



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Clerk-Recorder
Assessor
Department No.: 062
For Agenda Of: November 16, 2021
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Dept. Director Joseph E. Holland, County Clerk, Recorder, and Assessor
Contact Info: Melinda Greene, Chief Deputy Clerk-Recorder 805-568-2251
SUBJECT: Clerk-Recorder-Assessor Salary Resolution Amendment Adding 5.0 Positions for Increased Demand in Real Estate Recording and for Marriage Licenses and Ceremonies

County Counsel Concurrence

As to form: Yes

Other Concurrence: Human Resources

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

- a) Approve the salary resolution changing existing position allocations in the Clerk-Recorder-Assessor Department, effective on 11/15/2021 (Attachment A); and
- b) Determine that the above actions are not a “project” and are exempt from CEQA pursuant to Section 15378(b)(5) because they are organization or administrative activities of governments that will not result in direct or indirect physical changes to the environment.

Summary Text:

The Clerk Recorder has been incurring significant increased demand to provide real estate recording, and marriage license and ceremony services. The recommended actions would add two full-time (1.0) FTE Team/Project Leader – General positions, one full-time (1.0 FTE) Administrative Office Professional Senior position, and two full-time (1.0 FTE) Administrative Office Professional I/II positions. The positions would meet current workload demands and promote timely and efficient services to the public and appropriate oversight of services. The positions are funded by fees for services, will not require a fee increase and do not impact General Fund cost.

Background:

Clerk-Recorder is requesting a reorganization to adjust the management structure to meet the demand for current services with appropriate oversight. . Clerk-Recorder is a Special Revenue Fund and is funded entirely by fees for service. There are no General Funds requested. Two Team/Project Leaders are requested instead of filling an Enterprise Leader – General position. The two positions would manage the Clerk-Recorder’s 21 FTE AOP Seniors and I/II’s. Their areas of influence are described as follows:

Recorder Team Leader

The Recorder Manager is responsible for the recording of deeds, deeds of trust, court decrees and other documents affecting title to real property. The division also maintains Uniform Commercial Code filings and subdivision maps.

This Division also creates digital images of real property and provides and maintains an efficient retrieval system to support public access for this information. All functions of the office are conducted under provisions of the State Constitution and County Codes.

Clerk and Vitals Team Leader

The County Clerk is responsible for the issuance of marriage licenses, civil marriage ceremonies, fictitious business name (FBN) filings, and provides for the qualification and registration of notaries, process servers and miscellaneous statutory oaths and other filings. All functions of the office are conducted under provisions of the State Constitution and County Codes.

The division also maintains vital statistics including birth, death, and marriages within the County. This Division also creates digital images of vital records and provides and maintains an efficient retrieval system to support confidential access for this information to other government agencies.

The Clerk-Recorder has been experiencing significant gains in volume in both real estate recording services and marriage services. Real estate recording is up 36% over a five-year historic baseline. Marriage licenses were temporarily restricted during Covid but the capacity has increased substantially since in person service has resumed. There is unmet demand for wedding services due to counties lacking staffing capacity throughout the State, due to Covid. The calendar is completely reserved three months in advance and is filled up immediately. Compared to a 5-year baseline of history, volume for marriage licenses are up 85% and ceremonies are up 100% for the last quarter. Clerk-Recorder projects that adding 2 AOP I/II’s will result in 8 additional marriage licenses and ceremonies per day and sufficient revenue to offset the cost. A portion of the funds are also transmitted to the State Health and Human Services agency and collected for the State Domestic Violence Fund and Family Mediation Services for the Courts.

The Clerk-Recorder is currently using temporary help to meet the demands in service, however recognizes the ongoing nature of the demand for services that supports the need for permanent staffing to meet current levels of workload and appropriate oversight. The staff would pivot to projects funded for archive restoration and digitization if the demand subsides.

In addition to the daily recording operations, the Clerk-Recorder maintains a permanent archive of real estate and vital records dating back to 1850. Clerk-Recorder had difficulty running the archive program with entry level staff and is requesting an AOP Senior to supervise restoration and digitization projects to preserve the archive. Critical work was delayed on the archive while staff focused on recording and marriage service demands over the past few years. The Clerk-Recorder would like to move the historic maps from the damp basement of the courthouse to a climate-protected environment with an organized filing system to adequately protect the records. Additionally, the projects team would evaluate the current microfilm vault storage system, audit the inventory, and potentially consider relocating the historic film.

Performance Measure: Recording

| Fiscal Year | Annual Recordings | Monthly Average |
|--------------------|--------------------------|------------------------|
| FY 2017-18 | 71,169 | 5,931 |
| FY 2018-19 | 64,025 | 5,335 |
| FY 2019-20 | 81,453 | 6,788 |
| FY 2020-21 | 120,687 | 10,057 |

Fiscal and Facilities Impacts:

Budgeted: No

Fiscal Analysis:

| Funding Sources | Current FY Cost: | Annualized On-going Cost: | Total One-Time Project Cost |
|------------------------|-------------------------|----------------------------------|------------------------------------|
| General Fund | | | |
| State | | | |
| Federal | | | |
| Fees | \$ 113,000.00 | \$ 226,000.00 | |
| Other: | | | |
| Total | \$ 113,000.00 | \$ 226,000.00 | \$ - |

Note: These positions are revenue offset and by adding positions Clerk-Recorder anticipates sufficient revenue in marriage services to offset the additional costs. In addition, there is approximately \$4.0M in reserves to cover the positions in the event the services decline. The positions can be diverted to archive services and funded from reserves, if necessary.

Staffing Impacts:

Legal Positions:
Add 5 new

FTEs:
Add 5.0

Special Instructions:

Please send one copy of the minute order and fully-executed resolution to Dylan Tekautz in the Clerk-Recorder-Assessor.

Please also send one (1) copy of the fully executed resolution and minute order to Stefan Brewer, Employment and Workforce Planning Division, Human Resources Department, at sbrewer@countyofsb.org.

Attachments:

Attachment A: Salary Resolution

Authored by: Melinda Greene, Chief Deputy Clerk-Recorder