

# Department Budget Submission Checklist

Department Name: ASSESSOR-RECORDER

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal. (Generate from BFM Budget Submission Report)
  - Proposed GF target reductions**
  - Department Budget Summary:** Completed "Form 1B: Department Budget Summary." (Generate from BFM Budget Submission Report)
  - Contingency:** Completed "Form 1C: Contingency."
- Revenue Report:** Completed "Form 2A: Revenue Report." (Generate from BFM Budget Submission Report)
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes." (Generate from BFM Budget Submission Report)
- Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A
- Position Changes:** Completed "Form 3B: Position Changes." (Generate from BFM Budget Submission Report)
- Equipment & Fleet Requests:** Completed "Form 4A: Equipment Request" and "Form 4B: Fleet Request." (Generate from BFM Budget Submission Report)
- Minimum Compensation Ordinance:** By checking this box, the department confirms that 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 and new Prop Js.
- Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing Report from BFI
- 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 3/1/24 and final
- Other Requests:** Submitted requests for the following item:
  - COIT (through a separate form)
  - Capital - CPC funded capital requests are made through BFM by 1/19/24

## 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: Emily Alt

Signature: 

DEPARTMENT ASR Assessor / Recorder

Major Changes	Department Response to Major Changes
<p><b>Summary</b></p> <p>What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. Alternatively, you may submit a 1-2 page memo with your budget submission summarizing the major changes.</p>	<p>The Department's major budget changes are adjustments made to maintain the baseline budget. Self-supporting funds decrease by \$1.1M in FY 24-25 and \$1.2M in FY 25-26 from base due to the accelerated spend down of one-time fund balance in FY 23-24. Total FTEs decrease by 6.73 in FY 24-25 and by 7.17 in FY 25-26 from base.</p> <p>The Department's proposed budget does yet not include the necessary funding to support our new Salesforce property assessment system, System for Managing Assessments Records and Transactions (SMART) which is expected to go-live in October 2025. The proposed budget also excludes the funding needed to properly address the increase in assessment appeals filed which have tripled from the last three fiscal years. If the Department does not sufficiently defend assessment decisions against appeals, the City stands to lose property tax revenue.</p> <p><u>Proposed Enhancements (not loaded):</u></p> <ol style="list-style-type: none"> <li>GF: Expanded Assessment Appeals Team FY24-25: \$2,277,632 FY25-26: \$3,589,842</li> <li>GF: Property Assessment and Tax Systems project software licenses FY24-25: \$219,838 (ongoing)</li> <li>COIT request for Property Assessment and Tax Systems project implementation FY24-25 \$920,689 FY25-26: \$2,037,922</li> </ol>
<p><b>General Fund Target</b></p> <p>How did the department meet its target in each year? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction? For non-GFS departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund.</p>	<p>The Department has submitted a budget that maintains the baseline level of general fund support. The department did not meet the reduction target nor the contingency reduction target. A 10% reduction (\$3.3M) in ASR's budget would equate to a decrease of 23 filled positions who support securing \$4.1B in property tax revenue and defending assessed property value that is appealed at the AAB. If the department has to cut 23 additional positions to meet target, this would result in negative impacts to the City's General Fund. All of these positions are critical to ASR operations and are needed to address the current and growing workload demand.</p>
<p><b>Positions</b></p> <p>How are current year staffing levels and vacancies factored into your budget submission? What position changes is the department proposing to prioritize core service delivery while meeting the General Fund reduction target or NGF revenue reductions? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, and provide details in Form 3B.</p>	<p><u>FTE</u> ASR's current FTE is 183.27 with 22.39 attrition FTE FY 24-25 projected FTE is 179.49, a decrease of 3.78 FTE from current year FY 25-26 projected FTE is 179.05, a decrease of .44 FTE from previous year</p> <p><u>Attrition</u> ASR has increased its attrition based on maintaining 21 vacancies and estimated natural attrition rates (3% average over the next two fiscal years) to \$4.3M in FY 24-25 and \$4.4M in FY 25-26. Attrition savings equates to 23.7 FTE in FY 24-25 and 24.1 FTE in FY 25-26. ASR is holding the 21 positions vacant strictly to meet this attrition savings target, and not necessarily to prioritize service delivery. If funding were available we would fill these positions to help address our production and appeals workloads.</p> <p><u>Position Changes</u> The department has submitted 16 position changes: 4 substitutions, 2 deletions, and 10 reassignments. The ten proposed reassignments across the two fiscal years are to move recorder staff to and from self-supporting funds (recorder revenues) as needed to limit the impact on General Fund and to not overdraw one-time fund balance, ensuring there is budget to support expenditures in future fiscal years. The four proposed substitutions are to reflect existing employee's actual job class and duties. There are four additional reassignments that were approved last budget cycle to move staff from project positions to General Fund as ASR operationalizes the Property Assessment System Project.</p>
<p><b>Expenditures</b></p> <p>What major spending changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.</p>	<p><u>General Fund:</u> The Department's proposed General Fund budget stays flat in FY 24-25 and increases by \$172K in FY 25-26 from base. The increase is due to a slow recovery in revenue which allows the department to reduce attrition slightly. Salary and fringe increases by \$90K in FY 24-25 and by \$187K in FY 25-26 from base. Non-labor expenditures decrease by \$90K in FY 24-25 and \$15K in FY 25-26 from base.</p> <p><u>Non-General Fund:</u> Special Fund expenditures decrease by \$1.1M in FY 24-25 and \$1.3M in FY 25-26 from base. In FY 24-25, labor expenditures (salary and mandatory fringe benefits) were decreased by \$672K as staff were shifted to General Fund and non-labor costs of \$434K will be covered with carryforward budget.</p>
<p><b>Revenues</b></p> <p>What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.</p>	<p>ASR is projecting a slow recovery in revenue for FY 24-25 and FY 25-26. The projection is based on ASR's monthly revenue reporting, historic trends, and assumptions around market dynamics in CY and BY.</p> <p><u>General Fund:</u> ASR is projecting no change in revenue from base in the General Fund for FY 24-25 and a slight increase of \$172K in FY 25-26.</p> <p><u>Non-General Fund:</u> ASR is projecting no change in revenue from base in Special Funds for FY 24-25 and an increase of \$137K in FY 25-26. ASR is decreasing the use of fund balances by using carryforward budget to cover non-labor costs and shifting labor costs from these self-supporting sources to General Fund. Budgeted fund balance is \$530K in FY 24-25 (decrease of \$1.1M from FY 24-25 base) and \$294K in FY 25-26 (decrease of \$1.4M from FY 25-26 base).</p>

DEPARTMENT ASR Assessor / Recorder

Major Changes		Department Response to Major Changes
<b>Legislation</b>	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?	Not Applicable.
<b>Prop J</b>	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.	Not Applicable.
<b>Transfer of Function</b>	Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	Not Applicable.
<b>Interim Exceptions</b>	Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason are is the request being made?	Not Applicable.
<b>Budget Equity</b>	How has the department considered equity in its budget proposal?	<p>The proposed budget includes funding for 1.5 FTE and system costs to support the implementation of a new restrictive covenant redaction program at ASR. This program's goal is to find and redact racially offensive language from recorded documents. An additional 2 FTE are supporting racial equity implementation and workforce development efforts.</p> <p>In addition, we continue to budget \$15K for our equity professional development program. The primary goal of the Equity Professional Development Program is to support the success of People of Color and entry level staff in the office through prioritized access to professional development and to put measures in place that equalize setbacks that People of Color experience due to systemic and societal racism. The professional development funds are accessed by application and target individuals who do not feel that the department's general training funds have been able to support their personal and professional growth and development. Furthermore, we are continuing the funding of \$20K for the DHR training work order to allow our staff to access Implicit Bias training and any other racial equity trainings DHR is able to provide.</p>

**BUDGET FORM 1B: Department Budget Summary**

**FY 2024-25 and FY 2025-26**

DEPARTMENT: ASR Assessor / Recorder

GFS Details							
Account Lvl 2	Account Lvl 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
EXPENDITURE	SALARIES	21,133,316	21,203,739	70,423	22,083,848	22,227,106	143,258
	MAND_FRING_BEN	8,093,141	8,112,907	19,766	8,374,278	8,418,004	43,726
	NON_PERS_SVCS	2,444,387	2,353,886	(90,501)	2,441,187	2,429,167	(12,020)
	MTL_SUPP	57,298	53,143	(4,155)	57,298	48,016	(9,282)
	SVCS_OTHER_DEPTS	3,323,982	3,328,449	4,467	3,323,982	3,329,977	5,995
<b>EXPENDITURE</b>		<b>35,052,124</b>	<b>35,052,124</b>	<b>0</b>	<b>36,280,593</b>	<b>36,452,270</b>	<b>171,677</b>
<b>GFS</b>	<b>General Fund Support</b>	<b>33,035,359</b>	<b>33,035,359</b>	<b>0</b>	<b>34,263,828</b>	<b>34,263,828</b>	<b>0</b>
Account Lvl 2	Account Lvl 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
REVENUE	CHGS_FOR_SERVICES	2,016,765	2,016,765	0	2,016,765	2,188,442	171,677
<b>REVENUE</b>		<b>2,016,765</b>	<b>2,016,765</b>	<b>0</b>	<b>2,016,765</b>	<b>2,188,442</b>	<b>171,677</b>
<b>GFS</b>	<b>General Fund Support</b>	<b>33,035,359</b>	<b>33,035,359</b>	<b>0</b>	<b>34,263,828</b>	<b>34,263,828</b>	<b>0</b>
GFS Target Status							
FY 2024-25 Reduction Targets	FY 2024-25 Dept Submission	FY 2024-25 Amt Over (Under) Target	FY 2025-26 Reduction Targets	FY 2025-26 Baseline Target	FY 2025-26 Dept Submission	FY 2025-26 Amt Over (Under) Target	
(3,270,000) 29,765,359	33,035,359	3,270,000	(3,270,000)	30,993,828	34,263,828	3,270,000	
		Target Not Met				Target Not Met	
NGFS - Self Supporting							
Account Lvl 2	Category	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
EXPENDITURE	Salaries	1,657,977	1,168,431	(489,546)	1,724,648	1,106,129	(618,519)
	Mandatory Fringe Benefits	659,432	476,680	(182,752)	680,555	447,348	(233,207)
	Overhead and Allocations	139,307	139,307	0	139,307	139,307	0
	Non-Personnel Services	358,113	23,528	(334,585)	358,600	0	(358,600)
	Materials & Supplies	100,449	1,481	(98,968)	100,257	0	(100,257)
<b>EXPENDITURE</b>		<b>2,915,278</b>	<b>1,809,427</b>	<b>(1,105,851)</b>	<b>3,003,367</b>	<b>1,692,784</b>	<b>(1,310,583)</b>
REVENUE	Charges for Services	1,279,903	1,279,903	0	1,261,781	1,399,041	137,260
	Unappropriated Fund Balance	1,635,620	529,524	(1,106,096)	1,666,804	293,743	(1,373,061)
<b>REVENUE</b>		<b>2,915,523</b>	<b>1,809,427</b>	<b>(1,106,096)</b>	<b>2,928,585</b>	<b>1,692,784</b>	<b>(1,235,801)</b>
<b>Non-General Fund Support</b>	<b>Revenue Surplus(Deficit)</b>	<b>(245)</b>	<b>0</b>	<b>245</b>	<b>74,782</b>	<b>0</b>	<b>(74,782)</b>

