

Department Budget Submission Checklist

To be completed by: All departments.

Instructions: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Department Name: ASSESSOR-RECORDER

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - Proposed Efficiency/Reduction Savings Loaded in BPMS via Target Reports:** Printed report from GFS Target, reports #15.40.001 & 15.40.002
 - Department Budget Summary:** Submission includes copy of report # 15.50.012.
- Revenue Report:** Completed "Form 2A: Revenue Report."
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- Position Changes:** Completed "Form 3B: Position Changes."
- Equipment & Fleet Requests:** Completed "Form 4A: All Equipment Funded in prior budget"; "Form 4B: New General Fund Equipment"; "Form 4C: Fleet".
- Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as part of the budget submission.
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js
- Interdepartmental Services Balancing:** Included Excel download of 15.20.012 3.b.2 IDS balancing report
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect any proposed position changes.
- New Legislation:**
 - Included draft legislation that department would like to submit with the budget; or,
 - Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by
- Other Requests:** Submitted requests for the following items (through separate forms), if applicable:
 - COIT
 - Capital

For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: Simone Jacques

Signature: 

BUDGET FORM 1A: Summary of Major Changes FY 2020-21 and FY 2021-22

ASSESSOR-RECORDER

Major Changes	Department Response
<p>1. SUMMARY. What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.</p>	<p>The Department's major budget changes are adjustments made to meet the Mayor's reduction target as detailed in sections 2 and 3. The total budget decreases \$299K from base in FY 20-21 and by \$391K from base in FY 21-22. Total FTEs decrease by 3.81 from base in FY 20-21 and by 3.00 from base in FY 21-22.</p> <p>The department is requesting the following enhancements which have not been loaded into the budget system:</p> <p><u>Proposed Enhancements (not loaded):</u></p> <p>1. COIT: FY 20-21 \$15M; FY 21-22 \$4.1M COIT request for the ASR, TTX and CON's joint Property Assessment and Tax Systems projects.</p> <p>2. Capital Request: FY 20-21 \$431K one-time Capital project request to relocate our staff from 711 Van Ness Avenue to 1155 Market Street 2nd floor once the lease expires in January 2021. The proposed budget will pay for minor tenant improvements including general contracting, lighting, moving, IT wiring and phones as well as minor furniture, fixtures and equipment.</p> <p>3. GFS: FY 20-21, \$300K ongoing Request to increase the City Attorney Work Order from \$700K to \$1M ongoing. The budget has been static for many years despite the ongoing and necessary work that we do with the City Attorney to defend high value property assessments and aggressively pursue taxpayers who underpay or attempt to circumvent transfer tax. In FY 2018-19 the City Attorney bill totaled \$1.3M or \$560K more than our budget.</p>
<p>2. EXPENDITURES. What expenditure changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.</p> <p>(This should match an Audit Trail, as shown in form 3A Expenditure Changes).</p>	<p><u>General Fund</u> The Department's proposed General Fund budget decreases by \$365K from the FY20-21 base budget and by \$438K from the FY21-22 base budget. The decrease is largely due to an increase in attrition savings paired with an increase in DT's enterprise license agreement work order.</p> <p><u>Non-General Fund</u> The proposed Special Fund budget increases slightly by \$65K in FY20-21 and \$46K in FY21-22 compared to base. Labor expenditures (salary and mandatory fringe benefits) were increased to reflect low attrition rates in the Recorder Division.</p>
<p>3. REVENUE. What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.</p> <p>(This should match an Audit Trail, as shown in form 2A Revenue Report).</p>	<p><u>General Fund</u> Proposed general fund revenue increases by \$529K compared to base for both FY20-21 & FY21-22. The increase is primarily due to a change in the lien release fee (SB780) effective 1/1/20 which increases the fee from \$12 to \$20 and allocates more of the \$20 fee to the General Fund. The DBI Work Order recovery was also increased by \$48K to align with the projected cost of budgeted fte.</p> <p><u>Non-General Fund</u> Self-supporting revenues increase by \$92K in FY20-21 and \$487K in FY21-22 compared to base, of which \$23K are ongoing revenue changes and the remaining are through use of fund balance. The department has budgeted fund balance of \$443K in FY20-21 and \$463K in FY21-22 to cover the shortfall between ongoing revenues and anticipated expenditure.</p>

**BUDGET FORM 1A: Summary of Major Changes
FY 2020-21 and FY 2021-22**

ASSESSOR-RECORDER

Major Changes	Department Response
<p>4. TARGET. How did the department meet its target? What are the programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>ASR's FY 2020-21 proposed budget will meet the BY General Fund support reduction target of \$846K through a combination of increased revenues and attrition savings. The Department's proposed GFS budget of \$38,844,858 is \$47,664 less than the baseline target of \$28,892,522.</p> <p>The proposed FY21-22 budget proposes to reduce General Fund support by \$967K, or \$121K more than in FY20-21. However, ASR will not be able to achieve the Mayor's reduction target of \$1.70M. A reduction of this magnitude requires cuts that would severely impact department operations and limit staffing flexibility. To reach this target, the Department would need to cut positions or increase attrition savings to hold up to 25 positions vacant. This would limit critical position backfills and halt the Appraiser Trainee program. This program is one of the only internal career pathways available to our clerical and office support staff.</p>
<p>5. POSITIONS. Did the department include changes to positions or special classes? What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.</p> <p>(Reminder: No increases to General Fund supported FTE should be loaded in the system. Include reference numbers for all position changes).</p>	<p><u>General Fund:</u></p> <ul style="list-style-type: none"> - One (1) substitution from 1092 IT Operations Support Administrator II to 1093 IT Operations Support Administrator III to reflect the complex nature of desktop support for the Department's three key information systems. The salary and fringe impact is \$25K in FY20-21 & \$26K in FY21-22. This increase is offset by an increase in attrition savings. <p><u>Non-General Fund</u></p> <ul style="list-style-type: none"> - One (1) 4215 Senior Office Specialist reassignment between special fund projects. - Eliminate all grant funded positions including one (1) 1053 Senior IS Business Analyst and one (1) 1823 Senior Administrative Analyst position. The Department is no longer receiving this one-time grant. <p><u>Project (off-budget):</u></p> <ul style="list-style-type: none"> - One (1) substitution from 4224 Principal Tax Auditor-Appraiser to 0931 Manager III in our Property Tax Assessment System Replacement Project to reflect the employee's actual job responsibilities and create parity between the Product Owner positions. One Product Owner position is already filled at the 0931 level.
<p>6. INTERDEPARTMENTAL SERVICES (IDS). Is the department proposing any discretionary changes to IDS workorders (excluding those that are centrally loaded by the Mayor's Office)? If so, describe the changes, including the change amount, the corresponding requesting/performing department, and whether those departments are in agreement with the change.</p> <p>(Reminder: A new IDS balancing report (15.20.012 3.b.2) is available in CFO Dashboards > Enterprise Planning in BI).</p>	<p>The Department is not requesting any discretionary increases to work orders. However, the Department of Technology has instructed ASR to increase the Enterprise License Agreement by \$25K FY20-21 (to \$58,582) and by \$40K in FY21-22 (to \$73,158). ASR has no control over the cost of these services as contracts are negotiated centrally by DT.</p>

**BUDGET FORM 1A: Summary of Major Changes
FY 2020-21 and FY 2021-22**

ASSESSOR-RECORDER

Major Changes	Department Response
<p>7. LEGISLATION. Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?</p> <p>If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected date of submission, if still in progress.</p>	No.
<p>8. PROP J: Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.</p>	No.
<p>9. TRANSFER OF FUNCTION: Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	No.
<p>10. INTERIM EXCEPTIONS: Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.77)? If so, for what reason are is the request being made?</p>	No.
<p>11. FELLOWSHIP PROGRAMS: Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?</p> <p>Reminder for AIR, PRT, PUC and SFMTA, please also address FY 21/22, including the 1249 HR Analyst Trainee program.</p>	No.

15.40.001 GFS Target & Non GFS Balance

Time run: 2/11/2020 9:12:40 AM

Department: ASR Assessor / Recorder (General Fund Supported)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
EXPENDITURE	Capital Outlay	-	-	-	-	-	-
	Mandatory Fringe Benefits	8,109,162	(150,646)	7,958,516	8,186,705	(174,909)	8,011,796
	Materials & Supplies	83,315	(315)	83,000	83,315	(315)	83,000
	Non-Personnel Services	1,410,120	(2,203)	1,407,917	1,410,120	(49,746)	1,360,374
	Programmatic Projects	15,053,493	-	15,053,493	15,053,493	-	15,053,493
	Salaries	17,571,091	(236,720)	17,334,371	18,174,660	(252,713)	17,921,947
	Services Of Other Depts	2,947,924	25,182	2,973,106	2,947,924	39,758	2,987,682
		45,175,105	(364,702)	44,810,403	45,856,217	(437,925)	45,418,292
REVENUE	Charges for Services	1,930,000	481,000	2,411,000	1,930,000	481,000	2,411,000
	Expenditure Recovery	3,506,907	47,638	3,554,545	3,506,907	47,664	3,554,571
		5,436,907	528,638	5,965,545	5,436,907	528,664	5,965,571

Category	BY Base Amt	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
GFS	39,738,198	(893,340)	38,844,858	40,419,310	(966,589)	39,452,721

General Fund Support - BY Target vs Mayor Proposed

General Fund Support - BY+ 1 Target vs Mayor Proposed

Department Reduction Target	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
(845,676)	38,892,522	38,844,858	(47,664)

BY+1 Department Reduction Target	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
(1,691,351)	38,727,959	39,452,721	724,762

Department: ASR Assessor / Recorder (Non GFS Balance)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
EXPENDITURE	Carry-Forward Budgets Only	-	-	-	-	-	-
	Mandatory Fringe Benefits	477,582	41,133	518,715	483,215	42,193	525,408
	Materials & Supplies	28,500	15,500	44,000	28,500	15,500	44,000
	Non-Personnel Services	315,908	(71,688)	244,220	315,908	(96,492)	219,416
	Overhead and Allocations	-	-	-	-	-	-
	Salaries	981,731	80,937	1,062,668	1,016,169	85,497	1,101,666
	Unappropriated Rev-Designated	-	-	-	-	-	-
		1,803,721	65,882	1,869,603	1,843,792	46,698	1,890,490
REVENUE	Charges for Services	1,403,836	23,164	1,427,000	1,403,836	23,164	1,427,000
	Intergovernmental Rev-State	-	-	-	-	-	-
	Unappropriated Fund Balance	373,549	69,054	442,603	-	463,490	463,490
		1,777,385	92,218	1,869,603	1,403,836	486,654	1,890,490

Non-General Fund Support - Revenue Balance

Revenue Total : 1,869,603

Expenditure Total : 1,869,603

Revenue Surplus(Deficit) : 0

Non-General Fund Support - BY +1 Revenue Balance

Revenue Total : 1,890,490

Expenditure Total : 1,890,490

Revenue Surplus(Deficit) : 0

Select a Report Budget Year
15.40.002 GFS Tar 2021

Snapshot
Current

Department
ASR

CY
2020

Phase CY
2019-2020

Phase BY
2020-2021

Phase BY+1
2021-2022

BY+1
2022

15.40.001 GFS Target & Non GFS Balance

Time run: 2/11/2020 9:15:12 AM

Department: ASR Assessor / Recorder (General Fund Supported)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
EXPENDITURE	Capital Outlay	-	-	-	-	-	-
	Mandatory Fringe Benefits	8,109,162	(150,646)	7,958,516	8,186,705	(174,909)	8,011,796
	Materials & Supplies	83,315	(315)	83,000	83,315	(315)	83,000
	Non-Personnel Services	1,410,120	(2,203)	1,407,917	1,410,120	(49,746)	1,360,374
	Programmatic Projects	15,053,493	-	15,053,493	15,053,493	-	15,053,493
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		45,175,105	(364,702)	44,810,403	45,856,217	(437,925)	45,418,292
REVENUE	Charges for Services	1,930,000	481,000	2,411,000	1,930,000	481,000	2,411,000
	Expenditure Recovery	3,506,907	47,638	3,554,545	3,506,907	47,664	3,554,571
		5,436,907	528,638	5,965,545	5,436,907	528,664	5,965,571

Category	BY Base Amt	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
GFS	39,738,198	(893,340)	38,844,858	40,419,310	(966,589)	39,452,721

General Fund Support - BY Target vs Mayor Proposed

Department Reduction Target	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
(845,676)	38,892,522	38,844,858	(47,664)

General Fund Support - BY+ 1 Target vs Mayor Proposed

BY+1 Department Reduction Target	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
(1,691,351)	38,727,959	39,452,721	724,762

Non-General Fund Support - Revenue Balance

Revenue Total : 1,869,603

Expenditure Total : 1,869,603

Revenue Surplus(Deficit) : 0

Non-General Fund Support - BY +1 Revenue Balance

Revenue Total : 1,890,490

Expenditure Total : 1,890,490

Revenue Surplus(Deficit) : 0

15.40.002 Target & Non GFS Balance - Dept Summary

Time run: 2/11/2020 9:15:14 AM

Department		BY Non General Fund Supported			BY+1 Non General Fund Supported		
		Revenue Total	Expenditure Total	Revenue Surplus(Deficit)	Revenue Total	Expenditure Total	Revenue Surplus (Deficit)
ASR	ASR Assessor / Recorder	1,777,385	1,803,721	(26,336)	1,403,836	1,843,792	(439,956)

ASR Assessor / Recorder

Authorized Positions	2019-2020 Original Budget	2020-2021 Proposed Budget	Change From 2019-2020	2021-2022 Proposed Budget	Change From 2020-2021
Total Authorized	195.93	191.79	(4.14)	191.52	(0.27)
Non-Operating Positions (cap/other)	(25.00)	(21.00)	4.00	(21.00)	
Net Operating Positions	170.93	170.79	(0.14)	170.52	(0.27)

Sources

Charges for Services	3,320,580	3,838,000	517,420	3,838,000	
Expenditure Recovery	3,406,174	3,554,545	148,371	3,554,571	26
Unappropriated Fund Balance	342,882	442,603	99,721	463,490	20,887
General Fund Support	35,031,731	38,844,858	3,813,127	39,452,721	607,863
Sources Total	42,101,367	46,680,006	4,578,639	47,308,782	628,776

Uses - Operating Expenditures

Salaries	17,770,310	18,397,039	626,729	19,023,613	626,574
Mandatory Fringe Benefits	7,852,550	8,477,231	624,681	8,537,204	59,973
Non-Personnel Services	1,745,124	1,652,137	(92,987)	1,579,790	(72,347)
Capital Outlay	27,391		(27,391)		
Materials & Supplies	116,174	127,000	10,826	127,000	
Programmatic Projects	11,745,900	15,053,493	3,307,593	15,053,493	
Services Of Other Depts	2,843,918	2,973,106	129,188	2,987,682	14,576
Uses Total	42,101,367	46,680,006	4,578,639	47,308,782	628,776

Uses - Division Description

ASR Administration	6,620,834	6,826,357	205,523	6,887,098	60,741
ASR Exemptions	512,848	565,316	52,468	582,362	17,046
ASR Personal Property	4,278,556	4,200,904	(77,652)	4,324,049	123,145
ASR Public Service	1,301,553	1,321,163	19,610	1,359,897	38,734
ASR Real Property	24,865,661	29,295,752	4,430,091	29,587,177	291,425
ASR Recorder	2,804,382	2,978,394	174,012	3,028,694	50,300
ASR Transactions	1,717,533	1,492,120	(225,413)	1,539,505	47,385
Uses by Division Total	42,101,367	46,680,006	4,578,639	47,308,782	628,776

BUDGET FORM 2A: Revenue Report

DEPARTMENT: ASSESSOR-RECORDER

Please identify proposed revenue changes from the FY 2020-21 and FY 2021-22 Base Budget at the account level.

Note: To submit this information, run the **15.30.005 Snapshot Comparison (Audit Trail)** report from the budget system.

Select the following criteria before running the report:

Budget Year: **2021**

Before Snapshot: **Start of Dept**

After Snapshot: **Current**

GFS Type: Do not select a value.

Filter report on "AAO Title" field to only display "Regular Revenues".

For any proposed changes, provide an explanation in the **"Revenue Description & Explanation of Change"** column.

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Budget System Report 15.30.005 filtered on Regular Revenues																	FORMULA	FILL IN	
GFS Type	Dept	Dept Division	Division Description	Dept ID	Fund ID	Project ID	Activity ID	Activity Title	Authority ID	Account ID	Account Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Revenue Description & Explanation of Change
												Total BY Revenue Variance: \$620,856		Total BY+1 Revenue Variance: \$1,015,318					
GFS	ASR	229011	ASR Real Property	229011	10060	10032515	1	Real Property Work Order	10002	486110	Exp Rec Fr Bldg Inspection AAO	\$3,506,907	\$3,554,545	\$47,638	\$3,506,907	\$3,554,571	\$47,664	YES	Increase recovery to align with baseline expenditures.
GFS	ASR	229015	ASR Recorder	229015	10000	10001636	1	Recording	10000	460115	Recording Fees	\$1,660,000	\$2,076,000	\$416,000	\$1,660,000	\$2,076,000	\$416,000	YES	Increase due to new lien release fee
GFS	ASR	229015	ASR Recorder	229015	10000	10001636	1	Recording	10000	460199	Other General Government Chrg	\$270,000	\$335,000	\$65,000	\$270,000	\$335,000	\$65,000	YES	Four year avg trend.
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10022469	1	Recorder - Erecording	16627	460115	Recording Fees	\$143,261	\$124,000	(\$19,261)	\$143,261	\$124,000	(\$19,261)	YES	Four year avg trend less reallocation of lien release fees to general fund.
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10024396	1	Doc Storage Conver Fund Ab3332	17402	460115	Recording Fees	\$147,274	\$123,000	(\$24,274)	\$147,274	\$123,000	(\$24,274)	YES	Four year avg trend less reallocation of lien release fees to general fund.
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10024397	1	Page Recorders Modernization	17403	460115	Recording Fees	\$620,000	\$685,000	\$65,000	\$620,000	\$685,000	\$65,000	YES	Four year avg trend.
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10024400	1	ASR 10% Alloc Real Estate Rec	17405	460115	Recording Fees	\$20,284	\$20,000	(\$284)	\$20,284	\$20,000	(\$284)	YES	Four year avg trend.
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10024404	1	Recorder Indexing Project	17409	460115	Recording Fees	\$280,000	\$245,000	(\$35,000)	\$280,000	\$245,000	(\$35,000)	YES	Four year avg trend less reallocation of lien release fees to general fund.
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10032513	1	Building, Home & Jobs - State	19830	460115	Recording Fees	\$133,017	\$169,000	\$35,983	\$133,017	\$169,000	\$35,983	YES	Three year avg trend.
Self Supporting	ASR	229015	ASR Recorder	229015	12650	10024398	1	Statistics Fee Collection-reco	17404	460115	Recording Fees	\$60,000	\$0	(\$60,000)	\$60,000	\$0	(\$60,000)	YES	Moved to account 460143
Self Supporting	ASR	229015	ASR Recorder	229015	12650	10024398	1	Statistics Fee Collection-reco	17404	460143	Vital & Hlth Statistic Fee Sta	\$0	\$61,000	\$61,000	\$0	\$61,000	\$61,000	YES	Four year avg trend.
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10022469	1	Recorder - Erecording	16627	499999	Beg Fund Balance - Budget Only	\$0	\$166,588	\$166,588	\$0	\$172,312	\$172,312	YES	Use of fund balance
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10024397	1	Page Recorders Modernization	17403	499999	Beg Fund Balance - Budget Only	\$14,823	\$0	(\$14,823)	\$0	\$0	\$0	YES	Reduce use of fund balance
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10024400	1	ASR 10% Alloc Real Estate Rec	17405	499999	Beg Fund Balance - Budget Only	\$6,320	\$6,929	\$609	\$0	\$7,661	\$7,661	YES	Increase use of fund balance to align sources with projected expenditure budget.

GFS Type	Dept	Dept Division	Division Description	Dept ID	Fund ID	Project ID	Activity ID	Activity Title	Authority ID	Account ID	Account Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Revenue Description & Explanation of Change
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10024404	1	Recorder Indexing Project	17409	499999	Beg Fund Balance - Budget Only	\$352,406	\$269,086	(\$83,320)	\$0	\$283,517	\$283,517	YES	Decrease use of fund balance to align sources with projected expenditure budget.

\$7,214,292	\$7,835,148	\$620,856	\$6,840,743	\$7,856,061	\$1,015,318
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GFS	\$528,638	\$528,664
Self Supporting	\$92,218	\$486,654

Budget Form 2B: Schedule of Licenses, Permits, Fines & Service Charges
DEPARTMENT: ASSESSOR-RECORDER

Note: The Assessor-Recorder's Office does not track the volume of each recorder fee collected. Rather the department tracks the volume of fee document types and collected recorder fees are allocated to different index codes. The department projects the volume of fee document types and associated revenue for each index code.

TABLE 2 - CONTINUING FEES

			Fund Code		Project-Activity Code		Account																				Total Budget	
			10000	12610	12610	12610	12610	12610	12610	12610	12610	12610	12610	10020	10020	13980	10000	10000	10000	10000	12650	12610	29430	28960	28960			
			10001636-0001	10024396-0001	10024397-0001	10024404-0001	100224404-0001	10022468-0001	10022469-0001	10024400-0001	10024401-0001	10024402-0001	10002004-0001	10001636-0001	10001636-0001	10001636-0001	10001636-0001	10001636-0001	10024398-0001	10032513-0001	10032110-0001	10032111-0002	28960	28960	10032111-0001			
			460115	460115	460115	460115	460115	460115	460115	460115	460115	460115	460115	460115	460115	460115	460199	460199	460199	460199	460115	203680	203680	203680	203680	203680		
			2017-18 Budget	\$ 2,160,000	\$ 162,000	\$ 740,000	\$ 320,000	grouped with access fee for budget purposes	\$ 75,000	\$ 72,500	\$ 25,179	revenue transferred to DA	revenue transferred to Police	revenue transferred to CPW	\$ 270,000	grouped with preliminary notice fee as misc revenue for budget purposes	\$ 41,074	fee enacted in FY 17-18	\$ 57,468	\$ 126,959	revenue transferred to Trial Court	revenue transferred to Judicial Council	revenue transferred to State	\$ 3,865,753				
			2017-18 Actuals	\$ 1,696,005	\$ 142,544	\$ 644,082	\$ 284,604	\$ 80,164	\$ 144,174	\$ 20,075				\$ 341,861		\$ 57,000	\$ 128,550								\$ 3,537,937			
			2018-19 Budget	\$ 2,160,000	\$ 161,739	\$ 740,000	\$ 320,000	\$ -	\$ 117,833	\$ 25,933				\$ 270,000		\$ 61,103	\$ 170,957								\$ 3,981,055			
			2018-19 Actuals	\$ 1,547,970	\$ 130,842	\$ 588,560	\$ 261,280	\$ -	\$ 131,945	\$ 14,658				\$ 319,549		\$ 60,000	\$ 131,673								\$ 3,226,864			
			2019-20 Budget	\$ 1,660,000	\$ 142,721	\$ 615,853	\$ 280,000	\$ -	\$ 140,231	\$ 20,102				\$ 270,000		\$ 61,000	\$ 169,000								\$ 3,320,580			
			2020-21 Budget	\$ 2,076,000	\$ 123,000	\$ 685,000	\$ 245,000	\$ -	\$ 124,000	\$ 20,000				\$ 335,000												\$ 3,838,000		
Item	Fee Status	Description	Code Authorization	Auto CPI Adjust Yes/No	FY 19-20 Fee	FY 20-21 Fee **	FY 21-22 Fee **	Recording Fee	Microfilm Fee	Page Fee	Access Fee	Indexing Fee	SSN Truncation Fee	eRecording Fee	Fraud Prosecution Fee - Recorder Share	Fraud Prosecution Fee - DA Share	Fraud Prosecution Fee - Police Share	Survey Monument Preservation Fee	Preliminary Notice	UCC Recording	Copy Fee	Marriage Copy Fee - Recorder Share	Health & Vital Statistics	Building Homes and Jobs Fee	Trial Court Funding Fee	Judicial Council	State Fee	
1	C	Recording Fee - First page of a deed of trust, reconveyance, request for notice, notice of default, and any deed not subject to documentary transfer tax.	27360 et seq; 27397	No	\$ 17.00	\$ 17.00	\$ 17.00	\$ 9.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00		\$ 1.00	\$ 0.30	\$ 1.62	\$ 1.08											
2	C	Recording Fee - First page of all other documents	27360 et seq; 27397	No	\$ 14.00	\$ 14.00	\$ 14.00	\$ 9.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00		\$ 1.00														
3	C	Recording Fee - Each additional page	27360 et seq; 77201 b) 2)	No	\$ 3.00	\$ 3.00	\$ 3.00	\$ 1.00		\$ 1.00															\$ 1.00			
4	C	Recording Fee - Monument Fee	Admin Code Sec 8.24-6	No	\$ 10.00	\$ 10.00	\$ 10.00												\$ 10.00									
5	C	Recording Fee - Combined (multiple title) documents	27360 et seq; 27397	No	\$ 14.00	\$ 14.00	\$ 14.00	\$ 9.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00		\$ 1.00														
6	C	Recording Fee - Penalty Print	27360 et seq	No	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00																				
7	C	Recording Fee - Documents requiring indexing of more than 10 names (charge per each additional 10 names or part thereof)	27360 et seq	No	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00																				
8	C	Recording Fee - Documents requiring indexing of more than 1 recording reference (charge per each additional reference)	27360 et seq; 27361.2	No	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00																				
9	C	Recording Fee - Releases State and County Liens	27360 et seq; 27397	No	\$ 12.00	\$ 12.00	\$ 12.00	\$ 6.00	\$ 1.00	\$ 2.00	\$ 1.00	\$ 1.00		\$ 1.00														
9	M	Recording Fee - Releases State and County Liens	27361.3	No	\$ 20.00	\$ 20.00	\$ 20.00	\$ 18.00		\$ 2.00																		
10	C	Recording Fee - Notification of Involuntary Lien - First Debtor	27297.5; 27387	No	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00																				
11	C	Recording Fee - Notification of Involuntary Lien - Each additional debtor	27297.5; 27387	No	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00																				
12	C	Recording Fee - Preliminary Change of Ownership (fail to file, R&T 480.3)	27360 et seq	No	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00																				
13	C	Recording Fee - California Preliminary 20-Day Notice	27360 et seq	No	\$ 22.00	\$ 22.00	\$ 22.00													\$ 22.00								
14	C	Recording Fee - Document Surcharge (not 8.5 X 11)	27361(a)(2)	No	\$ 3.00	\$ 3.00	\$ 3.00			\$ 3.00																		
15	C	Financing Statements - Filing of forms prescribed by Secretary of State (less than 3 pages)	UCC 9403-9407; 27397	No	\$ 11.00	\$ 11.00	\$ 11.00							\$ 1.00							\$ 10.00							
16	C	Financing Statements - Filing of forms prescribed by Secretary of State (3+ pages)	UCC 9403-9407; 27397	No	\$ 21.00	\$ 21.00	\$ 21.00							\$ 1.00							\$ 20.00							
17	C	Financing Statements - Request for UCC Certificate	UCC 9403-9407	No	\$ 10.00	\$ 10.00	\$ 10.00														\$ 10.00							
18	C	Maps - First page	27372; 27397	No	\$ 9.00	\$ 9.00	\$ 9.00	\$ 7.00	\$ 1.00					\$ 1.00														
19	C	Maps - Each additional page	27372	No	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00																				
20	C	Copying & Certification Fees - Copies of records or papers on file (retrieved by ASR staff)	27366; 27364	No	\$ 3.00	\$ 3.00	\$ 3.00														\$ 3.00							
21	C	Copying & Certification Fees - Copies of records or papers on file (retrieved by ASR staff), pages 4+	27366; 27364	No	\$ 0.50	\$ 0.50	\$ 0.50														\$ 0.50							
22	C	Copying & Certification Fees - Certification	27366; 27364	No	\$ 1.00	\$ 1.00	\$ 1.00														\$ 1.00							
23	C	Copying & Certification Fees - Certified copy of Public Marriage License	H&S Code 103625	No	\$ 15.00	\$ 15.00	\$ 15.00															\$ 5.85	\$ 2.20			\$ 3.60	\$ 3.35	
24	C	Copying & Certification Fees - Conforming copy surcharge	27366; 27364	No	\$ 1.00	\$ 1.00	\$ 1.00														\$ 1.00							
25	C	Copying & Certification Fees - Copies of recorded maps (1st page)	27366; 27364	No	\$ 5.00	\$ 5.00	\$ 5.00														\$ 5.00							
26	C	Copying & Certification Fees - Copies of recorded maps (each additional page after page one)	27366; 27364	No	\$ 3.00	\$ 3.00	\$ 3.00														\$ 3.00							
27	C	Building Homes and Jobs Fee - \$75 per transaction/parcel up to \$225	27388.1	No	\$ 75.00	\$ 75.00	\$ 75.00																	\$ 75.00				

