

## Assessor/Recorder/County Clerk

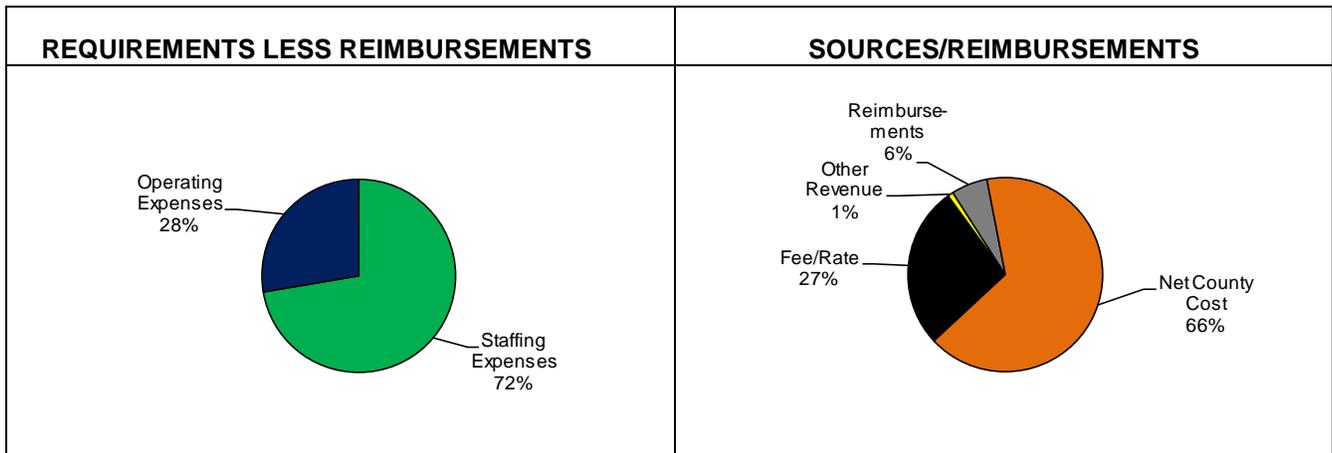
### DESCRIPTION OF MAJOR SERVICES

Under California law, the Assessor/Recorder/County Clerk establishes a value for all locally taxable property including residential, commercial, business and personal property. The Assessor/Recorder/County Clerk’s Office maintains current records on approximately 772,646 parcels of real property, 30,085 business property accounts and 32,714 other assessments including boats, aircraft, and manufactured homes. The Assessor’s Office also administers property tax exemptions including homeowners, veteran, disabled veteran, church, religious, and welfare exemptions, as well as exclusions including parent-to-child and senior/disabled persons transfer of base year value.

Budget at a Glance	
Requirements Less Reimbursements	\$24,878,020
Sources/Reimbursements	\$8,454,155
Net County Cost	\$16,423,865
Total Staff	224
Funded by Net County Cost	66%

The Valuations Division is responsible for real, personal, business and special property valuations and assessment appeals. District offices provide public assistance regarding questions of ownership, mailing addresses, parcel numbers and assessed values. The Assessment Services Division provides mapping, change of ownership, change of address, data entry services, and public information services. The Information Technology Division provides computer systems maintenance and development. The Administrative Services Division provides fiscal, payroll, mail services, and facility support. The Recorder Services Division accepts all documents for recording that comply with applicable recording laws. Official records are maintained evidencing ownership and encumbrances of real and personal property and other miscellaneous records. The Recorder Services Division is also responsible for County Archives and County Clerk functions. County Archives maintains historical records for the County. County Clerk maintains records as they relate to vital statistics, fictitious business names, and other records that are required by the State to be filed with the County Clerk.

