

**MONTEREY COUNTY BOARD OF SUPERVISORS**

<b>MEETING:</b> June 28, 2011- Consent	<b>AGENDA NO.:</b> 37
<b>SUBJECT:</b> a. Amend Fiscal Year (FY) 2011-12 Clerk of the Board Department Budget 1300, to allocate a 0.5 FTE Board Clerk position in Unit 8019, to support assessment appeals; b. Authorize the Auditor-Controller to amend adopted FY 2011-12 Clerk of the Board Budget 1300, Unit 8019, to reflect the change in position count; and c. Direct the County Administrative Office to incorporate the approved changes into FY 2011-12 Clerk of the Board Department Budget 1300, Unit 8019, to reflect change in position count. (4/5ths vote required)	
<b>DEPARTMENT:</b> Clerk of the Board	

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Amend Fiscal Year (FY) 2011-12 Clerk of the Board Department Budget 1300, to allocate a 0.5 FTE Board Clerk position in Unit 8019, to support assessment appeals;
- b. Authorize the Auditor-Controller to amend adopted FY 2011-12 Clerk of the Board Budget 1300, Unit 8019, to reflect the change in position count; and
- c. Direct the County Administrative Office to incorporate the approved changes into FY 2011-12 Clerk of the Board Department Budget 1300, Unit 8019, to reflect change in position count. (4/5ths vote required)

**SUMMARY:**

On May 24, 2011, the Board of Supervisors approved the implementation of a non-refundable processing fee of \$40.00 per Application for Changed Assessment filed with the Clerk of the Board. The fee is effective July 1, 2011 and will be in effect for the 2011 assessment appeals filing period which is July 2, 2011 through November 30, 2011. Based on the number of applications received in previous years, \$52,000 was incorporated in the Clerk of the Board's Fiscal Year (FY) 2011-12 Adopted Budget.

The Clerk of the Board is requesting the allocation of a part-time Board Clerk position to support the manual and labor-intensive assessment appeals process. Staff dedicated to the assessment appeals process is needed for the efficient processing of applications and meeting regulatory deadlines. The revenue generated from the processing fee will support this position and the allocation of this position within the Clerk of the Board department provides an opportunity for potential in-placement of a County employee. If the Board does not support the reallocation of this position, the Clerk of the Board will have to train and hire temporary staff to support assessment appeals.

**DISCUSSION:**

There was a Board of Supervisors Clerk position in the Clerk of the Board's budget primarily dedicated to supporting assessment appeals until FY 2010-11. For FY 2010-11, the Board Clerk position was unfunded in order to meet budget targets. In the FY 2011-12 budget, adopted on June 21, 2011, the position was eliminated. However, with the approval of the non-refundable processing fee for assessment appeal applications, new resources are available. The resources generated by the processing fee can only be used for activities related to the assessment appeals process. The Clerk of the Board is requesting allocation of a half-time Board Clerk position to

provide ongoing and consistent support to assessment appeals. The allocation of the 0.5 FTE would be within Unit 8019, Assessment Appeals Board as is the assessment appeal processing fee. The change to the position count would be as follows:

**Clerk of the Board Unit 8019**

Classification No.	Position Title	Position Increase/Decrease	Revised Total FTE by Classification
80E83	Board of Supervisors Clerk	0.5	0.5

The part-time position would work only on assessment appeals and be responsible for the intake of applications as well as the processing of applications for hearing(s). The Clerk of the Board's office experiences an increased workload related to assessment appeals at the beginning and toward the end of the filing period (July 2, 2011 through November 30, 2011). Adequate staffing needs to be in place at the start of the filing period or soon thereafter. Ideally, a candidate would be on staff by July 1, 2011. The allocation of this position provides a potential opportunity for in- placement of a qualified County employee whose position was eliminated in the FY 2011-2012 Adopted Budget. Should the Board not approve the reallocation of the position, temporary staff will be needed to support assessment appeals. The time to train and re-train temporary staff due to limitations on the total hours temporary staff can be employed would result in greater overall costs to the County than hiring a permanent part-time employee that could be trained once and provide ongoing support to this process.

**OTHER AGENCY INVOLVEMENT:**

The timely processing of assessment appeal applications by the Clerk of the Board's office affects both the Assessor and Auditor-Controller departments. As stated in the May 24<sup>th</sup> board report for the processing fee, if an appeal is not resolved within the two-year timeframe (with certain exceptions) and a waiver of the timeline is not on file, the applicant's opinion of value is enrolled. Such action would result in the loss of property tax dollars to the County.

**FINANCING:**

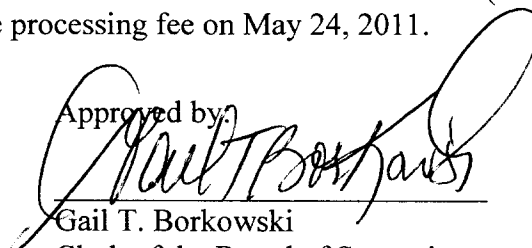
The proposed allocation would be fully funded (100%) by the processing fee funds received with Applications for Changed Assessment filed with the Clerk of the Board's office. The Board approved the incorporation of \$52,000 in the Clerk of the Board's Fiscal Year (FY) 2011-12 Adopted Budget with the approval of the processing fee on May 24, 2011.

Prepared by:



Christie Marcella  
Senior Board Clerk  
Date: June 20, 2011

Approved by:



Gail T. Borkowski  
Clerk of the Board of Supervisors