



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/17/2020

Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karen Taylor - Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Napa County Assessor's Office

RECOMMENDATION

Director of Human Resources and Assessor-Recorder-County Clerk request adoption of a resolution amending the Departmental Allocation List for the Elections Division of the Napa County Assessor's Office by adding one 1.0 FTE Assessment Records Assistant I/II (limited term*), effective March 17, 2020 through June 30, 2022, with a net increase of one full-time equivalent and a slight increase to the General Fund.

EXECUTIVE SUMMARY

If approved, this request adds an Assessment Records Assistant I/II (limited term) to the Elections Division of the Napa County Assessor's Office. The additional position will be used to meet new workload demands tied to the Voter's Choice Act and upcoming redistricting efforts. The term will expire on June 30, 2022.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	County General Fund (100%).
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The addition of the Assessment Records Assistant I/II (limited term) position is essential to the continued support of the Voter's Choice Act,

	and will be a critical resource as the Assessor's Office implements mandated redistricting changes.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salaries and benefits for the remainder of Fiscal Year 2019-2020 is estimated at \$14,383, and will be absorbed by salary savings resulting from additional vacancies within the Assessor's Office. The increased cost for Fiscal Year 2020-2021 is estimated at \$57,533, and will be budgeted accordingly.
Consequences if not approved:	If the addition of an Assessment Records Assistant I/II (limited term) is not approved, the Assessor's Office will not have adequate staffing levels during the first presidential election year for Voter's Choice Act counties, and will be without appropriate resources to implement new redistricting requirements, as requested by the Board of Supervisors.
County Strategic Plan pillar addressed:	Effective and Open Government
Additional Information:	

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 Voters Choice Act passed the State Legislature in 2016 in an effort to modernize elections in California, by allowing counties to conduct elections under a new model which provides greater flexibility and convenience to voters. Shortly thereafter, the Napa County Board of Supervisors approved Napa County's participation as a pilot County. Additionally, the Board has assigned the responsibility for redistricting efforts to the Assessor's Office. These changes have greatly increased the workload for the current five member staff in the Elections Division. In addition, there has been a large increase in the number of petitions at both the state and local levels.

The requested Assessment Records Assistant I/II (limited term) position will absorb a portion of the new workload, reducing the use of overtime for existing staff. The limited term position will help ensure that the Election Division continues to provide excellent service to the public, conduct accurate and efficient elections and will help fulfill the County's redistricting responsibility.

Therefore, the Director of Human Resources and the Assessor-Recorder-County Clerk request adoption of a resolution amending the Departmental Allocation List for the Elections Division of the Napa County Assessor's Office by adding one 1.0 FTE Assessment Records Assistant I/II (limited term), effective March 17, 2020 through June 30, 2022, with a net increase of one full-time equivalent and a slight increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi