



Agenda Date: 6/28/2005
Agenda Placement: 6II

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: Request Board approval of one-time exception to Telecommuting Policy

RECOMMENDATION

Assessor-Recorder-County Clerk requests Board approval of a one-time exception to the Telecommuting Policy to permit two extra-help Auditor-Appraiser IIs to telecommute.

EXECUTIVE SUMMARY

To help with a substantial backlog of mandatory audits, the Assessor-Recorder-County Clerk requests a one-time exception to the Telecommuting Policy to permit two state-certified, extra-help Auditor Appraisers to telecommute. Costs for this two extra-help employees will be fully funded by the State-County Property Tax Administration Grant Program. The project should last approximately six months to a year.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Costs for both positions will be funded by the State County Property Tax Administration Grant Program. This project is included in the grant workplan.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	Mandatory audits must be completed in a timely fashion. Once the backlog has been dealt with, current staff will be able to keep up with annual requirements for audits.
Consequences if not approved:	Failure to complete mandatory audits in a timely manner is considered to be a

major failure in the assessment program of the county and could jeopardize funds the county receives for administering supplemental assessments and taxes.

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

The Assessor has a substantial backlog of mandatory audits. Property Tax Administration Grant funds have been earmarked to complete this backlog. Two experienced, state-certified auditor-appraisers are available to work on an extra-help basis under direction of permanent staff. Because of location and job commitments they can only work by telecommuting. The existing County Telecommuting Policy currently only applies to "permanent employees." The County Executive Office, County Counsel and Human Resources will be reviewing this Policy in the future to ensure it appropriately serves the County's needs.

The Board is requested to approve a one-time exception to the Policy for this project. The exception would apply to the Assessor-Recorder-County Clerk's current need for "state-certified, extra-help Auditor-Appraisers fully funded by a grant program." The project is expected to take approximately six months to one year. The hiring of these two extra-help employees has been endorsed by the County Executive Office.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita