



Agenda Date: 2/15/2005
Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Barbara Scriven for Dennis Morris - Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Amend the Departmental Allocation List

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Assessor-Recorder-County Clerk-Elections Department, adding one (1) Auditor-Appraiser II Limited Term position through June 30, 2005, effective February 15, 2005.

EXECUTIVE SUMMARY

The Assessor-Recorder-County Clerk has requested an Auditor-Appraiser II Limited Term position for the period February 15, 2005 through June 30, 2005 to assist in reducing backlog of mandatory audits. Funding for this position is available from the State County Property Tax Administration Grant fund.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	State-County Property Tax Administration Grant Program.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	Mandatory audit backlog may take as much as 30 months of staff time to resolve. PTAP grant funds are available to cover additional future years.
Consequences if not approved:	If County does not make immediate progress on reducing this backlog, we may be subject to loss of supplemental administration funds for failure to maintain adequate assessment practices as determined by the State Board of

Equalization pursuant to Revenue and Taxation Code 75.60.

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

Napa County has a backlog of mandatory audits required under Revenue and Taxation Code section 469. Given existing staff resources and a one-time contract we have been unable to reduce the backlog. We have found an excellent candidate from another county who has agreed to a Limited Term position for the purpose of reducing this backlog. Board adoption of the resolution adding this Limited Term position effective February 15, 2005 through June 30, 2005 is requested.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey