



Agenda Date: 3/4/2008
Agenda Placement: 9C
Set Time: 9:40 AM
Estimated Report Time: 1 Hour

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Watt, Nancy - County Executive Officer
County Executive Office
REPORT BY: Maiko Klieman, Management Analyst II - 707-253-4180
SUBJECT: Assistant Treasurer-Tax Collector Interview

RECOMMENDATION

County Executive Officer requests the following:

1. For the Board to interview Assistant Treasurer-Tax Collector, Tamie Frasier, to be considered for the position of the Treasurer-Tax Collector with the term of office to expire on January 3, 2011;
2. Upon completion of the interview, have a discussion on her appointment; and
3. If the decision is to appoint Ms. Frasier to be the next Treasurer-Tax Collector, direct staff to return to the Board on April 1, 2008 with a Resolution making the official appointment; or
4. Provide such other direction regarding the appointment process the Board may wish.

EXECUTIVE SUMMARY

On December 21, 2007 Marcia Hull, former Treasurer-Tax Collector of Napa County retired. Government code section 24105 provides that in the event that the appointment process does not result in an appointment by the time position vacates, the duties of the office may be temporarily discharged by the Assistant Treasurer-Tax Collector until the vacancy is filled by the Board appointment. The Board at the November 6, 2007 meeting gave direction to let the above mentioned statute take effect and let Tamie Frasier, the Assistant Treasurer-Tax Collector, discharge the duties of the Treasurer-Tax Collector until the next Treasurer-Tax Collector is officially appointed. The Board also expressed an interest in interviewing Ms. Frasier to determine whether she should be appointed as Treasurer-Tax Collector.

Section 25304 provides that the Board of Supervisors shall fill by appointment all vacancies that occur in any office of an elected county officer for the remainder of the unexpired term, or until the first Monday after the January 1st succeeding the general election. If the Board chooses to appoint Ms. Frasier to be the next Treasurer-Tax Collector, she would serve the remainder of former Treasurer-Tax Collector's term which runs to January 3, 2011.

Following the interview the Board will have a number options, including:

- | Make a tentative decision to appoint Ms. Frasier as Treasurer-Tax Collector;
- | Take the matter under advisement and schedule a discussion concerning the appointment at a later Board meeting; or
- | Make a decision not to appoint Ms. Frasier and provide further direction to staff concerning the appointment process.

PROCEDURAL REQUIREMENTS

1. Chair announces the agenda item.
2. Staff reports on the item.
3. Questions by the Board.
4. Chair invites public comments.
5. Member makes a motion.
6. Different member seconds the motion.
7. Board discussion and debate on the motion.
8. Chair calls for the vote.
9. If roll call vote requested by member, Clerk calls the roll.
10. Chair announces the result of the vote.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

On December 21, 2007 Marcia Hull, former Treasurer-Tax Collector of Napa County retired. Government code section 24105 provides that in the event that the appointment process does not result in an appointment by the time position vacates, the duties of the office may be temporarily discharged by the Assistant Treasurer-Tax Collector until the vacancy is filled by the Board appointment. The Board at the November 6, 2007 meeting gave direction to let the above mentioned statute take effect and let Tamie Frasier, the Assistant Treasurer-Tax Collector, discharge the duties of Treasurer-Tax Collector until the next Treasurer-Tax Collector is officially appointed. The Board also expressed an interest in interviewing Ms. Frasier to determine whether she should be appointed as Treasurer-Tax Collector.

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Ms. Frasier started her career with the County in 1994 as the Supervising Accounting Clerk at the Treasury division of the Treasurer-Tax Collector department. In 1996, she was promoted to a Treasury Manager where she was responsible for the daily operation of the Treasury division. In 2006, as part of the secession planning,

the department deleted the Treasury Manager and Tax Collection Manager positions and created an Assistant Treasurer-Tax Collector position which Ms. Frasier was promoted into. Since the retirement of the former Treasurer-Tax Collector last December, Ms. Frasier has been in charge of the department.

The minimum qualifications for Treasurer/Tax Collector are listed below and Ms. Frasier meets those qualifications:

California Government Code 27000.7. (a) No person shall be eligible for election or appointment to the office of county treasurer, county tax collector, or county treasurer-tax collector of any county unless that person meets at least one of the following criteria. (1) The person has served in a senior financial management position in a county, city or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices. (2) The person possesses a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance. (3) The person possesses a valid certificate issued by the California Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be and a permit authorizing that person to practice as, a certified public accountant. (4) The person possesses a valid charter issued by the Instituted of Chartered Financial Analysts showing the person to be designated a Charter Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance. (5) The person possesses a valid certificate issued by the Treasury Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance. (b) This section shall only apply to any person duly elected or appointed as a county treasurer, county tax collector, or county treasurer-tax collector on or after January 1, 1998.

Attached is Ms. Frasier's resume explaining her professional experience and education.

Following the interview, the Board will have a number of options, including:

- | Make a tentative decision to appoint Ms. Frasier;
- | Take the matter under advisement and schedule a discussion concerning the appointment at a later Board meeting; or
- | Make a decision not to appoint Ms. Frasier and provide further direction to staff concerning the appointment process.

SUPPORTING DOCUMENTS

A . Tamie Frasier Resume

CEO Recommendation: Approve

Reviewed By: Maiko Klieman