

ASSESSOR/RECORDER/COUNTY CLERK

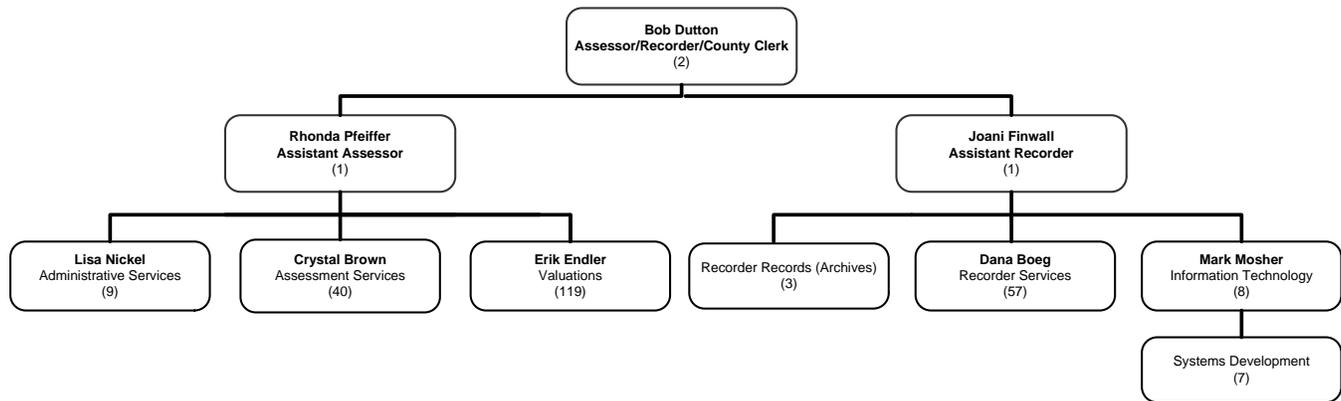
Bob Dutton

DEPARTMENT MISSION STATEMENT

The Office of the Assessor/Recorder/County Clerk performs mandated assessment, recording and County Clerk functions for public benefit in a manner that is fair, informative, and with uniform treatment. It is necessary as a means of revenue generation in order to fund essential public services and efficiently operate County and state government.



ORGANIZATIONAL CHART



2016-17 SUMMARY OF BUDGET UNITS

	2016-17					
	Requirements	Sources	Net County Cost	Use of / (Contribution to) Fund Balance	Use of / (Contribution to) Net Position	Staffing
General Fund						
Assessor/Recorder/County Clerk	23,673,605	7,025,000	16,648,605			237
Total General Fund	23,673,605	7,025,000	16,648,605	0	0	237
Special Revenue Funds						
Recorder Special Revenue Funds - Consolidated	4,417,943	3,312,900		1,105,043		10
Total Special Revenue Funds	4,417,943	3,312,900	0	1,105,043	0	10
Total - All Funds	28,091,548	10,337,900	16,648,605	1,105,043	0	247



2015-16 MAJOR ACCOMPLISHMENTS

- Completed a project importing and indexing 2.5 million official documents into the recording system increasing the availability of online records from 1973 back to 1958, making all official records of the County available online.
- Coordinated an interface between the Clerk of the Board Appeals Database and the Assessor Property Information Management System (PIMS) resulting in improved accuracy in appeals tracking and the ability to schedule according to geographic region to more efficiently process appeals.
- Collaborated with the County Administrative Office, Real Estate Services, County Counsel, and the District Attorney’s Office to develop and implement a Commercial Solicitation Ordinance to ensure the public can conduct business at County facilities in a safe and harassment-free environment.

DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: OPERATE IN A FISCALLY-RESPONSIBLE AND BUSINESS-LIKE MANNER		Measure	2014-15 Actual	2015-16 Target	2015-16 Est.	2016-17 Target
OBJECTIVE	Invest County resources in ways which create more ongoing revenue to reinvest in maintaining and improving services.	Percentage of completed appraisable events received to date in current roll year.	94.4%	99.0%	93.0%	95.0%
STRATEGY	Establish a value for appraisable events by the close of the roll year to optimize tax revenues.					
COUNTY GOAL: OPERATE IN A FISCALLY-RESPONSIBLE AND BUSINESS-LIKE MANNER		Measure	2014-15 Actual	2015-16 Target	2015-16 Est.	2016-17 Target
OBJECTIVE	Invest County resources in ways which create more ongoing revenue to reinvest in maintaining and improving services.	Percentage of completed Business Property Statements filed by the annual deadline.	99.8%	99.0%	99.0%	99.0%
STRATEGY	Process annual 571L Business Property Statements by the close of the roll year to optimize tax revenues.					
COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS		Measure	2014-15 Actual	2015-16 Target	2015-16 Est.	2016-17 Target
OBJECTIVE	Monitor and evaluate operations and implement strategies to continually improve efficiency, effectiveness and collaboration.	Percentage of change in ownership documents completed in current roll year.	99.4%	95.5%	99.0%	99.0%
STRATEGY	Process changes of ownership to ensure values are enrolled by the close of the roll year.					



