

February 14, 2006

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Request to add 2.0 FTE Appraisers I and 1.0 FTE Assessment Recording Technician on a fixed-term basis, not to exceed twenty-four months.

Dear Supervisors:

RECOMMENDATION:

Approve request to add 2.0 FTE Appraisers I and 1.0 FTE Assessment Recording Technician on a fixed-term basis, not to exceed twenty-four months, effective the date the positions are filled. This request is associated with State-County Property Tax Administration Grant Program (PTAP) funds received by the County to enhance the property tax administration system, benefiting the Assessor, Treasurer-Tax Collector, and Auditor-Controller.

Authorize the Auditor-Controller to make necessary budget adjustments as outlined in Attachment A.

SUMMARY: The PTAP program enhances the property tax administration system, benefiting the Assessor, Treasurer-Tax Collector, and Auditor-Controller. Your Board accepted the PTAP funding from the State, and authorized the planned expenditures, on September 20, 2005. This request partially completes the Assessor's planned expenditures of PTAP funds by adding 2.0 FTE Appraisers I and 1.0 FTE Assessment Recording Technician.

The two additional Appraisers I will enhance the Assessor's commercial property database and reduce Appraiser I/II/III workload that has been absorbed by Principal Appraisers. The additional Assessment Recording Technician will bring support to the Change in Ownership section.

FISCAL/STAFFING IMPACT: There is no net increase in net county cost. This proposal is funded from PTAP, Agency 399.

REVIEWED	(X)	Auditor-Controller	()	N/A
	()	County Counsel	(X)	N/A
	(X)	Human Resources	()	N/A

Respectfully submitted,

Joan C. Thayer
Assessor-Recorder

JCT: rl
Attachment

cc: Kristi Choi, Administrative Analyst II