DEPARTMENT: ASR Assessor / Recorder

**Description**

ASR is not proposing a 5% (\$1.6M) contingency plan. As the department responsible for enrolling property value that generates 1/3 of the City's General Fund revenue, at a time when every general fund dollar is needed and when healthy cash flow is imperative, it is vital that we have the staff necessary to continue actively enrolling all value fairly and on time. When we don't have the resources necessary to complete our work, the City and County of San Francisco experiences delays and possibly even permanent losses in the amount of its general fund revenue.

ASR's General Fund budget is \$31M salary and benefits. The \$5.9M non-labor budget includes \$3.3M in work orders to other city departments, \$2.4M in non-personnel that primarily pays for our annual licenses for IT systems that are core to our business workflow, and \$54K for materials and supplies. ASR does not have non-labor line items that would generate significant enough savings to meet target.

While ASR recognizes the tough decisions that must be made at this time, ASR firmly believes that the financially prudent action with respect to this Department is to maintain the current staffing resources in place and planned.

**BUDGET FORM 2A: Revenue Report**

FY 2024-25 and FY 2025-26

DEPARTMENT: ASR Assessor / Recorder

GFS Type	Dept Grp	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	Total BY Revenue Change			Total BY1 Revenue Change			Budget Justification
														FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base	
GFS	ASR	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	4600C4Svcs	460115	Recording Fees	1,716,765	1,716,765	0	1,716,765	1,888,442	171,677	Recorder Revenues are collected in accordance with State code which are prescriptive and restricted in use. Fee revenue is primarily dependent upon the number of documents recorded, document type and number of pages. Fees also ebb and flow with the state of the economy and real estate market. Fees are not indexed to CPI nor do they include options to increase. ASR is projecting a slight recovery in revenue based on current year actuals. The projection is based on ASR's monthly revenue reporting, historic trends and assumptions around market dynamics in CY and BY.
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001	Recorder - Erecording	Recorder - Erecording	16627	AS Recorder - Erecording	4600C4Svcs	460115	Recording Fees	108,796	108,796	0	108,796	119,676	10,880	
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024396-0001	AS Doc Storage Conver Fund Ab3	Doc Storage Conver Fund Ab3332	17402	AS Doc Storage Conver Fund Ab3	4600C4Svcs	460115	Recording Fees	107,143	107,143	0	107,143	117,857	10,714	
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001	AS Page Recorders Modernizatio	Page Recorders Modernization	17403	AS Page Recorders Modernizatio	4600C4Svcs	460115	Recording Fees	592,784	592,784	0	592,784	652,062	59,278	
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024400-0001	Assessor 10% Alloc Real Estate	ASR 10% Alloc Real Estate Rec	17405	AS Assessor 10% Alloc Real Est	4600C4Svcs	460115	Recording Fees	12,785	12,785	0	12,294	14,064	1,770	
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024404-0001	AS Recorder Indexing Project	Recorder Indexing Project	17409	AS Recorder Indexing Project	4600C4Svcs	460115	Recording Fees	214,209	214,209	0	205,970	235,630	29,660	
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10032513-0001	Building, Home & Jobs Fee	Building, Home & Jobs - State	19830	SB2 Building Homes & Jobs Fee	4600C4Svcs	460115	Recording Fees	155,659	155,659	0	149,672	171,225	21,553	
NGFS	ASR	229015	ASR Recorder	12650	SR Vital & Hlth Stat Fees	10024398-0001	AS Statistics Fee Collection-r	Statistics Fee Collection-reco	17404	AS Statistics Fee Collection-r	4600C4Svcs	460143	Vital & Hlth Statistic Fee Sta	88,527	88,527	0	85,122	88,527	3,405	
														<b>2,996,668</b>	<b>2,996,668</b>	<b>0</b>	<b>2,978,546</b>	<b>3,287,483</b>	<b>308,937</b>	
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001	Recorder - Erecording	Recorder - Erecording	16627	AS Recorder - Erecording	49990BegFB	499999	Beg Fund Balance - Budget Only	214,856	0	(214,856)	214,856	30,327	(184,529)	
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024396-0001	AS Doc Storage Conver Fund Ab3	Doc Storage Conver Fund Ab3332	17402	AS Doc Storage Conver Fund Ab3	49990BegFB	499999	Beg Fund Balance - Budget Only	2,862	12,201	9,339	0	6,083	6,083	
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001	AS Page Recorders Modernizatio	Page Recorders Modernization	17403	AS Page Recorders Modernizatio	49990BegFB	499999	Beg Fund Balance - Budget Only	1,101,805	0	(1,101,805)	1,162,942	6,559	(1,156,383)	
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024400-0001	Assessor 10% Alloc Real Estate	ASR 10% Alloc Real Estate Rec	17405	AS Assessor 10% Alloc Real Est	49990BegFB	499999	Beg Fund Balance - Budget Only	78,253	136,772	58,519	78,061	79,459	1,398	
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024404-0001	AS Recorder Indexing Project	Recorder Indexing Project	17409	AS Recorder Indexing Project	49990BegFB	499999	Beg Fund Balance - Budget Only	237,844	205,146	(32,698)	210,945	46,578	(164,367)	
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10032513-0001	Building, Home & Jobs Fee	Building, Home & Jobs - State	19830	SB2 Building Homes & Jobs Fee	49990BegFB	499999	Beg Fund Balance - Budget Only	0	143,454	143,454	0	88,190	88,190	
NGFS	ASR	229015	ASR Recorder	12650	SR Vital & Hlth Stat Fees	10024398-0001	AS Statistics Fee Collection-r	Statistics Fee Collection-reco	17404	AS Statistics Fee Collection-r	49990BegFB	499999	Beg Fund Balance - Budget Only	0	31,951	31,951	0	36,547	36,547	
														<b>1,635,620</b>	<b>529,524</b>	<b>(1,106,096)</b>	<b>1,666,804</b>	<b>293,743</b>	<b>(1,373,061)</b>	



**Budget Form 2B: Schedule of Licenses, Permits, Fines & Service Charges**  
 DEPARTMENT: ASR 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

**TABLE 2 - CONTINUING FEES**

Item	Fee Status	Description	Code Authorization	Auto CPI Adjust Yes/No	FY 23-24 Fee	Fund Code																			Total Budget		
						10000	12610	12610	12610	12610	12610	12610	12610	12610	12610	12610	10020	10020	13990	10000	10000	10000	10000	12650		12610	29430
						10001636-0001	10024396-0001	10024397-0001	10024404-0001	10024404-0001	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	10032111-0001	
						460115	460115	460115	460115	460115	460115	460115	460115	460115	460115	460199	460199	460199	460199	460199	460143	203680	203650	203690	203690		
						2022-23 Actuals	\$ 1,162,448	\$ 72,010	\$ 395,952	\$ 143,996	\$ -	\$ 73,434	\$ 8,041	\$ -	\$ 104,612	\$ 12,294	\$ 346,290	\$ 300,000	\$ 300,000	\$ 300,000	\$ 65,247	\$ 108,505	\$ 85,122	\$ 149,672	\$ 88,527	\$ 155,659	\$ 2,375,923
						2023-24 Budget	\$ 1,650,736	\$ 103,022	\$ 569,984	\$ 205,970	\$ -	\$ 104,612	\$ 12,294	\$ -	\$ 104,612	\$ 12,294	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 85,122	\$ 149,672	\$ 85,122	\$ 149,672	\$ 88,527	\$ 155,659	\$ 3,181,412
						2024-25 Budget	\$ 1,716,765	\$ 107,143	\$ 592,784	\$ 214,209	\$ -	\$ 108,796	\$ 12,785	\$ -	\$ 108,796	\$ 12,785	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 88,527	\$ 155,659	\$ 88,527	\$ 155,659	\$ 88,527	\$ 155,659	\$ 3,296,668
						FY 24-25 Fee **	FY 25-26 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	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	D	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	D	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 (General Public)	H&S Code 103625	No	\$ 17.00	\$ 17.00	\$ 17.00															\$ 6.70	\$ 2.75		\$ 3.60	\$ 3.95	
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				
28	C	Copying & Certification Fees - Certified copy of Public Marriage License (Government Agency)	H&S Code 103625	No	\$ 12.00	\$ 12.00	\$ 12.00															\$ 5.45	\$ 2.75			\$ 3.80	
29	N	Copy Fee - Online Self-Service Download	27366; Pending Board Approval, file No. 240112	No		\$ 1.76	\$ 1.76														\$ 1.76						
30	N	Copy Fee - Search and Copy in City Hall - First Page	27366; Pending Board Approval, file No. 240112	No		\$ 9.44	\$ 9.44														\$ 9.44						
31	N	Copy Fee - Search and Copy in City Hall - Each additional page	27366; Pending Board Approval, file No. 240112	No		\$ 0.38	\$ 0.38														\$ 0.38						

Fee Status: C Continuing  
 M Modified  
 N New  
 D Discontinued

Note:  
 \*\* If Auto CPI adjustment = Yes, FY 2024-25 and FY 2025-26 Fee will be automatically generated based on the inflation factor determined by the Controller.  
 If Auto CPI adjustment = No, FY 2024-25 and FY 2025-26 Fee will remain the same as previous year or entered by dept according to Code Authorization.