Assessor/Recorder/County Clerk

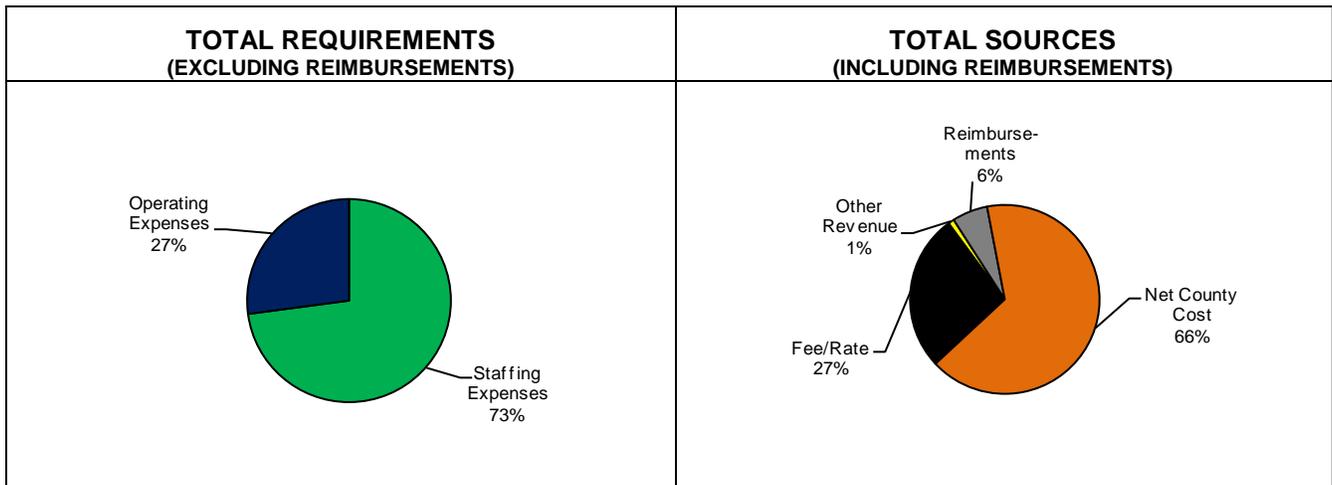
DESCRIPTION OF MAJOR SERVICES

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.



Recorder Special Revenue Funds - Consolidated

DESCRIPTION OF MAJOR SERVICES

Systems Development was established to support, maintain and modernize the creation, retention and retrieval of information in the County's system of recorded documents. Sources include fees collected pursuant to Government Code Section 27361 on legal documents.

Budget at a Glance

Total Requirements (Excl. Reimb.)	\$4,417,943
Total Sources (Incl. Reimb.)	\$3,312,900
Use of/ (Contribution to) Fund Balance	\$1,105,043
Total Staff	10

Vital Records was established to support vital records operation and retention, including the improvement and automation of vital records systems. Sources include fees collected for certified copies of vital statistics records pursuant to Health and Safety Code Section 103625(f) and 103625(g)(2). There is no staffing associated with this budget unit.