DEPARTMENT: **ASSESSOR-RECORDER**

Please identify proposed revenue changes from the FY 2020-21 and FY 2021-22 Base Budget at the account level.

Note: To submit this information, run the **15.30.005 Snapshot Comparison (Audit Trail)** report from the budget system.

Select the following criteria before running the report:

Budget Year: **2021**

Before Snapshot: **Start of Dept**

After Snapshot: **Current**

GFS Type: Do not select a value.

Filter report on "AAO Title" field to only display "Gross Expenditures".

For any proposed changes, provide an explanation in the **"Explanation of Change"** for each Budget Year column.

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Total BY Expenditure Variance: (298,820) +1 Expenditure Variance: (391,227)

Budget System Report 15.30.005 filtered on Gross Expenditures																		FORMULA	FILL IN	
GFS Type	Dept	Dept ID	Dept ID Description	Fund ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	AAO Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change
GFS	ASR	196644	ASR Transactions	10000	Transactions	10000	Operating	501010	5010Salary	501010	Perm Salaries-Misc-Regular	Gross Expenditures	\$1,211,686	\$987,978	(\$223,708)	\$1,254,297	\$1,027,877	(\$226,420)	YES	Increase attrition
GFS	ASR	196644	ASR Transactions	10000	Transactions	10000	Operating	509010	5010Salary	509010	Premium Pay - Misc	Gross Expenditures	\$629	\$626	(\$3)	\$629	\$626	(\$3)	YES	Change based on actual need.
GFS	ASR	196644	ASR Transactions	10000	Transactions	10000	Operating	513010	5130Fringe	513010	Retire City Misc	Gross Expenditures	\$277,098	\$225,938	(\$51,160)	\$268,689	\$220,187	(\$48,502)	YES	Mandatory fringe benefits associated with salary adjustments.
GFS	ASR	196644	ASR Transactions	10000	Transactions	10000	Operating	514010	5130Fringe	514010	Social Security (Oasdi & Hi)	Gross Expenditures	\$75,783	\$61,913	(\$13,870)	\$78,426	\$64,387	(\$14,039)	YES	
GFS	ASR	196644	ASR Transactions	10000	Transactions	10000	Operating	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	Gross Expenditures	\$17,724	\$14,480	(\$3,244)	\$18,342	\$15,059	(\$3,283)	YES	
GFS	ASR	196644	ASR Transactions	10000	Transactions	10000	Operating	515010	5130Fringe	515010	Health Service-City Match	Gross Expenditures	\$61,138	\$53,705	(\$7,433)	\$64,695	\$56,830	(\$7,865)	YES	
GFS	ASR	196644	ASR Transactions	10000	Transactions	10000	Operating	515710	5130Fringe	515710	Dependent Coverage	Gross Expenditures	\$127,762	\$112,230	(\$15,532)	\$135,175	\$118,742	(\$16,433)	YES	
GFS	ASR	196644	ASR Transactions	10000	Transactions	10000	Operating	516010	5130Fringe	516010	Dental Coverage	Gross Expenditures	\$16,056	\$14,104	(\$1,952)	\$16,382	\$14,390	(\$1,992)	YES	
GFS	ASR	196644	ASR Transactions	10000	Transactions	10000	Operating	517010	5130Fringe	517010	Unemployment Insurance	Gross Expenditures	\$3,299	\$2,695	(\$604)	\$3,415	\$2,803	(\$612)	YES	
GFS	ASR	196644	ASR Transactions	10000	Transactions	10000	Operating	519120	5130Fringe	519120	Long Term Disability Insurance	Gross Expenditures	\$4,662	\$3,801	(\$861)	\$4,825	\$3,954	(\$871)	YES	
GFS	ASR	196644	ASR Transactions	10000	Transactions	10000	Operating	521000	5210NPSvcs	521000	Travel-Budget	Gross Expenditures	\$2,500	\$3,000	\$500	\$2,500	\$3,000	\$500	YES	Increased for 3rd person attending training.
GFS	ASR	196644	ASR Transactions	10000	Transactions	10000	Operating	522000	5210NPSvcs	522000	Training - Budget	Gross Expenditures	\$1,500	\$1,650	\$150	\$1,500	\$1,650	\$150	YES	Increased for 3rd person attending training.
GFS	ASR	196644	ASR Transactions	10000	Transactions	10000	Operating	535710	5210NPSvcs	535710	Subscriptions	Gross Expenditures	\$2,990	\$0	(\$2,990)	\$2,990	\$0	(\$2,990)	YES	Subscription no longer needed.
					Transactions Total								\$1,802,827	\$1,482,120	(\$320,707)	\$1,851,865	\$1,529,505	(\$322,360)		
GFS	ASR	196645	ASR Exemptions	10000	Exemptions	10000	Operating	501010	5010Salary	501010	Perm Salaries-Misc-Regular	Gross Expenditures	\$350,883	\$367,273	\$16,390	\$363,222	\$381,619	\$18,397	YES	Decrease attrition and increase step adjustment.
GFS	ASR	196645	ASR Exemptions	10000	Exemptions	10000	Operating	509010	5010Salary	509010	Premium Pay - Misc	Gross Expenditures	\$1,258	\$1,253	(\$5)	\$1,258	\$1,253	(\$5)	YES	
GFS	ASR	196645	ASR Exemptions	10000	Exemptions	10000	Operating	513010	5130Fringe	513010	Retire City Misc	Gross Expenditures	\$80,243	\$83,991	\$3,748	\$77,807	\$81,748	\$3,941	YES	Mandatory fringe benefits associated with salary adjustments.
GFS	ASR	196645	ASR Exemptions	10000	Exemptions	10000	Operating	514010	5130Fringe	514010	Social Security (Oasdi & Hi)	Gross Expenditures	\$22,452	\$23,468	\$1,016	\$23,218	\$24,359	\$1,141	YES	
GFS	ASR	196645	ASR Exemptions	10000	Exemptions	10000	Operating	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	Gross Expenditures	\$5,251	\$5,489	\$238	\$5,429	\$5,695	\$266	YES	
GFS	ASR	196645	ASR Exemptions	10000	Exemptions	10000	Operating	515010	5130Fringe	515010	Health Service-City Match	Gross Expenditures	\$18,834	\$20,875	\$2,041	\$19,931	\$22,091	\$2,160	YES	
GFS	ASR	196645	ASR Exemptions	10000	Exemptions	10000	Operating	515710	5130Fringe	515710	Dependent Coverage	Gross Expenditures	\$37,709	\$41,796	\$4,087	\$39,898	\$44,222	\$4,324	YES	
GFS	ASR	196645	ASR Exemptions	10000	Exemptions	10000	Operating	516010	5130Fringe	516010	Dental Coverage	Gross Expenditures	\$4,795	\$5,315	\$520	\$4,892	\$5,422	\$530	YES	
GFS	ASR	196645	ASR Exemptions	10000	Exemptions	10000	Operating	517010	5130Fringe	517010	Unemployment Insurance	Gross Expenditures	\$977	\$1,021	\$44	\$1,010	\$1,060	\$50	YES	
GFS	ASR	196645	ASR Exemptions	10000	Exemptions	10000	Operating	519120	5130Fringe	519120	Long Term Disability Insurance	Gross Expenditures	\$1,371	\$1,435	\$64	\$1,421	\$1,493	\$72	YES	
GFS	ASR	196645	ASR Exemptions	10000	Exemptions	10000	Operating	521000	5210NPSvcs	521000	Travel-Budget	Gross Expenditures	\$1,700	\$2,000	\$300	\$1,700	\$2,000	\$300	YES	Increased cost of training.

