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## ASSESSOR'S OFFICE COUNTY OF SANTA CRUZ

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ROBERT C. PETERSEN, ASSESSOR  
701 OCEAN STREET, SANTA CRUZ, CALIFORNIA 95060  
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October 26, 1999

Agenda: November 9, 1999

Board of Supervisors  
County of Santa Cruz  
701 Ocean St.  
Santa Cruz, Ca. 95060

### **State-County Property Tax Administration Program**

Dear Members of the Board:

As your Board may recall, the County participates in the State-County Property Tax Administration Loan Program. Calendar year 1999 marks the fourth year of the County's participation. This program has provided \$565,000 in funds each year. The loan program is administered by the Assessor, and the funds are restricted to activities designed to enhance the operations of the County's property tax administration departments. By meeting the performance criteria established in the County's agreement with the State, which is audited by the County's Auditor-Controller, the annual loan is considered repaid by the Department of Finance.

Following is a brief summary of the major enhancements made possible by the Tax Administration Loan Program since I last reported to your Board on this subject December 8, 1998:

- Funds continue to be used to fund seven limited term staff positions in the Assessor's office. These positions have participated in the restoration of 75% of the parcels that had their assessed values temporarily reduced because of the recent recession, assessment of the increased number of changes of ownership and new construction which have occurred since the inception of this loan program and the substantial reduction of the audit backlog of business property accounts.

- Further enhancements of the electronic (paperless) interface of recorded documents with the Assessor's office. This technology continues to allow changes of ownership, and related information, to be reflected on the Assessor public records within one to two days of document recordation.
- The purchase, installation and use of electronic document management software which provides for the electronic storage and retrieval via PCs of the following types of documents: correspondence, building records, blueprints, digital pictures, procedure manuals, and an expanding list of formerly paper based documents,
- Expansion of the use of digital cameras by all appraisal staff, replacing the former use of Polaroid pictures, and the need for the annual purchase of \$4-5,000 of film,
- The Assessor has provided the GIS analyst staff, in cooperation with the Planning Department and the County Fire Chiefs Association, to build a "traveled road layer" in the GIS, which Planning, through a contract with the Fire Chiefs Association, will use to produce run books for the fire districts.
- Using a contract Web Page consultant, and in collaboration with ISD, developed the first County Web based database intranet application,
- Partnered with the City of Santa Cruz to hire a GIS consultant to substantially improve the horizontal accuracy of the GIS parcel base in the City of Santa Cruz and East to 4 1<sup>st</sup> Avenue.

The original legislation for this loan program provided funding for calendar years 1996 through 1998. The Legislature has extended the program for an additional three years. I will be bringing a fifth year loan application to your Board for consideration in January.

To continue the current work program funded through the 1999 agreement, it is necessary to appropriate funds from the Property Tax Administration Program Trust Fund, the receiving account for the loan funds, to the Assessor's budget for the following uses:

- secure consulting services for the development and continuing support of the Assessor's Web based intranet application,
- purchase of file shelving, duplex color network printer, copy machine,
- acquisition of 3 additional PCs, utilizing the County's lease/purchase program and the purchase of 3 desktop laser printers to replace outdated and unsupported dot matrix printers,

- extra help appropriations for student workers to continue work on (1) raster to vector conversion of Assessor map pages (2) scanning of appraisal documents for storage in the electronic document management system.

It is therefore RECOMMENDED that your Board:

1. Accept and file this report on the State-County Property Tax Administration Loan Program
2. Adopt the attached resolution accepting and appropriating unanticipated revenue in the amount of \$60,250.

Very truly yours,

  
**ROBERT C. PETERSEN**

**ASSESSOR**

Recommended by:

By:   
**SUSAN A. MAURIELLO**

**CHIEF ADMINISTRATIVE OFFICER**

BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO. \_\_\_\_\_

On the motion of Supervisor \_\_\_\_\_  
duly seconded by Supervisor \_\_\_\_\_  
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from State of California for AB818 tax administration loan (075301) program; and

WHEREAS, the County is recipient of funds in the amount of \$ 60,250 which are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c)/29064(b), such funds may be made available for specific appropriation by a four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of \$ 60,250 into

Department Assessor \_\_\_\_\_

T/C	Index Number	Revenue Subobject Number	Account Name	Amount
001	109100	0850	ST-AB8 Spec Needs	60,250

and that such funds be and are hereby appropriated as follows:

T/C	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
021 ↓	109100 ↓	3665		Prof & Spec	17,250
		8422		Office Furniture	1,200
		8410		Office Equip	15,000
		3110		Extra Help	10,000
		3493		Supplies	4,000
		3800		Equip Lease	2,340
		3355		Maintenance	1,728
		3 5 4 5		Consulting	1,332

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been re-searched and that the Revenue has been received within the current fiscal year.

By Robert A. Peterson  
Department Head

Date 10-26-99

COUNTY ADMINISTRATIVE OFFICER

Recommended to Board

Not Recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ by the following vote (requires four-fifths vote for approval):

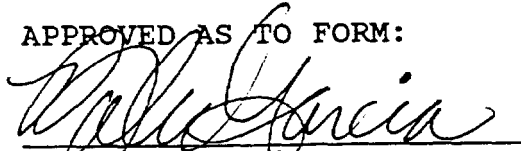
AYES: SUPERVISORS  
NOES: SUPERVISORS  
ABSENT: SUPERVISORS

\_\_\_\_\_  
Chairperson of the Board

ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_  
County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

 10/28/99  
\_\_\_\_\_  
Auditor-Controller

Distribution:  
Auditor-Controller  
County Council  
County Administrative Officer  
Originating Department