### Budget Form 2C: Fee Cost Recovery

DEPARTMENT: ASR Assessor / Recorder

Fee Name:	Copy Fee	
	<b>Numeric Code</b>	<b>Title</b>
PS Department of Proposed Revenue:	229015	ASR Recorder
PS Fund of Proposed Revenue:	10000	GF Annual Account Ctrl
PS Authority of Proposed Revenue:	10000	Operating
PS Project of Proposed Revenue:	10001636	AS Recording
PS Activity of Proposed Revenue:	0001	Recording
PS Account of Proposed Revenue:	460199	Other General Government Charge

Department Providing Service:	ASR Assessor/Recorder			
Fee Administrator:	Recorder Division			
Code Authorization/	Pending Board Approval			
Proposed Fee Ordinance/File No:	First Page*	Each Additional	5-page cost	Online
Proposed Fee (FY 2025-26):	\$9.44	\$0.38	\$10.96	\$1.76
Proposed Fee (FY 2024-25):	\$9.44	\$0.38	\$10.96	\$1.76
Current Fee (FY 2023-24):	\$3.00	\$0.50	\$9.50	

\*\*FY23-24 first page cost is applied to pages 1-3

Fee Status (New/Modified): New  
 Fee Status (New/Modified): New

**Detailed Service Description:**

Services associated with providing copies of recorded documents to the public

	First Page*	Each Additional Page	5-page cost	Online	5-page cost
Proposed Fee (FY 2025-26):	\$9.44	\$0.38	\$10.96	\$1.76	\$0.00
Proposed Fee (FY 2024-25):	\$9.44	\$0.38	\$10.96	\$1.76	0.00%
Current Fee (FY 2023-24):	\$3.00	\$0.50	\$9.50		\$1.46
					15.37%

\*FY23-24 first page cost is applied to pages 1-3

Fee Prior to Current:	\$	9.50	5-Page Cost	Fiscal Year of Prior Fee Change:	FY1998-99
Current Fee Increase/Decrease from Prior Fee:		\$0.00		% Current Fee Change from Prior Fee:	0.00%

FY2024-25							
ESTIMATED REVENUE DERIVED FROM SERVICE			ESTIMATED COSTS TO PROVIDE SERVICE				
<b>A Quantity Estimated</b> (# of Units of Service Provided)		FY24-25 & FY25-26	FY23-24	<b>D Direct Costs</b>	<b>FY 2024-25</b> Estimated Cost % of Total		
	First Page	5,680	17,040			Productive Labor & Benefits (0.75 of 2024-25 Salary & MFB)	\$ 1,494,820 65.97%
	Additional Pages	36,283	24,923			Leave & Non-Productive Time (0.25 of FY 2024-25 Salary & MFB)	\$ 498,273 21.99%
	Online 1-3 pages	5,242	15,726			Space Rental Equivalent	\$ - 0.00%
	Online Additional		10,484			Materials & Supplies	\$ 979 0.04%
						Other (Please Describe on Worksheet)	\$ 12,579 0.56%
<b>B Fee per Unit (Proposed)</b>	First Page	\$9.44		<b>E Indirect Costs</b>	<b>Rate</b>		
	Each Additional Page	\$0.38				Departmental Overhead	10.00% \$ 199,309 8.80%
	Online (per transaction)	\$1.76				Central Services Overhead	3.00% \$ 59,793 2.64%
<b>C FY 2024-25 Revenue Budgeted (A x B)</b>		\$ 76,633		<b>F FY 2024-25 Direct &amp; Indirect Costs</b>	\$ 2,265,753 100.00%		
<b>G FY 2024-25 Revenue Recovery Rate (C/F):</b>		3.38%					
<b>H Required Fee For 100% Cost Recovery (F/A):</b>	\$	48.00					
<b>I Over (+) or Under (-) 100% Cost Recovery (B-H):</b>		(\$37.04)					
<b>J FY 2024-25 Estimated Revenue [ (2) x A ]:</b>		\$ 76,632.66					
<b>K FY 2023-24 Estimated Revenue [ (3) x A ]:</b>		\$ 116,001.50					
<b>L FY 2024-25 Estimated Revenue Increase/Decrease Based on Proposed Fee [ J - K ]:</b>		\$ (39,368.84)					

FY2025-26							
ESTIMATED REVENUE DERIVED FROM SERVICE			ESTIMATED COSTS TO PROVIDE SERVICE				
<b>A Quantity Estimated</b> (# of Units of Service Provided)				<b>D Direct Costs</b>	<b>FY 2025-26</b> Estimated Cost % of Total		
	First Page	5,680				Productive Labor & Benefits (0.75 of 2025-26 Salary & MFB)	\$ 1,551,992 65.99%
	Additional Pages	36,283				Leave & Non-Productive Time (0.25 of FY 2025-26 Salary & MFB)	\$ 517,331 22.00%
	Online Transactions	5,242				Space Rental Equivalent	\$ - 0.00%
<b>B Fee per Unit (Proposed)</b>	First Page	\$9.44		<b>E Indirect Costs</b>	<b>Rate</b>		
	Each Additional Page	\$0.38				Departmental Overhead	10.00% \$ 206,932 8.80%
	Online	\$1.76				Central Services Overhead	3.00% \$ 62,080 2.64%
<b>C FY 2025-26 Revenue Budgeted (A x B)</b>		\$ 76,633		<b>F FY 2025-26 Direct &amp; Indirect Costs</b>	\$ 2,351,893 100.00%		
<b>G FY 2025-26 Revenue Recovery Rate (C/F):</b>		3.26%					
<b>H Required Fee For 100% Cost Recovery (F/A):</b>	\$	49.82					
<b>I Over (+) or Under (-) 100% Cost Recovery (B-H):</b>		(\$38.86)					
<b>J FY 2025-26 Estimated Revenue [ (1) x A ]:</b>		\$ 76,632.66					
<b>K FY 2024-25 Estimated Revenue [ (2) x A ]:</b>		\$ 76,632.66					
<b>L FY 2025-26 Estimated Revenue Increase/Decrease Based on Proposed Fee [ J - K ]:</b>		\$ -					



**Estimated Costs Worksheet FY 2024-25**

**Direct Costs**

**Labor and Benefits**

JobClass	Job Class Title	Description of Work	Hours per Unit of Service
4213	Assessor-Recorder Office Assistant	Completes copy request	0.10
4214	Assessor-Recorder Office Specialist	Completes copy request	0.10
4216	Assessor-Recorder Operations Supervisor	Supervises 4214 and 4213	0.05
0931	Manager III	Supervises 0931 and others	0.03

\*Based on time study - an average copy request transaction takes 6:02.  
 \*Based on time study - an average copy request transaction takes 6:02.  
 Estimated  
 Estimated

Job Class	Job Class Title	Salary and Benefits Amount per FTE	Hours Worked	Hourly Rate	Salary and Benefits Amount
4213	Assessor-Recorder Office Assistant	\$119,344	24960.0	\$57.38	\$1,432,128
4214	Assessor-Recorder Office Specialist	\$130,532	2080.0	\$62.76	\$130,532
4216	Assessor-Recorder Operations Supervisor	\$169,782	2080.0	\$81.63	\$169,782
0931	Manager III	\$260,651	2080.0	\$125.31	\$260,651
<b>Total:</b>					<b>\$1,993,093</b>

**Materials and Supplies**

Cost	Description
1	\$9.14 Printer paper
2	\$58.15 Printer ink
3	\$8.48 Stamps
4	\$23.03 Receipt printer
5	\$10.44 Receipt printer paper
6	\$1.81 Receipt printer ink
7	\$127.12 Envelope
8	\$434.30 Staff Workstations - Workstation, storage, shared desk, and cabinet
9	\$17.99 Staff Workstations - Monitor Arm
10	\$53.54 Staff Workstations - Chair
11	\$66.64 Staff Computers
12	\$119.96 Publicly Accessible Computers
13	\$10.37 Printer - HP
14	\$34.80 Printer - Canon
15	\$2.93 Printer - Canon Copy Charge
<b>Total:</b>	<b>\$978.69</b>

**Other Costs**

Cost	Description
1	\$2,663.67 Records Manager
2	\$280.80 Digital Reel
3	\$690.30 OnBase
4	\$6.95 CityBase
5	\$95.60 Qtrac by Lavi
6	\$1,063.70 Microsoft licenses
7	\$591.71 Telecommunication Services
8	\$7,186.16 DT Overhead
<b>Total:</b>	<b>\$12,578.88</b>

**Indirect Costs**

Rate	Source
10.0%	Use 10% de minimis indirect cost rate

**Estimated Costs Worksheet FY 2025-26**

**Direct Costs**

**Labor and Benefits**

JobClass	Job Class Title	Description of Work	Hours per Unit of Service
4213	Assessor-Recorder Office Assistant	Completes copy request	0.10
4214	Assessor-Recorder Office Specialist	Completes copy request	0.10
4216	Assessor-Recorder Operations Supervisor	Supervises 4214 and 4213	0.05
0931	Manager III	Supervises 0931 and others	0.03

\*Based on time study - an average copy request transaction takes 6:02.  
 \*Based on time study - an average copy request transaction takes 6:02.  
 Estimated  
 Estimated

Job Class	Job Class Title	Salary and Benefits Amount per FTE	Hours Worked	Hourly Rate	Salary and Benefits Amount
4213	Assessor-Recorder Office Assistant	\$123,940	24960.0	\$59.59	\$1,487,280
4214	Assessor-Recorder Office Specialist	\$135,497	2080.0	\$65.14	\$135,497
4216	Assessor-Recorder Operations Supervisor	\$176,048	2080.0	\$84.64	\$176,048
0931	Manager III	\$270,498	2080.0	\$130.05	\$270,498
<b>Total:</b>					<b>\$2,069,323.00</b>