Budget System Report 15.30.005 filtered on Gross Expenditures

Budget System Report 15.30.005 filtered on Gross Expenditures																		FORMULA	FILL IN	
GFS Type	Dept	Dept ID	Dept ID Description	Fund ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	AAO Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change
GFS	ASR	196645	ASR Exemptions	10000	Exemptions	10000	Operating	522000	5210NPSvcs	522000	Training - Budget	Gross Expenditures	\$1,400	\$1,300	(\$100)	\$1,400	\$1,300	(\$100)	YES	Decreased to offset increase in travel. New budget sufficient to pay for training.
GFS	ASR	196645	ASR Exemptions	10000	Exemptions	10000	Operating	523000	5210NPSvcs	523000	Employee Field Expenses-Budget	Gross Expenditures	\$300	\$100	(\$200)	\$300	\$100	(\$200)	YES	Decreased to offset increase in travel.
					Exemptions Total								\$527,173	\$555,316	\$28,143	\$541,486	\$572,362	\$30,876		
GFS	ASR	196646	ASR Public Service	10000	Customer Service	10000	Operating	501010	5010Salary	501010	Perm Salaries-Misc-Regular	Gross Expenditures	\$943,805	\$871,875	(\$71,930)	\$976,999	\$904,336	(\$72,663)	YES	Increase attrition.
GFS	ASR	196646	ASR Public Service	10000	Customer Service	10000	Operating	509010	5010Salary	509010	Premium Pay - Misc	Gross Expenditures	\$629	\$626	(\$3)	\$629	\$626	(\$3)	YES	
GFS	ASR	196646	ASR Public Service	10000	Customer Service	10000	Operating	513010	5130Fringe	513010	Retire City Misc	Gross Expenditures	\$214,600	\$198,245	(\$16,355)	\$208,008	\$192,537	(\$15,471)	YES	Mandatory fringe benefits associated with salary adjustments.
GFS	ASR	196646	ASR Public Service	10000	Customer Service	10000	Operating	514010	5130Fringe	514010	Social Security (Oasdi & HI)	Gross Expenditures	\$57,684	\$53,338	(\$4,346)	\$59,701	\$55,310	(\$4,391)	YES	
GFS	ASR	196646	ASR Public Service	10000	Customer Service	10000	Operating	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	Gross Expenditures	\$13,839	\$12,796	(\$1,043)	\$14,321	\$13,268	(\$1,053)	YES	
GFS	ASR	196646	ASR Public Service	10000	Customer Service	10000	Operating	515010	5130Fringe	515010	Health Service-City Match	Gross Expenditures	\$51,438	\$47,433	(\$4,005)	\$54,431	\$50,193	(\$4,238)	YES	
GFS	ASR	196646	ASR Public Service	10000	Customer Service	10000	Operating	515710	5130Fringe	515710	Dependent Coverage	Gross Expenditures	\$109,547	\$101,017	(\$8,530)	\$115,903	\$106,878	(\$9,025)	YES	
GFS	ASR	196646	ASR Public Service	10000	Customer Service	10000	Operating	516010	5130Fringe	516010	Dental Coverage	Gross Expenditures	\$13,868	\$12,788	(\$1,080)	\$14,149	\$13,047	(\$1,102)	YES	
GFS	ASR	196646	ASR Public Service	10000	Customer Service	10000	Operating	517010	5130Fringe	517010	Unemployment Insurance	Gross Expenditures	\$2,577	\$2,382	(\$195)	\$2,667	\$2,471	(\$196)	YES	
GFS	ASR	196646	ASR Public Service	10000	Customer Service	10000	Operating	519110	5130Fringe	519110	Flexible Benefit Package	Gross Expenditures	\$8,871	\$8,180	(\$691)	\$9,387	\$8,656	(\$731)	YES	
GFS	ASR	196646	ASR Public Service	10000	Customer Service	10000	Operating	519120	5130Fringe	519120	Long Term Disability Insurance	Gross Expenditures	\$2,688	\$2,483	(\$205)	\$2,782	\$2,575	(\$207)	YES	
					Customer Service Total								\$1,419,546	\$1,311,163	(\$108,383)	\$1,458,977	\$1,349,897	(\$109,080)		
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	501010	5010Salary	501010	Perm Salaries-Misc-Regular	Gross Expenditures	\$6,390,392	\$6,683,762	\$293,370	\$6,615,136	\$6,942,709	\$327,573	YES	Decrease attrition to meet hiring plan for appraisers and appraiser trainee program.
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	509010	5010Salary	509010	Premium Pay - Misc	Gross Expenditures	\$87,049	\$84,074	(\$2,975)	\$87,049	\$84,074	(\$2,975)	YES	Change based on actual need.
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	513010	5130Fringe	513010	Retire City Misc	Gross Expenditures	\$1,452,604	\$1,519,290	\$66,686	\$1,407,943	\$1,477,663	\$69,720	YES	Mandatory fringe benefits associated with salary adjustments.
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	514010	5130Fringe	514010	Social Security (Oasdi & HI)	Gross Expenditures	\$391,480	\$408,992	\$17,512	\$405,134	\$424,714	\$19,580	YES	
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	Gross Expenditures	\$94,068	\$98,279	\$4,211	\$97,328	\$102,035	\$4,707	YES	
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	515010	5130Fringe	515010	Health Service-City Match	Gross Expenditures	\$229,418	\$236,413	\$6,995	\$242,712	\$250,608	\$7,896	YES	
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	515710	5130Fringe	515710	Dependent Coverage	Gross Expenditures	\$620,436	\$639,352	\$18,916	\$656,397	\$677,751	\$21,354	YES	
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	516010	5130Fringe	516010	Dental Coverage	Gross Expenditures	\$73,629	\$75,874	\$2,245	\$75,101	\$77,544	\$2,443	YES	
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	517010	5130Fringe	517010	Unemployment Insurance	Gross Expenditures	\$17,516	\$18,300	\$784	\$18,123	\$19,000	\$877	YES	
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	519110	5130Fringe	519110	Flexible Benefit Package	Gross Expenditures	\$22,022	\$22,693	\$671	\$23,301	\$24,059	\$758	YES	
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	519120	5130Fringe	519120	Long Term Disability Insurance	Gross Expenditures	\$20,137	\$21,061	\$924	\$20,845	\$21,877	\$1,032	YES	
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	519990	5130Fringe	519990	Other Fringe Benefits	Gross Expenditures	\$0	(\$6,435)	(\$6,435)	\$0	(\$8,980)	(\$8,980)	YES	Balancing adjustment.
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	522000	5210NPSvcs	522000	Training - Budget	Gross Expenditures	\$21,127	\$20,252	(\$875)	\$21,127	\$20,252	(\$875)	YES	Reduced per estimated need.
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	527990	5210NPSvcs	527990	Other Professional Services	Gross Expenditures	\$10,000	\$15,000	\$5,000	\$10,000	\$15,000	\$5,000	YES	Increased to add additional scope to commercial construction cost manual contract.
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	535000	5210NPSvcs	535000	Other Current Expenses - Bdgt	Gross Expenditures	\$9,000	\$0	(\$9,000)	\$9,000	\$0	(\$9,000)	YES	Reduced per estimated need.
GFS	ASR	229011	ASR Real Property	10000	Real Property	10000	Operating	535710	5210NPSvcs	535710	Subscriptions	Gross Expenditures	\$111,883	\$126,607	\$14,724	\$111,883	\$126,607	\$14,724	YES	CoStar valuation database subscription cost increases.
					Real Property Total								\$9,550,761	\$9,963,514	\$412,753	\$9,801,079	\$10,254,913	\$453,834		
GFS	ASR	229011	ASR Real Property	10060	Real Property Work Order	10002	Interdepartment	501010	5010Salary	501010	Perm Salaries-Misc-Regular	Gross Expenditures	\$1,904,056	\$1,904,791	\$735	\$1,971,022	\$1,978,505	\$7,483	YES	
GFS	ASR	229011	ASR Real Property	10060	Real Property Work Order	10002	Interdepartment	509010	5010Salary	509010	Premium Pay - Misc	Gross Expenditures	\$40,680	\$42,130	\$1,450	\$40,680	\$42,130	\$1,450	YES	Change based on actual need.
GFS	ASR	229011	ASR Real Property	10060	Real Property Work Order	10002	Interdepartment	513010	5130Fringe	513010	Retire City Misc	Gross Expenditures	\$434,355	\$434,523	\$168	\$421,104	\$422,703	\$1,599	YES	Mandatory fringe benefits associated with salary adjustments.

Budget System Report 15.30.005 filtered on Gross Expenditures

Budget System Report 15.30.005 filtered on Gross Expenditures																		FORMULA	FILL IN	
GFS Type	Dept	Dept ID	Dept ID Description	Fund ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	AAO Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change
GFS	ASR	229011	ASR Real Property	10060	Real Property Work Order	10002	Interdepartment	514010	5130Fringe	514010	Social Security (Oasdi & HI)	Gross Expenditures	\$120,498	\$120,634	\$136	\$124,660	\$125,214	\$554	YES	
GFS	ASR	229011	ASR Real Property	10060	Real Property Work Order	10002	Interdepartment	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	Gross Expenditures	\$28,199	\$28,231	\$32	\$29,170	\$29,300	\$130	YES	
GFS	ASR	229011	ASR Real Property	10060	Real Property Work Order	10002	Interdepartment	515010	5130Fringe	515010	Health Service-City Match	Gross Expenditures	\$61,036	\$61,074	\$38	\$64,568	\$64,808	\$240	YES	
GFS	ASR	229011	ASR Real Property	10060	Real Property Work Order	10002	Interdepartment	515710	5130Fringe	515710	Dependent Coverage	Gross Expenditures	\$173,413	\$173,521	\$108	\$183,463	\$184,145	\$682	YES	
GFS	ASR	229011	ASR Real Property	10060	Real Property Work Order	10002	Interdepartment	516010	5130Fringe	516010	Dental Coverage	Gross Expenditures	\$20,243	\$20,256	\$13	\$20,646	\$20,723	\$77	YES	
GFS	ASR	229011	ASR Real Property	10060	Real Property Work Order	10002	Interdepartment	517010	5130Fringe	517010	Unemployment Insurance	Gross Expenditures	\$5,251	\$5,257	\$6	\$5,431	\$5,455	\$24	YES	
GFS	ASR	229011	ASR Real Property	10060	Real Property Work Order	10002	Interdepartment	519120	5130Fringe	519120	Long Term Disability Insurance	Gross Expenditures	\$6,702	\$6,705	\$3	\$6,938	\$6,964	\$26	YES	
GFS	ASR	229011	ASR Real Property	10060	Real Property Work Order	10002	Interdepartment	527990	5210NPSvcs	527990	Other Professional Services	Gross Expenditures	\$750,138	\$747,423	(\$2,715)	\$750,138	\$664,624	(\$85,514)	YES	Off-budget position budget, change per estimated cost of four (4) budgeted non-operating FTE.
					Real Property Work Order Total								\$3,544,571	\$3,544,545	(\$26)	\$3,617,820	\$3,544,571	(\$73,249)		
GFS	ASR	229012	ASR Personal Property	10000	Personal Property	10000	Operating	501010	5010Salary	501010	Perm Salaries-Misc-Regular	Gross Expenditures	\$2,841,119	\$2,644,906	(\$196,213)	\$2,941,039	\$2,751,399	(\$189,640)	YES	Increase attrition.
GFS	ASR	229012	ASR Personal Property	10000	Personal Property	10000	Operating	509010	5010Salary	509010	Premium Pay - Misc	Gross Expenditures	\$13,269	\$16,706	\$3,437	\$13,269	\$16,706	\$3,437	YES	Change based on actual need.
GFS	ASR	229012	ASR Personal Property	10000	Personal Property	10000	Operating	513010	5130Fringe	513010	Retire City Misc	Gross Expenditures	\$647,066	\$602,379	(\$44,687)	\$627,255	\$586,809	(\$40,446)	YES	Mandatory fringe benefits associated with salary adjustments.
GFS	ASR	229012	ASR Personal Property	10000	Personal Property	10000	Operating	514010	5130Fringe	514010	Social Security (Oasdi & HI)	Gross Expenditures	\$190,356	\$178,516	(\$11,840)	\$196,526	\$185,089	(\$11,437)	YES	
GFS	ASR	229012	ASR Personal Property	10000	Personal Property	10000	Operating	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	Gross Expenditures	\$44,902	\$42,107	(\$2,795)	\$46,351	\$43,651	(\$2,700)	YES	
GFS	ASR	229012	ASR Personal Property	10000	Personal Property	10000	Operating	515010	5130Fringe	515010	Health Service-City Match	Gross Expenditures	\$111,977	\$103,457	(\$8,520)	\$118,472	\$109,801	(\$8,671)	YES	
GFS	ASR	229012	ASR Personal Property	10000	Personal Property	10000	Operating	515710	5130Fringe	515710	Dependent Coverage	Gross Expenditures	\$284,204	\$262,580	(\$21,624)	\$300,680	\$278,674	(\$22,006)	YES	
GFS	ASR	229012	ASR Personal Property	10000	Personal Property	10000	Operating	516010	5130Fringe	516010	Dental Coverage	Gross Expenditures	\$34,116	\$31,520	(\$2,596)	\$34,800	\$32,253	(\$2,547)	YES	
GFS	ASR	229012	ASR Personal Property	10000	Personal Property	10000	Operating	517010	5130Fringe	517010	Unemployment Insurance	Gross Expenditures	\$8,362	\$7,841	(\$521)	\$8,630	\$8,127	(\$503)	YES	
GFS	ASR	229012	ASR Personal Property	10000	Personal Property	10000	Operating	519110	5130Fringe	519110	Flexible Benefit Package	Gross Expenditures	\$4,973	\$4,595	(\$378)	\$5,262	\$4,877	(\$385)	YES	
GFS	ASR	229012	ASR Personal Property	10000	Personal Property	10000	Operating	519120	5130Fringe	519120	Long Term Disability Insurance	Gross Expenditures	\$9,725	\$9,053	(\$672)	\$10,068	\$9,419	(\$649)	YES	
GFS	ASR	229012	ASR Personal Property	10000	Personal Property	10000	Operating	522000	5210NPSvcs	522000	Training - Budget	Gross Expenditures	\$13,200	\$5,500	(\$7,700)	\$13,200	\$5,500	(\$7,700)	YES	Reduced per estimated need.
GFS	ASR	229012	ASR Personal Property	10000	Personal Property	10000	Operating	535000	5210NPSvcs	535000	Other Current Expenses - Bdgt	Gross Expenditures	\$4,000	\$1,000	(\$3,000)	\$4,000	\$1,000	(\$3,000)	YES	Reduced per estimated need.
					Personal Property Total								\$4,207,269	\$3,910,160	(\$297,109)	\$4,319,552	\$4,033,305	(\$286,247)		
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	501010	5010Salary	501010	Perm Salaries-Misc-Regular	Gross Expenditures	\$2,735,600	\$2,686,014	(\$49,586)	\$2,833,180	\$2,721,839	(\$111,341)	YES	Substitute (1) FTE 1092 to 1093, Increase attrition, increase step adjustment.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	509010	5010Salary	509010	Premium Pay - Misc	Gross Expenditures	\$1,169	\$2,192	\$1,023	\$1,169	\$2,192	\$1,023	YES	Change based on actual need.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	513010	5130Fringe	513010	Retire City Misc	Gross Expenditures	\$618,660	\$607,495	(\$11,165)	\$599,722	\$576,204	(\$23,518)	YES	Mandatory fringe benefits associated with salary adjustments.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	514010	5130Fringe	514010	Social Security (Oasdi & HI)	Gross Expenditures	\$155,576	\$152,935	(\$2,641)	\$161,183	\$155,045	(\$6,138)	YES	
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	Gross Expenditures	\$39,830	\$39,125	(\$705)	\$41,243	\$39,644	(\$1,599)	YES	
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	515010	5130Fringe	515010	Health Service-City Match	Gross Expenditures	\$82,773	\$81,225	(\$1,548)	\$87,574	\$84,088	(\$3,486)	YES	
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	515710	5130Fringe	515710	Dependent Coverage	Gross Expenditures	\$219,475	\$215,370	(\$4,105)	\$232,198	\$222,955	(\$9,243)	YES	
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	516010	5130Fringe	516010	Dental Coverage	Gross Expenditures	\$26,549	\$26,052	(\$497)	\$27,084	\$26,006	(\$1,078)	YES	
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	517010	5130Fringe	517010	Unemployment Insurance	Gross Expenditures	\$7,414	\$7,284	(\$130)	\$7,680	\$7,383	(\$297)	YES	
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	519110	5130Fringe	519110	Flexible Benefit Package	Gross Expenditures	\$32,514	\$31,906	(\$608)	\$34,402	\$33,033	(\$1,369)	YES	
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	519120	5130Fringe	519120	Long Term Disability Insurance	Gross Expenditures	\$5,814	\$5,735	(\$79)	\$6,025	\$5,816	(\$209)	YES	
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	519990	5130Fringe	519990	Other Fringe Benefits	Gross Expenditures	\$0	(\$25,182)	(\$25,182)	\$0	(\$39,758)	(\$39,758)	YES	Adjustment to offset late increase in DT ELA work order.

