



## Legislation Text

File #: 19-908, Version: 1

### MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Richard A. Ford, Assessor-Recorder

**DATE:** September 17, 2019

**SUBJECT:** (a) Adopt Resolution Amending Resolution No. 2019-80 Establishing Temporary Position Allocations for the Fiscal Year 2019-2020, Budget Unit No. 1123, Assessor; (b) Authorize to Appoint David Schwenger as Interim Assistant Assessor-Recorder; and (c) Authorize to Appoint Lan Dia Janakes as Interim Chief Deputy Assessor-Recorder - Valuations

#### **EXECUTIVE SUMMARY:**

I would like to request to have David Schwenger and Lan Dai Janakes be appointed as Interim Assistant Assessor-Recorder and Chief Deputy Assessor-Recorder - Valuations respectively. The justification for this request is based on a number of factors listed below:

#### **Key Management Employee on leave:**

The current Assistant-Recorder is out on leave and another part-time high experienced employee reduced hours worked. Our hope is these employees will return to work but in the interim we need to prepare for every possibility. This request is a portion of the possibility.

#### **Level of experience and expertise:**

David Schwenger has been serving as our Chief Deputy Assessor-Recorder - Valuations since July of 2018 and brings over even years of experience in various appraisal areas within the Assessor's Office in the County of Yolo. David currently has his Advanced Appraiser License.

Lan Dai Janakes has been working for the office over four years and has been an Appraiser Aide, Appraiser I, and just recently passed the state exam for her Auditor-Appraiser license. She also has her Real Property Appraisal License.

#### **High level knowledge and skill needed to train staff:**

The office in the recent past has lost substantial knowledge, either through retirement or employees seeking other opportunities. This knowledge is crucial to fulfill the state regulations of this office currently and going forward.

Please consider my request.

**FISCAL IMPACT:** ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:  
Amount Budgeted:  
Additional Requested:  
Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** None

**STAFFING IMPACT (if applicable):** None

**RECOMMENDED ACTION:** (a) Adopt Resolution Amending Resolution No. 2019-80 Establishing Temporary Position Allocations for the Fiscal Year 2019-2020, Budget Unit No. 1123, Assessor; (b) Authorize to Appoint David Schwenger as Interim Assistant Assessor-Recorder; and (c) Authorize to Appoint Lan Dia Janakes as Interim Chief Deputy Assessor-Recorder - Valuations