### 2015-16 RECOMMENDED BUDGET



## ANALYSIS OF 2015-16 RECOMMENDED BUDGET

GROUP: Fiscal  
DEPARTMENT: Assessor/Recorder/County Clerk  
FUND: General

BUDGET UNIT: AAA ASR  
FUNCTION: General  
ACTIVITY: Finance

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Modified Budget	2015-16 Recommended Budget	Change From 2014-15 Modified Budget
<b>Requirements</b>							
Staffing Expenses	16,065,032	16,374,853	17,191,240	16,982,687	18,126,727	17,914,385	(212,342)
Operating Expenses	6,258,025	5,626,983	5,580,041	5,971,755	6,517,820	6,859,635	341,815
Capital Expenditures	42,493	42,332	10,823	0	0	104,000	104,000
Total Exp Authority	22,365,550	22,044,168	22,782,104	22,954,442	24,644,547	24,878,020	233,473
Reimbursements	(1,574,366)	(294,570)	(306,260)	(375,897)	(1,589,727)	(1,492,655)	97,072
Total Appropriation	20,791,184	21,749,598	22,475,844	22,578,545	23,054,820	23,385,365	330,545
Operating Transfers Out	45,000	39,952	28,869	75,798	77,739	0	(77,739)
Total Requirements	20,836,184	21,789,550	22,504,713	22,654,343	23,132,559	23,385,365	252,806
<b>Sources</b>							
Taxes	17,667	21,462	18,662	22,520	18,500	25,000	6,500
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	5,946,068	7,293,110	6,760,539	6,587,619	6,901,500	6,703,000	(198,500)
Other Revenue	214,607	273,254	211,243	224,634	225,500	233,500	8,000
Total Revenue	6,178,342	7,587,826	6,990,444	6,834,773	7,145,500	6,961,500	(184,000)
Operating Transfers In	0	0	1,169	0	0	0	0
Total Financing Sources	6,178,342	7,587,826	6,991,613	6,834,773	7,145,500	6,961,500	(184,000)
Net County Cost	14,657,842	14,201,724	15,513,100	15,819,570	15,987,059	16,423,865	436,806
Budgeted Staffing*	216	216	222	222	222	224	2

\* Data represents modified budgeted staffing

## MAJOR EXPENDITURES AND REVENUE IN 2015-16 RECOMMENDED BUDGET

Staffing expenses of \$17.9 million represent the majority of this budget unit and fund 222 regular positions and 2 limited term positions. Operating expenses of \$6.9 million primarily consist of printing and taxpayer notice mailing costs, COWCAP, and systems development charges for the Property Information Management System. Reimbursements of \$1.5 million are primarily from Recorder special revenue funds for administrative and Information Technology costs. Sources of \$7.0 million include fees for recording and County Clerk services, Real Estate Fraud, special assessments, transfers of ownership, and data sales.

## BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$252,806. This is primarily due to an increase in equipment and information technology costs, partially offset by decreases in COWCAP.

Sources are decreasing by \$184,000 primarily due to a reduction in exclusion fee collection due to a change in government code, and decreases in sales of public information and recorded documents primarily due to a decrease in foreclosure activity, partially offset by an anticipated increase in volume of vital records activity.



**2015-16 POSITION SUMMARY\***

Division	2014-15				2015-16		Limited	Regular
	Modified Staffing	Adds	Deletes	Reorgs	Recommended			
Management	0	1	-1	4	4	0	4	
Administrative Services	8	2	-1	-2	7	0	7	
Assessment Services	42	0	0	-1	41	0	41	
Valuations	111	0	0	0	111	0	111	
Recorder Services	53	2	-1	-1	53	2	51	
Information Technology	8	0	0	0	8	0	8	
<b>Total</b>	<b>222</b>	<b>5</b>	<b>-3</b>	<b>0</b>	<b>224</b>	<b>2</b>	<b>222</b>	

\*Detailed classification listing available in Appendix D

**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing expenses of \$17.9 million fund 224 budgeted positions of which 222 are regular positions and 2 are limited term positions. An Assistant Assessor, Assistant Recorder and ARC Project Administrator were added as part of a reorganization to improve overall operations. An Assistant Assessor-Recorder, Chief Deputy Recorder, and Title Transfer Technician II were deleted to fund these changes. Two Public Service Employees are being added to enhance public assistance in the Recorder division.

