

**2008 - 2009**

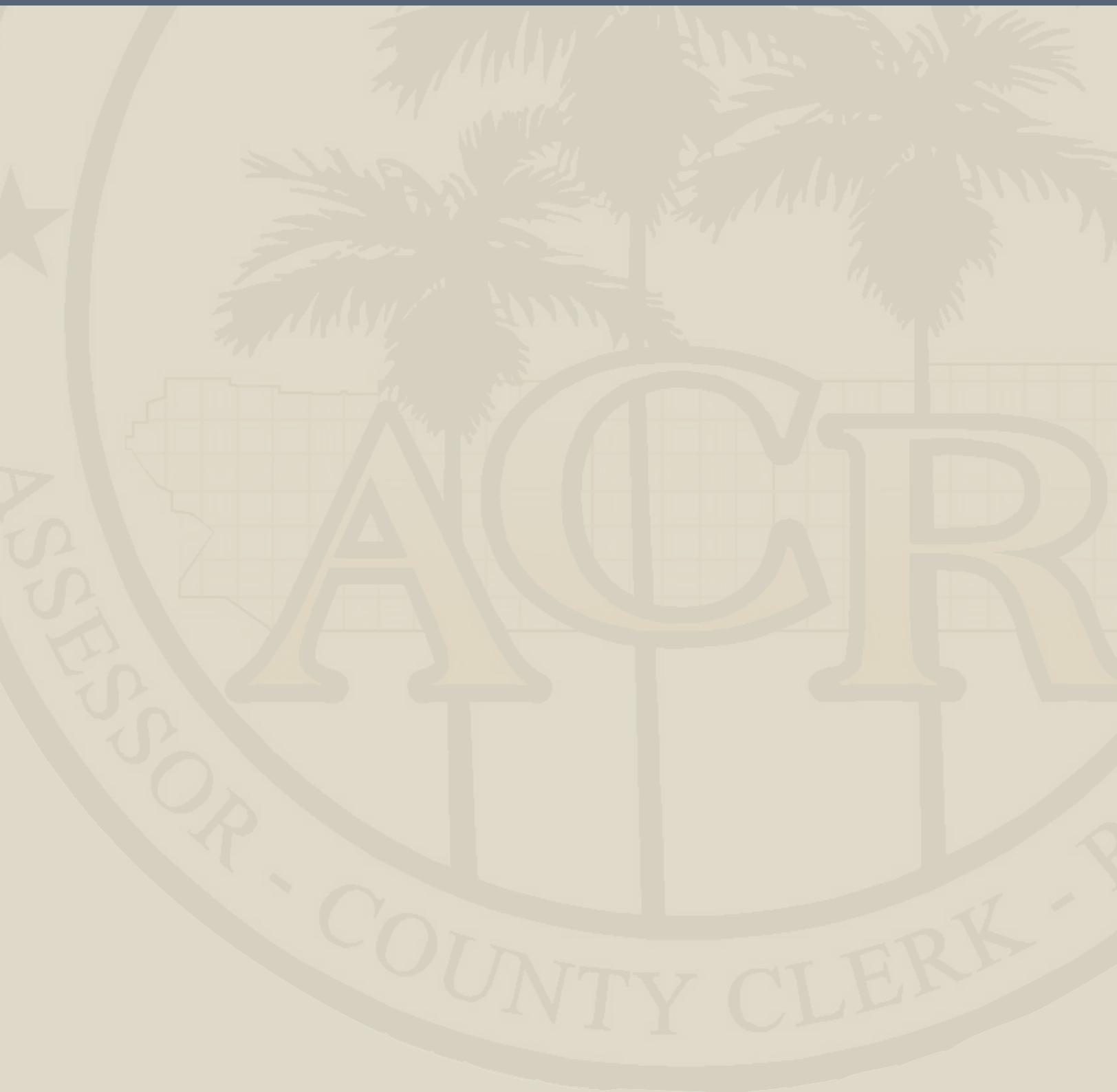
**Annual Report**

**Larry W. Ward**  
Assessor-County Clerk-Recorder  
County of Riverside



## **Mission Statement**

Our mission is to fulfill the legally and locally mandated functions of the Assessor, County Clerk, Recorder and Records Management Program in an accurate, timely, professional and courteous manner and to ensure high quality service.



## Commitment to Service

The Assessor-County Clerk-Recorder of Riverside County is committed to the principle that each and every customer should be:

- treated with courtesy and respect
- treated fairly and equitably
- provided prompt services and information
- given personal and professional attention
- provided an opportunity to have their suggestions and opinions heard and acted upon
- fully and factually informed
- referred to the appropriate department or individual in a friendly and courteous manner
- informed as to how their property is being assessed and how to appeal their value

Each and every customer should expect to leave the Assessor-County Clerk-Recorder's office feeling as though they were served in a competent and professional manner.

## Contents

Message from Larry W. Ward .....	2
Assessor-County Clerk-Recorder Overview .....	3
ACR Executive Management .....	4
<b>ASSESSOR</b> .....	6
Property Tax Workflow .....	7
Assessment Roll Summary.....	8
Assessor Workload Summary .....	8
Assessment Roll History .....	9
Allocation of Property Tax Revenue .....	9
Secured Property .....	10
Unsecured Property.....	11
Proposition 13 .....	12
Proposition 8 (Decline-In-Value) .....	13
Assessment Appeals .....	14
Exemptions.....	15
Riverside County Cities.....	16
Assessed Value by City .....	21
<b>COUNTY CLERK</b> .....	22
Statistics.....	23
Services .....	23
<b>RECORDER</b> .....	24
Recorder Workflow.....	25
Statistics.....	26
Official Documents Recorded.....	26
Documentary Transfer Tax.....	27
Commonly Recorded Documents.....	27
<b>RECORDS MANAGEMENT AND ARCHIVES PROGRAM</b> .....	28
Statistics.....	29
Service Units.....	29
Robert J. Fitch Archives.....	30
The CREST Project .....	31
Public Service .....	33
Public Service Locations .....	34
ACR Contact Numbers .....	36
Board of Supervisors .....	37

# Meeting the challenges.

After eight years of double-digit assessment growth, the dramatic decline in the real estate market has made a substantial impact on Riverside County's 2008–2009 assessment roll. This year's roll growth of 1.45% was the lowest percentage increase since 1997. This reflects a county-wide residential real estate market saddled with foreclosures and bank sales, declining sales prices and a substantial drop in new construction.

To meet the challenge of declining home prices and comply with Proposition 8, our office reviewed the values of over 270,000 properties that sold after January 2004. This resulted in over 200,000 temporary reductions for single-family homes, condominiums, timeshares and mobile homes. The dollar amount of these reductions totaled over \$16 billion. Strength in the commercial and industrial areas provided the one bright spot in our local real estate market. Increased Proposition 13 assessments, including sales and new construction, offset by declines in the residential market resulted in an overall net roll increase of \$3.47 billion or 1.45% to the Riverside County 2008-09 assessment roll.

While the long-term perspective for the Riverside County real estate market remains strong, the short-term outlook is uncertain. Our office is gearing up for the anticipated increase in assessment appeals and will continue to closely monitor the real estate market to ensure that property owners receive reductions where warranted under Proposition 8.

The Recorder portion of our office has seen a substantial reduction in volume. Recordings have declined from a high of almost 1.1 million documents in 2005 to approximately 775,000 in 2007; this decline is expected to continue into 2008.

Public service continues to be our top priority for the office. Whether it is discussing a new Proposition 8 value with a homeowner, issuing a passport or marriage license, timely recording a grant deed or fielding one of our nearly half-million annual customer contacts, our goal is to provide excellent public service to all our customers. The recently installed Interactive Voice Response system is one example of our pursuit toward excellence. This system is designed to direct a caller's questions to the appropriate section for a timely and thorough response. Pre-recorded information provides callers with answers to their frequently asked questions.

Looking to the year ahead, we are working on a number of projects that will allow staff to be more productive and provide better service to our Riverside County customers. Included among these new projects are electronic recording of title company documents, a new county clerk system that will expedite delivery of our services, along with refining our new Proposition 8 mass appraisal system.

I would like to take this opportunity to thank the over 450 men and women of the Assessor-County Clerk-Recorder for an outstanding year. Their hard work, dedication and professionalism allowed the office to meet the challenges of the past year while treating property owners and taxpayers with the highest degree of courtesy and respect.

I wish to thank the Riverside County Board of Supervisors, recently retired Chief Executive Officer Larry Parrish as well as his able replacement Bill Luna, for their continued support of our office. In addition, I am pleased to acknowledge the efforts of my colleagues, Auditor-Controller Robert Byrd and Treasurer-Tax Collector Paul McDonnell for their assistance in helping meet the needs of the public that we proudly serve.



**“It has been my honor to serve as your Assessor-County Clerk-Recorder since 2005. You have my commitment that our office will continue to do our best to provide excellent public service and a good value for your tax dollar.”**

LARRY W. WARD  
*Assessor-County Clerk-Recorder*

## Overview

The Assessor-County Clerk-Recorder's office consists of four major divisions required to perform a wide variety of duties. The duties of each division are summarized below.

### About the Assessor

The Assessor's primary responsibility is to value taxable property. The Assessor locates all taxable property in Riverside County, identifies the owners and describes the property. The Assessor determines a value for all taxable property and applies all legal exemptions and exclusions. The Assessor must complete an assessment roll showing the assessed values for all property and maintain records of the above. The Assessor provides taxpayers and the public access to assessment roll information as allowed by law.

### About the Recorder

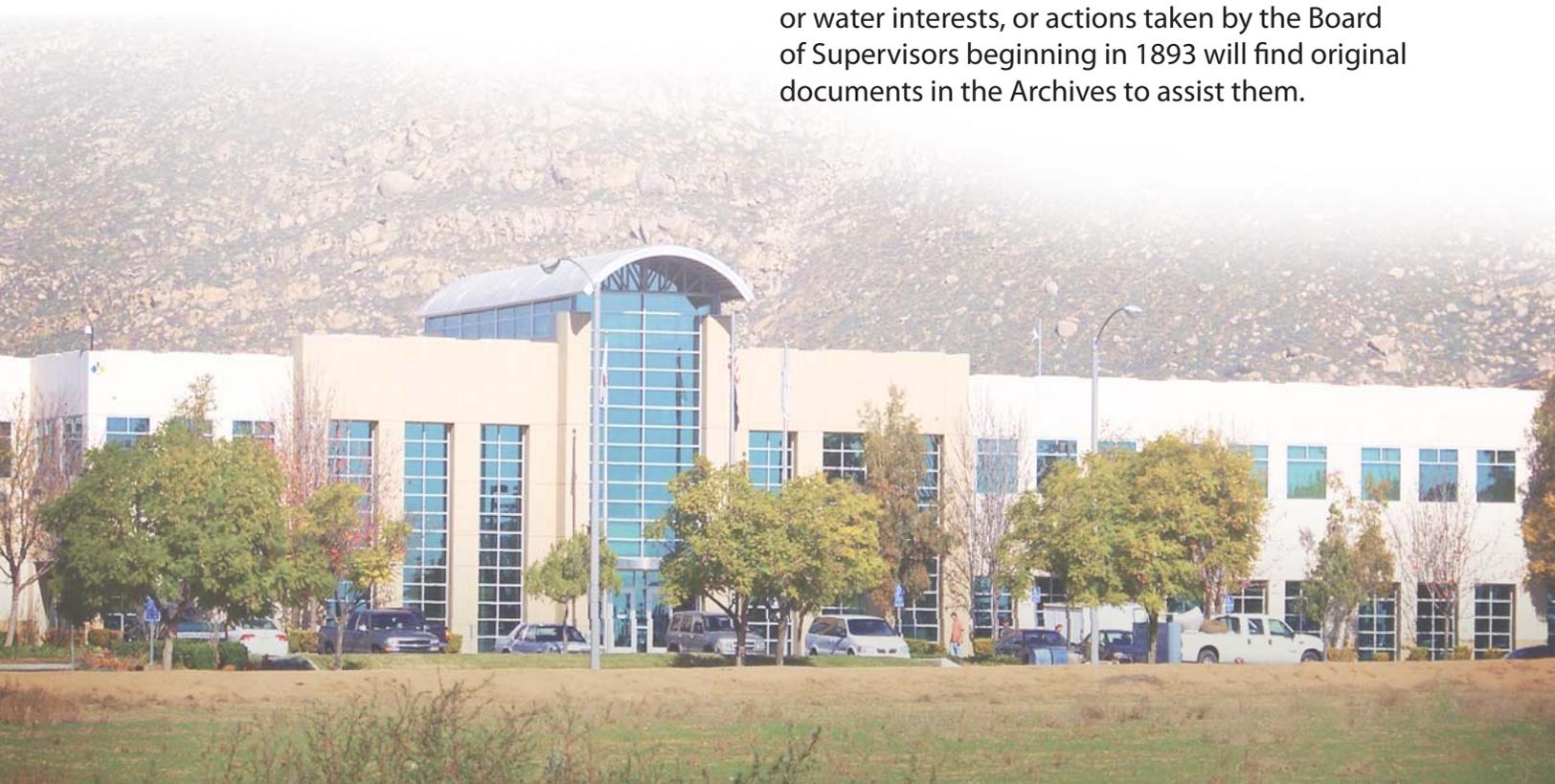
The Recorder is responsible for providing the public with constructive notice of private acts and creating and maintaining custody of permanent records for all documents filed and recorded in Riverside County. In addition, the Recorder provides the public access to these records as allowed by law.

