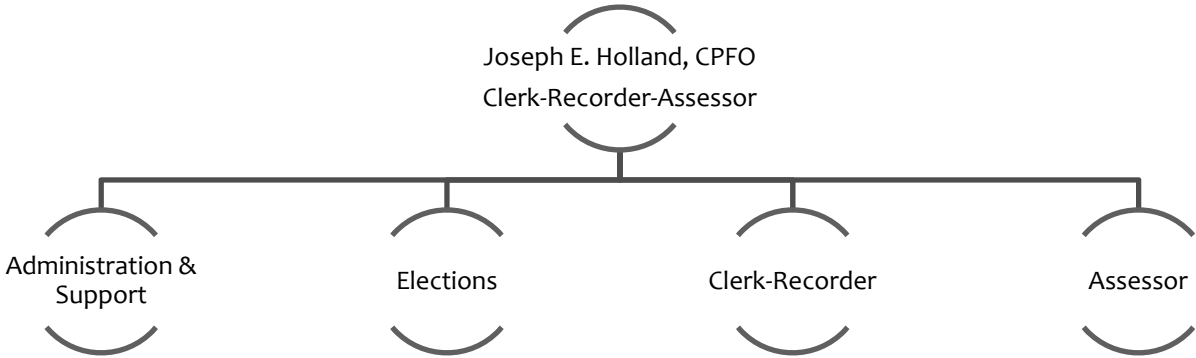


# Clerk-Recorder-Assessor



RECOMMENDED BUDGET & STAFFING SUMMARY & BUDGET PROGRAMS CHART

<b>Operating</b>	<b>\$ 17,968,100</b>
<b>Capital</b>	<b>\$ 2,625,000</b>
<b>FTEs</b>	<b>99.5</b>



# Clerk-Recorder-Assessor

## Department

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### *MISSION STATEMENT*

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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*

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The Clerk-Recorder-Assessor Department has three direct service budget programs: Assessor, Clerk-Recorder, and Elections.

Within the official duties as prescribed by the Revenue and Taxation Code, the Assessor Program 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 the funding of public services.

In accordance with various sections of the California Government Code, the Clerk-Recorder Program records all official documents 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 Election Code, the Elections Program 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 election process.

The Administration and Support Program provides support functions to the Department's direct service programs by providing leadership and direction in support of the Department's overall mission and goals.

### *HIGHLIGHTS OF 2018-19 OBJECTIVES*

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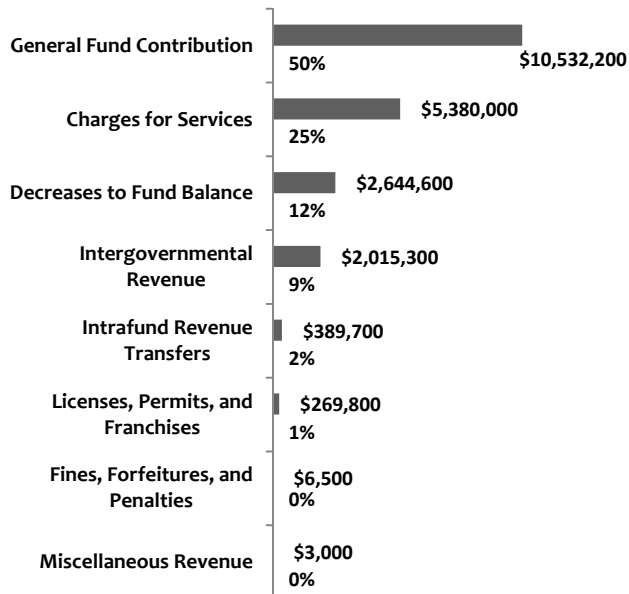
- Elections will conduct the Montecito Fire Protection District Special Election, the 2018 Gubernatorial General Election, and any local elections as requested by local agencies.
- Elections will finalize the website update project making it more accessible to all voters.
- The Clerk-Recorder will pursue standardizing indexing practices with other counties, creating a new training manual, and providing training for the staff.
- The Clerk-Recorder will implement a new website with expanded content and additional accessibility for users such as translation into Spanish and compatibility with mobile devices and Section 508 standards.
- The Assessor anticipates reviewing an estimated 9,000 parcels subject to Proposition 8/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 January 1st tax lien date, by June 30th as part of the assessment roll.
- The Assessor will continue the process of modernizing the Assessor Property System.