**Materials and Supplies**

Cost	Description
1	\$9.14 Printer paper
2	\$58.15 Printer ink
3	\$8.48 Stamps
4	\$23.03 Receipt printer
5	\$10.44 Receipt printer paper
6	\$1.81 Receipt printer ink
7	\$127.12 Envelope
8	\$434.30 Staff Workstations - Workstation, storage, shared desk, and cabinet
9	\$17.99 Staff Workstations - Monitor Arm
10	\$53.54 Staff Workstations - Chair
11	\$66.64 Staff Computers
12	\$119.96 Publicly Accessible Computers
13	\$10.37 Printer - HP
14	\$34.80 Printer - Canon
15	\$2.93 Printer - Canon Copy Charge
<b>Total:</b>	<b>\$978.69</b>

**Other Costs**

Cost	Description
1	\$2,663.67 Records Manager
2	\$280.80 Digital Reel
3	\$690.30 OnBase
4	\$6.95 CityBase
5	\$95.60 Qtrac by Lavi
6	\$1,063.70 Microsoft licenses
7	\$591.71 Telecommunication Services
8	\$7,186.16 DT Overhead
<b>Total:</b>	<b>\$12,578.88</b>

**Indirect Costs**

Rate	Source
10.0%	Use 10% de minimis indirect cost rate

BUDGET FORM 3A: Expenditure Changes

FY 2024-25 and FY 2025-26

DEPARTMENT: ASR Assessor / Recorder

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5	Account	Account Title	Total BY Expenditure			Total BY1 Expenditure			Explanation of Change	
																		Change			Change				
																		FY 2024-25	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26	FY 2025-26		
																		FY 2024-25	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26	FY 2025-26		
																			Base	Department	Dept - Base	Base	Department	Dept - Base	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5010Salary	501000	Perm Salaries-Misc-Budget	24,029	0	(24,029)	24,385	0	(24,385)	Reallocated budget to salaries and fringe in step adjustments.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5010Salary	501010	Perm Salaries-Misc-Regular	3,930,267	4,041,236	110,969	4,091,115	4,206,509	115,394	See Form 3B	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5010Salary	505010	Temp Misc Regular Salaries	24,000	15,216	(8,784)	24,000	15,216	(8,784)	See Form 3B	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5010Salary	509010	Premium Pay - Misc	1,253	0	(1,253)	1,253	0	(1,253)	See Form 3B	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5130Fringe	513010	Retire City Misc	560,933	577,999	17,066	552,473	569,294	16,821	See Form 3B	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5130Fringe	514010	Social Security (OASDI & HI)	230,077	236,334	6,257	241,509	248,039	6,530	See Form 3B	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5130Fringe	514020	Social Sec-Medicare(HI Only)	57,355	58,820	1,465	59,683	61,212	1,529	See Form 3B	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5130Fringe	515010	Health Service-City Match	130,325	129,715	(610)	139,441	138,872	(569)	See Form 3B	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5130Fringe	515020	Retiree Health-Match-Prop B	28,278	29,000	722	29,434	30,187	753	See Form 3B	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5130Fringe	515030	RetireeHealthCare-CityMatchPropC	11,275	11,564	289	11,735	12,035	300	See Form 3B	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5130Fringe	515710	Dependent Coverage	334,204	333,539	(665)	357,600	357,218	(382)	See Form 3B	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5130Fringe	516010	Dental Coverage	28,857	28,834	(23)	29,816	29,817	1	See Form 3B	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5130Fringe	519010	Fringe Adjustments-Budget	4,100	0	(4,100)	4,159	0	(4,159)	Reallocated budget to salaries and fringe in step adjustments.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5130Fringe	519110	Flexible Benefit Package	38,155	43,782	5,627	40,827	46,848	6,021	See Form 3B	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5130Fringe	519120	Long Term Disability Insurance	10,237	10,123	(114)	10,669	10,550	(119)	See Form 3B	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5210NPSvcs	521000	Travel-Budget	10,160	9,014	(1,146)	10,160	9,260	(900)	Decreased budget to reflect travel for conferences and training.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5210NPSvcs	522000	Training - Budget	28,035	27,260	(775)	28,035	27,335	(700)	Decreased budget to reflect cost of conferences and training.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5210NPSvcs	527610	Membership Fees	3,000	3,770	770	3,000	3,770	770	Increased budget to reflect actual cost for membership.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5210NPSvcs	527610	Systems Consulting Services	2,400	1,002,400	1,000,000	2,400	1,002,400	1,000,000	Moved budget from Real Property division to IT in the Administration division for SMART maintenance and support.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5210NPSvcs	527990	Other Professional Services	45,200	6,385	(38,815)	42,000	26,385	(15,615)	Decreased budget to match current year's spending.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5210NPSvcs	531310	Office Machine Rental	25,000	20,000	(5,000)	25,000	20,000	(5,000)	Decreased budget to match current year's spending.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5210NPSvcs	535000	Other Current Expenses - Bgdt	16,001	19,500	3,499	16,001	19,500	3,499	Increased budget to promote community engagement events.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5210NPSvcs	535710	Subscriptions	2,938	820	(2,118)	2,938	820	(2,118)	Decreased budget to reflect reduction of subscriptions.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5210NPSvcs	535960	Software Licensing Fees	7,382	884,772	877,390	7,382	939,732	932,350	Moved budget from Real Property division to IT in the Administration division for SMART software licenses.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5400Mat&Su	540000	Materials & Supplies-Budget	55,948	53,143	(2,805)	55,948	48,016	(7,932)	Decreased budget to match current year's spending.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5400Mat&Su	549210	Data Processing Supplies	1,350	0	(1,350)	1,350	0	(1,350)	Decreased budget, costs covered by other funding sources.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5810OnDep	581140	IT Technology Projects	21,267	21,153	(114)	21,267	21,153	(114)	Decreased budget to match actuals.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5810OnDep	581142	DT Citywide Public Cloud	0	318	318	0	318	318	Increased budget to reflect current usage.	
GFS	ASR	229014	ASR Administration	229014	ASR Administration	229014	ASR Administration	10000	GF Annual Account Ctrl	10001634-0001	AS Administration	Administration	10000	Operating	5810OnDep	581970	GF-Treasurer	46,028	50,291	4,263	46,028	51,819	5,791	Increased budget to reflect actual platform license costs.	
GFS	ASR	196645	ASR Exemptions	196645	ASR Exemptions	196645	ASR Exemptions	10000	GF Annual Account Ctrl	10032514-0001	AS Exemptions	Exemptions	10000	Operating	5010Salary	501010	Perm Salaries-Misc-Regular	490,153	513,693	23,540	515,784	537,316	21,532	See Form 3B	
GFS	ASR	196645	ASR Exemptions	196645	ASR Exemptions	196645	ASR Exemptions	10000	GF Annual Account Ctrl	10032514-0001	AS Exemptions	Exemptions	10000	Operating	5010Salary	505010	Temp Misc Regular Salaries	10,000	1,216	(8,784)	10,000	1,216	(8,784)	See Form 3B	
GFS	ASR	196645	ASR Exemptions	196645	ASR Exemptions	196645	ASR Exemptions	10000	GF Annual Account Ctrl	10032514-0001	AS Exemptions	Exemptions	10000	Operating	5010Salary	509010	Premium Pay - Misc	2,080	2,088	8	2,080	2,088	8	See Form 3B	
GFS	ASR	196645	ASR Exemptions	196645	ASR Exemptions	196645	ASR Exemptions	10000	GF Annual Account Ctrl	10032514-0001	AS Exemptions	Exemptions	10000	Operating	5130Fringe	513010	Retire City Misc	71,818	75,410	3,592	71,612	74,743	3,131	See Form 3B	
GFS	ASR	196645	ASR Exemptions	196645	ASR Exemptions	196645	ASR Exemptions	10000	GF Annual Account Ctrl	10032514-0001	AS Exemptions	Exemptions	10000	Operating	5130Fringe	514010	Social Security (OASDI & HI)	31,138	32,052	914	32,728	33,518	790	See Form 3B	
GFS	ASR	196645	ASR Exemptions	196645	ASR Exemptions	196645	ASR Exemptions	10000	GF Annual Account Ctrl	10032514-0001	AS Exemptions	Exemptions	10000	Operating	5130Fringe	514020	Social Sec-Medicare(HI Only)	7,281	7,495	214	7,652	7,837	185	See Form 3B	
GFS	ASR	196645	ASR Exemptions	196645	ASR Exemptions	196645	ASR Exemptions	10000	GF Annual Account Ctrl	10032514-0001	AS Exemptions	Exemptions	10000	Operating	5130Fringe	515010	Health Service-City Match	31,677	32,106	429	33,998	34,274	276	See Form 3B	
GFS	ASR	196645	ASR Exemptions	196645	ASR Exemptions	196645	ASR Exemptions	10000	GF Annual Account Ctrl	10032514-0001	AS Exemptions	Exemptions	10000	Operating	5130Fringe	515020	Retiree Health-Match-Prop B	3,590	3,695	105	3,775	3,866	91	See Form 3B	
GFS	ASR	196645	ASR Exemptions	196645	ASR Exemptions	196645	ASR Exemptions	10000	GF Annual Account Ctrl	10032514-0001	AS Exemptions	Exemptions	10000	Operating	5130Fringe	515030	RetireeHealthCare-CityMatchPropC	1,430	1,472	42	1,504	1,541	37	See Form 3B	
GFS	ASR	196645	ASR Exemptions	196645	ASR Exemptions	196645	ASR Exemptions	10000	GF Annual Account Ctrl	10032514-0001	AS Exemptions	Exemptions	10000	Operating	5130Fringe	515710	Dependent Coverage	50,764	52,458	1,694	54,317	55,800	1,483	See Form 3B	
GFS	ASR	196645	ASR Exemptions	196645	ASR Exemptions	196645	ASR Exemptions	10000	GF Annual Account Ctrl	10032514-0001	AS Exemptions	Exemptions	10000	Operating	5130Fringe	516010	Dental Coverage	4,756	4,893	137	4,913	5,029	118	See Form 3B	
GFS	ASR	196645	ASR Exemptions	196645	ASR Exemptions	196645	ASR Exemptions	10000	GF Annual Account Ctrl	10032514-0001	AS Exemptions	Exemptions	10000	Operating	5130Fringe	519120	Long Term Disability Insurance	2,011	2,107	96	2,116	2,204	88	See Form 3B	
GFS	ASR	196645	ASR Exemptions	196645	ASR Exemptions	196645	ASR Exemptions	10000	GF Annual Account Ctrl	10032514-0001	AS Exemptions	Exemptions	10000	Operating											