### About the County Clerk

The County Clerk's services range from issuing marriage licenses to filing Fictitious Business Names (FBNs). In addition, the County Clerk performs marriage ceremonies and processes U.S. passport applications.

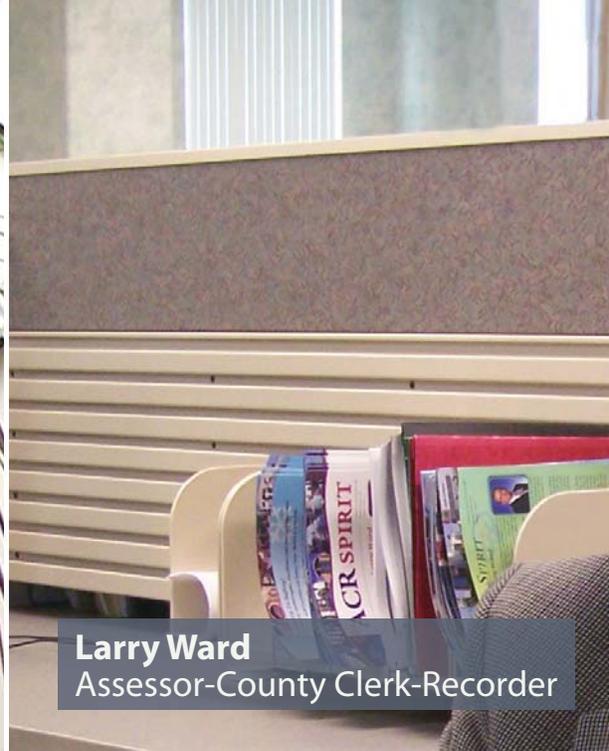
### About the Records Management and Archives Program (RMAP)

The Records Management and Archives Program provides County departments with specialized records management services that include off-site records storage, document imaging and microfilming in accordance with ANSI/AIIM standards, assistance in creating and implementing records retention schedules, educational workshops, and the County Archives. The County of Riverside Robert J. Fitch Archives opened to the public on March 18, 2008 and serves a broad range of interest and users, including: County staff, independent researchers, students, historians, and writers. Those seeking to research historical property ownership and valuation, mining or water interests, or actions taken by the Board of Supervisors beginning in 1893 will find original documents in the Archives to assist them.



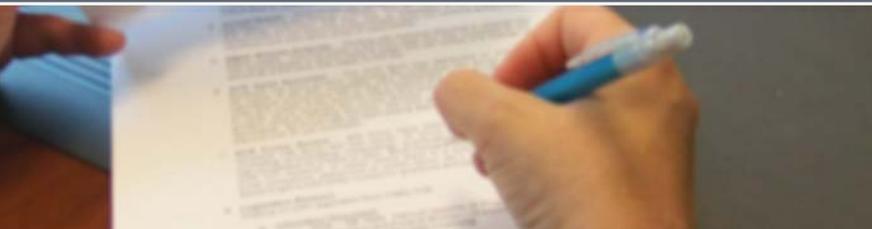


**Cathy Colt**  
Assistant ACR



**Larry Ward**  
Assessor-County Clerk-Recorder

# Leadership



**Mary Cox**  
Chief Deputy ACR



**Bobbi Schutte**  
Chief Deputy ACR



**Frit Swain**  
Assistant ACR



**Tauna Mallis**  
Assistant ACR



**Linda White**  
Chief Deputy ACR

# ASSESSOR

**Frit Swain** - Assistant ACR

**Linda White** - Chief Deputy ACR

**Expenditures: \$30,664,872**

**Employees: 242**

## Overview:

By law, the Assessor must locate all taxable property in the County of Riverside, identify the owners and describe the property. The Assessor must determine a value for all taxable property and apply all legal exemptions and exclusions. The Assessor must also complete an assessment roll showing the assessed values for all taxable property in Riverside County.

The Assessor's office consists of the following divisions that address and serve the specific needs of the property taxpayers:

- Residential
- Commercial
- Agriculture
- Manufactured Homes
- Business Personal Property

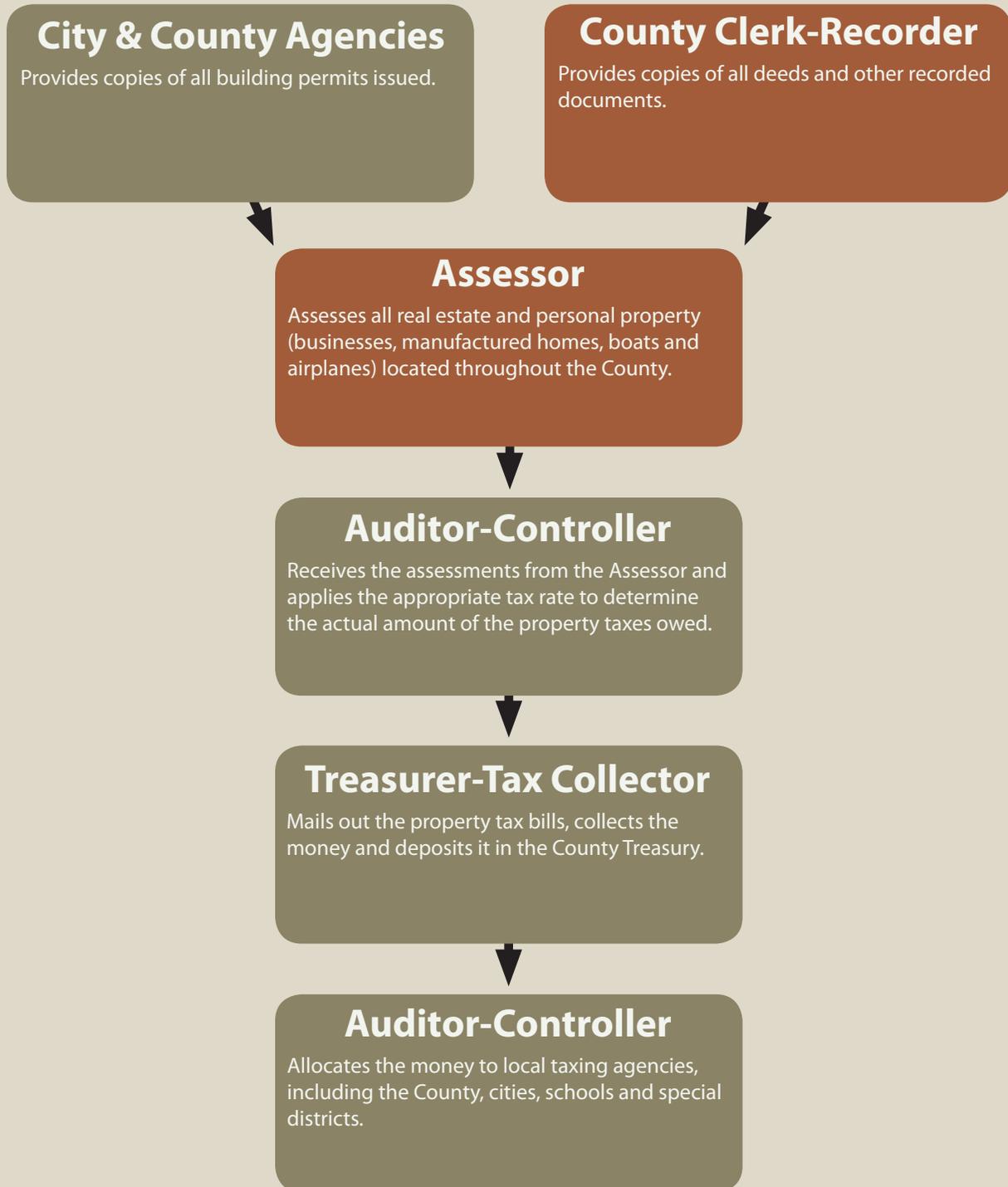
## Current Roll Value Change (In Billions)

	2008	2007	\$ Change	% Change
Local Roll Value Before Exemptions	\$242.98	\$239.51	\$3.47	1.45%

**Note:** Roll figures found within do not include State Assessed Property



# Property Tax Workflow



## Assessment Roll Summary

	2008	2007	Value Change	% Change
<b>Secured:</b>				
Land	\$82,800,159,346	\$76,838,721,323	\$5,961,438,023	7.76%
Structure	149,933,153,647	153,331,490,703	-3,398,337,056	-2.22%
Fixtures	898,037,635	901,300,558	-3,262,923	-.36%
Trees & Vines	74,798,079	75,675,962	-877,883	-1.16%
Personal Property	873,306,840	848,996,551	24,310,289	2.86%
	234,579,455,547	231,996,185,097	2,583,270,450	1.11%
<b>Unsecured:</b>				
Land	2,563,758	2,466,951	96,807	3.92%
Structures	274,887,848	256,457,054	18,430,794	7.19%
Fixtures	3,406,924,813	2,939,014,052	467,910,761	15.92%
Personal Property	4,716,557,525	4,314,076,556	402,480,969	9.33%
	8,400,933,944	7,512,014,613	888,919,331	11.83%
<b>Total Value (Gross)</b>	<b>\$242,980,389,491</b>	<b>\$239,508,199,710</b>	<b>\$3,472,189,781</b>	<b>1.45%</b>
Less: Non-reimbursable Exemptions	3,902,358,777	3,360,542,560	541,816,217	16.12%
Less: Homeowners' Exemptions	2,207,456,729	2,169,003,582	38,453,147	1.77%
<b>Total Taxable Secured and Unsecured Value</b>	<b>\$236,870,573,985</b>	<b>\$233,978,653,568</b>	<b>\$2,891,920,417</b>	<b>1.24%</b>

**Note:** Figures exclude State assessed property

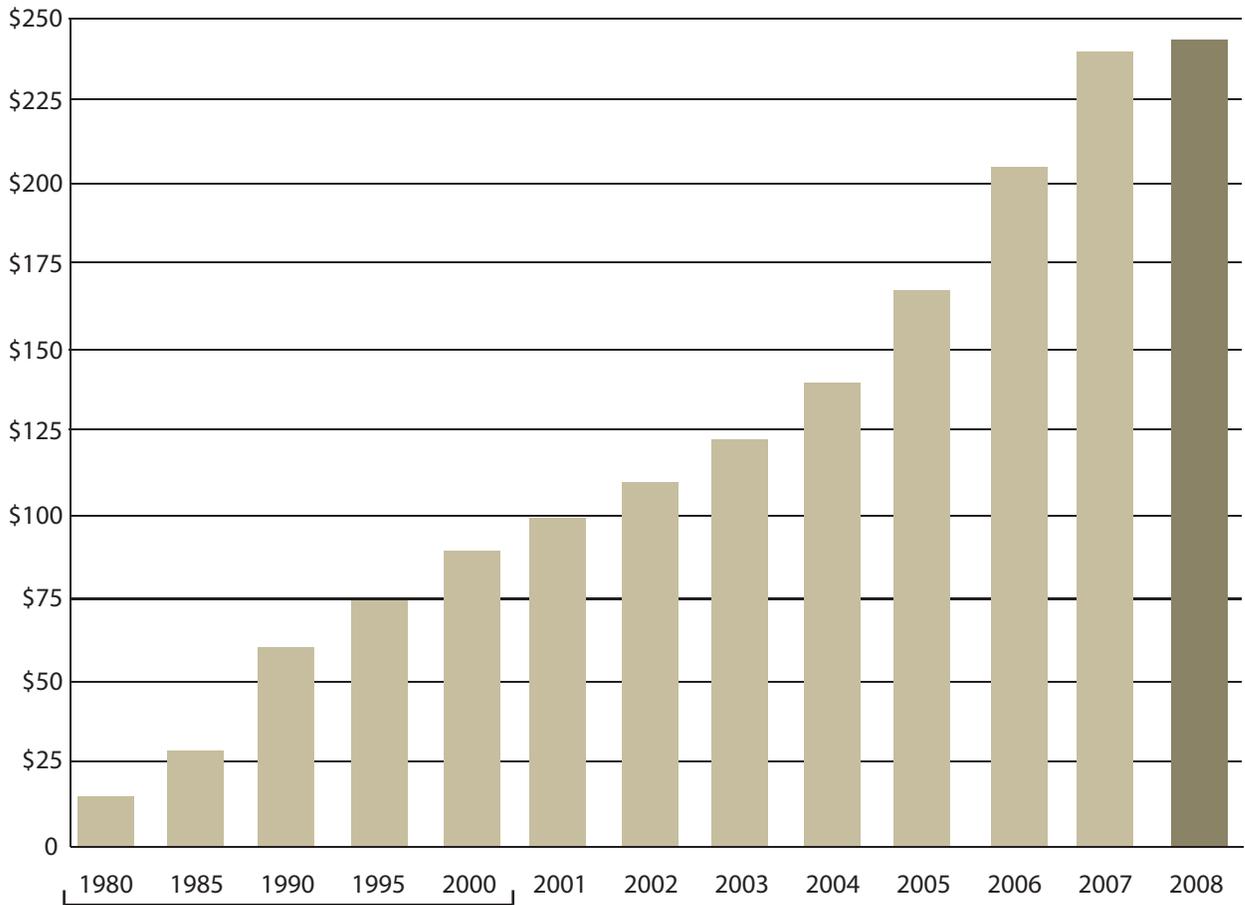
## Assessor Workload Summary

	2008	2007
Real Property Assessments (secured; taxable)	895,405	877,546
Permits Processed	47,436	74,264
Proposition 8 Parcels (temporary reductions)	200,190	31,333
Ownership Title Documents	140,378	193,362
Change in Ownership (reappraisals)	80,490	108,906
Parcel Number Changes (splits & combinations)	18,169	31,130
Parcels with Exemptions	319,322	313,628
Business Personal Property Assessments	43,057	43,009