# Clerk-Recorder-Assessor

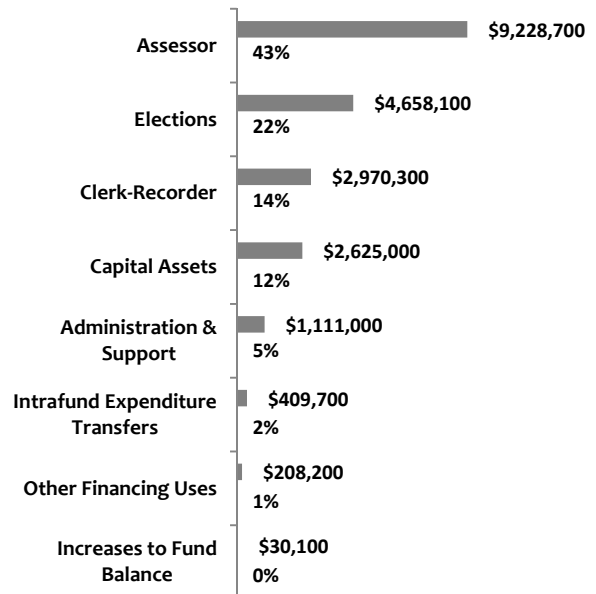
Department

## RECOMMENDED SOURCES & USES OF FUNDS

### Source of Funds - \$21,241,100

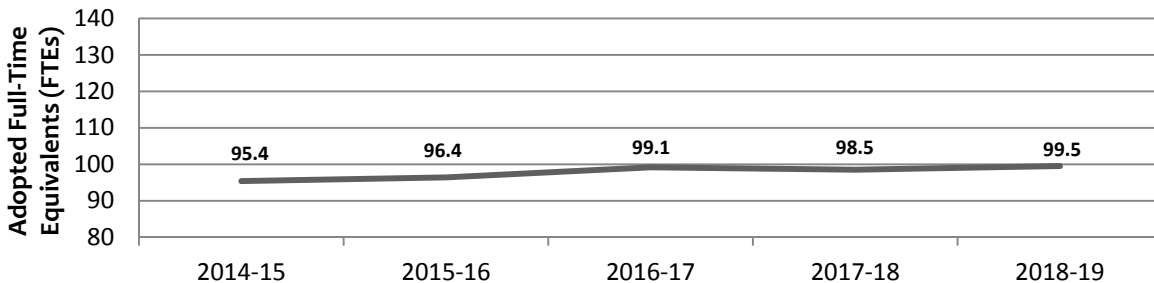


### Use of Funds - \$21,241,100



## STAFFING TREND

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.