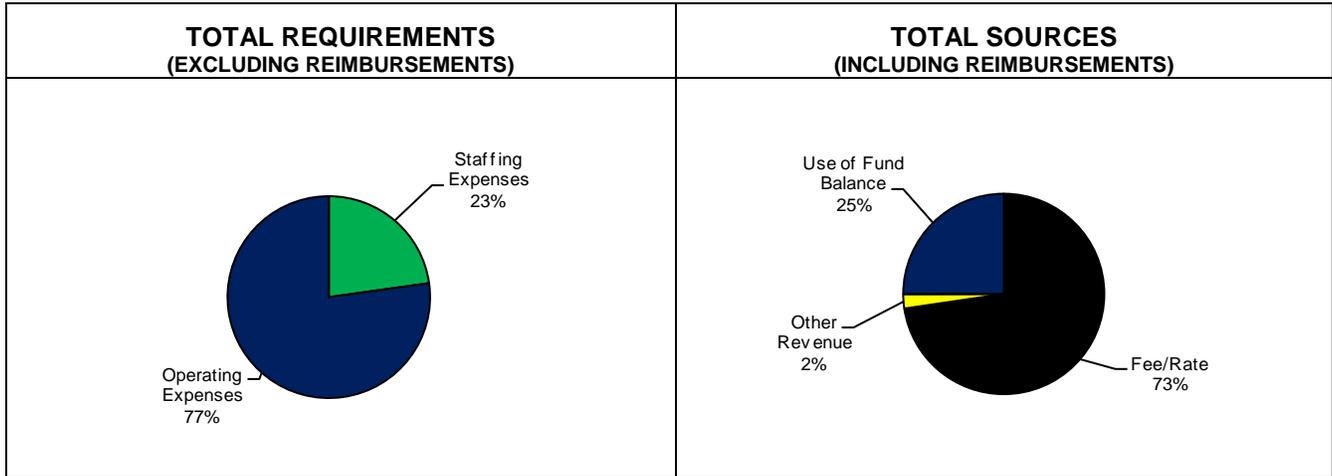
Electronic Recording was established by Government Code Section 27279.1 to authorize the County of San Bernardino to accept electronic transmission of recordable documents and the Recorder has been recording electronic documents since 2004. Government Code Section 27397 authorized all California counties to accept electronic transmission of recordable documents subject to regulations set forth by the Attorney General. In 2007, the Board approved a joint powers agreement (JPA) for the California e-Recording Transaction Network Authority (CeRTNA). This budget unit was established to support participation in this JPA. Sources include fees collected pursuant to Government Code Section 27397 regarding electronic recording delivery systems such as official records evidencing ownership and encumbrances of real and personal property, and other miscellaneous records. There is no staffing associated with this budget unit.

Recorder Records was established to defray the cost of storing, restoring, and imaging the County Recorder's documents. The primary service provided by this budget unit is the maintenance, repair and imaging digitization of the County Recorder's documents. Sources include fees collected pursuant to Government Code Section 27361 on legal documents.

Social Security Number Truncation was established to defray the cost of implementing Government Code Section 27301 which requires local governments to truncate the first five digits of social security numbers (SSN) that appear in records that may be disclosed to the public. The law requires the Recorder to implement the SSN truncation program for all records back to 1980. The primary service provided by this budget unit is the review of all recorded documents, flagging of high-value personal information, truncation of the first five digits of the SSN, and the creation of a separate index and images for public view. Sources include fees collected pursuant to Government Code Section 27301. There is no staffing associated with this budget unit.



2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 RECOMMENDED BUDGET

GROUP: Fiscal
 DEPARTMENT: Assessor/Recorder/County Clerk
 FUND: Recorder Special Revenue Funds - Consolidated

BUDGET UNIT: Various
 FUNCTION: Public Protection
 ACTIVITY: Other Protection

	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	1,001,309	1,077,801	830,848	976,054	923,638	1,000,820	24,766
Operating Expenses	1,778,299	1,787,635	2,387,785	4,596,432	1,927,953	3,391,123	(1,205,309)
Capital Expenditures	57,022	134,879	21,571	36,000	36,000	26,000	(10,000)
Total Exp Authority	2,836,630	3,000,315	3,240,204	5,608,486	2,887,591	4,417,943	(1,190,543)
Reimbursements	0	(53,218)	0	0	0	0	0
Total Appropriation	2,836,630	2,947,097	3,240,204	5,608,486	2,887,591	4,417,943	(1,190,543)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,836,630	2,947,097	3,240,204	5,608,486	2,887,591	4,417,943	(1,190,543)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	0	0	0	0	0	0	0
Fee/Rate	4,517,817	3,589,381	3,563,403	3,375,000	3,087,999	3,210,500	(164,500)
Other Revenue	103,089	90,296	95,640	94,300	98,582	102,400	8,100
Total Revenue	4,620,906	3,679,677	3,659,043	3,469,300	3,186,581	3,312,900	(156,400)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	4,620,906	3,679,677	3,659,043	3,469,300	3,186,581	3,312,900	(156,400)
Fund Balance							
Use of / (Contribution to) Fund Balance**	(1,784,276)	(732,580)	(418,839)	2,139,186	(298,990)	1,105,043	(1,034,143)
Available Reserves				8,069,049	10,507,225	9,402,182	1,333,133
Total Fund Balance				10,208,235	10,208,235	10,507,225	298,990
Budgeted Staffing*	12	11	10	10	10	10	0