Budget System Report 15.30.005 filtered on Gross Expenditures

																		FORMULA	FILL IN	
GFS Type	Dept	Dept ID	Dept ID Description	Fund ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	AAO Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	521000	5210NPSvcs	521000	Travel-Budget	Gross Expenditures	\$7,760	\$14,650	\$6,890	\$7,760	\$14,650	\$6,890	YES	Increased to align to Assessor and Legislative Director travel schedules.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	522000	5210NPSvcs	522000	Training - Budget	Gross Expenditures	\$33,050	\$37,542	\$4,492	\$33,050	\$37,542	\$4,492	YES	Increased to align to Assessor and Legislative Director travel schedules.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	524010	5210NPSvcs	524010	Membership Fees	Gross Expenditures	\$2,755	\$2,800	\$45	\$2,755	\$2,800	\$45	YES	Slight cost increase in membership.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	527610	5210NPSvcs	527610	Systems Consulting Services	Gross Expenditures	\$21,719	\$25,000	\$3,281	\$21,719	\$25,000	\$3,281	YES	Moved budget from equipment maintenance.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	529110	5210NPSvcs	529110	Dp-Wp Equipment Maint	Gross Expenditures	\$5,000	\$0	(\$5,000)	\$5,000	\$0	(\$5,000)	YES	Decreased per estimated need.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	531310	5210NPSvcs	531310	Office Machine Rental	Gross Expenditures	\$60,000	\$50,000	(\$10,000)	\$60,000	\$50,000	(\$10,000)	YES	Reduced per estimated need.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	535000	5210NPSvcs	535000	Other Current Expenses - Bdgt	Gross Expenditures	\$66,300	\$70,500	\$4,200	\$66,300	\$70,500	\$4,200	YES	Advertising and events including Assessor's family wealth forum and public events.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	535710	5210NPSvcs	535710	Subscriptions	Gross Expenditures	\$3,725	\$3,830	\$105	\$3,725	\$3,830	\$105	YES	Slight cost increase in subscription.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	535960	5210NPSvcs	535960	Software Licensing Fees	Gross Expenditures	\$167,613	\$165,753	(\$1,860)	\$167,613	\$201,009	\$33,396	YES	Reduced per estimated need. Year 2 increased to pay for EZ Access (legacy assessment system) software license & maintenance.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	540000	5400Mat&Su	540000	Materials & Supplies-Budget	Gross Expenditures	\$56,315	\$68,000	\$11,685	\$56,315	\$68,000	\$11,685	YES	Moved budget from data processing supplies to general M&S, increase for community outreach events.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	549210	5400Mat&Su	549210	Data Processing Supplies	Gross Expenditures	\$15,000	\$5,000	(\$10,000)	\$15,000	\$5,000	(\$10,000)	YES	Moved budget to general materials & supplies.
GFS	ASR	229014	ASR Administration	10000	Administration	10000	Operating	581325	58100thDep	581325	DT Enterprise Tech Contracts	Gross Expenditures	\$33,400	\$58,582	\$25,182	\$33,400	\$73,158	\$39,758	YES	Increase per DT recommendation.
					Administration Total								\$4,398,011	\$4,331,808	(\$66,203)	\$4,504,097	\$4,385,936	(\$118,161)		
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	501010	5010Salary	501010	Perm Salaries-Misc-Regular	Gross Expenditures	\$745,491	\$736,793	(\$8,698)	\$771,706	\$762,684	(\$9,022)	YES	Increase attrition.
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	509010	5010Salary	509010	Premium Pay - Misc	Gross Expenditures	\$1,132	\$1,128	(\$4)	\$1,132	\$1,128	(\$4)	YES	
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	513010	5130Fringe	513010	Retire City Misc	Gross Expenditures	\$169,698	\$167,718	(\$1,980)	\$164,496	\$162,573	(\$1,923)	YES	Mandatory fringe benefits associated with salary adjustments.
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	514010	5130Fringe	514010	Social Security (Oasdi & HI)	Gross Expenditures	\$45,339	\$44,818	(\$521)	\$46,919	\$46,379	(\$540)	YES	
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	Gross Expenditures	\$10,970	\$10,844	(\$126)	\$11,351	\$11,220	(\$131)	YES	
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	515010	5130Fringe	515010	Health Service-City Match	Gross Expenditures	\$31,489	\$31,138	(\$351)	\$33,321	\$32,949	(\$372)	YES	
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	515710	5130Fringe	515710	Dependent Coverage	Gross Expenditures	\$70,376	\$69,591	(\$785)	\$74,459	\$73,628	(\$831)	YES	
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	516010	5130Fringe	516010	Dental Coverage	Gross Expenditures	\$8,880	\$8,781	(\$99)	\$9,060	\$8,959	(\$101)	YES	
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	517010	5130Fringe	517010	Unemployment Insurance	Gross Expenditures	\$2,043	\$2,020	(\$23)	\$2,113	\$2,089	(\$24)	YES	
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	519110	5130Fringe	519110	Flexible Benefit Package	Gross Expenditures	\$9,910	\$9,799	(\$111)	\$10,486	\$10,369	(\$117)	YES	
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	519120	5130Fringe	519120	Long Term Disability Insurance	Gross Expenditures	\$1,873	\$1,851	(\$22)	\$1,939	\$1,916	(\$23)	YES	
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	521000	5210NPSvcs	521000	Travel-Budget	Gross Expenditures	\$5,050	\$7,050	\$2,000	\$5,050	\$7,050	\$2,000	YES	Increase for County Recorder workshops in Sacramento that require overnight travel.
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	535710	5210NPSvcs	535710	Subscriptions	Gross Expenditures	\$450	\$0	(\$450)	\$450	\$0	(\$450)	YES	Moved budget to Modernization.
GFS	ASR	229015	ASR Recorder	10000	Recording	10000	Operating	543990	5400Mat&Su	543990	Other Equipment Maint Supplies	Gross Expenditures	\$2,000	\$0	(\$2,000)	\$2,000	\$0	(\$2,000)	YES	Reallocated budgets between Recorder funding sources.
					Recording Total								\$1,104,701	\$1,091,531	(\$13,170)	\$1,134,482	\$1,120,944	(\$13,538)		
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - Erecording	16627	AS Recorder - E	501010	5010Salary	501010	Perm Salaries-Misc-Regular	Gross Expenditures	\$53,027	\$143,638	\$90,611	\$54,892	\$148,690	\$93,798	YES	Reassign (1) 4215 FTE from Accessing & Indexing.
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - Erecording	16627	AS Recorder - E	513010	5130Fringe	513010	Retire City Misc	Gross Expenditures	\$12,127	\$32,849	\$20,722	\$11,759	\$31,852	\$20,093	YES	Mandatory fringe benefits associated with salary adjustments.
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - Erecording	16627	AS Recorder - E	514010	5130Fringe	514010	Social Security (Oasdi & HI)	Gross Expenditures	\$3,288	\$8,906	\$5,618	\$3,403	\$9,218	\$5,815	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - Erecording	16627	AS Recorder - E	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	Gross Expenditures	\$769	\$2,083	\$1,314	\$796	\$2,156	\$1,360	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - Erecording	16627	AS Recorder - E	515010	5130Fringe	515010	Health Service-City Match	Gross Expenditures	\$2,320	\$6,959	\$4,639	\$2,455	\$7,364	\$4,909	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - Erecording	16627	AS Recorder - E	515710	5130Fringe	515710	Dependent Coverage	Gross Expenditures	\$4,644	\$13,932	\$9,288	\$4,914	\$14,741	\$9,827	YES	