# Assessment Roll History

In Billions



## Allocation of Property Tax Revenue

Fiscal Year Ended June 30, 2008

Agencies	Revenue Allocated	% of Allocation
Education	\$1,119,465,595	47.4%
Redevelopment	620,748,724	26.3%
County	286,949,986	12.2%
Special Districts	193,893,878	8.2%
Cities	140,418,388	5.9%
<b>Total Revenue</b>	<b>\$2,361,476,571</b>	<b>100.0%</b>

## Secured Property 2008 Assessment Analysis

	Gross Value	Value Percentage	Assessment Count	Assessment Percentage	Average per Assessment
Residential Single Family	\$144,017,063,600	61.39%	497,555	55.57%	\$289,450
Commercial	43,619,731,281	18.59%	36,307	4.05%	1,201,414
Condominiums	14,999,697,842	6.39%	62,297	6.96%	240,777
Vacant Land	8,900,760,490	3.79%	108,538	12.12%	82,006
Apartments	7,398,769,520	3.15%	4,463	0.50%	1,657,802
Agriculture	7,174,174,722	3.06%	15,749	1.76%	455,532
Manufactured Homes	5,622,507,121	2.40%	64,530	7.21%	87,130
Single Family 2-3 Units	1,555,306,194	0.66%	6,171	0.69%	252,035
Timeshares	1,113,512,751	0.47%	99,068	11.06%	11,240
Other	177,932,026	0.08%	727	0.08%	244,748
<b>Total Value Gross</b>	<b>\$234,579,455,547</b>	<b>100.00%</b>	<b>895,405</b>	<b>100.00%</b>	<b>\$261,981</b>



### Five Largest Homes by Square Footage

Location	Square Footage
Indian Wells	22,597
Palm Desert	20,667
Indian Wells	20,499
Indian Wells	19,188
Indian Wells	18,404

### Five Highest Valued Residential Assessments

Location	Assessed Value
Palm Desert	\$26,097,720
Indian Wells	\$13,000,000
Indian Wells	\$12,500,000
Indian Wells	\$11,942,042
Indian Wells	\$11,506,612

## Unsecured Property 2008 Assessment Analysis

	Gross Value	Value Percentage	Assessment Count	Assessment Percentage	Average per Assessment
General Business	\$6,101,249,434	72.63%	18,458	42.87%	\$330,548
Leasing Companies / Miscellaneous*	1,575,325,714	18.75%	7,592	17.63%	207,498
Non-Commercial Aircraft	266,461,623	3.17%	1,588	3.69%	167,797
Boats/Vessels	124,271,881	1.48%	8,660	20.11%	14,350
Direct Enrollments (Business)	118,556,006	1.41%	5,670	13.17%	20,909
Banks/Financials	75,762,869	0.90%	522	1.21%	145,140
Agriculture ( Agri-Business)	72,749,415	0.87%	210	0.49%	346,426
Service Stations (Oil Companies)	34,076,604	0.41%	149	0.35%	228,702
Service Stations (Independent)	19,092,328	0.23%	93	0.22%	205,294
Apartments	12,689,295	0.15%	94	0.22%	134,993
Mining Claims	698,775	0.01%	21	0.05%	33,275
<b>Total Value Gross</b>	<b>\$8,400,933,944</b>	<b>100.00%</b>	<b>43,057</b>	<b>100.00%</b>	<b>\$195,112</b>

\*Miscellaneous properties include commercial airlines, wind energy production facilities, billboards, vending machines, model home furnishings, cellular phone towers, pagers/mobile phones and conditional sale/special purpose leased equipment.

### Top 20 Businesses Business Personal Property As of June 30, 2008

Rank	Business Name	Fixture & BBP Value
1	Abbot Vascular Inc	\$324,573,435
2	Nestle Waters North America Inc	\$123,336,770
3	Watson Laboratories Inc	\$91,732,828
4	Shell Wind Energy Inc	\$86,331,912
5	Walgreen Co	\$79,515,239
6	International Rectifier Corp	\$77,052,376
7	Metal Container Corp	\$73,041,989
8	Time Warner Entertainment Advance Newhouse	\$70,279,820
9	Ralphs Grocery Co	\$64,879,010
10	Dillon Wind LLC	\$62,120,937
11	Stater Bros Markets	\$58,148,882
12	Kaiser Foundation Health Plan Inc	\$57,332,764
13	CAC Exchange I LLC	\$56,648,200
14	Mountain View Power Partners LLC	\$55,395,815
15	Ross Dress For Less Inc	\$54,110,067
16	Fresh & Easy Neighborhood Market Inc	\$52,123,875
17	Calmat Co	\$51,787,940
18	IBM Credit LLC	\$46,463,986
19	DHL Express USA Inc	\$45,819,212
20	San Gorgonio Westwinds II LLC	\$43,915,000



## Proposition 13

Under Proposition 13 (Prop 13), real property is reappraised only when a change-in-ownership occurs or new construction takes place.

Generally, a change-in-ownership is a sale or transfer of property, while new construction is any improvement to property that is not considered normal maintenance. Except in certain instances, real property assessments cannot be increased by more than 2% annually.

Beginning with the 1978-1979 fiscal year, Prop 13 limits the amount of property taxes that can be collected from an owner of locally assessed real property to 1 percent of the property's full cash value, plus bonds approved by the voters, service fees, improvement bonds and special assessments. The 1 percent limit applies to all types of taxable real property.

Prop 13 rolled back the current assessed values of real property to the values shown on the 1975-1976 assessment roll. The adjusted values could then be increased by no more than 2 percent per year as long as the same taxpayer continued to own the property. For property that is sold or newly constructed after March 1, 1975, the assessed value would be set at the appraised (or market) value at the time of sale or construction. As a result, two identical properties with the same market value could have different assessed values for tax purposes, if one of them has been sold since March 1, 1975.

Long-time property owners benefit from lower assessments, while newer property owners are adversely impacted by assessments that can be dramatically higher than those of a similar property held for many years. Historically, the market value of real property has increased at a substantially greater rate than the assessed value.

## Assessed Value by Base Year Secured Roll

Prop 13 Base Year	Assessment Count	Gross Assessed Value	% of Secured Roll
2008	77,910	\$32,447,426,936	13.83%
2007	93,255	35,105,041,097	14.97%
2006	105,550	36,486,216,140	15.55%
2005	83,975	26,276,288,610	11.20%
2004	71,688	19,122,057,130	8.15%
2003	52,831	13,066,092,854	5.57%
2002	40,960	9,414,657,605	4.01%
2001	34,012	7,691,467,066	3.28%
2000	31,952	6,788,772,631	2.89%
1999	26,973	5,156,646,515	2.20%
1998	21,099	3,911,490,331	1.67%
1997	16,981	2,774,539,475	1.18%
1996	17,156	2,807,581,792	1.20%
1995	15,323	2,772,504,563	1.18%
1994	12,940	2,492,563,404	1.06%
1993	12,228	2,595,805,493	1.11%
1992	11,014	2,220,908,486	0.95%
1991	14,088	2,825,844,128	1.20%
1990	15,802	3,213,467,135	1.37%
1989	13,709	2,907,372,640	1.24%
1988	10,830	2,367,558,609	1.01%
1987	9,701	1,811,509,218	0.77%
1986	9,864	1,189,265,963	0.51%
1985	7,973	985,745,087	0.42%
1984	7,308	923,563,613	0.39%
1983	4,586	575,215,070	0.25%
1982	4,874	672,174,077	0.29%
1981	4,913	669,699,579	0.29%
1980	5,873	776,419,931	0.33%
1979	5,119	517,514,279	0.22%
1978	6,550	777,295,523	0.33%
1977	4,853	389,189,128	0.17%
1976	3,477	274,041,007	0.12%
1975	40,038	2,573,520,432	1.10%
<b>Totals</b>	<b>895,405</b>	<b>\$234,579,455,547</b>	<b>100.00%</b>



## Proposition 8 (Decline-In-Value)

Proposition 8, enacted in 1978, requires the Assessor to annually enroll either a property's Proposition 13 value (factored for inflation no more than 2% annually) or its current market value as of January 1 (lien date) of each year, whichever is less. When the current market value replaces the higher Proposition 13 value on the roll, that lower value is commonly referred to as a "Prop 8 Value."

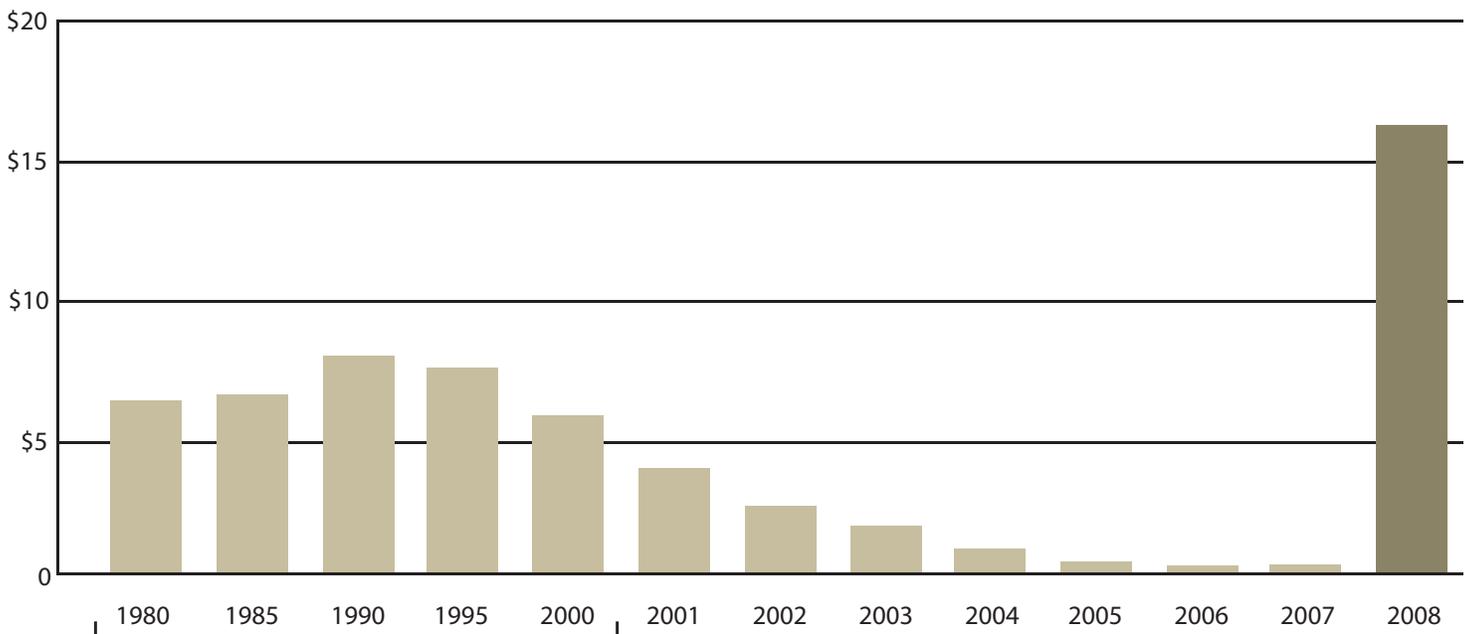
For the 2008-09 tax year, the Assessor's office proactively reviewed over 270,000 properties for decline in assessed value. Of those reviewed, over 200,000 were reduced. The total amount of reduction was in excess of \$16 billion. Properties will again be reviewed as of January 1, 2009 to determine the Prop 8 values for the 2009-10 tax year.

