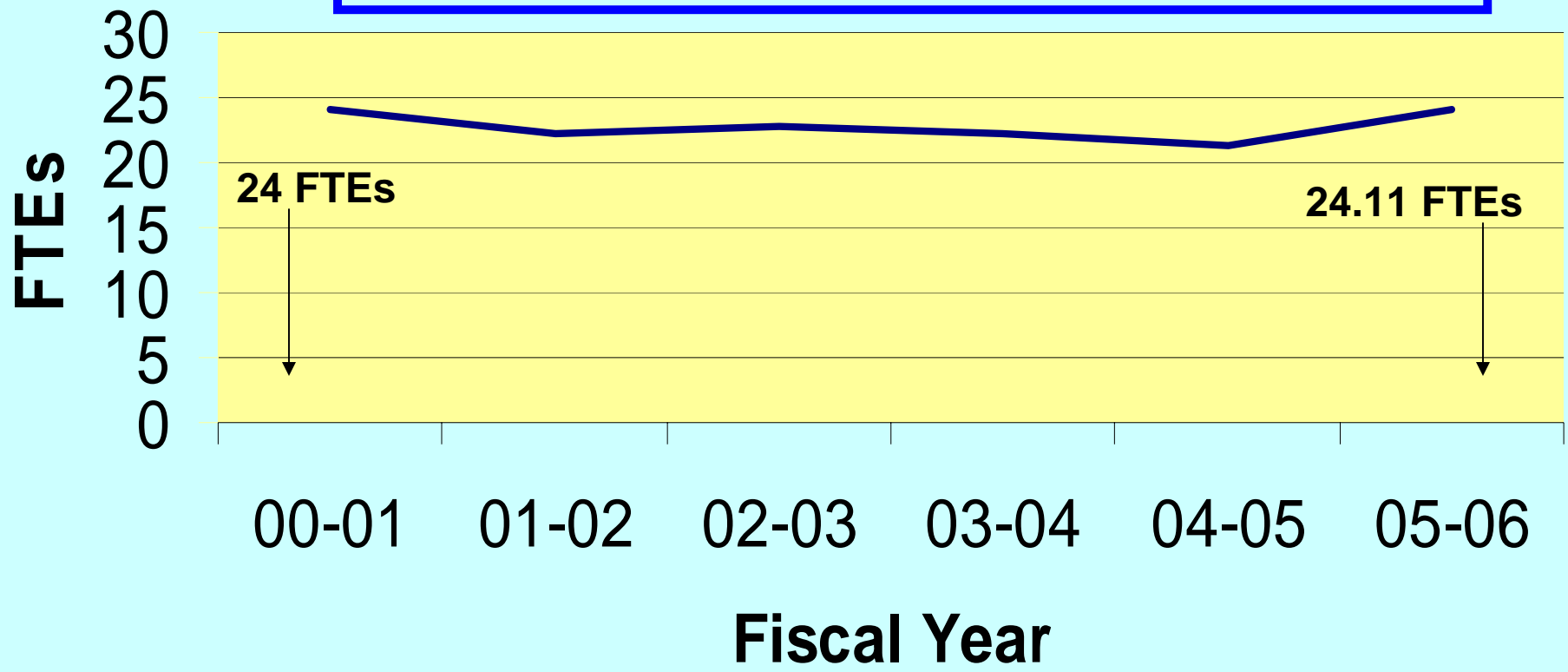
Births Certificates
Death Certificates
Marriage Licenses
Passports
Fictitious Businesses

Official Records

Deeds
Reconveyances
Indexing/Verifying
Reading Legals

Clerk-Recorder FTEs

	<u>FY 00-01</u>	<u>FY 04-05</u>
<i>Recording</i>	96K	120K
<i>Recording Revenue</i>	\$1.6M	\$2.5M
<i>Property Transfer Tax</i>	\$3.6M	\$6.6M

