



Agenda Date: 6/7/2005
Agenda Placement: 6V

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: John Tuteur - Assessor
Assessor
REPORT BY: John Tuteur, Assessor-Recorder-County Clerk, 253-4459
SUBJECT: Approve transfer of Property Tax Administration Grant funds to revenues

RECOMMENDATION

Assessor-Recorder-County Clerk requests approval of transfer of funds from the Property Tax Administration Grant Trust Fund to the Assessor's budget for assistance in the installation of upgraded automated mapping software by California CAD Solutions, Inc. (4/5 vote required)

EXECUTIVE SUMMARY

A transfer of funds from the Property Tax Administration Grant Trust Fund to the Assessor's budget is being requested for the installation of upgraded automated mapping software by the outside consultant, California CAD Solutions, Inc. The consultant will also adapt and integrate the Assessor's local processes to the upgraded mapping software and train staff on the adapted local processes and their proper use.

FISCAL IMPACT

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|-----------------------------------|--|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | No |
| What is the revenue source? | Property Tax Administration Grant Funds |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | Current automated mapping software is outdated and running on outdated operating system. |
| Is the general fund affected? | No |
| Future fiscal impact: | Grant funds should be available for future upgrades if warranted. |
| Consequences if not approved: | Failure to upgrade will result in low staff productivity and possibility of losing |

vendor support for this vital function which underlies the assessment roll and our appraisal functions.

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

Ten years ago the Assessor's office converted from hand-drawn ink maps on mylar material to computer aided mapping. Since then, the Assessor has used the software product of one of the leading international firms for this process. The original installation of the mapping system and the training of transfer mapping technicians on its use was achieved through the generous assistance of a neighboring county. The Assessor has since switched to an outside consultant for support, since the neighboring county could no longer support Napa's system.

The latest version of the mapping software now needs to be installed, and the workstations correspondingly need to be upgraded to the most current operating system. As specialized processes not included in the basic software are being used by the Assessor, the consultant, California CAD Solutions, Inc., has been engaged to assist in adapting those local processes to the vendor's newest mapping software version.

Revenues in the amount of \$5,250 from the Property Tax Administration Grant Trust Fund will pay for the vendor to program the Assessor's local processes, ensure their compatibility with the vendor's software, install the latest version of the vendor's software and coordinate the upgrade of the two transfer mapping technicians' workstations to the latest operating system software.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zíalcita