**"For the 2008-09 tax year the Assessor's Office proactively reviewed over 270,000 properties for decline in assessed value."**



## Total Prop 8 Value Reductions

In Billions



## Assessment Appeals

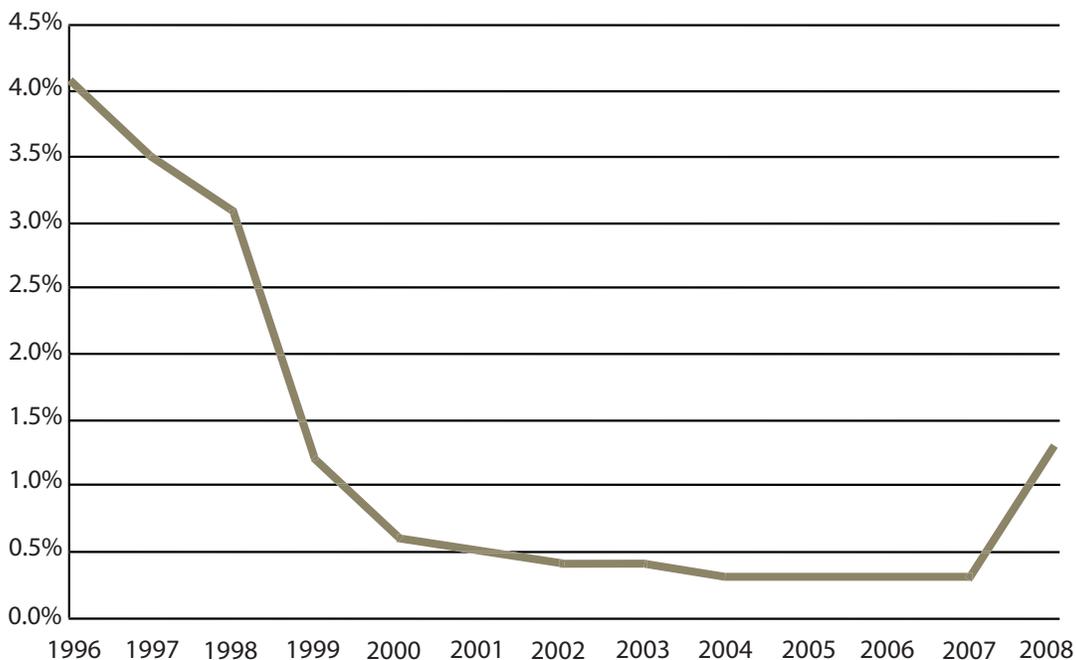
Taxpayers have the right to appeal their property's valuation. There are two independent Assessment Appeals Boards to handle differences in opinion of values between the taxpayer and the Assessor. Each is composed of three private citizens appointed by

the County Board of Supervisors. They consider all evidence presented by the property owner and the Assessor's office at a formal hearing. The Appeals Board then determines the value of the property in question.

### Appeals by Fiscal Year

Year	Appeals	Total Assessments	% of Total
2008	12,330	938,462	1.3%
2007	2,909	920,555	0.3%
2006	2,476	896,998	0.3%
2005	2,733	859,413	0.3%
2004	2,809	831,610	0.3%
2003	3,475	791,348	0.4%
2002	3,342	766,964	0.4%
2001	3,691	718,765	0.5%
2000	3,957	690,694	0.6%
1999	8,415	673,939	1.2%
1998	20,261	664,081	3.1%
1997	23,308	657,519	3.5%
1996	26,358	649,237	4.1%

### Percentage of Total Assessments Appealed by Fiscal Year



## Exemptions

The most common exemption is the homeowners' exemption. Generally, a dwelling occupied by an owner as a principal residence is eligible for the homeowners' exemption.

Property used exclusively for a church, college, cemetery, museum, school or library may qualify

for an exemption. Properties owned and used exclusively by a non-profit religious, charitable, scientific or hospital corporation are also eligible.

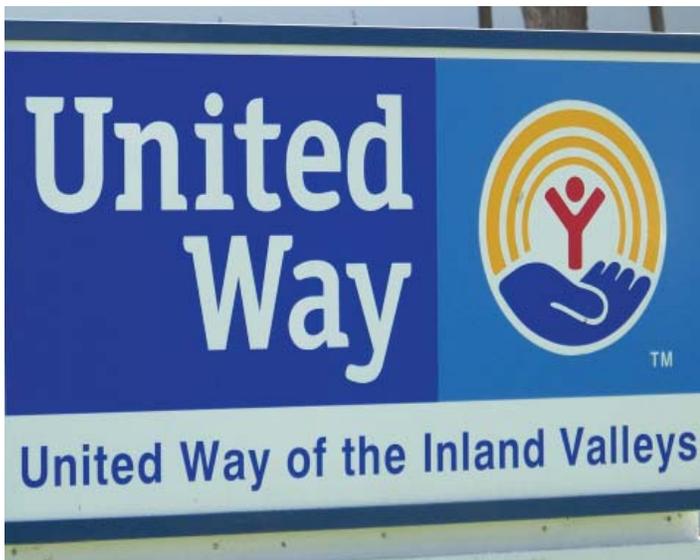
Exemptions are not automatic and require a claim form to be filed for approval.

## Qualifying Exemptions

As of June 30, 2008

Exemption Type	Quantity	Total Value	% of Total Value
Homeowners'*	315,388	\$2,207,456,729	36.13%
Charities	923	1,940,687,723	31.76%
Religious & Church	728	742,258,447	12.15%
Hospitals	15	644,403,946	10.55%
Veterans'	1,976	211,409,323	3.46%
Colleges	25	150,898,787	2.47%
Private Schools	29	139,467,097	2.28%
Public Schools	22	42,722,020	0.70%
Historical Aircraft	198	15,304,590	0.25%
Cemeteries	6	11,444,147	0.19%
Museums	10	3,291,072	0.05%
Public Libraries	2	471,625	0.01%
<b>Totals</b>	<b>319,322</b>	<b>\$6,109,815,506</b>	<b>100.00%</b>

\*Reimbursed by the State



# Riverside County Cities and Unincorporated Areas

## 2008 Assessed Values and Prop 8 Reductions



**BANNING** - Development has clearly slowed regionally, but here in Banning things are moving forward and as we all know, in this economic climate, this truly is a wonderful thing. The Hampton Inn has now opened for business! The four story hotel has 94 rooms and related guest facilities. The Holiday Inn Express is under construction and the plans were approved for a three story hotel with 70 guestrooms, swimming pool and guest facilities. The City has also approved the development and operation of a 4,001 square foot single story Western Dental medical office which is currently under construction. The Fisherman's Market & Grill opened in April 2008. The 64 seat restaurant (including outdoor patio) is dedicated to serving the absolute freshest seafood, with the most unique recipes! Construction is also currently underway for a 17,272 square foot Rite-Aid Pharmacy.

### Banning Assessment Roll (Gross Values)

2008	2007	% Growth	% Current Roll
\$2,156,590,293	\$2,159,066,723	-.11%	.89%
<b>2008 Prop 8 Reduction Total:</b>		\$113,640,615	
<b>Total Assessments Reduced:</b>		1,848	



**BEAUMONT** - In 2008, the City of Beaumont experienced an 11.4% population increase making it the fastest growing city in Riverside County and the 2nd fastest growing city in California. Not only has Beaumont experienced major residential growth, the City has also seen an upswing in both commercial and industrial growth. At the forefront of the City's commercial growth is the 2nd Street Marketplace. The area is thriving with four commercial centers that will provide over 1 million square feet of retail development when completed.

### Beaumont Assessment Roll (Gross Values)

2008	2007	% Growth	% Current Roll
\$3,497,540,729	\$3,461,803,752	1.03%	1.44%
<b>2008 Prop 8 Reduction Total:</b>		\$484,129,856	
<b>Total Assessments Reduced:</b>		5,556	



**BLYTHE** - In the past year a Shell Service Station with Quizno's Restaurant was constructed along with a new Carl's Jr. Restaurant. Construction of a new elementary school began and the City is in the process of expanding an industrial park at the Blythe Airport. Larry Green Chrysler Dealership constructed a new facility and an Ice production and packaging plant also was built. To keep up with the growing population, 81 new homes were constructed. The City and the Palo Verde Economic Development Partnership have been working with Buxton Identifying Customers to attract new retailers to the Blythe area. Also in the planning process is a public/private partnership to build a CNG & LNG Fueling Station. The City is working on constructing a new Palo Verde Valley Transit Agency Facility and the expansion of Quechan Park and Marina on the Colorado River.

### Blythe Assessment Roll (Gross Values)

2008	2007	% Growth	% Current Roll
\$706,261,501	\$652,645,148	8.22%	.29%
<b>2008 Prop 8 Reduction Total:</b>		\$12,887,514	
<b>Total Assessments Reduced:</b>		223	



**CALIMESA** - The residential market has slowed down in the City of Calimesa, but the commercial development is moving forward. The City of Calimesa has four active commercial developments that are either seeking land use entitlements or building plan check approvals.

The development known as "The Shoppes at Calimesa," is on a 9-acre site and consists of 90,000+ square feet of retail uses, including a Fresh & Easy market and a Walgreen's pharmacy. The Cherry Valley Plaza, which is part of the Summerwind Ranch Specific Plan, was just approved in February and consists of 183,000 square feet of retail and office use. On the north end of the City is the JP Ranch Town Center. The entitlements for this center are currently in review for a total of 78,000 square feet of commercial use on a 10-acre site. The site is surrounded by the JP Ranch Master Planned Development, which consists of 700+ single-family residential units.

Staff is presently working on a Development Agreement with Forest City to develop a 2 million square-foot regional shopping center. This project, located within the Summerwind Ranch Specific Plan, will have its own unique characteristics but will be modeled after the Victoria Gardens development in Rancho Cucamonga.

### Calimesa Assessment Roll (Gross Values)

2008	2007	% Growth	% Current Roll
\$707,910,188	\$648,375,801	9.18%	.29%
<b>2008 Prop 8 Reduction Total:</b>		\$35,430,218	
<b>Total Assessments Reduced:</b>		532	



**CANYON LAKE** - If Canyon Lake had to be described in one word, that word would be unique. One of only five gated cities in California, Canyon Lake began as a master-planned community developed by Corona Land Company in 1968. The Lake originally was formed in 1927 after Railroad Canyon Dam was built. It covers 383 acres and has 14.9 miles of shoreline. The "City of Canyon Lake" was incorporated on December 1, 1990. The City has a population of 10,969 and geographically spans 4.6 square miles.

### Canyon Lake Assessment Roll (Gross Values)

2008	2007	% Growth	% Current Roll
\$1,677,189,793	\$1,725,790,216	-2.82%	.69%
<b>2008 Prop 8 Reduction Total:</b>		\$130,158,317	
<b>Total Assessments Reduced:</b>		828	



**CATHEDRAL CITY** - Cathedral City is a business and resort community located in the heart of the Coachella Valley in eastern Riverside County. Bordered by Palm Springs to the west and Rancho Mirage to the east, Cathedral City is known as the Spirit of the Desert. It is the second largest city in the Coachella Valley with a permanent population exceeding 53,000.

Cathedral City is best known for its spear-heading programs in Public Safety, award-winning Environmental Conservation efforts, and unlimited business opportunities.

### Cathedral City Assessment Roll (Gross Values)

2008	2007	% Growth	% Current Roll
\$4,510,642,703	\$4,457,462,413	1.19%	1.86%
<b>2008 Prop 8 Reduction Total:</b>		\$268,160,935	
<b>Total Assessments Reduced:</b>		3,485	



**COACHELLA** - The City of Coachella is blossoming with new development. Retailers are taking note of this rapidly growing City. Beautiful neighborhood shopping centers are sprouting throughout the City, among them are Jackson Square with over 136,000 sq. ft. of commercial use, Van Buren Plaza, with over 20 acres of mixed use development – 7.19 acres of commercial and 12.81 acres with 167 residential units.

The City's business-friendly attitude, rapidly growing consumer demand, and ideal location in the resort oriented Coachella Valley continue to attract homebuyers and retailers alike.