Budget System Report 15.30.005 filtered on Gross Expenditures																		FORMULA	FILL IN	
GFS Type	Dept	Dept ID	Dept ID Description	Fund ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Name	Account ID	Account Title	AAO Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - E-recording	16627	AS Recorder - Er	516010	5130Fringe	516010	Dental Coverage	Gross Expenditures	\$591	\$1,772	\$1,181	\$603	\$1,808	\$1,205	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - E-recording	16627	AS Recorder - Er	517010	5130Fringe	517010	Unemployment Insurance	Gross Expenditures	\$143	\$388	\$245	\$148	\$401	\$253	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - E-recording	16627	AS Recorder - Er	519120	5130Fringe	519120	Long Term Disability Insurance	Gross Expenditures	\$207	\$561	\$354	\$215	\$582	\$367	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - E-recording	16627	AS Recorder - Er	522000	5210NPSvcs	522000	Training - Budget	Gross Expenditures	\$300	\$500	\$200	\$300	\$500	\$200	YES	Increased for additional attendee.
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - E-recording	16627	AS Recorder - Er	527610	5210NPSvcs	527610	Systems Consulting Services	Gross Expenditures	\$40,000	\$30,000	(\$10,000)	\$40,000	\$30,000	(\$10,000)	YES	Reduced based on actual cost of CERTNA, e-recording system.
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - E-recording	16627	AS Recorder - Er	527990	5210NPSvcs	527990	Other Professional Services	Gross Expenditures	\$6,800	\$7,000	\$200	\$6,800	\$7,000	\$200	YES	Cost per MOU with the Department of Justice for e-recording administration.
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - E-recording	16627	AS Recorder - Er	535000	5210NPSvcs	535000	Other Current Expenses - Bdgt	Gross Expenditures	\$15,500	\$40,500	\$25,000	\$15,500	\$40,500	\$25,000	YES	Expected increase in credit card fees with implementation of new recorder system and use of Citybase credit card payment processor.
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder - E-recording	16627	AS Recorder - Er	535960	5210NPSvcs	535960	Software Licensing Fees	Gross Expenditures	\$2,600	\$0	(\$2,600)	\$2,600	\$0	(\$2,600)	YES	Reduced based on actual need.
					Recorder - E-recording Total								\$142,316	\$289,088	\$146,772	\$144,385	\$294,812	\$150,427		
Self Supportin	ASR	229015	ASR Recorder	12610	Doc Storage Conver Fund A	17402	AS Doc Storage	509010	5010Salary	509010	Premium Pay - Misc	Gross Expenditures	\$629	\$626	(\$3)	\$629	\$626	(\$3)	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Doc Storage Conver Fund A	17402	AS Doc Storage	535000	5210NPSvcs	535000	Other Current Expenses - Bdgt	Gross Expenditures	\$32,000	\$6,913	(\$25,087)	\$32,000	\$3,699	(\$28,301)	YES	Ongoing revenue is increasingly unable to pay for more than the cost of (1) budgeted FTE. Needed to reallocate these expenses elsewhere.
					Doc Storage Conver Fund Ab3332 Total								\$32,629	\$7,539	(\$25,090)	\$32,629	\$4,325	(\$28,304)		
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	501010	5010Salary	501010	Perm Salaries-Misc-Regular	Gross Expenditures	\$321,681	\$394,811	\$73,130	\$332,992	\$409,933	\$76,941	YES	Reduce attrition to meet hiring plan.
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	513010	5130Fringe	513010	Retire City Misc	Gross Expenditures	\$72,497	\$89,143	\$16,646	\$70,226	\$86,626	\$16,400	YES	Mandatory fringe benefits associated with salary adjustments.
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	514010	5130Fringe	514010	Social Security (Oasdi & Hi)	Gross Expenditures	\$19,719	\$24,237	\$4,518	\$20,417	\$25,170	\$4,753	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	Gross Expenditures	\$4,664	\$5,725	\$1,061	\$4,829	\$5,945	\$1,116	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	515010	5130Fringe	515010	Health Service-City Match	Gross Expenditures	\$10,390	\$15,045	\$4,655	\$10,991	\$15,917	\$4,926	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	515710	5130Fringe	515710	Dependent Coverage	Gross Expenditures	\$28,732	\$38,853	\$10,121	\$30,397	\$41,106	\$10,709	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	516010	5130Fringe	516010	Dental Coverage	Gross Expenditures	\$3,373	\$4,632	\$1,259	\$3,441	\$4,725	\$1,284	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	517010	5130Fringe	517010	Unemployment Insurance	Gross Expenditures	\$868	\$1,066	\$198	\$900	\$1,107	\$207	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	519120	5130Fringe	519120	Long Term Disability Insurance	Gross Expenditures	\$1,133	\$1,410	\$277	\$1,174	\$1,465	\$291	YES	
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	524010	5210NPSvcs	524010	Membership Fees	Gross Expenditures	\$0	\$1,800	\$1,800	\$0	\$1,800	\$1,800	YES	Moved budget from Accessing & Indexing, increased based on actuals.
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	529110	5210NPSvcs	529110	Dp-Wp Equipment Maint	Gross Expenditures	\$10,000	\$11,500	\$1,500	\$10,000	\$11,500	\$1,500	YES	Increased cost of maintaining equipment.
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	535710	5210NPSvcs	535710	Subscriptions	Gross Expenditures	\$0	\$700	\$700	\$0	\$700	\$700	YES	Moved budget from General fund, added cost of notary reference manual.
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	535960	5210NPSvcs	535960	Software Licensing Fees	Gross Expenditures	\$132,558	\$48,864	(\$83,694)	\$132,558	\$20,100	(\$112,458)	YES	Reduced based on estimated need.
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	535990	5210NPSvcs	535990	Other Current Expenses	Gross Expenditures	\$0	\$591	\$591	\$0	\$11,420	\$11,420	YES	Reallocated budget between Recorder funding sources.
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	543990	5400Mat&Su	543990	Other Equipment Maint Supplies	Gross Expenditures	\$2,000	\$0	(\$2,000)	\$2,000	\$0	(\$2,000)	YES	Reduced per estimated need.
Self Supportin	ASR	229015	ASR Recorder	12610	Page Recorders Modernizat	17403	AS Page Recorder	549210	5400Mat&Su	549210	Data Processing Supplies	Gross Expenditures	\$7,000	\$22,000	\$15,000	\$7,000	\$22,000	\$15,000	YES	Data supplies for new recorder system.
					Page Recorders Modernization Total								\$614,615	\$660,377	\$45,762	\$626,925	\$659,514	\$32,589		
Self Supportin	ASR	229015	ASR Recorder	12610	ASR 10% Alloc Real Estate R	17405	AS Assessor 10%	509010	5010Salary	509010	Premium Pay - Misc	Gross Expenditures	\$0	\$125	\$125	\$0	\$125	\$125	YES	Change based on actual need.
Self Supportin	ASR	229015	ASR Recorder	12610	ASR 10% Alloc Real Estate R	17405	AS Assessor 10%	514010	5130Fringe	514010	Social Security (Oasdi & Hi)	Gross Expenditures	\$1,124	\$1,132	\$8	\$1,163	\$1,171	\$8	YES	Mandatory fringe benefits associated with salary adjustments.
Self Supportin	ASR	229015	ASR Recorder	12610	ASR 10% Alloc Real Estate R	17405	AS Assessor 10%	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	Gross Expenditures	\$263	\$265	\$2	\$272	\$274	\$2	YES	
					ASR 10% Alloc Real Estate Rec Total								\$1,387	\$1,522	\$135	\$1,435	\$1,570	\$135		
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Ind	501010	5010Salary	501010	Perm Salaries-Misc-Regular	Gross Expenditures	\$419,314	\$336,395	(\$82,919)	\$434,061	\$348,704	(\$85,357)	YES	Reassign (1) 4215 FTE from this funding source.

Budget System Report 15.30.005 filtered on Gross Expenditures																		FORMULA	FILL IN		
GFS Type	Dept	Dept ID	Dept ID Description	Fund ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	AAO Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change	
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Inde	509010	5010Salary	509010	Premium Pay - Misc	Gross Expenditures	\$1,886	\$1,253	(\$633)	\$1,886	\$1,253	(\$633)	YES	Change based on actual need.	
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Inde	513010	5130Fringe	513010	Retire City Misc	Gross Expenditures	\$95,915	\$76,944	(\$18,971)	\$93,006	\$74,712	(\$18,294)	YES	Mandatory fringe benefits associated with salary adjustments.	
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Inde	514010	5130Fringe	514010	Social Security (Oasdi & HI)	Gross Expenditures	\$26,120	\$20,938	(\$5,182)	\$27,034	\$21,701	(\$5,333)	YES		
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Inde	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	Gross Expenditures	\$6,106	\$4,895	(\$1,211)	\$6,320	\$5,073	(\$1,247)	YES		
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Inde	515010	5130Fringe	515010	Health Service-City Match	Gross Expenditures	\$23,195	\$18,556	(\$4,639)	\$24,545	\$19,636	(\$4,909)	YES		
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Inde	515710	5130Fringe	515710	Dependent Coverage	Gross Expenditures	\$46,440	\$37,152	(\$9,288)	\$49,135	\$39,308	(\$9,827)	YES		
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Inde	516010	5130Fringe	516010	Dental Coverage	Gross Expenditures	\$5,905	\$4,724	(\$1,181)	\$6,025	\$4,820	(\$1,205)	YES		
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Inde	517010	5130Fringe	517010	Unemployment Insurance	Gross Expenditures	\$1,138	\$912	(\$226)	\$1,177	\$945	(\$232)	YES		
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Inde	519120	5130Fringe	519120	Long Term Disability Insurance	Gross Expenditures	\$1,642	\$1,317	(\$325)	\$1,700	\$1,365	(\$335)	YES		
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Inde	524010	5210NPSvcs	524010	Membership Fees	Gross Expenditures	\$1,650	\$0	(\$1,650)	\$1,650	\$0	(\$1,650)	YES		Moved budget to Modernization.
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Inde	535000	5210NPSvcs	535000	Other Current Expenses - Bdgt	Gross Expenditures	\$15,000	\$0	(\$15,000)	\$15,000	\$0	(\$15,000)	YES		Reduced based on estimated need, budget in 535990.
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Inde	535990	5210NPSvcs	535990	Other Current Expenses	Gross Expenditures	\$0	\$11,000	\$11,000	\$0	\$11,000	\$11,000	YES	See above comment.	
Self Supportin	ASR	229015	ASR Recorder	12610	Recorder Indexing Project	17409	AS Recorder Inde	540000	5400Mat&Su	540000	Materials & Supplies-Budget	Gross Expenditures	\$7,500	\$0	(\$7,500)	\$7,500	\$0	(\$7,500)	YES	Reallocated budgets between Recorder funding sources.	
					Recorder Indexing Project Total								\$651,811	\$514,086	(\$137,725)	\$669,039	\$528,517	(\$140,522)			
Self Supportin	ASR	229015	ASR Recorder	12610	Building, Home & Jobs - Sta	19830	S82 Building Hor	509010	5010Salary	509010	Premium Pay - Misc	Gross Expenditures	\$0	\$626	\$626	\$0	\$626	\$626	YES	Change based on actual need.	
Self Supportin	ASR	229015	ASR Recorder	12610	Building, Home & Jobs - Sta	19830	S82 Building Hor	514010	5130Fringe	514010	Social Security (Oasdi & HI)	Gross Expenditures	\$5,618	\$5,657	\$39	\$5,815	\$5,854	\$39	YES	Mandatory fringe benefits associated with salary adjustments.	
Self Supportin	ASR	229015	ASR Recorder	12610	Building, Home & Jobs - Sta	19830	S82 Building Hor	514020	5130Fringe	514020	Social Sec-Medicare(HI Only)	Gross Expenditures	\$1,314	\$1,323	\$9	\$1,360	\$1,369	\$9	YES		
Self Supportin	ASR	229015	ASR Recorder	12610	Building, Home & Jobs - Sta	19830	S82 Building Hor	517010	5130Fringe	517010	Unemployment Insurance	Gross Expenditures	\$245	\$247	\$2	\$253	\$255	\$2	YES		
Self Supportin	ASR	229015	ASR Recorder	12610	Building, Home & Jobs - Sta	19830	S82 Building Hor	535000	5210NPSvcs	535000	Other Current Expenses - Bdgt	Gross Expenditures	\$0	\$22,000	\$22,000	\$0	\$22,000	\$22,000	YES		Offsite microfilm storage.
Self Supportin	ASR	229015	ASR Recorder	12610	Building, Home & Jobs - Sta	19830	S82 Building Hor	535990	5210NPSvcs	535990	Other Current Expenses	Gross Expenditures	\$0	\$12,352	\$12,352	\$0	\$8,697	\$8,697	YES	As-needed expenses.	
					Building, Home & Jobs - State Total								\$7,177	\$42,205	\$35,028	\$7,428	\$38,801	\$31,373			
Self Supportin	ASR	229015	ASR Recorder	12650	Statistics Fee Collection-rec	17404	AS Statistics Fee	529110	5210NPSvcs	529110	Dp-Wp Equipment Maint	Gross Expenditures	\$10,000	\$12,000	\$2,000	\$10,000	\$12,000	\$2,000	YES	Scanner warranty.	
Self Supportin	ASR	229015	ASR Recorder	12650	Statistics Fee Collection-rec	17404	AS Statistics Fee	535000	5210NPSvcs	535000	Other Current Expenses - Bdgt	Gross Expenditures	\$48,000	\$37,000	(\$11,000)	\$48,000	\$37,000	(\$11,000)	YES	Reduced based on estimated need.	
Self Supportin	ASR	229015	ASR Recorder	12650	Statistics Fee Collection-rec	17404	AS Statistics Fee	540000	5400Mat&Su	540000	Materials & Supplies-Budget	Gross Expenditures	\$2,000	\$12,000	\$10,000	\$2,000	\$12,000	\$10,000	YES	Reallocated budgets between Recorder funding sources.	
					Statistics Fee Collection-reco Total								\$60,000	\$61,000	\$1,000	\$60,000	\$61,000	\$1,000			
					Grand Total								\$28,064,794	\$27,765,974	(\$298,820)	\$28,771,199	\$28,379,972	(\$391,227)			

BUDGET FORM 3B: Position Changes

DEPARTMENT: ASSESSOR-RECORDER

Please identify proposed position changes from the FY 2020-21 and FY 2021-22 Base Budget at the account level (reflecting both salary and discretionary special class changes).

Note: To submit this information, run the **15.30.004 Position Snapshot Comparison (Audit Trail)** report from the budget system.

Select the following criteria before running the report:

Budget Year: **2021**

Before Snapshot: **Start of Dept**

After Snapshot: **Current**

GFS Type: Do not select a value.

For any proposed changes, provide an explanation in the **"Explanation of FTE and/or Amount Change"** column.