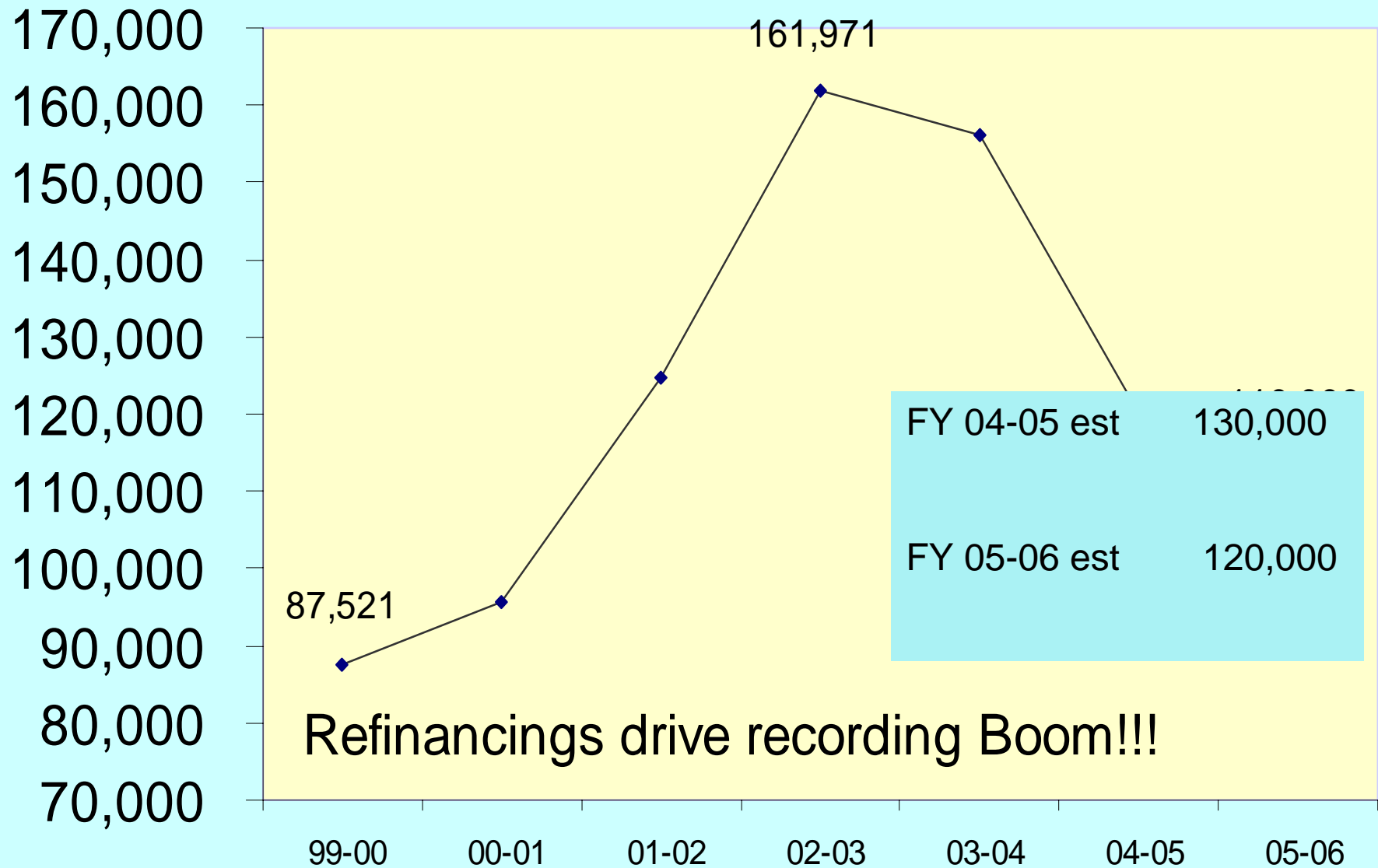


Clerk-Recorder Accomplishments

- Managed significantly increased workload without reducing service levels.
- Scanned Vitals back to 1979 and Official Records back to 1989
- Started Hall of Records restoration
- Remodeled the Lompoc Office & SM front counter area
- Initiated a major cross training program

Across all three functional areas we are working with HR to create one generic job class with 6 levels ... 3 flex and 3 supervisory...provides greater flexibility to meet peaks...provides attractive career path

Recordings FY 99-00 to FY 05-06



Refinancings drive recording Boom!!!