# Clerk-Recorder-Assessor

## Department

### BUDGET OVERVIEW

Staffing Detail By Budget Program	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
Administration & Support	5.34	5.32	5.32	5.22	(0.10)
Elections	12.60	12.30	12.30	12.70	0.40
Clerk-Recorder	16.18	18.98	18.98	18.78	(0.20)
Assessor	61.41	61.90	61.90	62.80	0.90
<b>Total</b>	<b>95.52</b>	<b>98.50</b>	<b>98.50</b>	<b>99.50</b>	<b>1.00</b>
<b>Budget By Budget Program</b>					
Administration & Support	\$ 1,102,281	\$ 1,113,195	\$ 1,275,000	\$ 1,111,000	\$ (2,195)
Elections	3,874,271	4,330,024	4,142,100	4,658,100	328,076
Clerk-Recorder	2,343,839	3,012,684	2,993,900	2,970,300	(42,384)
Assessor	8,304,829	9,031,215	8,549,900	9,228,700	197,485
<b>Total</b>	<b>\$ 15,625,220</b>	<b>\$ 17,487,118</b>	<b>\$ 16,960,900</b>	<b>\$ 17,968,100</b>	<b>\$ 480,982</b>
<b>Budget By Categories of Expenditures</b>					
Salaries and Employee Benefits	\$ 12,149,907	\$ 13,080,759	\$ 12,608,200	\$ 13,326,100	\$ 245,341
Services and Supplies	2,828,688	3,611,019	3,611,000	3,868,900	257,881
Other Charges	646,625	795,340	741,700	773,100	(22,240)
<b>Total Operating Expenditures</b>	<b>15,625,220</b>	<b>17,487,118</b>	<b>16,960,900</b>	<b>17,968,100</b>	<b>480,982</b>
Capital Assets	-	2,725,000	225,000	2,625,000	(100,000)
Other Financing Uses	207,966	207,968	208,000	208,200	232
Intrafund Expenditure Transfers (+)	10,964	350,280	353,800	409,700	59,420
Increases to Fund Balances	2,193,725	68,836	32,800	30,100	(38,736)
Fund Balance Impact (+)	515,344	-	-	-	-
<b>Total</b>	<b>\$ 18,553,219</b>	<b>\$ 20,839,202</b>	<b>\$ 17,780,500</b>	<b>\$ 21,241,100</b>	<b>\$ 401,898</b>
<b>Budget By Categories of Revenues</b>					
Licenses, Permits and Franchises	\$ 269,000	\$ 241,500	\$ 241,500	\$ 269,800	\$ 28,300
Fines, Forfeitures, and Penalties	8,257	6,000	6,000	6,500	500
Intergovernmental Revenue	457,505	2,090,313	85,000	2,015,300	(75,013)
Charges for Services	6,714,645	5,165,500	5,140,800	5,380,000	214,500
Miscellaneous Revenue	22,665	3,000	34,900	3,000	-
<b>Total Operating Revenues</b>	<b>7,472,072</b>	<b>7,506,313</b>	<b>5,508,200</b>	<b>7,674,600</b>	<b>168,287</b>
Intrafund Expenditure Transfers (-)	-	330,280	330,300	389,700	59,420
Decreases to Fund Balances	281,646	2,470,409	1,409,800	2,644,600	174,191
General Fund Contribution	10,799,500	10,532,200	10,532,200	10,532,200	-
<b>Total</b>	<b>\$ 18,553,219</b>	<b>\$ 20,839,202</b>	<b>\$ 17,780,500</b>	<b>\$ 21,241,100</b>	<b>\$ 401,898</b>

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

# Clerk-Recorder-Assessor

## Department

*CHANGES & OPERATIONAL IMPACT: 2017-18 ADOPTED TO 2018-19 RECOMMENDED*

### Staffing

- Net increase of 1.0 FTEs due to the addition of an Appraiser II position (1.0 FTE) funded by a one-time release of Committed Assessment Appeals Support fund balance. There were offsetting FTE changes within the Clerk-Recorder, Elections, and Administrative and Support budget programs due to consolidation of a few partially-funded positions.

The Department's budgeted staff has decreased by 19 FTEs since FY 2007-08. Over this period of time, workload in some programs decreased, reducing the level of staff needed. However, other staff reductions were necessary to absorb the impact of decreasing revenues, increasing costs, and County-implemented budget reductions. This challenge has been compounded in recent years by the loss of experienced staff in the Assessor's office. The FY 2018-19 Recommended staffing levels remain consistent with budgeted FY 2017-18 levels. The Assessor's ability to timely and accurately assess the value on all taxable property will continue to be impacted and the Assessor may continue to experience increases in assessment work backlog.

### Expenditures

- Net operating expenditure increase of \$481,000:
  - +\$258,000 increase in Services and Supplies primarily in the Elections division due to the implementation of AB 1461 California New Motor Voter Program and minimum wage cost increases for Temporary Staff and Poll Workers.
  - +\$245,000 increase in Salaries and Employee Benefits costs to fund 99.5 FTEs, partially driven by the implementation of AB 1461 California New Motor Voter Program.
  - -\$22,000 decrease in Other Charges primarily driven by a decrease in Information Technology Department data service charges.
- Net non-operating expenditure decrease of \$79,000:
  - -\$100,000 decrease in Capital Asset expenditures due to the completed acquisition and installation of a new ballot extractor.
  - -\$39,000 decrease in funds designated for future departmental use primarily due to a downturn in recording fee revenue.
  - +\$59,000 increase in Intrafund Expenditure Transfers due to a change in intra-department overhead charges.