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Budget System Report 15.30.004 filtered on Gross Expenditures																										Total BY FTE Variance: (3.81)		Total BY Amount Variance: (\$233,679)		Total BY+1 FTE Variance: (3.00)		Total BY+1 Amount Variance: (\$251,194)		FORMULA		FILL IN	
GFS Type	Dept	Dept Division	Division Description	Department ID	Fund ID	Project ID	Activity ID	Authority ID	Account Lvl 5 Name	Account ID	AAO	AAO Title	Class	Job Class Title	Status	Action	Ref No.	Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change					
REASSIGNMENTS																																					
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10024404	1	17409	5010Salary	501010	J01	Gross Expenditures	4215_C	Assessor-Recorder Senior Office Specialist	A	R	ASR02	0.00	(1.00)	(1.00)	\$0	(\$90,263)	(\$90,263)	0.00	(1.00)	(1.00)	\$0	(\$93,438)	(\$93,438)	YES	YES	Reassign (1) 4215 from one self-supporting fund to another to draw down fund balance.					
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10024404	1	17409	5130Fringe	513010 to 519120	J01	Gross Expenditures	4215_C	Assessor-Recorder Senior Office Specialist	A	R	ASR02	0.00	0.00	0.00	\$0	(\$43,252)	(\$43,252)	0.00	0.00	0.00	\$0	(\$43,723)	(\$43,723)	YES	YES						
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10024404	1	17409	5010Salary	501010	J01	Gross Expenditures	9991M_Z	One Day Adjustment - Misc	A	R	ASR02	0.00	0.00	0.00	\$0	(\$348)	(\$348)	0.00	0.00	0.00	\$0	(\$360)	(\$360)	NA	YES						
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10024404	1	17409	5130Fringe	513010 to 519120	J01	Gross Expenditures	9991M_Z	One Day Adjustment - Misc	A	R	ASR02	0.00	0.00	0.00	\$0	(\$109)	(\$109)	0.00	0.00	0.00	\$0	(\$106)	(\$106)	NA	YES						
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10022469	1	16627	5010Salary	501010	J01	Gross Expenditures	4215_C	Assessor-Recorder Senior Office Specialist	A	R	ASR02	0.00	1.00	1.00	\$0	\$90,263	\$90,263	0.00	1.00	1.00	\$0	\$93,438	\$93,438	YES	YES						
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10022469	1	16627	5130Fringe	513010 to 519120	J01	Gross Expenditures	4215_C	Assessor-Recorder Senior Office Specialist	A	R	ASR02	0.00	0.00	0.00	\$0	\$43,252	\$43,252	0.00	0.00	0.00	\$0	\$43,723	\$43,723	YES	YES						
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10022469	1	16627	5010Salary	501010	J01	Gross Expenditures	9991M_Z	One Day Adjustment - Misc	A	R	ASR02	0.00	0.00	0.00	\$0	\$348	\$348	0.00	0.00	0.00	\$0	\$360	\$360	NA	YES						
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10022469	1	16627	5130Fringe	513010 to 519120	J01	Gross Expenditures	9991M_Z	One Day Adjustment - Misc	A	R	ASR02	0.00	0.00	0.00	\$0	\$109	\$109	0.00	0.00	0.00	\$0	\$106	\$106	NA	YES						
Reassignments Total																																					
SUBSTITUTIONS																																					
GFS	ASR	229014	ASR Administration	229014	10000	10001634	1	10000	5010Salary	501010	J01	Gross Expenditures	1092_C	IT Operations Support Administrator II	A	S	ASR01	0.00	(1.00)	(1.00)	\$0	(\$88,813)	(\$88,813)	0.00	(1.00)	(1.00)	\$0	(\$91,936)	(\$91,936)	YES	YES	The substitution will allow the IS Junior Engineer to support three key systems: OnBase system for image management and indexing, Queue system for traffic flow management, & Kiosk system for citizens to obtain info by themselves easily. ASR has added systems over the past three years to improve our customer service experience and efficiency, all of which will be essential moving forward with our new Recorder and Assessment systems. Failure to substitute the lower: 1092 to 1093 would result in the inadequate support of these new systems and operational inefficiencies.					
GFS	ASR	229014	ASR Administration	229014	10000	10001634	1	10000	5130Fringe	513010 to 519120	J01	Gross Expenditures	1092_C	IT Operations Support Administrator II	A	S	ASR01	0.00	0.00	0.00	\$0	(\$43,449)	(\$43,449)	0.00	0.00	0.00	\$0	(\$43,956)	(\$43,956)	YES	YES						
GFS	ASR	229014	ASR Administration	229014	10000	10001634	1	10000	5010Salary	501010	J01	Gross Expenditures	1093_C	IT Operations Support Administrator III	A	S	ASR01	0.00	1.00	1.00	\$0	\$107,956	\$107,956	0.00	1.00	1.00	\$0	\$111,753	\$111,753	YES	YES						
GFS	ASR	229014	ASR Administration	229014	10000	10001634	1	10000	5130Fringe	513010 to 519120	J01	Gross Expenditures	1093_C	IT Operations Support Administrator III	A	S	ASR01	0.00	0.00	0.00	\$0	\$49,408	\$49,408	0.00	0.00	0.00	\$0	\$49,840	\$49,840	YES	YES						
GFS	ASR	229014	ASR Administration	229014	10000	10001634	1	10000	5010Salary	501010	J01	Gross Expenditures	9991M_Z	One Day Adjustment - Misc	A	S	ASR01	0.00	0.00	0.00	\$0	\$73	\$73	0.00	0.00	0.00	\$0	\$77	\$77	NA	YES						
GFS	ASR	229014	ASR Administration	229014	10000	10001634	1	10000	5130Fringe	513010 to 519120	J01	Gross Expenditures	9991M_Z	One Day Adjustment - Misc	A	S	ASR01	0.00	0.00	0.00	\$0	\$23	\$23	0.00	0.00	0.00	\$0	\$23	\$23	NA	YES						
Substitutions Total																																					
DELETION																																					
Self Supporting	ASR	229011	ASR Real Property	229011	12550	10000059	1	10001	5010Salary	501010	J01	Gross Expenditures	1053_C	IS Business Analyst-Senior	O	D		0.00	(1.00)	(1.00)	\$0	\$0	\$0	0.00	(1.00)	(1.00)	\$0	\$0	\$0	YES	NO	Reduce FTE in both years to 0. Department no longer needs these grant funded positions.					

Budget System Report 15.30.004 filtered on Gross Expenditures																											FORMULA		FILL IN																						
GFS Type	Dept	Dept Division	Division Description	Department ID	Fund ID	Project ID	Activity ID	Authority ID	Account Lvl 5 Name	Account ID	AAO	AAO Title	Class	Job Class Title	Status	Action	Ref No.	Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change																			
Self Supporting	ASR	229011	ASR Real Property	229011	12550	10000059	1	10001	5010Salary	501010	J01	Gross Expenditures	1820_C	Junior Administrative Analyst	O	D		0.00	0.00	0.00	\$0	\$0	\$0	0.00	1.00	1.00	\$0	\$0	\$0	YES	NO	Offset FY21-22 base FTE of -1.																			
Self Supporting	ASR	229011	ASR Real Property	229011	12550	10000059	1	10001	5010Salary	501010	J01	Gross Expenditures	1823_C	Senior Administrative Analyst	O	D		0.00	(1.00)	(1.00)	\$0	\$0	\$0	0.00	(1.00)	(1.00)	\$0	\$0	\$0	YES	NO	Reduce FTE in both years to 0. Department no longer needs these grant funded positions.																			
Deletion Total																		0.00	(2.00)	(2.00)	\$0	\$0	\$0	0.00	(1.00)	(1.00)	\$0	\$0	\$0																						
ONE-DAY ADJUSTMENT																																																			
One-Day Adjustment Total																		0.00	0.00	0.00	(\$13,298)	(\$14,193)	(\$895)	0.00	0.00	0.00	(\$13,618)	(\$14,566)	(\$948)																					System generated one-day adj.	
PREMIUM																																																			
Premium Total																		0.00	0.00	0.00	\$159,738	\$163,016	\$3,278	0.00	0.00	0.00	\$159,738	\$163,016	\$3,278																						Changes based on actual estimated premium for longevity pay.
STEP																																																			
Step Total																		0.00	0.00	0.00	(\$885,866)	(\$890,823)	(\$4,957)	0.00	0.00	0.00	(\$906,889)	(\$880,976)	\$25,913																						The Step M budget is changed annually to reflect the actual estimated cost of employee salaries given scheduled step adjustments.
ATTRITION																																																			
GFS	ASR	196644	ASR Transactions	196644	10000	10032517	1	10000	5010Salary	501010	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			(2.51)	(4.15)	(1.64)	(\$239,036)	(\$395,049)	(\$156,013)	(2.51)	(4.15)	(1.64)	(\$247,443)	(\$408,941)	(\$161,498)	YES	YES	Increase in attrition budget to account for natural attrition & anticipating hiring plan.																			
GFS	ASR	196644	ASR Transactions	196644	10000	10032517	1	10000	5130Fringe	513010 to 519120	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			0.00	0.00	0.00	(\$112,652)	(\$186,205)	(\$73,553)	0.00	0.00	0.00	(\$113,792)	(\$188,090)	(\$74,298)	YES	YES																				
GFS	ASR	196645	ASR Exemptions	196645	10000	10032514	1	10000	5010Salary	501010	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			(0.94)	(0.50)	0.44	(\$84,737)	(\$44,958)	\$39,779	(0.94)	(0.50)	0.44	(\$87,717)	(\$46,539)	\$41,178	YES	YES	Decrease in attrition budget to account for Division's natural attrition and hiring plan.																			
GFS	ASR	196645	ASR Exemptions	196645	10000	10032514	1	10000	5130Fringe	513010 to 519120	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			0.00	0.00	0.00	(\$40,623)	(\$21,571)	\$19,052	0.00	0.00	0.00	(\$41,065)	(\$21,807)	\$19,258	YES	YES																				
GFS	ASR	196646	ASR Public Service	196646	10000	10026674	1	10000	5010Salary	501010	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			(1.57)	(2.46)	(0.89)	(\$136,589)	(\$214,660)	(\$78,071)	(1.57)	(2.46)	(0.89)	(\$141,392)	(\$222,210)	(\$80,818)	YES	YES	Increase in attrition budget to account for natural attrition & anticipating hiring plan.																			
GFS	ASR	196646	ASR Public Service	196646	10000	10026674	1	10000	5130Fringe	513010 to 519120	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			0.00	0.00	0.00	(\$67,283)	(\$105,623)	(\$38,340)	0.00	0.00	0.00	(\$68,111)	(\$106,917)	(\$38,806)	YES	YES																				
GFS	ASR	229011	ASR Real Property	229011	10000	10001635	1	10000	5010Salary	501010	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			(8.54)	(6.75)	1.79	(\$976,971)	(\$772,639)	\$204,332	(8.54)	(6.63)	1.91	(\$1,011,331)	(\$785,299)	\$226,032	YES	YES	Decrease in attrition budget to account for natural attrition & anticipating hiring plan.																			
GFS	ASR	229011	ASR Real Property	229011	10000	10001635	1	10000	5130Fringe	513010 to 519120	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			0.00	0.00	0.00	(\$438,423)	(\$346,665)	\$91,758	0.00	0.00	0.00	(\$441,945)	(\$343,148)	\$98,797	YES	YES																				
GFS	ASR	229011	ASR Real Property	229011	10060	10032515	1	10002	5010Salary	501010	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			(1.62)	(1.61)	0.01	(\$191,131)	(\$190,399)	\$732	(1.62)	(1.56)	0.06	(\$197,853)	(\$190,399)	\$7,454	YES	YES	Slight decrease in attrition budget to account for natural attrition.																			
GFS	ASR	229011	ASR Real Property	229011	10060	10032515	1	10002	5130Fringe	513010 to 519120	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			0.00	0.00	0.00	(\$84,982)	(\$84,594)	\$388	0.00	0.00	0.00	(\$85,615)	(\$82,406)	\$3,209	YES	YES																				
GFS	ASR	229012	ASR Personal Property	229012	10000	10032516	1	10000	5010Salary	501010	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			(0.40)	(2.50)	(2.10)	(\$42,952)	(\$269,398)	(\$226,446)	(0.40)	(2.42)	(2.02)	(\$44,462)	(\$269,397)	(\$224,935)	YES	YES	Increase in attrition budget to account for natural attrition & anticipating hiring plan.																			
GFS	ASR	229012	ASR Personal Property	229012	10000	10032516	1	10000	5130Fringe	513010 to 519120	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			0.00	0.00	0.00	(\$19,614)	(\$122,885)	(\$103,271)	0.00	0.00	0.00	(\$19,787)	(\$119,828)	(\$100,041)	YES	YES																				
GFS	ASR	229014	ASR Administration	229014	10000	10001634	1	10000	5010Salary	501010	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			(1.40)	(1.79)	(0.39)	(\$182,913)	(\$233,275)	(\$50,362)	(1.40)	(2.23)	(0.83)	(\$189,438)	(\$301,994)	(\$112,556)	YES	YES	Increase in attrition budget to account for natural attrition & anticipating hiring plan.																			
GFS	ASR	229014	ASR Administration	229014	10000	10001634	1	10000	5130Fringe	513010 to 519120	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			0.00	0.00	0.00	(\$79,519)	(\$101,489)	(\$21,970)	0.00	0.00	0.00	(\$80,090)	(\$127,641)	(\$47,551)	YES	YES																				
GFS	ASR	229015	ASR Recorder	229015	10000	10001636	1	10000	5010Salary	501010	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			(0.13)	(0.21)	(0.08)	(\$13,927)	(\$22,592)	(\$8,665)	(0.13)	(0.21)	(0.08)	(\$14,417)	(\$23,405)	(\$8,988)	YES	YES	Increase in attrition budget to account for natural attrition & anticipating hiring plan.																			
GFS	ASR	229015	ASR Recorder	229015	10000	10001636	1	10000	5130Fringe	513010 to 519120	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			0.00	0.00	0.00	(\$6,468)	(\$10,476)	(\$4,008)	0.00	0.00	0.00	(\$6,529)	(\$10,582)	(\$4,053)	YES	YES																				
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10024397	1	17403	5010Salary	501010	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			(1.05)	0.00	1.05	(\$100,977)	\$0	\$100,977	(1.05)	0.00	1.05	(\$104,529)	\$0	\$104,529	YES	YES	Decrease in attrition budget to account for natural attrition of staff under this project code.																			
Self Supporting	ASR	229015	ASR Recorder	229015	12610	10024397	1	17403	5130Fringe	513010 to 519120	J01	Gross Expenditures	9993M_Z	Attrition Savings - Miscellaneous	A			0.00	0.00	0.00	(\$47,378)	\$0	\$47,378	0.00	0.00	0.00	(\$47,849)	\$0	\$47,849	YES	YES																				
Attrition Total																		(18.16)	(19.97)	(1.81)	(\$2,866,175)	(\$3,122,478)	(\$256,303)	(18.16)	(20.16)	(2.00)	(\$2,943,365)	(\$3,248,603)	(\$305,238)																						

