

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

May 19, 2020

FROM

BOB DUTTON, Assessor-Recorder-County Clerk

SUBJECT

Amendment to Employment Contract for Assessor Property Tax Appeal Consultant

RECOMMENDATION(S)

Approve **Amendment No. 3 to Employment Contract No. 16-248** with John Mannerino to provide services as an Assessor Property Tax Appeal Consultant for Assessor-Recorder-County Clerk, effective June 2, 2020 through December 1, 2020, for an estimated annual cost of \$26,845 (Salary - \$26,200; Benefits - \$645).

(Presenter: Bob Dutton, Assessor-Recorder-County Clerk, 382-3207)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The estimated cost of this amendment is \$26,845 with projected annual expenditures during the amendment period as follows:

Cost Center	Applicable Service	FY19-20	FY20-21
3112021000	Property Tax Appeal Consulting Services	\$846	\$25,999

BACKGROUND INFORMATION

In 2016, John Mannerino was hired by the Assessor-Recorder-County Clerk (ARC) Department as an Assessor Property Tax Appeal Consultant to train and prepare ARC staff for their presentations to the Assessment Appeals Board (AAB). Turnover in ARC has resulted in a large number of recently hired appraisers. In order to prepare these new appraisers to effectively present ARC property valuations to the AAB, ARC recommends amending Employment Contract No. 16-248 to continue receiving formal, large-scale training from Mr. Mannerino. Mr. Mannerino is an experienced litigation attorney that possesses a wealth of formal presentation skills. In addition, Mr. Mannerino served on the AAB from June 2012 to June 2016. By having worked with ARC staff over the past four years, his familiarity with County of San Bernardino and ARC policies and procedures will greatly aid in this training process.

On May 24, 2016 (Item No. 25), the Board approved Employment Contract No. 16-248 with John Mannerino as an Assessor Property Tax Appeal Consultant for an estimated annual cost of \$54,610 for the period of June 1, 2016 through June 1, 2018. On April 3, 2018 (Item No. 15),

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the Board approved Amendment No. 1 to Employment Contract No. 16-248 in the amount of \$53,176 and extended the term by one year for the period of June 2, 2018 through June 1, 2019. On May 21, 2019 (Item No. 21), the Board approved Amendment No. 2 to Employment Contract No. 16-248 in the amount of \$53,199 and extended the term by one year for the period of June 2, 2019 through June 1, 2020.

Recommended Amendment No. 3 to Employment Contract No. 16-248 would extend the contract term by six months for the period of June 2, 2020 through December 1, 2020, and increase the original contract amount of \$212,726 by \$26,845, bringing the total contract amount to \$239,571 for the period of June 1, 2016 through December 1, 2020. The contract provides compensation for services at a bi-weekly rate of \$2,000 and remains unchanged. All other terms of the contract remain unchanged. Approval of this recommended amendment will allow ARC to improve County government operations and function in a fiscally-responsible and business-like manner.

Mr. Mannerino's responsibilities will continue to include evaluating staff presentation skills for strengths and weaknesses, and assisting in the development of specific strategies for improving effective presentation skills. Mr. Mannerino will continue attending AAB hearings in order to moderate and facilitate assessment presentations, rebuttals, and final summaries, and will review appraiser-generated materials for content prior to AAB hearings. He will also continue assisting Assessor management in creating a training program and module to be used in preparing current and future staff for public presentations.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5397) on April 14, 2020; Human Resources (Mark DeBoer, Human Resources Assistant Director, 387-5570) on April 13, 2020; Finance (Carl Lofton, Administrative Analyst, 387-5404) on May 4, 2020; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-4342) on May 4, 2020.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 19, 2020



cc: ARC- Wilhite w/agree
Contractor- C/O ARC w/agree
File- w/agree
la 05/22/2020