These changes result in Recommended operating expenditures of \$17,968,100, non-operating expenditures of \$3,273,000, and total expenditures of \$21,241,100. Non-operating expenditures primarily include capital assets, transfers, and increases to fund balance components.

# Clerk-Recorder-Assessor

## Department

### *CHANGES & OPERATIONAL IMPACT: 2017-18 ADOPTED TO 2018-19 RECOMMENDED (CONT'D)*

#### Revenues

- Net operating revenue increase of \$168,000:
  - +\$214,500 net increase in Charges for Services primarily due to:
    - +\$330,000 increase in recoverable election costs from local agencies due to the holding of a Gubernatorial General Election in FY 2018-19 involving local agency consolidation.
    - +\$280,000 increase from the newly implemented SB 2 Building Homes and Jobs Act, which went into effect on January 1, 2018.
    - -\$384,500 decrease driven by a downturn in recording fee revenue stemming from legislative changes and an almost 50% drop in real estate sales in Montecito from the prior year as a result of the recent disasters.
  - +\$28,000 increase in Licenses, Permits, and Franchises for annual fluctuations in the number of estimated marriage licenses issued.
  - -\$75,000 decrease in Intergovernmental Revenue due to the completed acquisition and installation of a \$100,000 ballot extractor of which \$75,000 was reimbursable through California Proposition 41.
- Net non-operating revenue increase of \$234,000:
  - +\$174,000 net increase in use of fund balances primarily due to:
    - +\$340,000 increase in budgeted use of Committed Emerging Issues fund balance to address cost increases in the Elections division associated with AB 1461 California New Motor Voter Program.
    - +\$225,000 increase in use of Assessor Property System Maintenance/Development fund balance to fund project costs for the new Assessor Property System.
    - +\$74,000 increase in use of Assessment Appeals Support fund balance to fund the new Appraiser II position created to address the large volume of assessment appeals.
    - +\$63,000 increase in use of restricted fund balances within the Recorder budget program due to a downturn in recording fee revenue.
    - -\$30,000 decrease in use of Elections Voting Equipment fund balance due to the completed acquisition and installation of a ballot extractor funded primarily with State monies that also required a local match.
    - -\$498,000 decrease in budgeted use of committed fund balances to balance the Department's operating budget.
  - +\$59,000 increase in Intrafund Revenue Transfers due to a change in intra-department overhead charges.

These changes result in Recommended operating revenue of \$7,674,600, non-operating revenues of \$13,566,500, and total sources of \$21,241,100. Non-operating revenues primarily include General Fund Contribution and decreases to fund balance components.

#### *RELATED LINKS*

For more information on the Clerk-Record-Assessor's Department refer to their website at <http://sbcassessor.com/ClerkRecorder/ClerkRecorder.aspx>.

# Clerk-Recorder-Assessor

## Department

### PERFORMANCE MEASURES

Description	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated Actual	FY 2018-19 Recommend
<b>Administration and Support</b>				
Percent of departmental Employee Performance Reviews (EPRs) completed by the due date.	82%	76%	100%	100%
<b>Elections</b>				
Number of voter registration transactions (adds, deletes, and changes) processed for the Fiscal Year	126,711	115,930	85,000	90,000
Number of Federal, State, and Local Elections conducted in the Fiscal Year	1	4	3	3
Number of VoteCal transactions processed for the Fiscal Year	9,748	10,267	10,000	10,000
Total voter registration in the scheduled statewide election	201,865	222,983	230,000	276,000
Permanent Vote By Mail registration as a percentage of total registration	62%	63%	60%	60%
	125,156	141,628	138,000	165,600
Total turnout in the scheduled statewide election as a percentage of total registration	59%	82%	40%	60%
	118,974	182,264	92,000	165,600
Poll turnout as percentage of total votes in the scheduled statewide election	32%	34%	30%	35%
	38,157	61,652	27,600	57,960
Vote By Mail turnout as percentage of total votes in the scheduled statewide election	68%	66%	70%	65%
	80,817	120,612	64,400	107,640
<b>Clerk Recorder</b>				
Percentage and number of official documents recorded and indexed the same day	100%	100%	100%	100%
	79,418	84,056	70,000	70,000
Percentage and number of documents recorded electronically (E-Recorded)	31%	33%	34%	34%
	24,317	27,635	23,800	23,800
Number of marriage licenses issued	3,912	4,062	3,850	4,000
<b>Assessor</b>				
Total number of parcels subject to Proposition 8/Section 51 of the Revenue and Taxation Code	16,300	14,200	11,300	9,000
Retention rate and retained value of property under appeal	95%	91%	90%	90%
	\$1.25 Billion	\$1.10 Billion	Unknown	Unknown

