



Agenda Date: 11/14/2006
Agenda Placement: 6I

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: John Tuteur - Assessor
Assessor
REPORT BY: Judith M Perry, Chief Deputy Assessor-Recorder-Co Clerk, 253-4455
SUBJECT: Approval of Budget Transfer

RECOMMENDATION

Assessor-Recorder-County Clerk requests approval of Budget Transfer No. 18 appropriating \$32,141 in the Assessor and Recorder Departments with offsetting revenues from the Recorder Modernization Trust Fund and Assessor Property Tax Administration Trust Fund for electronic recording contract, automated process for recording tax liens, maintenance of equipment, staff training and needed equipment. (4/5 vote required)

EXECUTIVE SUMMARY

Assessor-Recorder-County Clerk requests approval of Budget Transfer appropriating \$32,141 in the Assessor and Recorder Departments with offsetting revenues from the Recorder Modernization Trust Fund and Assessor Property Tax Administration Trust Fund for electronic recording contract, automated process for recording tax liens, maintenance of equipment, staff training and needed equipment.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Recorder Modernization Trust and Assessor Property Tax Administration Trust.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Recorder-Clerk - Electronic Recording improves customer service and will be mandated in the future. Receipt printers and system printer improves staff working environment and reduces time lost by breakdown or worn-out printers. The automation of recording tax liens will save staff time and increase efficiency.

Assessor - Maintenance of automated mapping computers and electronic drawing programs eliminates down time and increases staff efficiency. Modern equipment allow staff to work more productively. Updating of situs data into the Assessor database provides additional parcel information to anyone using the Assessor database. Training improves employee morale and productivity.

Is the general fund affected? No

Future fiscal impact: Electronic recording and automation of recording tax liens when implemented should increase staff productivity and reduce staff costs over long term.

Consequences if not approved: The Assessor gathers important information regarding every property. If this information is not continually kept up-to-date it will result in incomplete information for anyone using the Assessor database.

Manual processes take more staff time and increases the potential for errors.

Not upgrading or maintaining equipment will impact customer service and employee morale through continued breakdowns and lost time.

Additional Information: None

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

Assessor-Recorder-County Clerk requests approval of a Budget Transfer appropriating \$32,141 in the Assessor and Recorder Departments with offsetting revenues from the Recorder Modernization Trust Fund and Assessors Property Tax Administration Trust Fund for electronic recording contract, automated process for recording tax liens, maintenance of equipment, staff training and needed equipment.

This request includes \$15,861 from the Recorder's Modernization Fund. The Recorder-County Clerk needs to replace 6 receipt printers and one large system printer for a total cost of \$6,600. The transfer also funds the \$3,761 cost of participation with the California Attorney General in creating the regulatory environment for electronic recording. A onetime cost of \$5,500 will enable the Tax Collector to electronically file tax liens with the County Recorder.

For the Assessor division this request includes a transfer of \$16,280 from the Assessor's Property Tax Administration Trust Fund. The Assessor is asking our software vendor, Megabyte, to download situs information into the property system that was provided to us by the City of Napa. There is a onetime cost of \$2,500. An additional \$13,780 is being transferred for replacement of digital cameras for field work, staff training, office equipment and maintenance of automated mapping and electronic drawing program.

Funds for these expenditures are from the Trust Funds restricted only to these purposes and do not impact the General Fund now or in the future.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Maiko Klieman