Clerk-Recorder Production Report

Provides Recording Production Info By:

- Customer type (i.e. Title Co, walk-ins, govt agencies, Fedex etc)
- Batch # (document groups of 30 or less) and date received
- Days to process...from receipt to examine, to recording and to mail.
- Each day: provides # received, # examined, # rejected and # outstanding
- Provides reports by day, by month and provides comparisons to prior years to help spot trends.

Workload Stats DB

Operations Performance Measurement Report

Workload Type: All

Customer: All

From: 03/01/2005

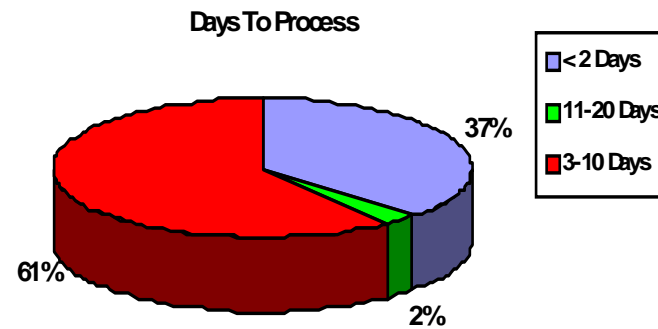
To: 03/31/2005



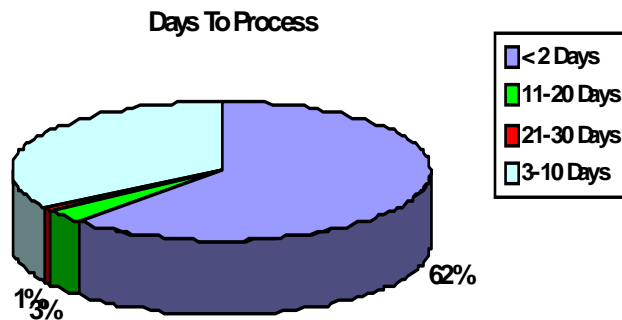
PM44 - Recordation To Mailing



PM45A - Receipt to Mailing



PM46 - Receipt to Recordation



What's Coming for Clerk-Recorder

- More scanning projects
- Grand re-opening of newly rehabilitated Hall of Records
- Expand North County recording capability
- Commence construction of climate control storage facility
- Expand our passport service to include photo service