**Coachella Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$2,113,255,073	\$2,113,679,865	-.02%	.87%

**2008 Prop 8 Reduction Total:** \$189,147,622  
**Total Assessments Reduced:** 2,568



**CORONA** - Corona has become a booming metropolis of high-end residential, commercial and industrial development, paving the path of success for the Inland Empire. Today, Corona is not just a great place to live, it is also a great place to shop, work and play. Because of the city's proximity to Los Angeles, Orange and San Diego counties, professionals and businesses across the nation are now looking at Corona as the premiere office marketplace in the Inland Empire. Like its neighboring coastal counties, Corona is heavily invested in its logistics infrastructure, boasts high-end residential and commercial development and offers a high quality of life, making the city poised to be a major economic powerhouse and leading office location in Southern California.

**Corona Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$17,923,431,222	\$17,895,584,417	.16%	7.38%

**2008 Prop 8 Reduction Total:** \$979,453,380  
**Total Assessments Reduced:** 9,314



**DESERT HOT SPRINGS** - The City of Desert Hot Springs entered a significant growth spurt between 1990 and 2007. The City population basically doubled in the 17 year span and grew 42% between 2000 and 2007. Growth in the City is projected to triple by 2035. This growth, caused by new residential developments, has significantly increased housing opportunities for families. These developments have and will help companies grow or relocate due to the different types of housing being built, including single-family homes, apartments, condominiums, and luxury gated communities built around golf courses.

**Desert Hot Springs Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$2,091,499,972	\$2,156,826,573	-3.03%	.86%

**2008 Prop 8 Reduction Total:** \$229,610,323  
**Total Assessments Reduced:** 3,258



**HEMET** - Hemet is at the heart of Riverside County, one of the fastest growing areas in the nation. More than 54,500 new homes are approved or in the tentative map phase within the 10-mile trade area. Hemet's history is rooted in its role as a center of commerce and banking for the region. Given local growth, that role is not likely to change, making Hemet the hot frontier for retail development in the Inland Empire.

**Hemet Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$5,544,883,965	\$5,679,157,554	-2.36%	2.28%

**2008 Prop 8 Reduction Total:** \$565,432,990  
**Total Assessments Reduced:** 7,409



**INDIAN WELLS** - Tourism is the primary economic driver for the City of Indian Wells, widely recognized as one of the premier residential and resort destinations in the country. Idyllic Indian Wells is home to the award-winning Indian Wells Golf Resort; state-of-the-art Indian Wells Tennis Garden, home of the Pacific Life Open; and four luxury hotel properties. Dedicated to fostering quality of life and "smart growth," the city is developing two new retail/commercial developments: Indian Wells Crossing, an 18-acre luxury lifestyle center; and Indian Wells Towne Center, an upscale retail, restaurant and entertainment destination.

**Indian Wells Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$5,107,056,475	\$4,801,780,970	6.36%	2.10%

**2008 Prop 8 Reduction Total:** \$113,901,637  
**Total Assessments Reduced:** 2,960



**INDIO** - Indio is moving forward with its Downtown Development Program. This area provides an opportunity for developers who are looking to create mixed use urban development with the possibility of integrating vertical development of up to 6 floors. The Redevelopment Agency owns a majority of the downtown core and is aggressively acquiring additional land. It is also investing \$1.4 million in a public infrastructure design and expects to invest \$20 million in downtown public infrastructure improvements.

**Indio Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$7,536,990,122	\$7,143,132,590	5.51%	3.10%

**2008 Prop 8 Reduction Total:** \$633,397,635  
**Total Assessments Reduced:** 11,598





**LA QUINTA** - One of the fastest growing cities in California in the 1990s, La Quinta provides a range of housing options including country club living, single family homes and affordable housing. A notable residential project just completed by the La Quinta

Redevelopment agency is Vista Dunes Courtyard Homes, which is an 80-unit affordable housing complex on track to achieve "gold" or "platinum" LEED certification. La Quinta continues to experience healthy economic activity along its bustling Highway 111 corridor, adding regional favorites and a variety of shops and restaurants to the mix. In the La Quinta Village, Old Town La Quinta – a charming, pedestrian-friendly center – opened Phase II, providing an additional 50,000 square feet of new options.

**La Quinta Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$12,523,811,958	\$11,956,102,639	4.75%	5.15%
<b>2008 Prop 8 Reduction Total:</b>		\$549,158,659	
<b>Total Assessments Reduced:</b>		5,727	



**LAKE ELSINORE** - The City of Lake Elsinore's residential construction has exploded over the past few years. Four new shopping centers have sprung up to service these new residents with anchors such as Costco, Lowes, Home Depot and Target. The City's close proximity to San Diego, Los Angeles and Orange County make it an ideal location for companies to "Dream Extreme" in one of its new industrial parks. Lake Elsinore is poised for continued economic growth.

**Lake Elsinore Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$4,965,060,573	\$4,962,436,057	.05%	2.04%
<b>2008 Prop 8 Reduction Total:</b>		\$537,630,057	
<b>Total Assessments Reduced:</b>		5,762	



**MORENO VALLEY** - Moreno Valley is a progressive city with a bright future. While maintaining its friendly small town charm, the 50-square-mile community boasts big

city amenities including contemporary retail destinations, a variety of entertainment and recreational experiences, and a full array of housing options.

Anchoring Southern California's hottest new logistics corridor at the junction of Interstate 215 and State Route 60, Moreno Valley could not be more strategically located for business growth. Recognizing Moreno Valley's site advantages, many nationally recognized real estate developers are creating more than 20 million square feet in Moreno Valley office and industrial projects. Job growth in the community is projected at 25,000 over the next five years.

**Moreno Valley Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$13,723,935,695	\$13,617,943,799	.78%	5.65%
<b>2008 Prop 8 Reduction Total:</b>		\$1,077,211,745	
<b>Total Assessments Reduced:</b>		13,436	



**MURRIETA** - Although housing activity in Murrieta has been weak during the past year, the City of Murrieta has experienced very significant commercial, office and industrial development. This is evidenced by the recent completion of the 300,000 square foot Village Walk

retail power center at the Northwest Quadrant of the 15 Freeway/ Kalmia. Super Target is under construction in the 460,000 square foot Orchard retail power center project at the Northwest Quadrant of the 215 Freeway and Clinton Keith Road. In addition, the Regency Centers project at Winchester and Clinton Keith will include the City's third Target store and other major retail. Future projects will include The Triangle, a 61 acre mixed use lifestyle center to include Class A office, retail, restaurant, entertainment space and a full service hotel; the Murrieta Physicians Hospital – a Loma Linda University-affiliated hospital; and a variety of new Class A office developments and light industrial projects which will help Murrieta achieve its goal of becoming the premier corporate/business hub for Southwest Riverside County.

**Murrieta Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$11,885,525,613	\$12,557,911,519	-5.35%	4.89%
<b>2008 Prop 8 Reduction Total:</b>		\$1,285,845,094	
<b>Total Assessments Reduced:</b>		11,238	



**NORCO** - Norco has officially been branded as Horsetown USA, having secured the federal identity trademark. In keeping with the Horsetown USA brand, a western-themed retail center anchored by Boot

Barn is now open and thriving in Old Town Norco on Sixth Street. The bustling Hamner Avenue Corridor, which has been entirely re-zoned for commercial uses, features several large swaths of undeveloped freeway oriented land. A new 122-acre equestrian center and sports complex has been approved for the north entrance to the City and will be under construction by the end of the year. This high end equestrian, soccer and special events facility will feature world class events creating a demand for upscale hospitality-oriented businesses such as national chain hotels and restaurants.

**Norco Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$2,957,231,597	\$2,928,476,883	.98%	1.22%
<b>2008 Prop 8 Reduction Total:</b>		\$136,545,612	
<b>Total Assessments Reduced:</b>		1,201	





**PALM DESERT** - The City of Palm Desert continues to enjoy new commercial, residential and public sector development. Over the past fiscal year, the City witnessed the completion of new Gucci and Ralph Lauren retail stores in its El Paseo shopping district, as well as the commencement of construction on the more than 300-unit Starwood Westin timeshare project. A new four-star hotel on El Paseo has received approval and is expected to break ground in the coming year, along with the approximately 70,000-square-foot El Paseo Village, featuring restaurants, offices, and a dozen new upscale boutiques. Palm Desert's Housing Agency supervised the completion of a variety of affordable housing projects including the 36-unit Palm Village Apartments, the 48-unit Laguna Palms Apartments, the 93-home Falconcrest development, and the 27-home La Rocca Villas project for seniors. This fall, the new Palm Desert Health Sciences Building will open on the Palm Desert Campus of Cal State University, San Bernardino. The 23,000-square-foot building's electronic library, classrooms, and laboratories will provide a state of the art facility for the education and training of new nurses and other healthcare professionals.

**Palm Desert Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$13,974,275,140	\$13,272,677,589	5.29%	5.75%
<b>2008 Prop 8 Reduction Total:</b>		<b>\$367,117,088</b>	
<b>Total Assessments Reduced:</b>		<b>7,953</b>	



**PALM SPRINGS** - Commercial development in Palm Springs continued at a rapid pace. In early 2008, the City welcomed a major expansion of its BMW dealership, as well as the opening of Smoke Tree Commons, a 170,000 square foot lifestyle center located in the south end of the city. In addition, The Springs, a 400,000 square foot power center anchored by The Home Depot, opened near the airport. Hotel development is also moving forward due to the major expansion of the Palm Springs Convention Center, with a Hard Rock, Mondrian, Hyatt Place, and Residence Inn hotels proposed for the Convention Center area. Major hotel renovations are underway at the historic Riviera Resort and the Ace Hotel, with proposed major remodels of the Hyatt Suites and the Wyndham Hotel in 2009. The City itself opened a new Regional Air Service Terminal at the Palm Springs International Airport in 2007.

**Palm Springs Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$10,358,897,782	\$9,922,712,957	4.40%	4.26%
<b>2008 Prop 8 Reduction Total:</b>		<b>\$548,607,128</b>	
<b>Total Assessments Reduced:</b>		<b>19,315</b>	



**PERRIS** - The City of Perris, located at the epicenter of the I-215 corridor, has experienced explosive population growth. Retail development is booming with over three million square feet in some stage of development. The Commercial-Industrial sector is thriving. In early 2008 Whirlpool Corporation moved into one of the Country's largest Distribution Centers, 1.7 Million square feet. There is over 20 million additional square feet planned for development. The developments mentioned above provide hundreds of local jobs which in turn reduce traffic on our freeways.

**Perris Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$5,039,684,063	\$4,900,346,498	2.84%	2.07%
<b>2008 Prop 8 Reduction Total:</b>		<b>\$547,271,515</b>	
<b>Total Assessments Reduced:</b>		<b>6,654</b>	



**RANCHO MIRAGE** - New housing starts have slowed considerably, however, commercial development including resort hotels, retail, office and medical facility development continues at a brisk pace. Current projects underway include the \$400 million capital expansion plan for Eisenhower Medical Center, the extensive renovation and re-opening of The Ritz-Carlton, Rancho Mirage and the final 10-acre expansion of Monterey Marketplace.

**Rancho Mirage Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$8,497,172,790	\$8,198,649,100	3.64%	3.50%
<b>2008 Prop 8 Reduction Total:</b>		<b>\$236,286,397</b>	
<b>Total Assessments Reduced:</b>		<b>2,224</b>	



**RIVERSIDE** - The City of Riverside captures a prominent place in the Inland Empire as one of the fastest growing metropolitan areas in the United States and the 12th largest city in the state, with a population of nearly 300,000. As the highest ranking city in California on Forbes "top 100 best places for jobs" for 2008, Riverside is an economically vibrant and culturally diverse city, boasting high-end retail centers, a rapidly growing office population, and a charming historic downtown dotted with upscale dining, shopping and entertainment venues. Its many resources include the world famous Mission Inn Hotel, a city-wide wireless Internet network initiative and four award-winning institutions of higher learning with a student population nearing 50,000. The largest, the University of California at Riverside, is the fastest growing campus in the University of California system. With its combination of deep historic and multi-cultural roots, metropolitan attitude, and business friendly environment, the City of Riverside is definitely a great place to live, work and play.

**Riverside Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$25,757,563,841	\$24,909,178,344	3.41%	10.60%
<b>2008 Prop 8 Reduction Total:</b>		<b>\$1,102,733,388</b>	
<b>Total Assessments Reduced:</b>		<b>13,322</b>	



**SAN JACINTO** - Situated at the base of the San Jacinto Mountains, the City of San Jacinto underwent a period of rapid development over the past several years. Even though residential development has slowed throughout the region, San Jacinto has continued to experience booming commercial and retail development. One of the greatest opportunities to come to Riverside County in a long time, is the San Jacinto Gateway. The San Jacinto Gateway offers 1,700 acres of retail, office, business park, health care, residential, civic and mixed-use opportunities at the crossroads of the realigned Highway 79 and the future Mid-County Parkway.

**San Jacinto Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$3,233,199,464	\$3,363,538,402	-3.88%	1.33%
<b>2008 Prop 8 Reduction Total:</b>		<b>\$427,455,910</b>	
<b>Total Assessments Reduced:</b>		<b>5,378</b>	



**TEMECULA** - In an effort to sustain our high quality of life, the City Council will continue to work hard at increasing our local job base so residents can work closer to home. There is growth in the retail, manufacturing and biomedical/biotech industries.