BUDGET FORM 3A: Expenditure Changes

FY 2024-25 and FY 2025-26

DEPARTMENT: ASR Assessor / Recorder

														Total BY Expenditure		Change		Total BY1 Expenditure		Change				
														FY 2024-25		FY 2024-25		FY 2025-26		FY 2025-26				
														Base		Dept - Base		Base		Dept - Base				
GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account	Account Title	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26	FY 2025-26	FY 2025-26	Explanation of Change	
GFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	5010Salary	501010	Perm Salaries-Misc-Regular	266,080	492,995	226,915	281,261	628,296	347,035	See Form 3B
GFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	5010Salary	505010	Temp Misc Regular Salaries	10,000	1,216	(8,784)	10,000	1,216	(8,784)	See Form 3B
GFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	5010Salary	509010	Premium Pay - Misc	832	0	(832)	832	0	(832)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001	Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	5010Salary	501010	Perm Salaries-Misc-Regular	166,507	61,459	(105,048)	173,097	107,574	(65,523)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024396-0001	AS Doc Storage Conver Fund Ab3	Doc Storage Conver Fund Ab3332	17402	AS Doc Storage Conver Fund Ab3	5010Salary	501010	Perm Salaries-Misc-Regular	74,168	81,549	7,381	77,396	84,777	7,381	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001	AS Page Recorders Modernizatio	Page Recorders Modernizatio	17403	AS Page Recorders Modernizatio	5010Salary	501010	Perm Salaries-Misc-Regular	984,110	330,110	(654,000)	1,023,500	373,215	(644,285)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024400-0001	Assessor 10% Alloc Real Estate	ASR 10% Alloc Real Estate Rec	17405	AS Assessor 10% Alloc Real Est	5010Salary	501010	Perm Salaries-Misc-Regular	21,010	105,048	84,038	21,841	65,524	43,683	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024400-0001	Assessor 10% Alloc Real Estate	ASR 10% Alloc Real Estate Rec	17405	AS Assessor 10% Alloc Real Est	509010	Premium Pay - Misc	208	1,044	836	208	1,044	836	See Form 3B	
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024404-0001	AS Recorder Indexing Project	Recorder Indexing Project	17409	AS Recorder Indexing Project	5010Salary	501010	Perm Salaries-Misc-Regular	305,886	294,444	(11,442)	318,360	197,712	(120,648)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10032513-0001	Building, Home & Jobs Fee	Building, Home & Jobs - State	19830	SB2 Building Homes & Jobs Fee	5010Salary	501010	Perm Salaries-Misc-Regular	105,048	210,096	105,048	109,206	182,374	73,168	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10032513-0001	Building, Home & Jobs Fee	Building, Home & Jobs - State	19830	SB2 Building Homes & Jobs Fee	5010Salary	509010	Premium Pay - Misc	1,040	2,088	1,048	1,040	2,088	1,048	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12650	SR Vital & Hlth Stat Fees	10024398-0001	AS Statistics Fee Collection-r	Statistics Fee Collection-reco	17404	AS Statistics Fee Collection-r	5010Salary	501010	Perm Salaries-Misc-Regular	0	81,549	81,549	0	84,777	84,777	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12650	SR Vital & Hlth Stat Fees	10024398-0001	AS Statistics Fee Collection-r	Statistics Fee Collection-reco	17404	AS Statistics Fee Collection-r	509010	Premium Pay - Misc	0	1,044	1,044	0	1,044	1,044	See Form 3B	
GFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	5130Fringe	513010	Retire City Misc	38,900	71,447	32,547	38,962	86,437	47,475	See Form 3B
GFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	5130Fringe	514010	Social Security (OASDI & HI)	17,167	29,434	12,267	18,110	38,119	20,009	See Form 3B
GFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	5130Fringe	514020	Social Sec-Medicare(HI Only)	4,015	7,165	3,150	4,235	9,126	4,891	See Form 3B
GFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	5130Fringe	515010	Health Service-City Match	19,620	31,131	11,511	20,994	39,545	18,551	See Form 3B
GFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	5130Fringe	515020	Retiree Health-Match-Prop B	1,979	3,532	1,553	2,089	4,500	2,411	See Form 3B
GFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	5130Fringe	515030	RetireeHlthCare-CityMatchPropC	790	1,409	619	834	1,794	960	See Form 3B
GFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	5130Fringe	515710	Dependent Coverage	30,529	42,561	12,032	32,664	56,899	24,235	See Form 3B
GFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	5130Fringe	516010	Dental Coverage	2,880	4,190	1,310	2,975	5,327	2,352	See Form 3B
GFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	5130Fringe	519110	Flexible Benefit Package	0	5,627	5,627	0	6,021	6,021	See Form 3B
GFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001	AS Recording	Recording	10000	Operating	5130Fringe	519120	Long Term Disability Insurance	1,092	1,232	140	1,154	1,758	604	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001	Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	5130Fringe	513010	Retire City Misc	24,443	9,022	(15,421)	24,078	14,963	(9,115)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001	Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	5130Fringe	514010	Social Security (OASDI & HI)	10,323	3,810	(6,513)	10,732	6,669	(4,063)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001	Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	5130Fringe	514020	Social Sec-Medicare(HI Only)	2,414	891	(1,523)	2,509	1,559	(950)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001	Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	5130Fringe	515010	Health Service-City Match	9,032	3,011	(6,021)	9,664	5,798	(3,866)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001	Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	5130Fringe	515020	Retiree Health-Match-Prop B	1,190	439	(751)	1,238	769	(469)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001	Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	5130Fringe	515030	RetireeHlthCare-CityMatchPropC	474	175	(299)	493	907	(414)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001	Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	5130Fringe	516010	Dental Coverage	17,681	5,684	(11,997)	18,767	10,966	(7,819)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001	Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	5130Fringe	519120	Long Term Disability Insurance	1,544	515	(1,029)	1,595	957	(638)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001	Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	5130Fringe	519120	Long Term Disability Insurance	683	252	(431)	710	441	(269)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024396-0001	AS Doc Storage Conver Fund Ab3	Doc Storage Conver Fund Ab3332	17402	AS Doc Storage Conver Fund Ab3	5130Fringe	513010	Retire City Misc	10,780	11,971	1,191	10,658	11,792	1,134	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024396-0001	AS Doc Storage Conver Fund Ab3	Doc Storage Conver Fund Ab3332	17402	AS Doc Storage Conver Fund Ab3	5130Fringe	514010	Social Security (OASDI & HI)	4,598	5,056	458	4,798	5,256	458	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024396-0001	AS Doc Storage Conver Fund Ab3	Doc Storage Conver Fund Ab3332	17402	AS Doc Storage Conver Fund Ab3	5130Fringe	514020	Social Sec-Medicare(HI Only)	1,075	1,182	107	1,122	1,229	107	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024396-0001	AS Doc Storage Conver Fund Ab3	Doc Storage Conver Fund Ab3332	17402	AS Doc Storage Conver Fund Ab3	5130Fringe	515020	Retiree Health-Match-Prop B	530	583	53	553	606	53	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024396-0001	AS Doc Storage Conver Fund Ab3	Doc Storage Conver Fund Ab3332	17402	AS Doc Storage Conver Fund Ab3	5130Fringe	515030	RetireeHlthCare-CityMatchPropC	211	232	21	221	242	21	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024396-0001	AS Doc Storage Conver Fund Ab3	Doc Storage Conver Fund Ab3332	17402	AS Doc Storage Conver Fund Ab3	5130Fringe	519120	Long Term Disability Insurance	304	334	30	318	348	30	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001	AS Page Recorders Modernizatio	Page Recorders Modernizatio	17403	AS Page Recorders Modernizatio	5130Fringe	513010	Retire City Misc	142,573	47,650	(94,923)	140,407	51,907	(88,500)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001	AS Page Recorders Modernizatio	Page Recorders Modernizatio	17403	AS Page Recorders Modernizatio	5130Fringe	514010	Social Security (OASDI & HI)	59,810	20,467	(39,343)	62,547	23,511	(39,036)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001	AS Page Recorders Modernizatio	Page Recorders Modernizatio	17403	AS Page Recorders Modernizatio	5130Fringe	514020	Social Sec-Medicare(HI Only)	14,269	4,787	(9,482)	14,841	5,499	(9,342)	See Form 3B
NGFS	ASR	229015	ASR Recorder	229015	ASR Recorder	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001														