*Data represents modified budgeted staffing

**Contribution to Fund Balance appears as a negative number and increases Available Reserves.



DETAIL OF 2016-17 RECOMMENDED BUDGET

	2016-17				
	Requirements	Sources	Use of / (Contribution to) Fund Balance	Available Reserves	Staffing
Special Revenue Funds					
Systems Development (Fund SDW)	3,172,743	1,925,000	1,247,743	3,205,913	7
Vital Records (Fund SDX)	136,120	180,000	(43,880)	1,251,955	0
Electronic Recording (Fund SIW)	332,610	386,800	(54,190)	1,451,099	0
Recorder Records (Fund SIX)	469,100	385,100	84,000	466,603	3
Social Security Number Truncation (Fund SST)	307,370	436,000	(128,630)	3,026,612	0
Total Special Revenue Funds	4,417,943	3,312,900	1,105,043	9,402,182	10

Systems Development includes \$3.2 million in Requirements to fund seven positions, costs for document indexing/imaging, computer hardware, software and associated maintenance. Sources of \$1.9 million are from Recorder modernization fees. Fund Balance of \$1.2 million is being used to support ongoing costs related to the modernization of Recorder systems. The department is reviewing operations in an effort to make adjustments to programs to reduce reliance on Fund Balance in future years.

Vital Records includes \$136,120 in Requirements to fund computer software, printing and other professional services. Sources of \$180,000 are from vital and health statistic fees. Contribution to Fund Balance of \$43,880 will fund future vital records system improvements.

Electronic Recording includes \$332,610 in Requirements for computer hardware and CeRTNA related expenses. Sources of \$386,800 are from electronic recording fees and anticipated interest earnings. Contribution to Fund Balance of \$54,190 will fund future electronic recording system improvements.

Recorder Records includes \$469,100 in Requirements for Staffing Expenses to fund three positions and costs associated with preservation efforts. Sources of \$385,100 are from records fees and anticipated interest earnings. Fund Balance of \$84,000 is being used to support ongoing costs related to preservation efforts. Cost savings in lease and utility costs are anticipated through a requested move from a leased facility to a County-owned facility, which would eliminate reliance on Fund Balance to fund ongoing costs.

Social Security Number Truncation includes \$307,370 in Requirements to fund the cost of truncating records as required by law. Sources of \$436,000 are from redaction fees and anticipated interest earnings. Contribution to Fund Balance of \$128,630 will fund future social security number truncation system improvements.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$1.2 million primarily due to decreases in professional services in fund SST in the amount of \$1.0 million related to a one-time historic redaction project in 2015-16. Sources are decreasing by \$156,400 primarily due to a reduction in recorded documents.

ANALYSIS OF FUND BALANCE

Fund Balance has historically been used for special projects and periods of temporary revenue decline, and has been increased during years of strong revenues in all Recorder special revenue funds. In 2016-17, the department anticipates the use of \$1.3 million of Fund Balance in the Systems Development special revenue fund to support ongoing costs related to the modernization of Recorder systems. The department is reviewing operations in an effort to make adjustments to programs to reduce the reliance on Fund Balance in future years.



The department also anticipates a use of \$84,000 of Fund Balance in the Recorder Records special revenue fund to support ongoing costs related to preservation efforts. Cost savings in lease and utility costs are anticipated through a requested move from a leased facility to a County-owned facility, which would eliminate reliance on Fund Balance to fund ongoing costs.

2016-17 POSITION SUMMARY*

Division	2015-16				2016-17		
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended	Limited	Regular
Systems Development	7	0	0	0	7	0	7
Recorder Records (Archives)	3	0	0	0	3	0	3
Total	10	0	0	0	10	0	10

*Detailed classification listing available in Appendix D.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing Expenses of \$1.0 million fund 10 budgeted regular positions. There are no staffing changes for 2016-17.