Temecula has embraced new retailers such as Fletcher Jones Mercedes Benz dealership and the Promenade Mall's expansion will bring many upscale tenants to the Temecula Valley. Several major employers, Abbott Vascular Laboratories and Professional Hospital Supply (PHS) are undergoing significant expansions of their Temecula facilities which will add hundreds of local jobs when completed.

Other notable projects underway include the new Civic Center and Town Square Marketplace situated in the heart of Old Town and the Temecula Hospital and Medical Center which will fill the great need for high-quality health care facilities in our community.

**Temecula Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$13,537,557,997	\$13,434,645,362	.77%	5.57%
<b>2008 Prop 8 Reduction Total:</b>		\$939,675,473	
<b>Total Assessments Reduced:</b>		9,340	



**WILDOMAR** - Wildomar recently became Riverside County's newest city, celebrating its incorporation on July 1, 2008. Set in a scenic region near the Cleveland National Forest, Wildomar offers spacious rural living charm but also has several new residential developments. Though primarily a quiet residential community, Wildomar is home to the Inland Valley Regional Medical Center. Wildomar's location along the I-15 corridor places it in an advantageous position for future business and commercial development.

*\*Due to Wildomar's recent incorporation, the 2008 Gross Assessment roll values and Proposition 8 values for the Wildomar area are included in the Unincorporated category.*

**UNINCORPORATED RIVERSIDE COUNTY**

**Unincorporated Assessment Roll (Gross Values)**

2008	2007	% Growth	% Current Roll
\$62,953,300,942	\$62,588,274,539	.58%	25.92%
<b>2008 Prop 8 Reduction Total:</b>		\$4,734,225,216	
<b>Total Assessments Reduced:</b>		49,061	

## Riverside County - Combined Figures 25 Cities and Unincorporated Areas

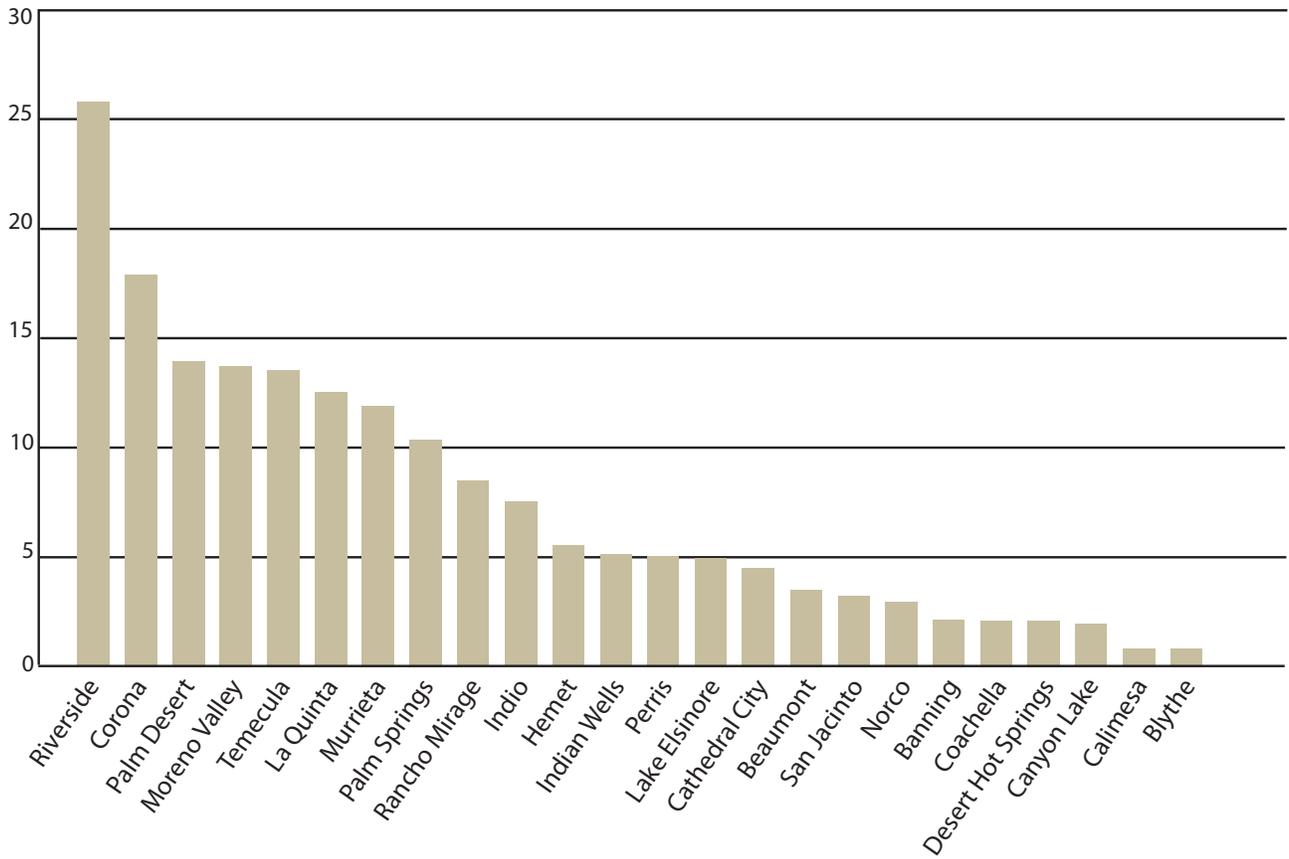
**Total Assessment Roll (Gross Values)**

2008	2007	% Growth	\$ Change
\$242,980,389,491	\$239,508,199,710	1.45%	\$3,472,189,781
<b>2008 Prop 8 Reduction Total:</b>		\$16,245,114,324	
<b>Total Assessments Reduced:</b>		200,190	



In Billions

## Assessed Value by City



# COUNTY CLERK

**Tauna Mallis - Assistant ACR**

**Expenditures: \$16,999,204**

**Employees: 186**

**Note:** County Clerk and Recorder expenditures and employee amounts have been combined.

## Overview:

The County Clerk is responsible for a variety of services, including issuing marriage licenses, conducting civil marriage ceremonies and registering notary public commissions. The Clerk accepts fictitious business name statements, proofs of publication of such statements and withdrawal of partnership statements for filing. The County Clerk also facilitates the processing of U. S. passport applications.

The number one goal of the County Clerk is to provide excellent, friendly customer service.

Our "Deputy Marriage Commissioner for the Day" service allows an individual to legally perform the marriage ceremony at a friend's or family member's wedding. Last year, several individuals took advantage of this personal service.

In addition to our Gateway and Indio locations, ceremonies are performed at our downtown location at the County Administrative Center in Riverside on Tuesdays and in our Hemet office on Wednesdays and Fridays. Occasionally, we accommodate customers on unscheduled days. Our Indio, Gateway and Hemet offices have dedicated wedding rooms to provide this service. As an added convenience to the public, the Gateway office is open the second and fourth Saturdays of the month for wedding ceremonies. The ceremony room at the Gateway office is very spacious and tastefully decorated. The busiest ceremony day of the year is February 14th. Every year, this day is totally booked even when we double the space we use with additional rooms.





## County Clerk Statistics

Calendar Year

	2007	2006
Public Marriage Licenses	8,663	8,309
Confidential Marriage Licenses	1,182	1,249
Marriage Ceremonies	3,132	2,472
Fictitious Business Names	21,421	21,987
Notary Public Registrations	4,109	4,691
Passport Applications Processed	14,705	8,308
Fish & Game Filings	2,517	2,275

**“The number one goal of the County Clerk is to provide excellent, friendly customer service.”**

## County Clerk Services

- Files fictitious business name statements
- Files statements of abandonment of use of fictitious business name
- Files withdrawals from partnerships operating under fictitious business names
- Issues public marriage licenses
- Issues confidential marriage licenses
- Performs civil marriage ceremonies (by appointment only)
- Provides certified copies of confidential marriage licenses (with proper identification)
- Registers notary public oaths and commissions
- Authenticates notary public signatures
- Processes U.S. passport applications
- Receives and posts environmental impact reports such as: negative declarations, notices of determination and notices of exemption
- Receives admitted surety insurer statements
- Files surety insurer powers of attorney
- Maintains roster of elected and appointed county officials
- Files Grand Jury final reports

# RECORDER

**Tauna Mallis - Assistant ACR**

**Bobbi Schutte - Chief Deputy ACR**

**Expenditures: \$16,999,204**

**Employees: 186**

**Note:** County Clerk and Recorder expenditures and employee amounts have been combined.

## Overview:

The Recorder's office is responsible for examining, recording, imaging, indexing and archiving all official records recorded and filed within Riverside County. This includes maintaining custody of permanent records and providing public access to information regarding land and land ownership. Official records are open for public viewing and copies are available for purchase.

California law governs which documents may be recorded with the County Recorder.

Documentary transfer tax may be due when an interest in real property is conveyed. It is collected by the Recorder at the time of recording. A documentary transfer tax declaration must appear on each conveyance. For more information, visit our website at [www.riversideacr.com](http://www.riversideacr.com).

Recorded documents are considered public records and are available for public viewing. Documents are indexed by the names of the principal parties and by the type of document. To locate a document, the name of at least one party or the type of document and the year of recording are required. The general index also contains

tract maps, parcel maps, survey records and assessment districts. The public may search the indexes and view the documents at no charge.

Real property records, dating back to 1893, can be found alphabetically by the names of the parties identified on the documents. Individuals may search the indexes from 1893 through 1975 on microfilm/microfiche, while the indexes from 1976 onward can be searched via computer.

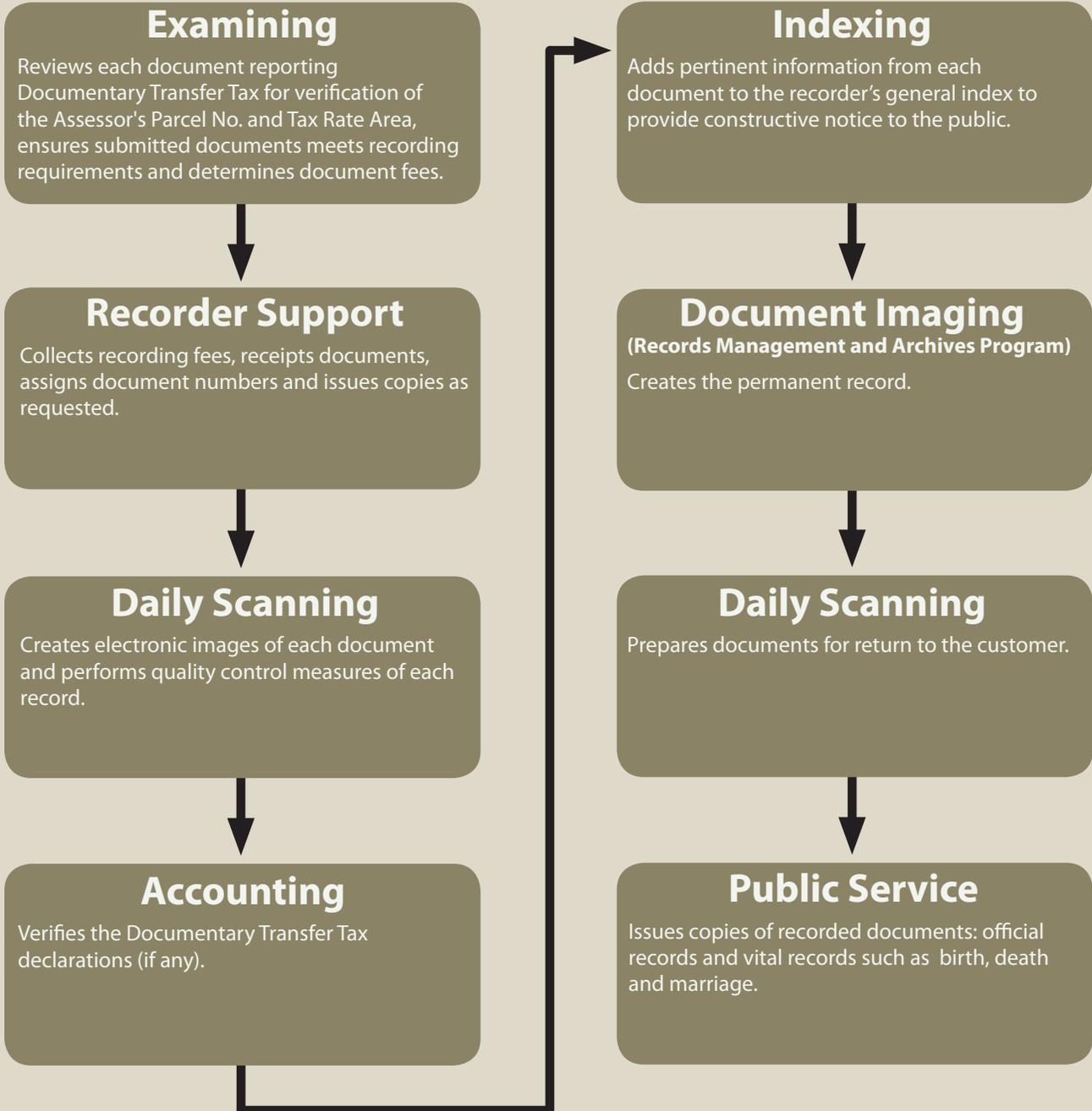
Document images from 1893 through 1997 are available on microfilm/microfiche, while document images from 1998 onward are digitized and available via computer.