BUDGET FORM 3A: Expenditure Changes

FY 2024-25 and FY 2025-26

DEPARTMENT: ASR Assessor / Recorder

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	Total BY Expenditure Change		Total BY1 Expenditure Change		Explanation of Change		
																		FY 2024-25	FY 2024-25	FY 2024-25	FY 2025-26		FY 2025-26	FY 2025-26
																		Base	Department	Dept - Base	Base		Department	Dept - Base
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5010Salary	501000	Perm Salaries-Misc-Budget	61,661	0	(61,661)	62,575	0	(62,575)	Reallocated budget to salaries and fringe in step adjustments.
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5010Salary	501010	Perm Salaries-Misc-Regular	2,426,138	2,343,430	(82,708)	2,536,183	2,440,747	(95,436)	See Form 3B
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5010Salary	509010	Premium Pay - Misc	17,200	15,680	(1,520)	17,200	15,680	(1,520)	See Form 3B
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5130Fringe	513010	Retire City Misc	344,267	333,482	(10,785)	340,494	328,575	(11,919)	See Form 3B
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5130Fringe	514010	Social Security (OASDI & HI)	149,013	143,791	(5,222)	157,113	151,102	(6,011)	See Form 3B
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5130Fringe	514020	Social Sec-Medicare(HI Only)	35,429	34,208	(1,221)	37,024	35,618	(1,406)	See Form 3B
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5130Fringe	515010	Health Service-City Match	87,287	81,980	(5,307)	93,387	87,291	(6,096)	See Form 3B
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5130Fringe	515020	Retiree Health-Match-Prop B	17,469	16,867	(602)	18,254	17,561	(693)	See Form 3B
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5130Fringe	515030	RetireeHlthCare-CityMatchPropC	6,967	6,728	(239)	7,282	7,006	(276)	See Form 3B
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5130Fringe	515710	Dependent Coverage	219,679	198,733	(20,946)	235,060	211,000	(24,060)	See Form 3B
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5130Fringe	516010	Dental Coverage	18,929	17,237	(1,692)	19,560	17,684	(1,876)	See Form 3B
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5130Fringe	519010	Fringe Adjustments-Budget	12,851	0	(12,851)	13,042	0	(13,042)	Reallocated budget to salaries and fringe in step adjustments.
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5130Fringe	519120	Long Term Disability Insurance	7,693	7,353	(340)	8,056	7,664	(392)	See Form 3B
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5210NPSvcs	521000	Travel-Budget	6,900	4,600	(2,300)	6,900	4,600	(2,300)	Decreased budget due to reduced number of staff attending conferences and training.
GFS	ASR	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	210811	ASR Standards Mapping Analysis	10000	GF Annual Account Ctrl	10038560-0001	AS Standards Mapping Analysis	Standards, Mapping & Analysis	10000	Operating	5210NPSvcs	522000	Training - Budget	765	566	(199)	765	566	(199)	Decreased budget due to reduced number of staff attending conferences and training.
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5010Salary	501010	Perm Salaries-Misc-Regular	1,236,202	1,634,673	398,471	1,302,384	1,709,997	407,613	See Form 3B
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5010Salary	505010	Temp Misc Regular Salaries	10,000	1,216	(8,784)	10,000	1,216	(8,784)	See Form 3B
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5010Salary	509010	Premium Pay - Misc	1,040	1,044	4	1,040	1,044	4	See Form 3B
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5130Fringe	513010	Retire City Misc	179,568	237,691	58,123	179,231	235,558	56,327	See Form 3B
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5130Fringe	514010	Social Security (OASDI & HI)	77,328	101,488	24,160	81,434	106,161	24,727	See Form 3B
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5130Fringe	514020	Social Sec-Medicare(HI Only)	18,082	23,733	5,651	19,039	24,823	5,784	See Form 3B
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5130Fringe	515010	Health Service-City Match	78,022	93,135	15,113	83,491	99,788	16,297	See Form 3B
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5130Fringe	515020	Retiree Health-Match-Prop B	8,915	11,700	2,785	9,393	12,244	2,851	See Form 3B
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5130Fringe	515030	RetireeHlthCare-CityMatchPropC	3,550	4,662	1,112	3,741	4,879	1,138	See Form 3B
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5130Fringe	515710	Dependent Coverage	130,602	177,875	47,273	139,743	190,819	51,076	See Form 3B
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5130Fringe	516010	Dental Coverage	12,157	16,084	3,927	12,559	16,654	4,095	See Form 3B
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5130Fringe	519120	Long Term Disability Insurance	4,390	6,024	1,634	4,634	6,305	1,671	See Form 3B
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5210NPSvcs	521000	Travel-Budget	3,600	3,705	105	3,600	3,705	105	Increased budget to reflect conference travel costs.
GFS	ASR	196644	ASR Transactions	196644	ASR Transactions	196644	ASR Transactions	10000	GF Annual Account Ctrl	10032517-0001	AS Transactions	Transactions	10000	Operating	5210NPSvcs	522000	Training - Budget	1,305	1,200	(105)	1,305	1,200	(105)	Reduced budget to reflect actual conference cost, removed budget for miscellaneous training.

BUDGET FORM 3B: Position Changes

FY 2024-25 and FY 2025-26

DEPARTMENT: ASR Assessor / Recorder

GFS Type	Dept Grp	Division	Division Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5	Agency Use	Job Class	Job Title	Status	Action	Position	Position Code										Explanation of Change						
																		FY 2024-25 Base FTE	FY 2024-25 Dept FTE	FY 2024-25 Dept - Base FTE	FY 2024-25 Base Amount	FY 2024-25 Dept Amount	FY 2024-25 Dept - Base Amount	FY 2025-26 Base FTE	FY 2025-26 Dept FTE	FY 2025-26 Dept - Base FTE	FY 2025-26 Base Amount		FY 2025-26 Dept Amount	FY 2025-26 Dept - Base Amount				
<b>REASSIGNMENTS</b>																																		
GFS	ASR	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001 AS Recording	Recording	10000	Operating	10000	510Salary		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01011125-1	0.00	0.00	0.00	0	0	0	0	0.00	1.00	1.00	0	109,206	109,206	Reassigned (1) 4215 ASR Senior Office Specialist from self-supporting funds to General Fund in BY+1 to retain			
GFS	ASR	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001 AS Recording	Recording	10000	Operating	10000	5130Fringe		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01011125-1	0	0	0	0	0	0	0	0	0.00	1.00	1.00	0	44,775	44,775	Accessing and Indexing's fund balance to support labor expenditures in future budget years.		
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024404-0001 AS Recorder Indexing Project	Recorder Indexing Project	17409	AS Recorder Indexing Project	17409	510Salary		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01011125-1	1.00	1.00	0.00	105,048	105,048	0	1.00	0.00	(1.00)	109,206	0	(109,206)	0	(44,775)			
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024404-0001 AS Recorder Indexing Project	Recorder Indexing Project	17409	AS Recorder Indexing Project	17409	5130Fringe		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01011125-1	0	0	0	43,375	43,375	0	0	0	0	0.00	1.00	1.00	0	44,775	0	(44,775)	
GFS	ASR	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001 AS Recording	Recording	10000	Operating	10000	510Salary		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01024951-1	0.80	0.00	(0.80)	84,039	0	(84,039)	0.80	0.00	(0.80)	87,365	0	(87,365)	0	(87,365)	Reassigned (.8 FTE) 4215 ASR Senior Office Specialist from General Fund to self-supporting funds in BY to limit the impact of shifting other staff to General Fund. Reassigned (.4 FTE) 4215 ASR Senior Office Specialist in BY+1 from Real Estate special funds to E-Recording special funds to not overdraw Real Estate's fund balance.		
GFS	ASR	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001 AS Recording	Recording	10000	Operating	10000	5130Fringe		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01024951-1	0	0	0	34,702	0	(34,702)	0	0.00	0.40	0.40	0	35,819	0	(35,819)			
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001 Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	16627	510Salary		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01024951-1	0.00	0.00	0.00	0	0	0	0	0.00	0.40	0.40	0	43,683	43,683				
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001 Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	16627	5130Fringe		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01024951-1	0	0	0	0	0	0	0	0	0	0.00	0.40	0.40	0	17,909	17,909		
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024400-0001 Assessor 10% Alloc Real Estate	ASR 10% Alloc Real Estate Rec	17405	AS Assessor 10% Alloc Real Est	17405	510Salary		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01024951-1	0.20	1.00	0.80	21,010	105,048	84,038	0.20	0.60	0.40	21,841	65,524	43,683	0	17,909	43,683		
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024400-0001 Assessor 10% Alloc Real Estate	ASR 10% Alloc Real Estate Rec	17405	AS Assessor 10% Alloc Real Est	17405	5130Fringe		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01024951-1	0	0	0	8,675	43,375	34,700	0	0	0	0	8,956	26,865	17,909	0	17,909	26,865	
GFS	ASR	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001 AS Recording	Recording	10000	Operating	10000	510Salary		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01033897-1	0.49	1.00	0.51	51,474	105,048	53,574	0.49	1.00	0.51	53,511	109,206	55,695	0	55,695	Reassigned (.51 FTE) 4215 ASR Senior Office Specialist from self-supporting funds to General Fund in BY to not overdraw Modernization's fund balance.		
GFS	ASR	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001 AS Recording	Recording	10000	Operating	10000	5130Fringe		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01033897-1	0	0	0	21,253	43,375	22,122	0	0	0	0	21,940	44,775	22,835	0	22,835		
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001 AS Page Recorders Modernizatio	Page Recorders Modernization	17403	AS Page Recorders Modernization	17403	510Salary		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01033897-1	0.51	0.00	(0.51)	53,575	0	(53,575)	0.51	0.00	(0.51)	55,695	0	(55,695)	0	(55,695)			
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001 AS Page Recorders Modernizatio	Page Recorders Modernization	17403	AS Page Recorders Modernization	17403	5130Fringe		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01033897-1	0	0	0	22,123	0	(22,123)	0	0	0	0	22,835	0	(22,835)	0	(22,835)		
GFS	ASR	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001 AS Recording	Recording	10000	Operating	10000	510Salary		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01071974-1	0.00	0.66	0.66	0	69,332	69,332	0.00	0.66	0.66	0	72,076	72,076	Reassigned (.66 FTE) 4215 ASR Senior Office Specialist from self-supporting funds to General Fund in BY to not overdraw Modernization's fund balance.				
GFS	ASR	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001 AS Recording	Recording	10000	Operating	10000	5130Fringe		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01071974-1	0	0	0	28,629	28,629	0	0	0	0	29,552	29,552	0	29,552	0	29,552		
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001 AS Page Recorders Modernizatio	Page Recorders Modernization	17403	AS Page Recorders Modernization	17403	510Salary		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01071974-1	1.00	0.34	(0.66)	105,048	35,716	(69,332)	1.00	0.34	(0.66)	109,206	37,130	(72,076)	0	(72,076)			
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001 AS Page Recorders Modernizatio	Page Recorders Modernization	17403	AS Page Recorders Modernization	17403	5130Fringe		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01071974-1	0	0	0	43,375	14,747	(28,628)	0	0	0	0	44,775	15,223	(29,552)	0	(29,552)		
GFS	ASR	196646	ASR Public Service	10000	GF Annual Account Ctrl	10026674-0001 AS Customer Service	Customer Service	10000	Operating	10000	510Salary		4213_C	Assessor-Recorder Office Assistant	A	R	01081644-1	1.00	0.00	(1.00)	81,549	0	(81,549)	1.00	0.00	(1.00)	84,777	0	(84,777)	0	(84,777)	Reassigned (1) 4213 ASR Office Assistant from General Fund to self-supporting funds in BY to limit the impact of shifting other staff to General Fund.		
GFS	ASR	196646	ASR Public Service	10000	GF Annual Account Ctrl	10026674-0001 AS Customer Service	Customer Service	10000	Operating	10000	5130Fringe		4213_C	Assessor-Recorder Office Assistant	A	R	01081644-1	0	0	0	37,795	0	(37,795)	0	0	0	39,163	0	(39,163)	0	(39,163)			
NGFS	ASR	229015	ASR Recorder	12650	SR Vital & Hlth Stat Fees	10024398-0001 AS Statistics Fee Collection-r	Statistics Fee Collection-reco	17404	AS Statistics Fee Collection-r	17404	510Salary		4213_C	Assessor-Recorder Office Assistant	A	R	01081644-1	0.00	1.00	1.00	0	81,549	81,549	0.00	1.00	1.00	0	84,777	84,777	0	84,777			
NGFS	ASR	229015	ASR Recorder	12650	SR Vital & Hlth Stat Fees	10024398-0001 AS Statistics Fee Collection-r	Statistics Fee Collection-reco	17404	AS Statistics Fee Collection-r	17404	5130Fringe		4213_C	Assessor-Recorder Office Assistant	A	R	01081644-1	0	0	0	37,795	0	(37,795)	0	0	0	0	39,163	39,163	0	39,163			
GFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001 AS Page Recorders Modernizatio	Page Recorders Modernization	17403	AS Page Recorders Modernization	17403	510Salary		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01083784-1	1.00	0.00	(1.00)	105,048	0	(105,048)	1.00	0.33	(0.67)	109,206	36,038	(73,168)	0	36,038	Reassigned (1) 4215 ASR Senior Office Specialist in BY from Modernization special funds to SB2 special funds to not overdraw Modernization's fund balance. Reassigned (.33 FTE) 4215 ASR Senior Office Specialist in BY+1 from SB2 special funds to Modernization special funds to not overdraw SB2's fund balance.		
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001 AS Page Recorders Modernizatio	Page Recorders Modernization	17403	AS Page Recorders Modernization	17403	5130Fringe		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01083784-1	0	0	0	43,375	0	(43,375)	0	0	0	0	44,775	14,777	(29,998)	0	(29,998)		
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10032513-0001 Building, Home & Jobs Fee	Building, Home & Jobs - State	19830	SB2 Building Homes & Jobs Fee	19830	510Salary		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01083784-1	0.00	1.00	1.00	0	105,048	105,048	0.00	0.67	0.67	0	73,168	73,168	0	73,168			
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10032513-0001 Building, Home & Jobs Fee	Building, Home & Jobs - State	19830	SB2 Building Homes & Jobs Fee	19830	5130Fringe		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01083784-1	0	0	0	43,375	43,375	0	0	0	0	29,999	29,999	0	29,999				
GFS	ASR	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001 AS Recording	Recording	10000	Operating	10000	510Salary		0931_C	Manager III	A	R	01132187-1	0.00	1.00	1.00	0	192,465	192,465	0.00	1.00	1.00	0	200,084	200,084	Reassigned (1) 0931 Manager III from self-supporting funds to General Fund in BY to not overdraw Modernization's fund balance.				
GFS	ASR	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001 AS Recording	Recording	10000	Operating	10000	5130Fringe		0931_C	Manager III	A	R	01132187-1	0	0	0	68,186	68,186	0	0	0	0	70,414	70,414	0	70,414				
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001 AS Page Recorders Modernizatio	Page Recorders Modernization	17403	AS Page Recorders Modernization	17403	510Salary		0931_C	Manager III	A	R	01132187-1	1.00	0.00	(1.00)	192,465	0	(192,465)	1.00	0.00	(1.00)	200,084	0	(200,084)	0	(200,084)			
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10024397-0001 AS Page Recorders Modernizatio	Page Recorders Modernization	17403	AS Page Recorders Modernization	17403	5130Fringe		0931_C	Manager III	A	R	01132187-1	0	0	0	68,186	0	(68,186)	0	0	0	0	70,414	0	(70,414)	0	(70,414)		
GFS	ASR	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001 AS Recording	Recording	10000	Operating	10000	510Salary		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01133076-1	0.00	1.00	1.00	0	105,048	105,048	0.00	1.00	1.00	0	109,206	109,206	Reassigned (1) 4215 ASR Senior Office Specialist from self-supporting funds to General Fund in BY to not overdraw E-Recording's fund balance.				
GFS	ASR	229015	ASR Recorder	10000	GF Annual Account Ctrl	10001636-0001 AS Recording	Recording	10000	Operating	10000	5130Fringe		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01133076-1	0	0	0	43,375	43,375	0	0	0	0	44,775	44,775	0	44,775	0	44,775		
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001 Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	16627	510Salary		4215_C	Assessor-Recorder Senior Office Specialist	A	R	01133076-1	1.00	0.00	(1.00)	105,048	0	(105,048)	1.00	0.00	(1.00)	109,206	0	(109,206)	0	(109,206)			
NGFS	ASR	229015	ASR Recorder	12610	SR State Auth Special Rev	10022469-0001 Recorder - E-recording	Recorder - E-recording	16627	AS Recorder - E-recording	16627	5130Fringe		4215_C	Assessor-																				





