



STATE BOARD OF EQUALIZATION

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 Controller, Sacramento

DOUGLAS D. BELL
 Executive Secretary

No. 83/92

September 2, 1983

TO COUNTY ASSESSORS:

BUDGET, STAFF, AND ROLL DATA

Enclosed is our annual budgets and workloads questionnaire for 1982-83 with an extra copy for your files. Please return one completed copy by September 16, 1983.

The questionnaire is divided into the following three basic parts:

<u>Section</u>	<u>Topic</u>
I	Budgets
II	Staffing
III	Roll Composition and Workload

We realize your systems and data collection processes may not directly provide answers to all of our questions. If necessary, you may estimate answers, but please note such answers with an (E). Feel free to include notes of explanation to your answers if you feel they will clarify your responses.

In this questionnaire we are requesting data on the 1982-83 assessment year (March 1, 1982 through February 28, 1983). Last year's questionnaire dealt with the 1980-81 assessment year. The reason for skipping the year is to attempt to make the report more current.

Please direct any questions you may have in completing this questionnaire to Bob Athey at (916) 445-4982.

Sincerely,

Verne Walton, Chief
 Assessment Standards Division

VW:dw

Enclosure

AL-01-0618A

County

BUDGET, STAFF, AND ROLL DATA FOR 1982-83

I. BUDGETS (Assessor's Office Total Budget) \$ _____

A. Composition

- 1. Salaries and wages \$ _____
- 2. Employer paid benefits (retirement contributions, insurance benefits workmen's compensation, etc.) \$ _____
- 3. Charges for services (data processing, word processing, mapping) provided by other agencies \$ _____
- 4. Total of any other budgeted amounts \$ _____
- 5. SUBTOTAL \$ _____
- 6. SUBTRACT services provided to other agencies, map sales, etc. \$ _____
- 7. NET TOTAL BUDGET (Should agree with I. above) \$ _____

B. Costs of Selected Programs or Functions 1/

- 1. Exemptions \$ _____
 - 2. Work for others
 - a. LAFCO \$ _____
 - b. Other governmental agencies \$ _____
 - c. Others (specify) _____ \$ _____
- _____
- _____
- TOTAL \$ _____

1/ All costs including labor, material, data processing, and postage.

II. STAFFING

A. Number of Budgeted Full-Time Positions

Primary Function	Certificated Appraisers	Other Technical/ Professional	All Clerical	Total
Assessor	xxxxxxxxxxxxxxxx	1 ^{2/}	xxxxxxxxxx	1
Assistant Assessor				
Administration Support ^{3/}				
Real Property Appraisals				
Business Appraisals				
Mapping/Drafting				
Assessment Services ^{4/}				
Assessment Standards				
Data Processing				
Other (Describe)				
TOTALS				

GRAND TOTAL BUDGETED FULL-TIME EMPLOYEES

- 2/ Legal opinion is that assessors cannot be counted as certificated appraisers because a certificate can be withdrawn for cause. Such action would cast doubt on the assessor's ability to carry out the duties for which he/she was elected.
- 3/ Administration support should include secretarial and administrative assistant type positions that work directly for the assessor or assistant assessor.
- 4/ Assessment services should include all positions that are primarily involved in public assistance and the processing of building permits, property transfers, and exemptions.

B. Budgeted Part-Time Positions
(IN PERSON DAYS)

- 1. Appraisal _____ Person Days
- 2. Clerical _____
 - a. Homeowners' exemption _____
 - b. Other _____
- Clerical Subtotal _____ Person Days
- 3. Drafting/Mapping _____ Person Days
- 4. Other (describe _____) _____ Person Days

GRAND TOTAL BUDGETED PART-TIME POSITIONS _____ Person Days

C. How many 1981-82 budgeted full-time positions were deleted from your 1982-83 final budget?

- 1. Professional _____
- 2. Clerical _____
- 3. Other (describe _____) _____

TOTAL DELETIONS _____

D. How many 1982-83 budgeted full-time positions were vacant as of December 31, 1982?

- 1. Professional _____
- 2. Clerical _____
- 3. Other (describe _____) _____

TOTAL VACANCIES AS OF December 31, 1982 _____

III. ROLL COMPOSITION AND WORKLOAD

A. 1982/83 Parcel/Assessment Count

- 1. Secured roll (parcels) 5/ _____
- 2. Unsecured roll (assessments) 6/ _____

TOTAL _____

5/ Include taxable and nontaxable parcels.

6/ For the unsecured roll, use total tax bills for assessment count.

B. Number of Secured Roll Parcels by Selected Property Type 7/

1. Residential		
a. Improved single-family	_____	
b. Improved multi-family	_____	
c. Vacant land	_____	
TOTAL		_____
2. Commercial		
a. Improved	_____	
b. Vacant	_____	
TOTAL		_____
3. Industrial		
a. Improved	_____	
b. Vacant	_____	
TOTAL		_____
4. Rural		
a. Unrestricted	_____	
b. Restricted (number of parcels)	_____	_____
c. Homesites (vacant and improved)	_____	
TOTAL		_____
5. Possessory Interests <u>8/</u>		
a. Secured roll	_____	
b. Unsecured roll	_____	
TOTAL		_____
6. Mineral and Oil		_____

7/ If improved versus vacant property is unknown, please allocate parcels based on general knowledge of property composition in the county. Place an (E) beside estimated figures.

8/ Do not include mineral properties; show them in item 6.

- 7. Other Types (describe)
 - a. _____
 - b. _____
- TOTAL _____
- 8. PARCEL COUNT GRAND TOTAL 9/ _____
- C. Property Transfers Requiring Reappraisal During the 1982-83 Assessment Year by Parcel Count
 - 1. Single-family residences _____
 - 2. All Others _____
- TOTAL NUMBER _____
- D. Number of Parcels Having Assessable New Construction
 - 1. New structures _____
 - 2. Additions _____
 - 3. Miscellaneous (land renovation, etc.) _____
- TOTAL NUMBER _____
- E. Total number of parcel splits and other boundary changes, determined by parcel number count, during the 1982-83 assessment year _____
- F. New subdivision lots created during the 1982-83 assessment year _____
- G. How many jurisdictions within your county issue building permits? _____
- H. During the 1982-83 assessment year, how many building permits did you receive from these jurisdictions? _____
- I. How many of these building permits caused value changes? _____

9/ This total should equal the quantity shown for secured roll parcels (see III.A.1.) plus unsecured possessory interest assessments (item III B.5.b.).

J. How many value changes were caused by new construction for which there was no building permit? _____

K. How many business property (personal property and fixtures) assessments were placed on the 1982/83 roll (secured and unsecured) from the following sources?

1. Boats (all vessel assessments) _____

2. General aircraft _____

3. Direct billing (including field appraisals but excluding vessels and general aircraft) _____

4. Property statements (including estimated assessments but excluding vessel property statements) _____

5. Other (describe _____) _____

TOTAL BUSINESS PROPERTY ASSESSMENTS _____

L. Total number of mandatory audit accounts (taxpayers) as of July 1, 1983 _____