The Recorder is also the local registrar of marriages and maintains copies of certificates for all births, deaths and marriages that occur in Riverside County. Copies of these vital records are available for purchase.

The number of official records recorded decreased 19.2% from calendar year 2006 to calendar year 2007; the number of vital record copies issued increased 9.9% during this same period of time.



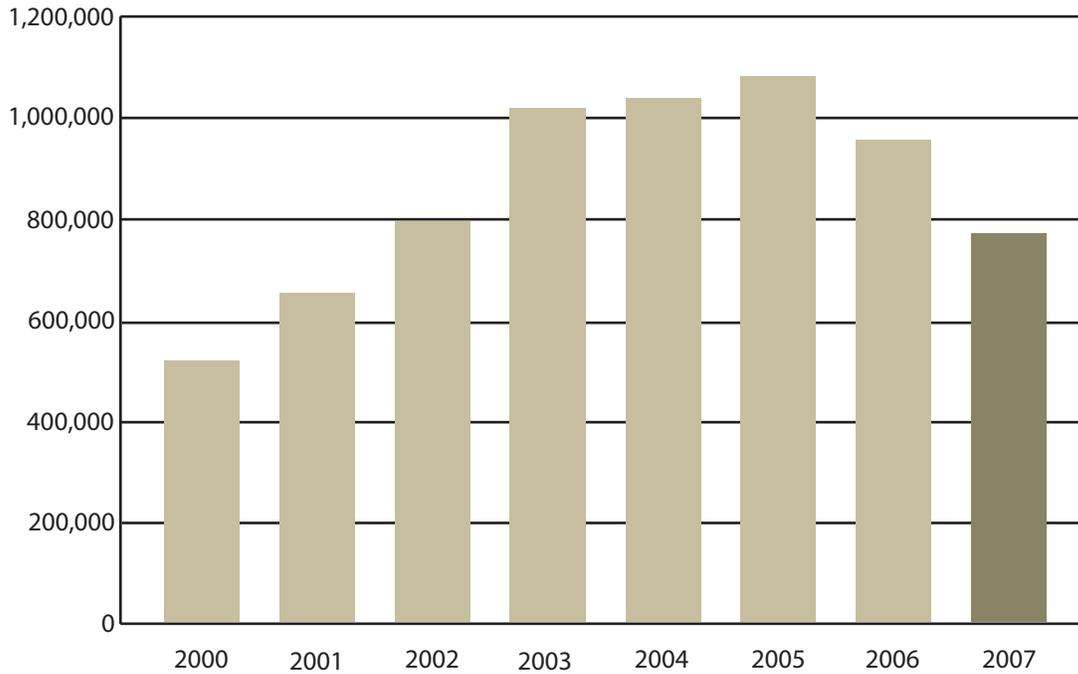
# Recorder Workflow



## Recorder Statistics Calendar Year

	2007	2006
Official Records Recorded	773,308	957,123
Vital Record Copies Issued	97,427	88,640
Official Record Copies Issued	34,711	35,319

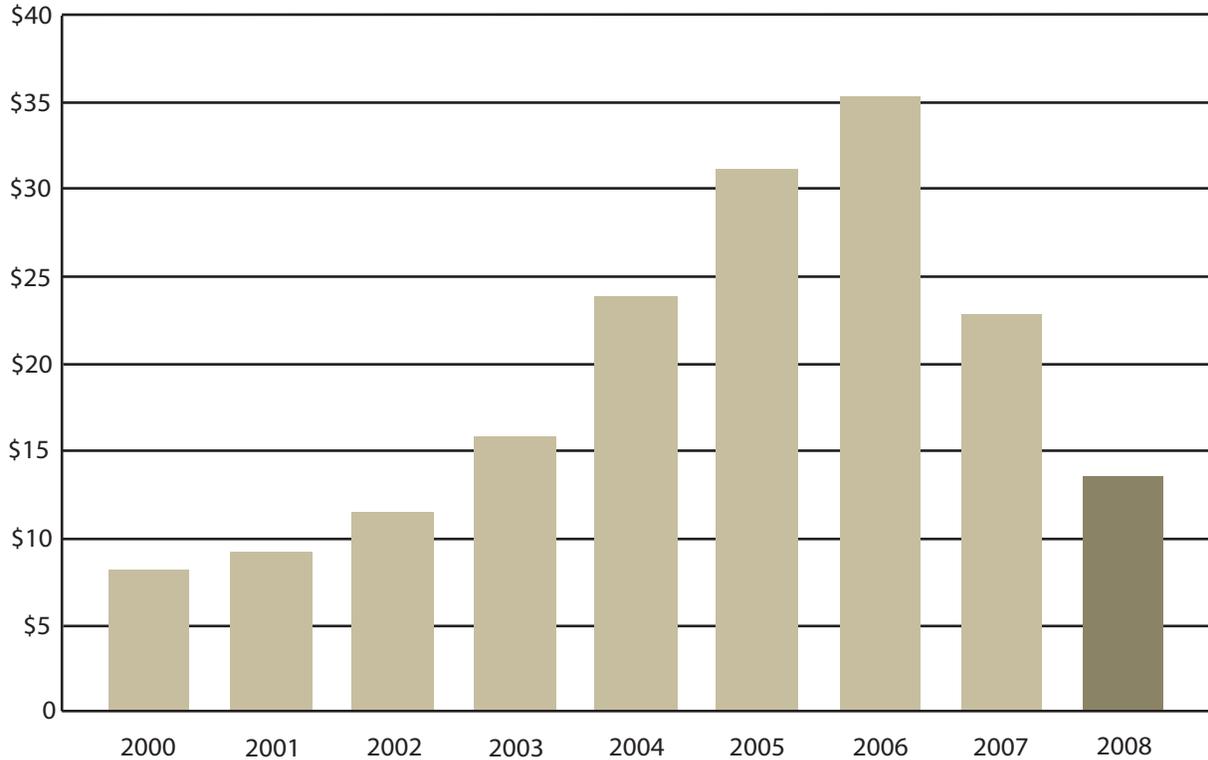
## Official Documents Recorded Calendar Year



# Documentary Transfer Tax

## County of Riverside Portion for Fiscal Year Ended June 30

In Millions



**Note:** Documentary Transfer Tax is collected by the Recorder upon the transfer of ownership of real property when the net consideration or value of the interest or property conveyed (exclusive of the value of any lien or encumbrance) exceeds \$100. The tax rate for the City of Riverside is \$1.10 for every \$500 of net consideration or value conveyed; the tax rate for all other cities and the unincorporated areas of the County of Riverside is \$.55 for every \$500 of net consideration or value conveyed.

### Commonly Recorded Documents

#### Real Property Ownership Records

- Deeds
- Leases
- Subleases

#### Financial Documents

- Deeds of Trust
- Reconveyances
- Notices of Default
- Financing Documents

#### Federal, State and County Tax Liens

#### Maps

- Parcel Maps
- Tract Maps

#### Declarations of Homestead

#### Mechanics' Liens

#### Mining Claims

- Notices of Location
- Proofs of Labor

#### Powers of Attorney

# RECORDS MANAGEMENT AND ARCHIVES PROGRAM

**Tauna Mallis** - Assistant ACR  
**Mary Cox** - Chief Deputy ACR

**Expenditures: \$2,577,966**

**Employees: 26**

## Overview:

The Records Management and Archives Program (RMAP) provides records management and archives services to county departments and other local government agencies. The records management program offers secure and cost effective records storage and retrieval services in addition to micrographic and scanning services. Beginning in 2007, the program implemented full-time professional records management services to assist

county departments with day-to-day maintenance and disposition of county records beyond storage and microfilming. The County Archives serves as a central repository for Assessor-County Clerk-Recorder records dating from 1893. Additional historical county records are being identified for potential transfer to the archives. While preserving these historical records, the archives also provides research services to the public.



# Records Management and Archives Program

Fiscal Year Ended June 30

	2008	2007
<b>Document Imaging:</b>		
Pages Microfilmed	1,556,873	1,223,305
Images Converted	3,914,533	6,593,307
Boxes Shredded	925	247
Jobs Processed	289	270
<b>Preservation Project:</b>		
Rollfilm Audited	2,316	2,239
Surrogate Masters	2,229	2,229
Intermediate Masters	1,874	2,183
Working Copies	2,062	2,109
<b>Records Management Services:</b>		
Storage Boxes	141,485	132,217
Deliveries	3,975	4,102
Retrievals / Refilings	51,596	51,530
Indexing Boxes / Files	233,470	159,471
Certified Destruction (boxes)	2,612	1,409
Work Orders	6,265	5,944



## Records Management is comprised of the following four service units:

### Document Imaging Services

- Microfilm, process and duplicate source documents
- Scan source documents and maps
- Convert scanned images to microfilm
- Consult on microfilm storage and preservation matters

### Preservation

- Audit and maintain master roll film
- Preserve records of permanent value
- Create appropriate surrogate copies as required

### Records Management Services

- Secured records storage
- Retrieve records for customers
- Certified destruction of records once retention period has expired
- Provide customized bar coding for containers and folders
- Provide secure online access to records and account information
- Provide records management consulting
- Develop and provide educational workshops and presentations
- Assist county departments in development and implementation of records retention schedules (RRS)

### Archives Services

- Identify and protect records of long-term value
- Research county records for public and government customers
- Open to the public for research of county records

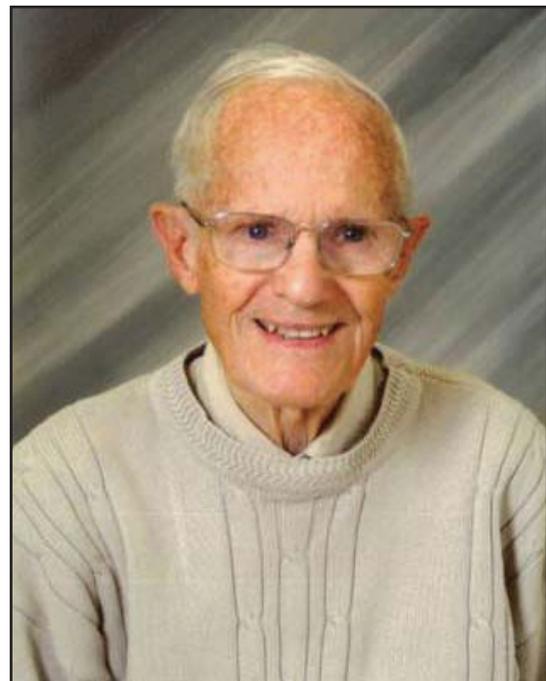
## The Robert J. Fitch Archives

Opened to the public in March 2008, the County of Riverside Robert J. Fitch Archives serves a broad range of users including: county staff, homeowners, independent researchers, students and teachers, local and regional historians, and more. Original documents are available to assist in researching the title and value of real property and other natural resources such as mining and water claims. Actions taken by the Board of Supervisors dating from the creation of Riverside County in 1893 may also be viewed in the Archives. Primary resource materials from other county departments will be added in the future.

The Archives was named after Robert Fitch, who dedicated more than 50 years to public service, 34 of those working for the County of Riverside. After retiring in 1984 as the County Executive Officer, he spent the next quarter of a century volunteering for a number of civic, philanthropic, and cultural endeavors.

Robert Fitch was a strong advocate for preserving the documentary heritage of Riverside County, writing several historical articles and two books, including *Profile of a Century: Riverside County California, 1893 - 1993*. Additionally, he presented public programs on the history of aviation in the county and conducted many interviews for the Riverside Veterans History Project. Robert Fitch served as chair of the Riverside Centennial Advisory Board that coordinated the 100th anniversary celebration for the county in 1993. Helping to establish the original County Archives Committee, he was later appointed by the Board of Supervisors to serve on the county's independent Archives Commission.

The Robert J. Fitch Archives is located at 2724 Gateway Drive, Riverside and is open limited hours by appointment only Tuesday thru Thursday.



