

Assessor/Recorder/County Clerk

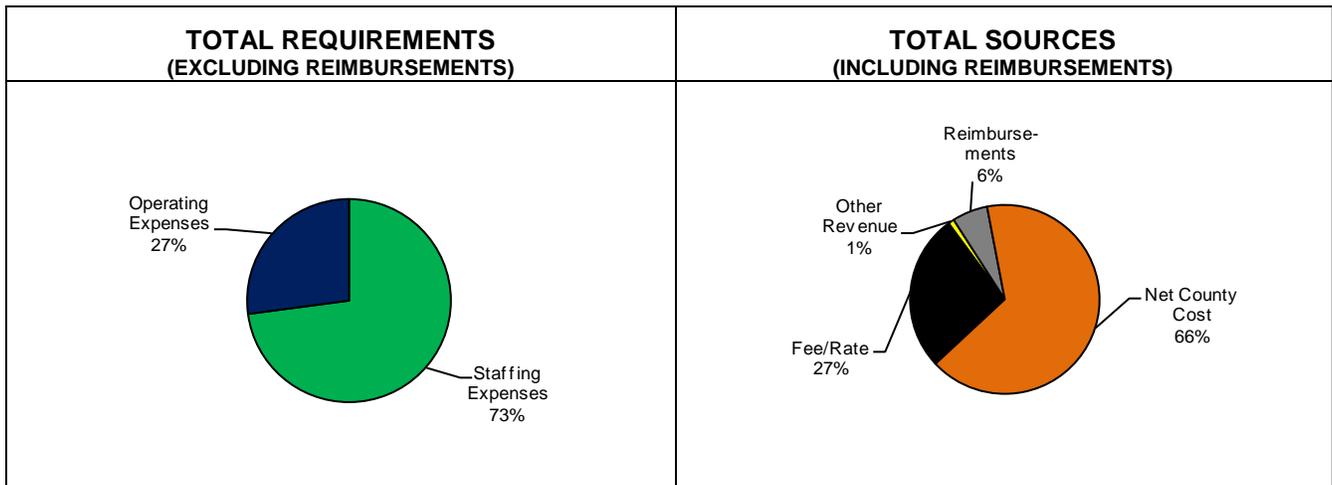
DESCRIPTION OF MAJOR SERVICES

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 758,013 parcels of real property, 32,512 business property accounts, and 32,649 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	
Total Requirements (Excl. Reimb.)	\$25,201,729
Total Sources (Incl. Reimb.)	\$8,553,124
Net County Cost	\$16,648,605
Total Staff	237
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.

2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 RECOMMENDED BUDGET

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

BUDGET UNIT: AAA ASR
FUNCTION: General
ACTIVITY: Finance

	2012-13	2013-14	2014-15	(A) 2015-16	2015-16	(B) 2016-17	(B-A) Change From Prior Year Modified Budget
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	
Requirements							
Staffing Expenses	16,374,853	17,191,240	16,758,507	18,179,576	16,856,623	18,371,819	192,243
Operating Expenses	5,626,983	5,580,041	6,215,198	6,859,635	6,369,527	6,829,910	(29,725)
Capital Expenditures	42,332	10,823	0	144,000	142,900	0	(144,000)
Total Exp Authority	22,044,168	22,782,104	22,973,705	25,183,211	23,369,050	25,201,729	18,518
Reimbursements	(294,570)	(306,260)	(364,746)	(1,492,655)	(332,448)	(1,528,124)	(35,469)
Total Appropriation	21,749,598	22,475,844	22,608,959	23,690,556	23,036,602	23,673,605	(16,951)
Operating Transfers Out	39,952	28,869	73,274	0	0	0	0
Total Requirements	21,789,550	22,504,713	22,682,233	23,690,556	23,036,602	23,673,605	(16,951)
Sources							
Taxes	21,462	18,662	21,913	25,000	16,912	20,000	(5,000)
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	0	0	0	0	60	0	0
Fee/Rate	7,293,110	6,760,539	7,530,379	6,727,248	6,522,478	6,747,500	20,252
Other Revenue	273,254	211,243	245,204	269,500	253,303	257,500	(12,000)
Total Revenue	7,587,826	6,990,444	7,797,496	7,021,748	6,792,753	7,025,000	3,252
Operating Transfers In	0	1,169	0	0	0	0	0
Total Financing Sources	7,587,826	6,991,613	7,797,496	7,021,748	6,792,753	7,025,000	3,252
Net County Cost	14,201,724	15,513,100	14,884,737	16,668,808	16,243,849	16,648,605	(20,203)
Budgeted Staffing*	216	222	222	224	224	237	13

*Data represents modified budgeted staffing

MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET

Staffing Expenses of \$18.4 million represent the majority of this budget unit and fund 237 positions. Operating Expenses of \$6.8 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, special assessments, transfers of ownership, and data sales.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$16,951. This is primarily due to a decrease in termination benefits, general office expenses, and equipment, partially offset by increases in subscriptions, and negotiated salary increases.

Sources are increasing by \$3,252 primarily due to an increase in revenue from special assessments and recorded documents, partially offset by a reduction in revenue from vital records and County Clerk activities due to a decrease in volume.



2016-17 POSITION SUMMARY*

Division	2015-16				2016-17		Limited	Regular
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended			
Management	4	0	0	0	4	0	4	
Administrative Services	7	2	0	0	9	0	9	
Assessment Services	39	0	0	1	40	0	40	
Valuations	112	8	0	-1	119	4	115	
Recorder Services	54	3	0	0	57	4	53	
Information Technology	8	0	0	0	8	0	8	
Total	224	13	0	0	237	8	229	

*Detailed classification listing available in Appendix D.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing Expenses of \$18.4 million fund 237 budgeted positions of which 229 are regular positions and eight are limited term positions. Staffing changes for 2016-17 include an increase of 13 budgeted positions. A total of three Appraiser I positions and one Office Assistant III are being added in order to adequately address anticipated development volume increases. One Administrative Supervisor I, one ARC Project Administrator, and one Media Specialist I are being added as part of a reorganization to improve overall operations. A total of six Public Service Employees are also being added to enhance public assistance in the Assessor and Recorder divisions.