# Clerk-Recorder-Assessor

## Program

### ADMINISTRATION & SUPPORT

The Administration and Support Program serves as support functions to the Department's direct service programs by providing leadership and direction in support of the Department's overall mission and goals.

#### Staffing

Staffing Detail By Budget Program	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
COUNTY CLK-REC-ASSESSOR	1.00	1.00	1.00	1.00	-
CHIEF DEPUTY CLERK-RECORDER	0.09	-	-	-	-
PROGRAM MANAGER	0.07	0.10	0.10	-	(0.10)
EDP OFFICE AUTO SPEC	0.90	0.81	0.81	0.81	-
HR MANAGER	1.00	1.00	1.00	1.00	-
FISCAL MANAGER	-	1.00	1.00	1.00	-
COMPUTER SYSTEMS SPEC	0.74	0.81	0.81	0.81	-
TEAM/PROJECT LDR-GEN	0.92	-	-	-	-
FINANCIAL OFFICE PRO SR	0.61	0.60	0.60	0.60	-
ADMN OFFICE PRO SR	0.01	-	-	-	-
Total	5.34	5.32	5.32	5.22	(0.10)

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

#### Revenue & Expenditures

Budget By Categories of Expenditures	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
Salaries and Employee Benefits	\$ 955,460	\$ 949,566	\$ 1,114,900	\$ 928,300	\$ (21,266)
Services and Supplies	115,027	122,700	122,700	147,700	25,000
Other Charges	31,794	40,929	37,400	35,000	(5,929)
Total Operating Expenditures	1,102,281	1,113,195	1,275,000	1,111,000	(2,195)
Capital Assets	-	50,000	50,000	50,000	-
Total Expenditures	\$ 1,102,281	\$ 1,163,195	\$ 1,325,000	\$ 1,161,000	\$ (2,195)
<b>Budget By Categories of Revenues</b>					
Miscellaneous Revenue	123	-	-	-	-
Total Operating Revenues	123	-	-	-	-
Intrafund Expenditure Transfers (-)	-	330,280	330,300	389,700	59,420
Decreases to Fund Balances	229,044	-	-	-	-
General Fund Contribution	968,990	832,915	994,700	771,300	(61,615)
Total Revenues	\$ 1,198,157	\$ 1,163,195	\$ 1,325,000	\$ 1,161,000	\$ (2,195)



# Clerk-Recorder-Assessor

## Program

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### *ADMINISTRATION & SUPPORT (CONT'D)*

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#### **2017-18 Anticipated Accomplishments**

- Developed and implemented an attainable budget with the least impact on program service levels.
- Coordinated recruitment efforts to fill departmental vacancies due to staff attrition.

#### **2018-19 Objectives**

- Prepare, monitor, and execute a FY 2018-19 Budget in support of the Department's FY 2018-19 goals and objectives.
- Provide administrative support in the timely recruitment of new staff as attrition occurs to minimize impact on service levels and ensure business continuity.

# Clerk-Recorder-Assessor

## Program

### ELECTIONS

The Elections Program 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 election process.

