



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Assessor - Recorder

Subject: Proposed 2025-26 Budget for the Assessor-Recorder

Meeting Date: June 3, 2025

Formal Title: Approve the Proposed 2025-26 Budget for the Assessor-Recorder including any supplemental materials, and take related actions, as outlined in the referenced budget documents, and as recommended by the County Executive Officer

Recommended Action

Approve the Proposed 2025-26 Budget for Assessor-Recorder, including any supplemental materials, as provided in the referenced budget documents:

- [Proposed Budget](#)
- [Continuing Agreements List](#)
- [Unified Fee Schedule](#)
- Presentation

Executive Summary

The Proposed 2025-26 Budget for the Assessor-Recorder supports two divisions: The Assessor Division and the Recorder Division, with funded staffing of 31.0 funded full-time equivalent (FTE) positions.

Discussion

The mission of the Assessor-Recorder is to fulfill the legally mandated functions of the Assessor-Recorder in an accurate, timely, and efficient manner. Department and division operational objectives are shown in the Proposed 2025-26 Budget document and the 2025-27 Operational Plan. Both are available online at: www.SCCVision.us

The Assessor-Recorder Proposed Budget includes negotiated salary and benefit increases as well as a change in facility charges to properly reflect the cost of facility services and utilities.

The budget reflects important service changes, including a \$186,760 decrease in recording revenue due to declining mortgage refinances from higher interest rates and a \$335,607 decrease in expenses due to completed projects for implementing the new recorder system and the scanning phase of the AB1466 project.

Staffing of 31.0 FTE positions is status quo for Fiscal Year (FY) 2025-26.

Budgeted funding will continue to support ongoing staff work, including property appraisals, calamity re-assessments, resolving assessment appeals, ongoing appraisal work related to Proposition 19, and maintaining a perpetual record of real property transactions and vital statistics.

In FY 2025-26, the department will continue processing Proposition 19 base year value transfers and inter-generational exclusions, with a focus on educating taxpayers about the law's benefits and requirements. DocuSign will be implemented as a secure, legally compliant electronic signature platform to improve efficiency and accessibility, and a Homeowner Alert Notification System will be launched to notify Santa Cruz County

property owners of recorded transactions that may affect their property. The Homeowner Alert Notification System is key to protecting property owners from real estate fraud.

Financial Impact

The Assessor-Recorder Proposed Budget includes \$6,224,366 in expenditures, offset by \$2,848,948 in revenues, a \$3,375,418 General Fund contribution, reflecting a total expenditure decrease of \$125,191, or 2.0%, from the FY 2024-25 Adopted Budget.

Strategic Initiatives

Operational Plan - Comprehensive Health & Safety, Operational Excellence

Submitted By:

Sheri Thomas, Assessor-Recorder

Recommended By:

Carlos J. Palacios, County Executive Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.