



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: October 6, 2020
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Joseph E. Holland, County Clerk, Recorder, and Assessor
Director(s)
Contact Info: Dylan Tekautz, Fiscal Manager, 568-2214

SUBJECT: Clerk-Recorder-Assessor Additional Recorder FTEs

County Counsel Concurrence

As to form: Yes

Other Concurrence: Human Resources

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve the salary resolution changing existing position allocations in the Clerk-Recorder-Assessor Department, effective on October 19, 2020 (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 recommended action would add 0.3 full-time equivalent (FTE) to an existing 0.7 FTE Administrative Office Professional I/II position making it a full 1.0 FTE. The recommended action would also create an additional full 1.0 FTE Administrative Office Professional I/II for a total of 1.3 FTEs added. These position changes will allow the Clerk-Recorder division to manage its increased workload and complete its records archiving projects. The additional costs will be offset by service fees and restricted Clerk-Recorder fund balance.

Background:

The Clerk-Recorder division within the Clerk-Recorder-Assessor Department utilizes several Administrative Office Professionals to perform the majority of its operational functions. In the last three years, the Clerk-Recorder averaged about 6,000 recordings per month. Recently, monthly recordings have increased by 30%-40% over prior year averages. The Department expects this increased recording volume to continue as a result of lowered interest rates. Below are recording statistics for the previous three fiscal years as well as the first two months of FY 2020-21.

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 (July-August)	16,681	8,341

In addition to the daily recording operations, the Clerk-Recorder maintains a permanent archive of real estate and vital records dating back to 1850. The newly created position would assist in restoration and digitization projects to preserve the archive. The Clerk-Recorder would like to move the historic maps to a climate-protected environment with an organized filing system to adequately store and 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.

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	\$ 46,000.00	\$ 70,200.00	
Other:			
Total	\$ 46,000.00	\$ 70,200.00	\$ -

Narrative: Based on an effective date of October 19, 2020, adding 1.3 FTE Administrative Office Professional I/II positions to the Clerk-Recorder division will cost approximately \$46,000 in FY 2020-21. That amount, as well as any on-going costs in subsequent fiscal years, will be funded through service fees and Restricted Clerk-Recorder fund balance. The additional FTEs will not impact the General Fund.

Staffing Impacts:

Legal Positions:

Add 1.0

FTEs:

Add 1.3

There is an addition of one legal position allocated to the Clerk-Recorder-Assessor Department as a result of this increase in FTEs. The total number of part-time allocated positions will decrease by one, and the total number of full-time allocated positions will increase by two.

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, Workforce Planning Division, Human Resources Department, at SBrewer@sbcountyhr.org.

Attachments:

Attachment A: Salary Resolution

Authored by:

Dylan Tekautz, Fiscal Manager, 568-2214