**Robert J. Fitch**  
1923 - 2007

## The CREST Project

The Assessor-County Clerk-Recorder is united in a cooperative venture with its constituent Property Tax System departments to create effective and efficient property tax solutions for the County of Riverside. Significant resources from these stakeholder departments contribute to form the **County of Riverside's Enterprise Solutions for Property Taxation (CREST) Project**. The CREST Project charter includes collaborative responsibilities to re-engineer, and ultimately replace, the highly-complex, aging and expensive Property Tax System which has served Riverside County for over 35 years. The new system will offer improved efficiency to process expanding workloads, flexibility to adapt to future needs, improved public access, scalability and reliability to meet Riverside County's growing demands.

The CREST Project team consists of leading experts from the current Property Tax System operations. The collective expertise and knowledge of this team encompasses over 200 resource years of applicable experience in diverse aspects of property tax business operations, software engineering, document management, project management and systems analysis.

The CREST Project team performs a leadership role in representing the property tax departments through this multi-year analysis and development initiative. In one stage, this team analyzes the current "As-Is" Property Tax System to identify the business processes, requirements and rules that comprise its present-day operations. Likewise, the CREST Project team leads the work tasks which

identify the characteristics of a "To-Be" Property Tax System to formulate a future model. This "To-Be" model serves as the basis for the development of a new Property Tax System that strategically leverages new technologies to improve business processes. After development, the solutions deploy in transitional phases to operations and workflows within the stakeholder departments to maximize the benefits of the new Property Tax System.

**"The new system will offer improved efficiency to process expanding workloads, flexibility to adapt to future needs, improved public access, scalability and reliability to meet Riverside County's growing demands."**



## Public Service

In 2007, our offices served over **198,000** walk-in customers, received over **279,000** phone calls and answered over **11,000** email inquiries.

Our public service staff strives to provide the best customer service possible. The Assessor-County Clerk-Recorder's office carefully monitors feedback received from the public regarding the quality of our public service. For calendar year 2007, the Assessor-County Clerk-Recorder's Public Service Division received 9297 customer survey cards. Of the 9297 surveys submitted, we received an average of 98.5% favorable comments and 1.5% unfavorable comments. This is a 0.6% overall increase in responses from 2006 and a 0.2% increase in the overall favorable comments.

The Assessor-County Clerk-Recorder's website also provides information and services online. Some of the online services include the ability to search for Fictitious Business Names, the Recorder's General Index (Grantor/Grantee), the ability to order certified documents and pay by credit card through VitalChek and the ability to access many forms to view and print. For a complete list of all the services available, visit our website at [www.riversideacr.com](http://www.riversideacr.com). We also have the property tax portal website available to help provide answers for your most common property tax questions; you can visit the portal at [www.riversidetaxinfo.com](http://www.riversidetaxinfo.com).

# How our Customers contact us

Email

1%

Walk  
Ins

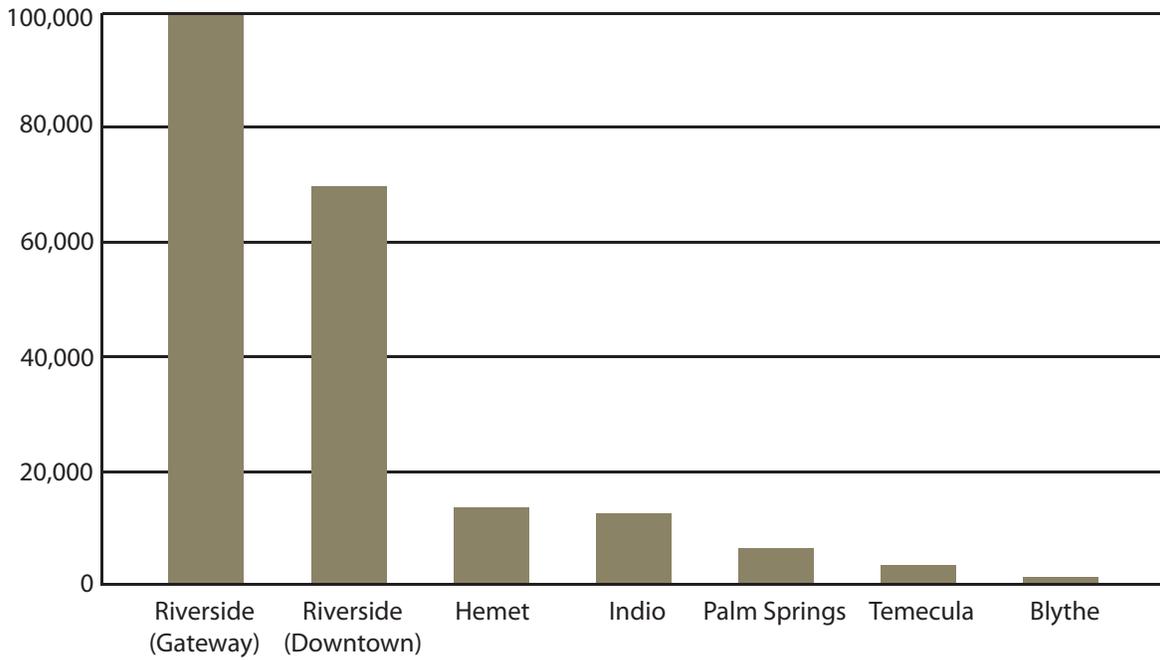
18%

Website

26%



## Public Service Phone Calls



**Note:** The graph above represents only those phone calls received by the ACR's Public Service section.

**Standard  
Mail**

**36%**

**Phone  
Calls**

**19%**

## Public Service Locations

“Our public service staff strives to provide the best customer service possible.”



### Riverside (Downtown)

4080 Lemon St., 1st Floor  
Riverside, CA 92501-2204

#### Services provided:

Assessor (**main office**), County Clerk,  
Recorder

Hours: Mon thru Fri, 8am-5pm



### Riverside (Gateway)

2720 & 2724 Gateway Dr.  
Riverside, CA 92507-0751

#### Services provided:

Assessor, County Clerk (**main office**),  
Recorder (**main office**)

Hours: Mon thru Fri, 8am-4:30pm



### Temecula

41002 County Center Drive, Suite 230  
Temecula, CA 92591-6027

#### Services provided:

Assessor, County Clerk, Recorder

Hours: Mon thru Fri, 8am-4pm



### **Hemet**

880 N State St., Suite B-6  
Hemet, CA 92543-1496

#### **Services provided:**

Assessor, County Clerk, Recorder  
Hours: Mon thru Fri, 8am-12pm &  
1pm-4pm



### **Palm Springs**

3255 E Tahquitz Canyon Way, Room 114  
Palm Springs, CA 92262-6962

#### **Services provided:**

Assessor  
Hours: Mon thru Fri, 9am-12pm &  
1pm-4pm



### **Indio**

82675 Highway 111, Room 113  
Indio, CA 92201-5994

#### **Services provided:**

Assessor, County Clerk, Recorder  
Hours: Mon thru Fri, 8am-4pm



### **Blythe**

270 N Broadway  
Blythe, CA 92225-1608

#### **Services provided:**

Assessor, County Clerk, Recorder  
Assessor-Clerk Hours:  
Mon and Wed Only, 8am-12pm & 1pm-4pm  
Recorder Hours:  
Wed Only 10am-12pm & 1pm-3pm

# ACR Contact Information

**ACR Website:** www.riversideacr.com  
**Property Tax Portal:** www.riversidetaxinfo.com  
**Email:** accrmail@asrclkrec.com

## Riverside County Assessor Information:

Public Information and Ownership ..... (951) 955-6200  
Real Property (land and improvements) ..... (951) 955-6200  
Business Personal Property ..... (951) 955-6210  
Homeowners' Property Tax Exemptions ..... (951) 955-6200  
Other Property Tax Exemptions ..... (951) 486-6919  
Change in Ownership Issues ..... (951) 955-6200  
Mapping ..... (951) 955-0400  
Assessment Appeals ..... (951) 955-1060  
Administration ..... (951) 486-7450

For information regarding a tax bill, payment, delinquency or the phone number of the appropriate agency to contact about a special assessment, contact:

**Riverside County Tax Collector** ..... (951) 955-3900

For detailed information on a special assessment, call the appropriate agency's phone number (on the tax bill) or contact:

**Riverside County Auditor-Controller** ..... (951) 955-3800

## Assessor's Interactive Voice Response System:

Through this system, which is available 24 hours a day, you may:

- Change your mailing address
- Obtain assessment and tax payment information
- Transfer base year values for seniors and displaced property owners
- Request forms for assessment appeals
- Obtain Assessor's office locations and hours
- Obtain information regarding exemptions
- Make request to review property value

Metropolitan Riverside area ..... (951) 955-6200

Outside this area, but within  
the (951) and (760) area codes ..... (800) 746-1544

To speak with a technician, call during regular phone service hours, Monday thru Friday from 8am to 5pm.

## Riverside County Clerk-Recorder Information:

General Public Information ..... (951) 486-7000

Certified copies can be ordered through our website using Visa, American Express or MasterCard credit cards only.

Birth, Death and Marriage Certificates ..... (951) 486-7000

Wedding appointments are required. To schedule an appointment, call the applicable number:

Riverside (Gateway) ..... (951) 486-7406

Indio ..... (760) 863-7490

## Riverside County Robert J. Fitch Archives Information:

Appointments and Information ..... (951) 486-7327

**Email:** countyofriversidearchives@asrclkrec.com

---

# Acknowledgment

Larry W. Ward wishes to express his thanks to Mike Hammar, Mary Phillips, Billy Faulkner and Kathy Sorrell from the Quality Assurance section of the Assessor-County Clerk-Recorder's office. Their hard work in compiling and designing this year's report is greatly appreciated.

# Board of Supervisors



**Established:** May 9, 1893  
**Square Miles:** 7,303  
**Population:** 2.09 mil (2008 Estimate)  
**Number of Cities:** 25



**Bob Buster**  
District 1



**John Tavaglione**  
District 2



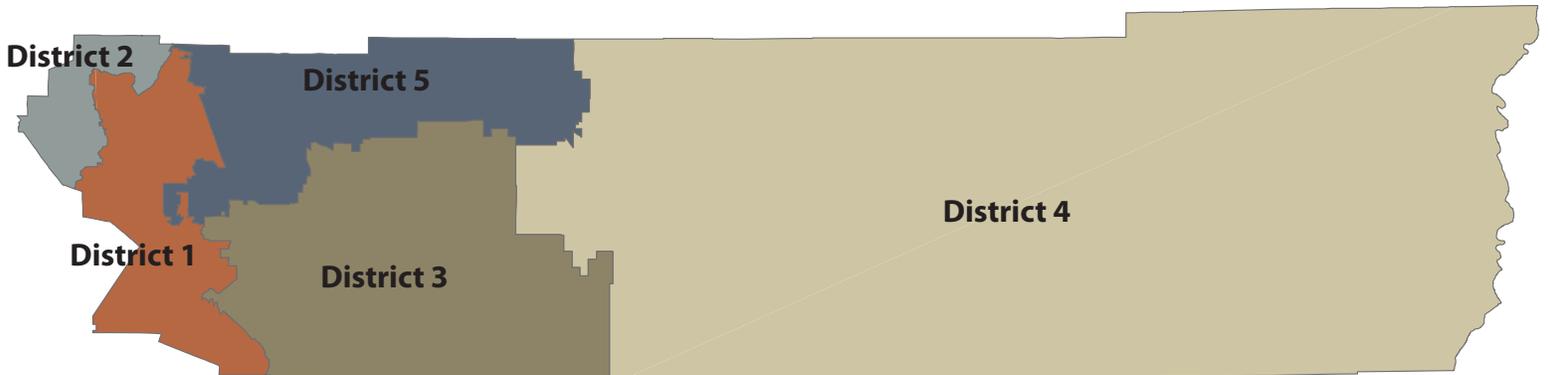
**Jeff Stone**  
District 3



**Roy Wilson**  
District 4



**Marion Ashley**  
District 5



## Important Dates

January 1	Lien Date - the date when taxes for the next fiscal year become a lien on the property.
February 14	Valentine's Day - the busiest wedding day of the year.
February 15	Exemption Claims Deadline - this is the deadline for filing exemption claims, including homeowners, disabled veterans' and non-profit exemptions.
April 1	Due Date - business personal property, aircraft and boat statements.
April 10*	Last day to pay 2nd installment of property taxes without penalty.
May 7*	Last day to timely file a business personal property statement without penalty.
July 2 - Nov 30*	Taxpayers may file a formal assessment appeal with the Clerk of the Board of Supervisors to reduce the assessed value of property.
August 31*	Regular roll unsecured taxes due. Last day to pay without penalty.
September 1*	Last day to file a Decline-in-Value Reassessment Application to request a review of assessed value for the preceding lien date.
December 10*	Last day to pay 1st installment of property taxes without penalty.

\*If the date falls on a weekend or holiday, the deadline is extended to the next business day.