DEPARTMENT: ASR Assessor / Recorder

**ASR-ADM**

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2024-25 Requesting Proposal 8000	FY 2024-25 Performing Proposal 8100	FY 2024-25 Imbalanced 8000 vs 8100	FY 2025-26 Requesting Proposal 8000	FY 2025-26 Performing Proposal 8100	FY 2025-26 Imbalanced 8000 vs 8100
ADM-OCA	486070	Y	Y	0	0	0	0	0	0
	581750	Y	Y	0	0	0	0	0	0
ADM-OCA				0	0	0	0	0	0
ASR-ADM				0	0	0	0	0	0

**ASR-CAT**

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2024-25 Requesting Proposal 8000	FY 2024-25 Performing Proposal 8100	FY 2024-25 Imbalanced 8000 vs 8100	FY 2025-26 Requesting Proposal 8000	FY 2025-26 Performing Proposal 8100	FY 2025-26 Imbalanced 8000 vs 8100
CAT-LEGALSVC	486070	N	N	900,000	1,800,000	(900,000)	900,000	1,800,000	(900,000)
	581270	N	N	(900,000)	(1,800,000)	900,000	(900,000)	(1,800,000)	900,000
CAT-LEGALSVC				0	0	0	0	0	0
ASR-CAT				0	0	0	0	0	0

Increased budget included in initiative request.

**ASR-CHF**

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2024-25 Requesting Proposal 8000	FY 2024-25 Performing Proposal 8100	FY 2024-25 Imbalanced 8000 vs 8100	FY 2025-26 Requesting Proposal 8000	FY 2025-26 Performing Proposal 8100	FY 2025-26 Imbalanced 8000 vs 8100
CHF-DCYFSVCS	486070	Y	Y	0	0	0	0	0	0
	581300	Y	Y	0	0	0	0	0	0
CHF-DCYFSVCS				0	0	0	0	0	0
ASR-CHF				0	0	0	0	0	0

**ASR-HRD**

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2024-25 Requesting Proposal 8000	FY 2024-25 Performing Proposal 8100	FY 2024-25 Imbalanced 8000 vs 8100	FY 2025-26 Requesting Proposal 8000	FY 2025-26 Performing Proposal 8100	FY 2025-26 Imbalanced 8000 vs 8100
HRD-HR-SPECIALPROJECTS	486070	Y	Y	4,500	4,500	0	4,500	4,500	0
	581440	Y	Y	(4,500)	(4,500)	0	(4,500)	(4,500)	0
HRD-HR-SPECIALPROJECTS				0	0	0	0	0	0

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2024-25 Requesting Proposal 8000	FY 2024-25 Performing Proposal 8100	FY 2024-25 Imbalanced 8000 vs 8100	FY 2025-26 Requesting Proposal 8000	FY 2025-26 Performing Proposal 8100	FY 2025-26 Imbalanced 8000 vs 8100
HRD-WORKFORCEDEVELOPMENT	486070	Y	Y	20,000	20,000	0	20,000	20,000	0
	581450	Y	Y	(20,000)	(20,000)	0	(20,000)	(20,000)	0
HRD-WORKFORCEDEVELOPMENT				0	0	0	0	0	0
ASR-HRD				0	0	0	0	0	0

IDS Form Balancing

FY 2024-25 and FY 2025-26

DEPARTMENT: ASR Assessor / Recorder

**ASR-TIS**

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2024-25 Requesting Proposal 8000	FY 2024-25 Performing Proposal 8100	FY 2024-25 Imbalanced 8000 vs 8100	FY 2025-26 Requesting Proposal 8000	FY 2025-26 Performing Proposal 8100	FY 2025-26 Imbalanced 8000 vs 8100
TIS-CITYWIDECLOUD	486070	Y	Y	318	318	0	318	318	0
	581142	Y	Y	(318)	(318)	0	(318)	(318)	0
TIS-CITYWIDECLOUD				0	0	0	0	0	0

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2024-25 Requesting Proposal 8000	FY 2024-25 Performing Proposal 8100	FY 2024-25 Imbalanced 8000 vs 8100	FY 2025-26 Requesting Proposal 8000	FY 2025-26 Performing Proposal 8100	FY 2025-26 Imbalanced 8000 vs 8100
TIS-TECHPROJ	486070	Y	Y	21,153	21,153	0	21,153	21,153	0
	581140	Y	Y	(21,153)	(21,153)	0	(21,153)	(21,153)	0
TIS-TECHPROJ				0	0	0	0	0	0

ASR-TIS				0	0	0	0	0	0
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**ASR-TTX**

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2024-25 Requesting Proposal 8000	FY 2024-25 Performing Proposal 8100	FY 2024-25 Imbalanced 8000 vs 8100	FY 2025-26 Requesting Proposal 8000	FY 2025-26 Performing Proposal 8100	FY 2025-26 Imbalanced 8000 vs 8100
TTX-TREASURER	486070	Y	Y	50,291	50,291	0	51,819	51,819	0
	581970	Y	Y	(50,291)	(50,291)	0	(51,819)	(51,819)	0
TTX-TREASURER				0	0	0	0	0	0