ELECTIONS FUNCTIONAL AREA

Department Head/Asst DH

Elections Division Manager

14.47 FTE's (3 offices)

Project Manager

Elections Division Supervisor

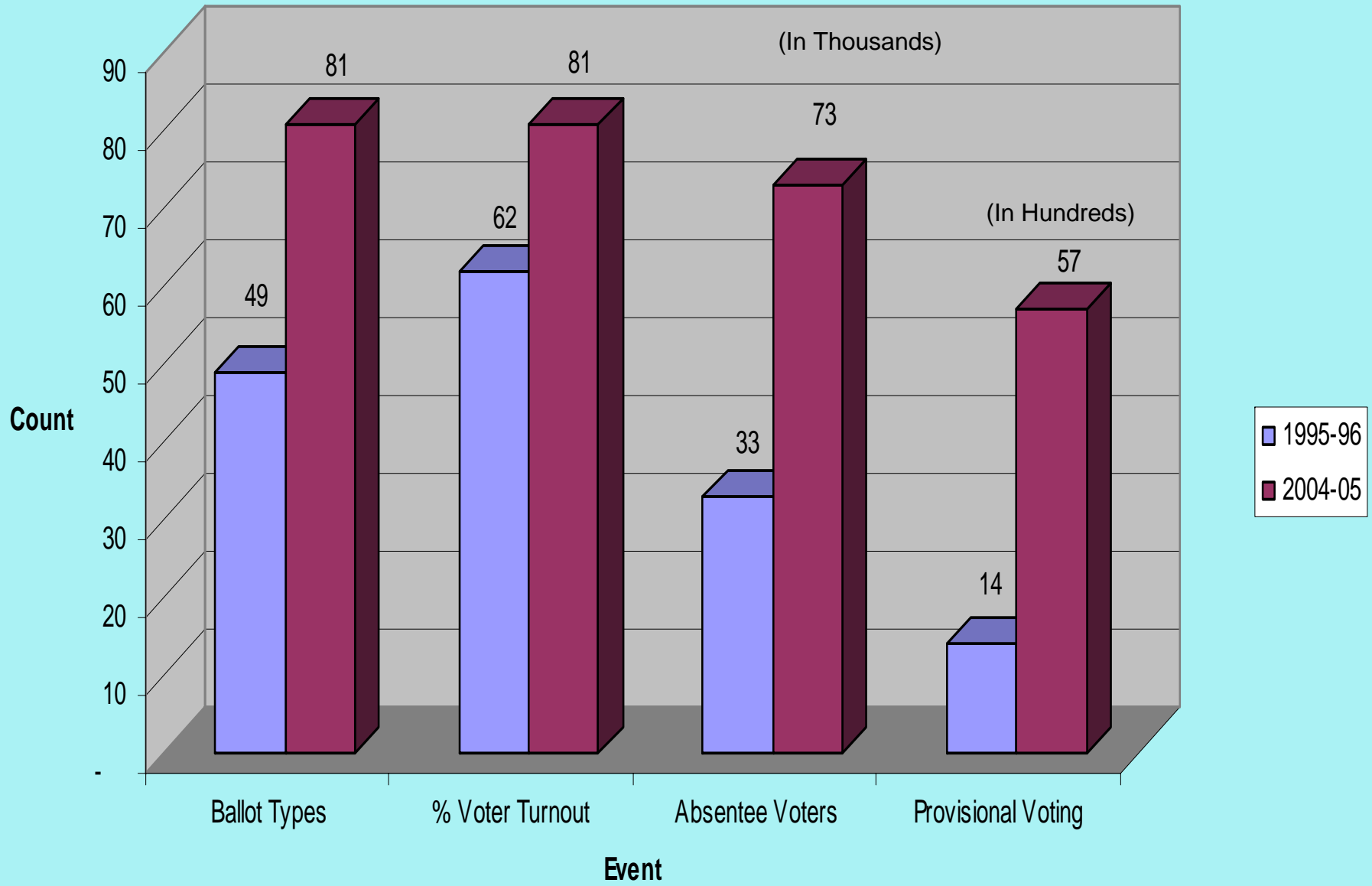
- Polling Operations**
- Voter Registration**
- Absentee Voting**
- Candidate filing**

Storekeeping /Data Processing/Mapping

Branch offices in SM & Lompoc

About 90 days before and 30 days after a major election we have more staff. Initially 50-80 extra help to train and manage ..on election day we have 1500-1600 ... then back to 30-50 EH for the after election tasks.

General Election Statistics



Elections Accomplishments

- Conducted Nov 2004 General Election w/huge turnout (170K voters or about 81%)
- Completed Elections move into new permanent home with added security features
- Completed a major voter registration database purge
- Commenced touch screen research and analysis for procurement on new voter tabulation system
- Implemented real time registration...1st in state

What's Coming for Elections

- Conduct June & September 2005 special elections
- Conduct November 2005 UDEL
- Conduct November state-wide special election?
- Conduct June 2006 primary
- Implement HAVA requirement for touch screen capability for disabled



New equipment will be touch screens with brail, audio capability ... and a paper audit trail.

Is there a structural change occurring in Elections?

	<u>Avg Scheduled</u>	<u>Avg Actually Held</u>
1976-90	1.5 per year	1.66
1991-2005	1.5	2.533

For 2005 we had one scheduled election = Nov UDEL

Actuals will be ...a June special, a September special, a Nov UDEL , most likely a Nov statewide special and County Retirement Board in Dec 2005

CLERK-RECORDER-ASSESSOR DEPARTMENT FOCUS AREAS

- *Providing only the highest quality products and services...how they are viewed is how we are viewed.*
- *Constantly improving our processes & leveraging technology ... this provides better services and creates value for SBC residents*
- *Providing a quality work environment for our personnel (training, methods, equipment, space, promotional opportunities ..and having a little fun :)*
(Only by doing this, can we achieve the first two focus areas)

Questions ?