



Board Agenda Item 6

DATE: May 25, 2021
TO: Board of Supervisors
SUBMITTED BY: Paul Dictos, Assessor-Recorder
SUBJECT: Salary Resolution Amendment - Assessor-Recorder

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution adding one Accountant I/II/Sr to the Assessor-Recorder's Org 1048, effective May 31, 2021, as reflected in Appendix D.

There is no increase in Net County Cost associated with the recommended action. Approval will add one Accountant I/II/Sr position to the Assessor-Recorder's Org 1048. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended action, the Assessor-Recorder's office would not be able to implement the necessary internal controls and efficiencies needed to run business operations.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Costs to add an accountant position are estimated at \$88,000 and will be fully funded with Base Recorder Fees Fund 0035 and Org 1048. Sufficient appropriations and estimated revenues are included in the Assessor-Recorder's Org 1048 FY 2020-21 Adopted Budget and will be included in subsequent annual budget requests.

DISCUSSION:

The Assessor-Recorder's Org 1048 (Recorder) currently has 14 allocated positions that perform cashier activities. The daily collections of cash, checks and Automated Clearing House (ACH) transactions collected by cashiers are balanced and deposited by an Account Clerk on a daily basis. The complex structure of Recorder fees necessitates that collected funds must be distributed among seven different special revenue funds and subcategories within those funds. The duties performed by the accountant position will ensure strong internal controls over those funds and create efficiencies for reporting to the State and other agencies.

The accountant will be responsible for the daily and monthly reconciliation of fees collected by the Vitals unit (birth, death and marriage certificates), deposits into the Departments Special Revenue Funds, reporting to State and local agencies, and allocation and distribution of fees collected for lien releases. The accountant will also update the Department's master schedule of fees and rates annually to ensure the full recovery of costs.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix D

CAO ANALYST:

Ronald Alexander