ASR-TTX				0	0	0	0	0	0
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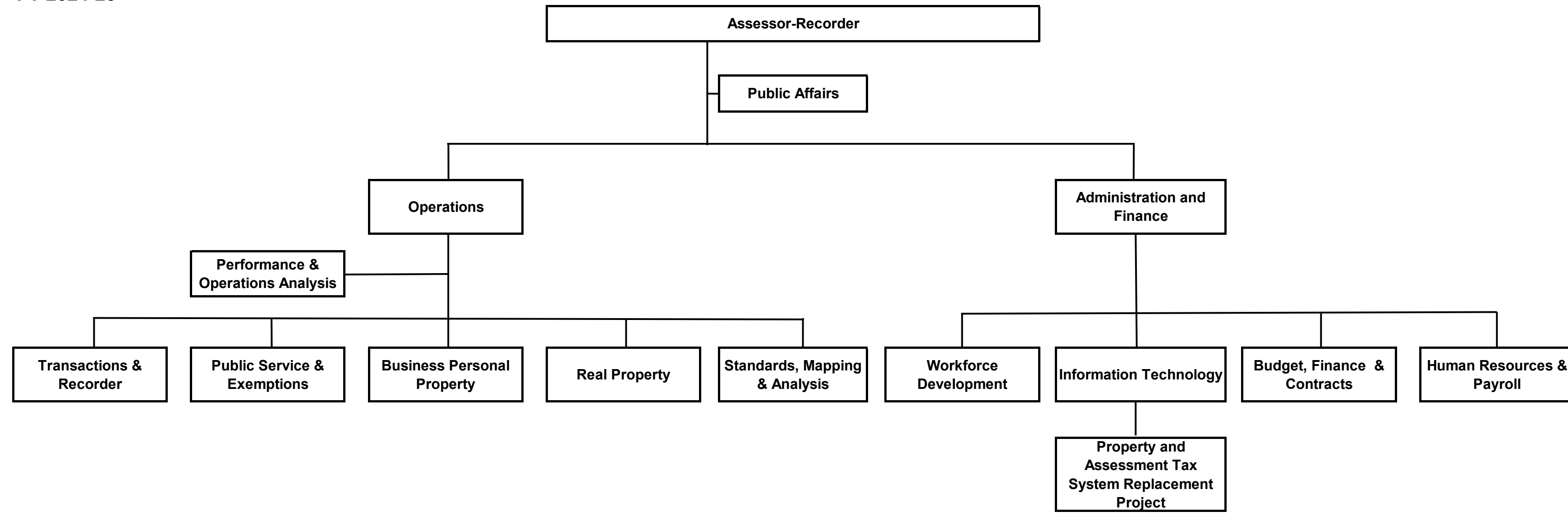
**DBI-ASR**

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2024-25 Requesting Proposal 8000	FY 2024-25 Performing Proposal 8100	FY 2024-25 Imbalanced 8000 vs 8100	FY 2025-26 Requesting Proposal 8000	FY 2025-26 Performing Proposal 8100	FY 2025-26 Imbalanced 8000 vs 8100
ASR	486110	Y	Y	0	0	0	0	0	0
	581060	Y	Y	0	0	0	0	0	0
ASR				0	0	0	0	0	0

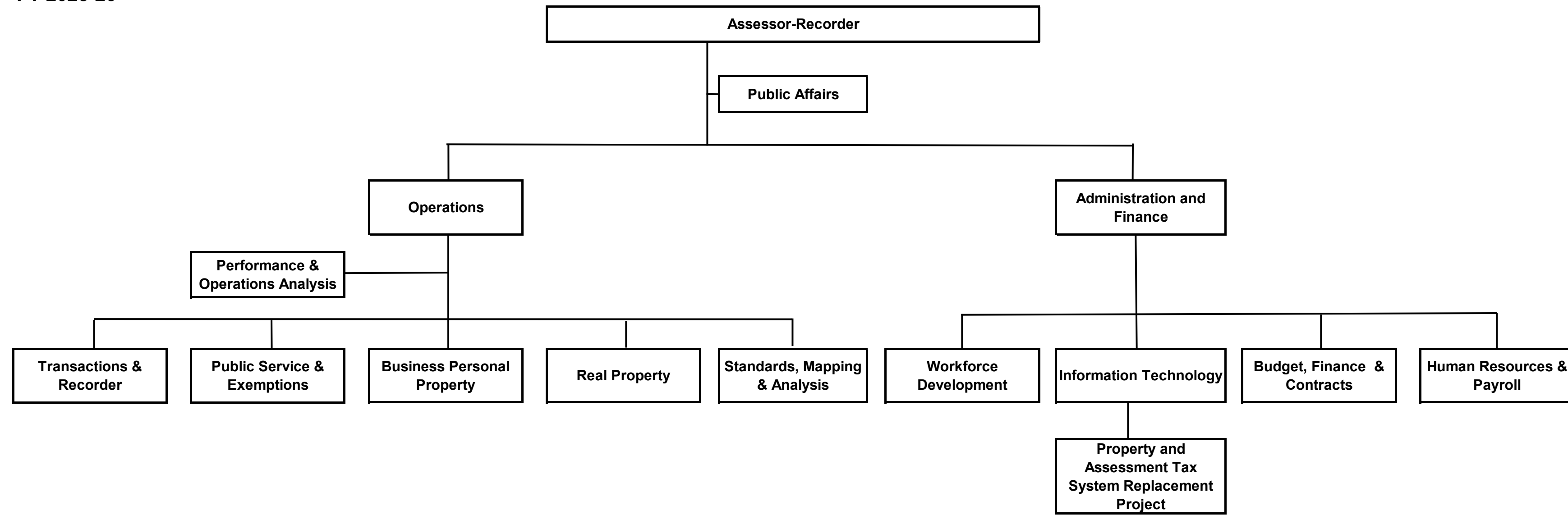
DBI-ASR				0	0	0	0	0	0
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Office of the Assessor-Recorder  
Organizational Chart  
FY 2024-25 and FY 2025-26

FY 2024-25



FY 2025-26





**FY 25 & 26 PROPOSED BUDGET POSITION SUMMARY**

**Office of the Assessor-Recorder**  
 Effective: July 1, 2023  
 Updated: February 15, 2023  
 FY23-24 Proposed Budget: 203.00 FTE  
 (23.69) ATTRITION  
 0.18 TEMP  
 179.49 TOTAL

1 4290 Assessor-Recorder

1 0922 Public Affairs  
 1 1823 tx to 1824 (S- to 1824)  
 1 1823 tx to 9252 (S- to 9252)  
 1 1844

1 1824  
 1 1823 tx to 1822

2 0953 Operations

1 0953 Administration and Finance

1 0933 Managing Director

10024397-1  
 32 0931 Transactions & Recorder  
 1 0922

28 0931 Public Service & Exemptions

24 0931 Business Personal Property

60 0931 Real Property

19 0931 Standards, Mapping & Analysis  
 2 0923 (R+ & S+ from PATS)

18 IT / Property Tax System Project  
 IT/MIS  
 1 1071 tx to 1070  
 2 1042  
 1 1052 (V)  
 2 1053  
 1 1093  
 1 1093  
 Property Tax Systems Project (PATS)

5 Budget, Finance & Performance  
 1 0923  
 1 1824  
 1 1823 tx to 1822  
 1 1654  
 1 1632

Human Resources  
 1 0931 tx to 0922  
 1 1244  
 1 1241 tx to 1244 (S- to 1244)  
 1 1222  
 1 1842 tx to 1844 (S- to 1844)  
 1 1822  
 Workforce Development  
 1 1842

Transactions  
 1 4216  
 1 4216 (R+ from Recorder)  
 1 1822  
 9 4215  
 3 4215 tx to 4214 (V)  
 Recorder  
 2 4216  
 -1 4216 (R- to Transactions)  
 1 1822 (V)  
 10 4215 (2V)  
 2 4213 (1V)  
 1 4213 (R+ from Public Service)

Public Service  
 2 4216  
 1 1822  
 1 4215 tx to 4213 (V)  
 1 4214 (V)  
 17 4213 (2V)  
 -1 4213 (R- to Recorder)  
 Exemptions  
 1 4216  
 5 4215 (1V)

Business Personal Property  
 3 4224  
 7 4222 (1V)  
 9 4220 (2V)  
 1 1822 tx to 4215  
 2 1820  
 1 4215

NW Residential  
 Office / Retail / Industrial  
 3 4267  
 6 4265  
 12 4261  
 Project / Support / Vacancy  
 5 4261  
 2 4267 (V)  
 3 4265 (V)  
 5 4261 (V)

SE Residential  
 Apartments / Hotels / Motels  
 Possessory Interest  
 3 4267  
 7 4265  
 11 4261  
 Real Property Appraisers Trainee Program  
 1 4265 tx to 4260

Mapping & Analysis  
 2 4265 (1V)  
 1 1054  
 1 1824 (V)  
 1 1823  
 1 1823 tx to 1822  
 1 1822  
 1 1820 (V)  
 1 1840  
 Standards  
 1 4267  
 1 4265  
 3 4261  
 1 4224 (R+ & S+ from PATS)  
 1 4267 (R+ & S+ from PATS)

IT / Property Tax System Project  
 IT/MIS  
 1 1071 tx to 1070  
 2 1042  
 1 1052 (V)  
 2 1053  
 1 1093  
 1 1093  
 Property Tax Systems Project (PATS)  
 1 0941  
 2 0931  
 -2 0931 (R- & S- to Standards 0923)  
 1 0931  
 1 0922  
 1 1052 (V)  
 -1 1052 (D-)  
 1 1053  
 3 1054 (2V)  
 1 1063 tx to 1093 (V)  
 -1 1063 tx to 1093 (D-)  
 1 1823 tx to 4224  
 -1 1823 tx to 4224 (R- & S- to Standards 4224)  
 1 1824 tx to 4267  
 -1 1824 tx to 4267 (R- & S- to Standards 4267)  
 1 4224  
 1 4222 tx to 1053  
 1 4267

**Legend**  
 V - Vacant  
 TX - Temporary exchange to another job class  
 R+/- - Reassignment  
 S+/- - Substitution  
 D - Position deletion  
 Green - approved in last year's budget (FY23-24)  
 Red - included in proposed budget