### Staffing

Staffing Detail By Budget Program	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
CHIEF DEPUTY CLERK-RECORDER	0.01	-	-	-	-
CHIEF DEPUTY REGISTRAR OF VOTERS	1.00	1.00	1.00	1.00	-
CHIEF DEPUTY ASSESSOR	0.01	-	-	-	-
PROGRAM MANAGER	1.00	1.00	1.00	1.00	-
PROJECT MANAGER	0.01	-	-	-	-
EDP OFFICE AUTO SPEC	0.06	-	-	-	-
EDP SYS & PROG ANLST	0.47	0.30	0.30	0.50	0.20
ASSESSMENT SUPERVISOR	0.03	-	-	-	-
ADMN OFFICE PRO	1.91	2.00	2.00	2.00	-
DEPT BUS SPEC	2.00	2.00	2.00	2.00	-
MAPPING/GIS ANALYST	0.10	-	-	0.20	0.20
COMPUTER SYSTEMS SPEC	0.03	-	-	-	-
APPRAISER	0.05	-	-	-	-
TEAM/PROJECT LDR-GEN	0.01	-	-	-	-
ADMN OFFICE PRO SR	5.91	6.00	6.00	6.00	-
Total	12.60	12.30	12.30	12.70	0.40

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

### Revenue & Expenditures

Budget By Categories of Expenditures	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
Salaries and Employee Benefits	\$ 1,810,294	\$ 1,833,506	\$ 1,667,700	\$ 1,942,600	\$ 109,094
Services and Supplies	1,912,443	2,307,049	2,306,800	2,530,600	223,551
Other Charges	151,534	189,469	167,600	184,900	(4,569)
Total Operating Expenditures	3,874,271	4,330,024	4,142,100	4,658,100	328,076
Capital Assets	-	2,630,000	130,000	2,530,000	(100,000)
Other Financing Uses	207,966	207,968	208,000	208,200	232
Intrafund Expenditure Transfers (+)	10,964	20,000	20,000	20,000	-
Total Expenditures	\$ 4,093,201	\$ 7,187,992	\$ 4,500,100	\$ 7,416,300	\$ 228,308
<b>Budget By Categories of Revenues</b>					
Intergovernmental Revenue	457,505	2,090,313	85,000	2,015,300	(75,013)
Charges for Services	760,643	25,000	25,000	355,000	330,000
Miscellaneous Revenue	996	-	-	-	-
Total Operating Revenues	1,219,144	2,115,313	110,000	2,370,300	254,987
Decreases to Fund Balances	-	621,941	127,200	932,200	310,259
General Fund Contribution	3,519,215	4,450,738	4,262,900	4,113,800	(336,938)
Total Revenues	\$ 4,738,359	\$ 7,187,992	\$ 4,500,100	\$ 7,416,300	\$ 228,308

# Clerk-Recorder-Assessor

## Program

### *ELECTIONS (CONT'D)*

#### **2017-18 Anticipated Accomplishments**

- Successfully conducted the Santa Barbara County Employees' Retirement System Board Election and the Los Olivos Community Services District Formation Election and will conduct the 2018 Statewide Direct Primary Election in June 2018.
- Completed review and revision of website content and received feedback from Santa Barbara County Voting Accessibility Advisory Committee as well as staff from Braille Institute on best practices for layout and functionality of website to make it accessible to all voters.
- Continued to research and attend demonstrations for new vote tabulation systems and hosted two demonstrations for members of the community as well as members of the Santa Barbara County Voting Accessibility Advisory Committee to gain feedback on the accessible component with the goal to acquire the system after the June 2018 election.
- Continued to research and evaluate the viability and cost-effectiveness of conducting all-mailed ballot elections under the SB 450 Voters Choice Act.
- Successfully conducted a mock election with the other California counties to test new functionality of the Statewide Voter Registration Database and our Election Management System.
- Increased the frequency of the meetings with the Santa Barbara County Voting Accessibility Advisory Committee from annually to semi-annually to provide more time to discuss topics such as website accessibility, polling place accessibility, and how to best communicate with and reach out to all voters.
- Revised procedures for Curbside Voting to improve the process and better serve voters who need assistance.
- Prepared for the implementation of the AB 1461 California New Motor Voter Act which registers every eligible citizen who goes to a Department of Motor Vehicles office to obtain a driver's license, renew a driver's license, or change their address.
- Purchased and implemented new ballot extraction equipment to process ballots more efficiently.

#### **2018-19 Objectives**

- Conduct the Montecito Fire Protection District Special Election, the 2018 Gubernatorial General Election, and any local elections as requested by local agencies.
- Finalize project to update website making it more accessible to all voters.
- Acquire and implement a new vote tabulation system in FY 2018-19.
- Continue to evaluate the viability and cost-effectiveness of SB 450 Voters Choice Act, which allows specified counties on or after January 1, 2018, and any county on or after January 1, 2020, to conduct all-mailed ballot elections if certain conditions are satisfied.

