

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
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Agenda Number:
Prepared on: 2/6/03
Department Name: Clerk-Recorder-Assessor
Department No.: 062
Agenda Date: 2/18/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Joe Holland
County Clerk-Recorder-Assessor

STAFF CONTACT: Jimbo McClure
2574

SUBJECT: Establishing a Clerk-Recorder-Assessor Project Manager-Tax System Integration Position

Recommendation(s):

That the Board of Supervisors: Adopted the attached resolution effective February 17, 2003 deleting an Appraiser I/II/III position and adding a Project Manager-Tax System Integration Position to the Clerk-Recorder-Assessor Department.

Alignment with Board Strategic Plan: Goal # 1: An efficient Government able to anticipate and respond effectively to the needs of the community.

Executive Summary and Discussion: The Clerk-Recorder-Assessor requests approval to delete an Appraiser I/II/III position and add a Project Manager position both occurring within the program for Special Projects funded under the AB 818 program.

The principle focus of the this Project Manager for the next several years will be the coordinating, integrating and interfacing the various Property Tax related computer programs/systems/processes for the Assessor, Tax Collector and Auditor-Controller Departments.

These processes are responsible for over \$40 Billion in assessed value...over \$400 million in Property Taxes collected and distributed to schools, cities, Fire & other independent special districts as well as the County General Fund and its' associated dependent special district...the main source of discretionary revenues to all these agencies.

By coordinating the efforts amongst the three departments the new system will allow & improve systems/processes impacting property valuation, mapping, property identification, assessment posting, tax collection and billing (secured, unsecured & supplemental), roll correction and revenue distribution. These improvements will benefit the County, the collaborating departments, taxpayers, local government, schools and special districts. In addition to the synergies derived from an integrated system, there is a business necessity of getting all three off the mainframe within the next 2 years (currently costing the three departments approximately \$400-500K per year in expenses).

Organizationally, the position will be located in the CRA's Special Projects (AB 818) sub-division and will report directly to the County-Clerk-Recorder-Assessor. Additionally, the Project Manager will make periodic reports/updates to the Project executive committee made up of the Auditor-Controller, Treasurer-Tax Collector and the Clerk-Recorder Assessor.

Mandates and Service Levels: Property Tax Assessment, Collection and Distribution are mandated functions of the county, which not only impact individual homeowners and businesses, but almost every local government agency within the county. Improving and integrating these systems is truly a win-win situation.

Fiscal and Facilities Impacts: There will be no General Fund impact of the adding & deleting of positions. The additional cost of the new position will be covered by the AB 818 funding made available by an agreed to reduction in the amount of AB 818 monies going to the Auditor-Controller (An Appraiser I makes \$44K/yr versus the PM @ \$88K/yr for a net difference of \$44K/yr). On the positive side, when the three departments exit the mainframe it is expected to reduce county cost by a minimum of \$2-300K per year on an ongoing basis.

Concurrence: County Administrator, Human Resources, Auditor-Controller, Treasurer-Tax Collector