



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/12/2017

Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: John Tuteur - Recorder-County Clerk
Recorder - County Clerk

REPORT BY: John Tuteur, Assessor-Recorder-County Clerk - 253-4459

SUBJECT: Assessor-Recorder -County Clerk Requests Adoption of Resolution Requiring County Recorder to Discontinue Social Security Truncation Fee

RECOMMENDATION

Assessor-Recorder-County Clerk requests adoption of a resolution requiring the County Recorder to discontinue the \$1.00 (One Dollar) social security truncation fee effective December 31, 2017.

EXECUTIVE SUMMARY

Government Code section 27361(d)(1) permitted the Board of Supervisors to authorize the County Recorder to charge a \$1.00 (One Dollar) fee on all recorded documents to establish a social security number truncation program. The County Recorder has successfully implemented that program and all documents from January 1, 1980 and ongoing have social security numbers truncated to the last four digits.

Government Code section 27361(d)(2) requires that "a county recorder shall not charge the social security truncation fee after December 31, 2017."

The County Recorder requests the Board adopt a resolution requiring the county recorder to discontinue the social security truncation fee effective December 31, 2017.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No

What is the revenue source?	The social security truncation fee has been collected in a special revenue fund which will cease receiving new revenue after December 31, 2017.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	Discontinuing the \$1.00 fee effective December 31, 2017 will mean that the remaining balance in the special revenue fund of \$115,553 will be expended in approximately 159 months. Thereafter the general fund will have to cover the approximately \$725 monthly fee for truncation.
Consequences if not approved:	Napa County will not be in compliance with Government Code 273061(d) (2) which requires the County Recorder to discontinue the social security number truncation fee on December 31, 2017.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Government Code section 27361(d)(1) permitted the Board of Supervisors to authorize the County Recorder to charge a \$1.00 (One Dollar) fee on all recorded documents to establish a social security number truncation program. The County Recorder has successfully implemented that program and all documents from January 1, 1980 and ongoing have social security numbers truncated to the last four digits.

Government Code section 27361(d)(2) requires that "a county recorder shall not charge the social security truncation fee after December 31, 2017."

The County Recorder requests the Board adopt a resolution requiring the county recorder to discontinue the social security truncation fee effective December 31, 2017. The truncation process is highly automated and requires minimal staff oversight. The 2031-2032 fiscal year budget will first reflect the approximately \$8,700 annual cost of the truncation program to the general fund when the special revenue fund balance is depleted.

SUPPORTING DOCUMENTS

A . Social Security Truncation

CEO Recommendation: Approve

Reviewed By: Helene Franchi