# Clerk-Recorder-Assessor

## Program

### CLERK-RECORDER

The Clerk-Recorder Program records all official documents 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.

### Staffing

Staffing Detail By Budget Program	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
CHIEF DEPUTY CLERK-RECORDER	0.90	1.00	1.00	1.00	-
DIVISION CHIEF	1.00	1.00	1.00	1.00	-
EDP OFFICE AUTO SPEC	0.04	0.19	0.19	0.19	-
EDP SYS & PROG ANLST	0.53	0.70	0.70	0.50	(0.20)
ADMN OFFICE PRO	9.32	11.50	11.50	11.50	-
COMPUTER SYSTEMS SPEC	-	0.19	0.19	0.19	-
TEAM/PROJECT LDR-GEN	0.07	-	-	-	-
FINANCIAL OFFICE PRO SR	0.35	0.40	0.40	0.40	-
ADMN OFFICE PRO SR	3.97	4.00	4.00	4.00	-
Total	16.18	18.98	18.98	18.78	(0.20)

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

### Revenue & Expenditures

Budget By Categories of Expenditures	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
Salaries and Employee Benefits	\$ 1,798,171	\$ 2,260,188	\$ 2,241,800	\$ 2,218,900	\$ (41,288)
Services and Supplies	410,421	590,850	590,900	588,900	(1,950)
Other Charges	135,248	161,646	161,200	162,500	854
Total Operating Expenditures	2,343,839	3,012,684	2,993,900	2,970,300	(42,384)
Capital Assets	-	25,000	25,000	25,000	-
Intrafund Expenditure Transfers (+)	-	330,280	333,800	389,700	59,420
Increases to Fund Balances	700,176	68,836	32,800	30,100	(38,736)
Total Expenditures	\$ 3,044,015	\$ 3,436,800	\$ 3,385,500	\$ 3,415,100	\$ (21,700)
<b>Budget By Categories of Revenues</b>					
Licenses, Permits and Franchises	269,000	241,500	241,500	269,800	28,300
Fines, Forfeitures, and Penalties	8,257	6,000	6,000	6,500	500
Charges for Services	2,762,126	2,570,500	2,343,600	2,456,900	(113,600)
Miscellaneous Revenue	4,632	3,000	3,000	3,000	-
Total Operating Revenues	3,044,015	2,821,000	2,594,100	2,736,200	(84,800)
Decreases to Fund Balances	-	615,800	791,400	678,900	63,100
Total Revenues	\$ 3,044,015	\$ 3,436,800	\$ 3,385,500	\$ 3,415,100	\$ (21,700)

# Clerk-Recorder-Assessor

## Program

### *CLERK-RECORDER (CONT'D)*

#### **2017-18 Anticipated Accomplishments**

- Implemented the SB 2 Building Homes and Jobs Act, which included development of policies and procedures in coordination with County Counsel and the Uniform Practice Committee from the County Recorders Association. The revenue collected will be earmarked for affordable housing and administered by the California Department of Housing and Community Development.
- Provided staffing for the Local Recovery and Assistance Center, which supported residents affected by the Thomas Fire and subsequent flood and debris flow events. Fees for certified copies of vital records (birth, death, and marriage) were suspended for any individual who lost such records as a result of the wildfires and related flooding and mudslides.
- Completed the mandated redaction of Social Security Numbers in all official records dating back to 1980 and eliminated the Truncation Fee.
- Scanned and digitized 250 Photostat Real Estate books from 1959-1961 improving the quality of image for copies.
- Continued automating the historic birth certificates, which currently reside on microfilm and paper books, decreasing the wait time for customers requesting birth records from the 1960s.
- Installed a digital sign at the Hall of Records to help direct the customers accessing counter services.
- Preserved and restored 12 historic maps, including high resolution digital scans accessible to the public for free from the Clerk-Recorder website.

#### **2018-19 Objectives**

- Pursue updating the Documentary Tax Ordinance to clarify and include recent updates from the legislature regarding the tax.
- Pursue standardizing indexing practices with other counties, creating a new training manual, and providing training for the staff.
- Implement a new website for the Clerk-Recorder with expanded content and additional accessibility for users such as translation into Spanish and compatibility with mobile devices and Section 508 standards.
- Digitize Real Estate records from 1961-1969 for improved quality of copy images.

