Proposed Budget Plan
Assessor–County Clerk–Recorder

Board of Supervisors
March 30, 2010

Mission Statement

The mission of the County Clerk, Assessor, Recorder and Elections Office (CARE) is to maintain an accurate public record of recorded transactions relating to people, businesses and property within San Mateo County; ensure equitable treatment of County property owners by providing timely, accurate and fair valuation of land, improvements, businesses and personal property; maintain accurate voter registration files; and conduct accurate and secure elections on behalf of the citizens of San Mateo County.

CARE Divisions

- Appraisal Services
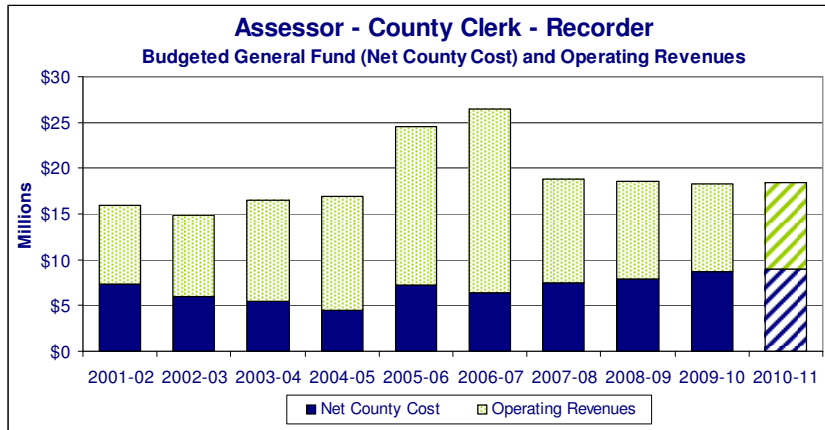- Administration and Support
- Elections
- County Clerk–Recorder

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FY 2009-10 Adopted Budget

Total Positions		**113**
Total Sources		**$19,465,485**
Operating Revenues	$9,484,556	
General Fund (Net County Cost)	$8,758,920	
Fund Balance (one-time)	$1,222,009	
Total Uses		**$19,465,485**
Operating Expenditures	$18,362,476	
Reserves (one-time)	$1,103,009	

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Ten-Year Funding Trend
Operating Revenues and General Fund
FY 2002 to Estimated FY 2011

Assessor - County Clerk - Recorder
Budgeted General Fund (Net County Cost) and Operating Revenues

Legend: ■ Net County Cost   □ Operating Revenues

FY 2010-11 Budget Target General
Fund Contribution (Net County Cost)

Base: FY 2009-10 Net County Cost		**$8,758,920**
Retirement Increase	$724,327	
Other Salary and Benefits	$94,206	
Revenue Offsets	$0	
CARE Reduction Targets		
Appraisal Services (5%)	($264,677)	
Other CARE Divisions (10%)	($346,538)	**$207,318**
FY 2010-11 Net County Cost		**$8,966,238**

Reductions Already Made
FY 2008 through FY 2010 Adopted Budget

Since FY 2008 CARE has eliminated 13 full-time Positions totaling more than $1.48 million

- **FY 2007-08**
  – Eliminated 2 positions for $220,176
- **FY 2008-09**
  – Eliminated 5 positions for $589,340
- **FY 2009-10**
  – Eliminated 6 positions for $677,274

Planning and Priority-Setting Process

- **CARE Management Team, Supervisors & Senior Lead Staff**
- **Budget Scenario Planning Process**
  – Management Workshops & Budget Planning Scenarios
  – Conducted Employee Meetings to Discuss Budget Status
  – Created Budget Reductions Options & Rated Each Approach
  – Identified work that could be combined, reduced or eliminated
  – Listed onetime expenses that would produce long term savings
- **Criteria Used to Develop Budget Reductions**
  – Core Services Analysis – What is required by law for CARE
  – Client impact – How budget cuts adversely affected the public
  – Budget Balancing Principles – Protect the core work

Mandated Services

**Assessor-County Clerk-Recorder
MUST Provide:**

Appraisal Services–property valuations

Elections–voter registration and conduct of elections

Clerk-Recorder–record legal documents and issue vital records and other documents

Discretionary Services

Administration and Support–sets and administers policies, develops and executes the annual business plan, monitors accomplishments and oversees all technology and financial operations for the department

Proposed Reductions
TOTAL = $611,215

Eliminate 5 positions effective July 1, 2010

- Administration and Support = 1 position
- Appraisal Services = 2 positions
- Elections = 1 position
- Clerk-Recorder = 1 position

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Proposed Reductions

- **Impacts**
  - **Client/Customer Impact**–back logs in valuations, time delays in documents being recorded, delay in vote counts; public service in all areas suffers
  - **Community Impact**–loss revenues to cities, schools, special districts and the County
  - **Impacts on Other Departments and Partners**– accuracy and delays of information used by other departments, local jurisdictions and state agencies
  - **Short-Term vs. Long-Term**–immediate drop in revenues / lack of public trust and confidence in the ability of the County to provide mandated services

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Looking Ahead
FY 2011-2012 and FY 2012-2013

- **Core services that will remain**–mandated services for the Assessor, Elections and Clerk-Recorder Offices; however, timeliness and quality of services will be greatly diminished

- **Major initiatives to continue to meet performance goals**–statewide voter registration database, electronic recording and electronic data management systems (EDMS)

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Looking Ahead
FY 2011-2012 and FY 2012-2013

- **State Budget**–no information available at this time

- **Process moving forward**–educate decision makers about the significance of the contributions that CARE provides to the cities, schools, special districts and other departments in the County; and the consequences of backlogs and errors as a result of reduced staffing

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DISCUSSION

THANK YOU