15.20.012 3.b.2 Interdepartmental Services Balancing - Detail Level Report Summary

Run Date: 2/19/2020

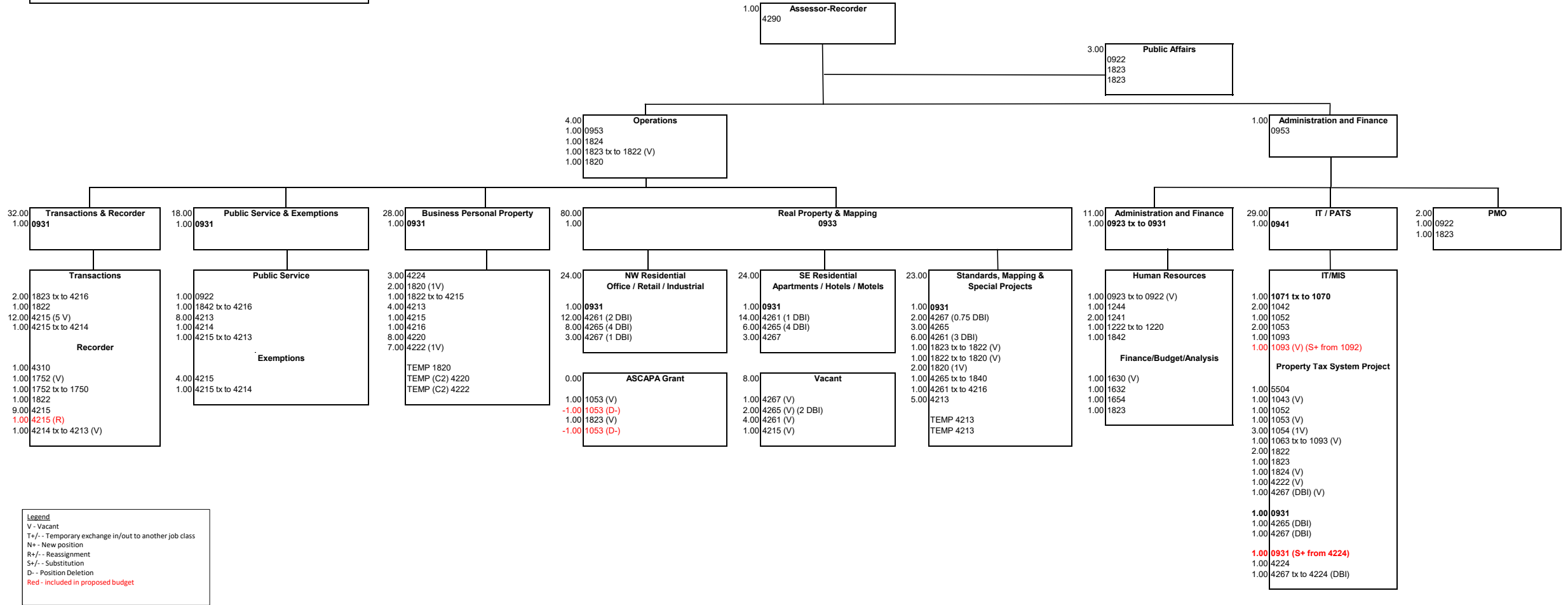
Department: Assessor-Recorder
 FY2020-21 & FY2021-22 Budget

Row Labels	Activity Title	Account Title	Sum of CY Orig Amt	Sum of Base Amt	Sum of BY Amt - Dept Request	Sum of BY+1 Base Amt	Sum of BY+1 Amt - Dept Request	Note
ASR-DPW			(103,500)	(103,500)	0	(103,500)	0	
229014	Administration	Sr-DPW-Building Repair	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)	
		Sr-DPW-Street Use & Mapping	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	
229011	Real Property Work Order	Sr-DPW-Street Use & Mapping	0	0	0	0	0	
	Real Property	Misc Dpt (AAO)-Discontinued	0	0	0	0	0	
207951	PW ASR MOB	Exp Rec Fr Assessor (AAO)	0	0	3,500	0	3,500	
207957	PW ASR Cadastral Mapping	Exp Rec Fr Assessor (AAO)	0	0	100,000	0	100,000	
ASR-TIS			0	0	(25,182)	0	(39,758)	DT has not updated the ELA yet
229014	Administration	DT Technology Projects	(21,267)	(21,267)	(21,267)	(21,267)	(21,267)	
		DT Technology Infrastructure	(461,686)	(473,824)	(473,824)	(473,824)	(473,824)	
		DT Enterprise Tech Contracts	(33,400)	(33,400)	(58,582)	(33,400)	(73,158)	
		DT Telecommunications Services	(53,188)	(56,266)	(56,266)	(56,266)	(56,266)	
207921	CO - Controller Projects	Exp Rec Fr Assessor (AAO)	0	0	0	0	0	
	DT Depts' IT Misc Procurements	Exp Rec Fr Assessor (AAO)	21,267	21,267	21,267	21,267	21,267	
	DT Operating Master Project	Exp Rec Fr Assessor (AAO)	0	0	0	0	0	
	EAs - Adobe -01	Exp Rec Fr Assessor (AAO)	0	0	0	0	0	
	EAs - Iron Mountain	Exp Rec Fr Assessor (AAO)	0	0	0	0	0	
	EAs - Microsoft	Exp Rec Fr Assessor (AAO)	33,400	33,400	33,400	33,400	33,400	
	EAs - Vmware	Exp Rec Fr Assessor (AAO)	0	0	0	0	0	
232341	DT Operating Master Project	Exp Rec Fr Assessor (AAO)	461,686	473,824	473,824	473,824	473,824	
207917	DT Operating Master Project	Exp Rec Fr Assessor (AAO)	53,188	56,266	56,266	56,266	56,266	
ASR-CON			0	0	0	0	0	
229014	Administration	GF-Con-Fast Team	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	
229227	AOSD-FAST	Exp Rec Fr Assessor (AAO)	75,000	75,000	75,000	75,000	75,000	
ASR-HRD			0	0	0	0	0	
229014	Administration	GF-HR-Mgmt Training	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	
		GF-HR-Workers' Comp Claims	(81,542)	(83,817)	(83,817)	(83,817)	(83,817)	
		GF-City Hall Fellows Program	(94,760)	0	0	0	0	
		GF-HR-Client Svc-Recrut-Assess	0	0	0	0	0	
		GF-HRD-Persnlnl Anlyst Devlpmnt	0	0	0	0	0	
232029	HR Workforce Development	Exp Rec Fr Assessor (AAO)	20,000	20,000	20,000	20,000	20,000	
232027	HR Administration	Exp Rec Fr Assessor (AAO)	81,542	83,817	83,817	83,817	83,817	
232022	HR Administration	Exp Rec Fr Assessor (AAO)	94,760	0	0	0	0	
232025	Hiring Project	Exp Rec Fr Assessor (AAO)	0	0	0	0	0	
	HR Administration	Exp Rec Fr Assessor (AAO)	0	0	0	0	0	
ASR-ADM			0	0	0	0	0	
229014	Administration	Leases Paid To Real Estate	(740,489)	(921,764)	(921,764)	(921,764)	(921,764)	
		GF-Purch-General Office	(155,380)	(155,380)	(155,380)	(155,380)	(155,380)	
		Is-Purch-Reproduction	(238,765)	(238,765)	(238,765)	(238,765)	(238,765)	
		GF-Purch-Mail Services	0	0	0	0	0	
228875	1155 Market Lease	Exp Rec Fr Assessor (AAO)	591,680	832,510	832,510	832,510	832,510	
	711 Van Ness Lease	Exp Rec Fr Assessor (AAO)	148,809	89,254	89,254	89,254	89,254	
232177	OCA Operations	Exp Rec Fr Assessor (AAO)	155,380	155,380	155,380	155,380	155,380	
228880	Repro mail Operations	Exp Rec Fr Assessor (AAO)	238,765	238,765	238,765	238,765	238,765	
ASR-CHF			0	0	0	0	0	
229014	Administration	GF-Chf-Youth Works	(21,000)	(21,000)	(21,000)	(21,000)	(21,000)	
229218	Children's Baseline Eligible Youth Works	Exp Rec Fr Assessor (AAO)	21,000	21,000	21,000	21,000	21,000	
		Exp Rec Fr Assessor (AAO)	0	0	0	0	0	
ASR-TTX			0	0	0	0	0	
229014	Administration	GF-Treasurer	(43,941)	(43,941)	(43,941)	(43,941)	(43,941)	
232351	TX ASR - Property Tax	Exp Rec Fr Assessor (AAO)	43,941	43,941	43,941	43,941	43,941	
	TX Financial Services	Exp Rec Fr Assessor (AAO)	0	0	0	0	0	
232348	TX Financial Services	Exp Rec Fr Assessor (AAO)	0	0	0	0	0	
ASR-AIR			0	0	0	0	0	
229014	Administration	EF-Airport	0	0	0	0	0	
109669	AC Administration	Exp Rec Fr Assessor (AAO)	0	0	0	0	0	
ASR-CAT			0	0	0	0	0	
229011	Assessment Appeals Research	GF-City Attorney-Legal Service	(700,000)	(700,000)	(700,000)	(700,000)	(700,000)	
229042	Legal Services-General	Exp Rec Fr Assessor (AAO)	700,000	700,000	700,000	700,000	700,000	
DBI-ASR			0	0	854,545	0	854,571	DBI has not updated the new WO agreement amounts yet.
229011	Real Property Work Order	Exp Rec Fr Bldg Inspection AAO	3,406,174	3,506,907	3,554,545	3,506,907	3,554,571	
	Real Property	Exp Rec Fr Bldg Inspection AAO	0	0	0	0	0	
207948	Building Inspection Services	GF-Assessor'S Office	(2,058,738)	(2,159,470)	(1,662,596)	(2,159,470)	(1,662,596)	
207949	Plan Review Services	GF-Assessor'S Office	(858,147)	(858,147)	(660,695)	(858,147)	(660,695)	
229320	Administration/General	GF-Assessor'S Office	(489,289)	(489,290)	(376,709)	(489,290)	(376,709)	
Grand Total			(103,500)	(103,500)	829,363	(103,500)	814,813	

ASSESSOR - RECORDER ORGANIZATIONAL CHART

FY 21 & 22 BUDGET POSITION SUYMMARY

Office of the Assessor-Recorder	
Effective:	July 1, 2020
Revised:	February 19, 2020
209.00 FTE (19.97) ATTRITION	
2.76 TEMP	
191.79 TOTAL	



Legend	
V - Vacant	
T+/- - Temporary exchange in/out to another job class	
N+ - New position	
R+/- - Reassignment	
S+/- - Substitution	
D- - Position Deletion	
Red - included in proposed budget	