# Clerk-Recorder-Assessor

## Program

### ASSESSOR

The Assessor Program 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 the funding of public services.

#### Staffing

Staffing Detail By Budget Program	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
CHIEF DEPUTY ASSESSOR	0.99	1.00	1.00	1.00	-
PROGRAM MANAGER	3.93	3.90	3.90	4.00	0.10
FINANCIAL SYS ANALYST SR	2.00	2.00	2.00	2.00	-
PROJECT MANAGER	0.99	1.00	1.00	1.00	-
EDP SYS & PROG ANLST SR	2.81	3.00	3.00	3.00	-
MAPPING/GIS ANALYST SUPV	1.00	1.00	1.00	1.00	-
EDP SYS & PROG ANLST	1.00	1.00	1.00	1.00	-
ASSESSMENT SUPERVISOR	5.97	6.00	6.00	6.00	-
ADMN OFFICE PRO	8.90	10.00	10.00	11.00	1.00
MAPPING/GIS ANALYST	2.90	3.00	3.00	2.80	(0.20)
APPRAISER	19.75	19.00	19.00	20.00	1.00
AUDITOR-APPRAISER	5.00	5.00	5.00	5.00	-
FINANCIAL OFFICE PRO SR	0.04	-	-	-	-
ADMN OFFICE PRO SR	6.11	6.00	6.00	5.00	(1.00)
Total	61.41	61.90	61.90	62.80	0.90

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

#### Revenue & Expenditures

Budget By Categories of Expenditures	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
Salaries and Employee Benefits	\$ 7,585,983	\$ 8,037,499	\$ 7,583,800	\$ 8,236,300	\$ 198,801
Services and Supplies	390,798	590,420	590,600	601,700	11,280
Other Charges	328,048	403,296	375,500	390,700	(12,596)
Total Operating Expenditures	8,304,829	9,031,215	8,549,900	9,228,700	197,485
Capital Assets	-	20,000	20,000	20,000	-
Increases to Fund Balances	1,493,549	-	-	-	-
Total Expenditures	\$ 9,798,378	\$ 9,051,215	\$ 8,569,900	\$ 9,248,700	\$ 197,485
<b>Budget By Categories of Revenues</b>					
Charges for Services	3,191,877	2,570,000	2,772,200	2,568,100	(1,900)
Miscellaneous Revenue	16,914	-	31,900	-	-
Total Operating Revenues	3,208,791	2,570,000	2,804,100	2,568,100	(1,900)
Decreases to Fund Balances	52,602	1,232,668	491,200	1,033,500	(199,168)
General Fund Contribution	6,311,295	5,248,547	5,274,600	5,647,100	398,553
Total Revenues	\$ 9,572,688	\$ 9,051,215	\$ 8,569,900	\$ 9,248,700	\$ 197,485

# Clerk-Recorder-Assessor

## Program

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### *ASSESSOR (CONT'D)*

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#### **2017-18 Anticipated Accomplishments**

- Anticipate reviewing roughly 11,300 parcels subject to Proposition 8/Section 51 of the Revenue and Taxation Code, which require property values to be enrolled at the lesser of factored base value or market value as of the January 1st tax lien date, by June 30th as part of the assessment roll.
- Performed timely resolution of assessment appeals within the statutory timeframe while adequately defending the disputed roll value at risk.
- Reviewed property tax values on properties affected by the Thomas Fire and subsequent debris flow events.
- Continued updating and modernizing the Assessor Property System.

#### **2018-19 Objectives**

- Review an estimated 9,000 parcels subject to Proposition 8/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 January 1st tax lien date, by June 30th as part of the assessment roll.
- Perform timely resolution of assessment appeals within the statutory timeframe while adequately defending the disputed roll value at risk.
- Complete Phase 3 on the Maps Module and Change of Ownership Module modernizing the Assessor Property System.
- Complete Phases 5 and 6 on the Title Transfer Module modernizing the Assessor Property System.

**Clerk-Recorder-Assessor**

