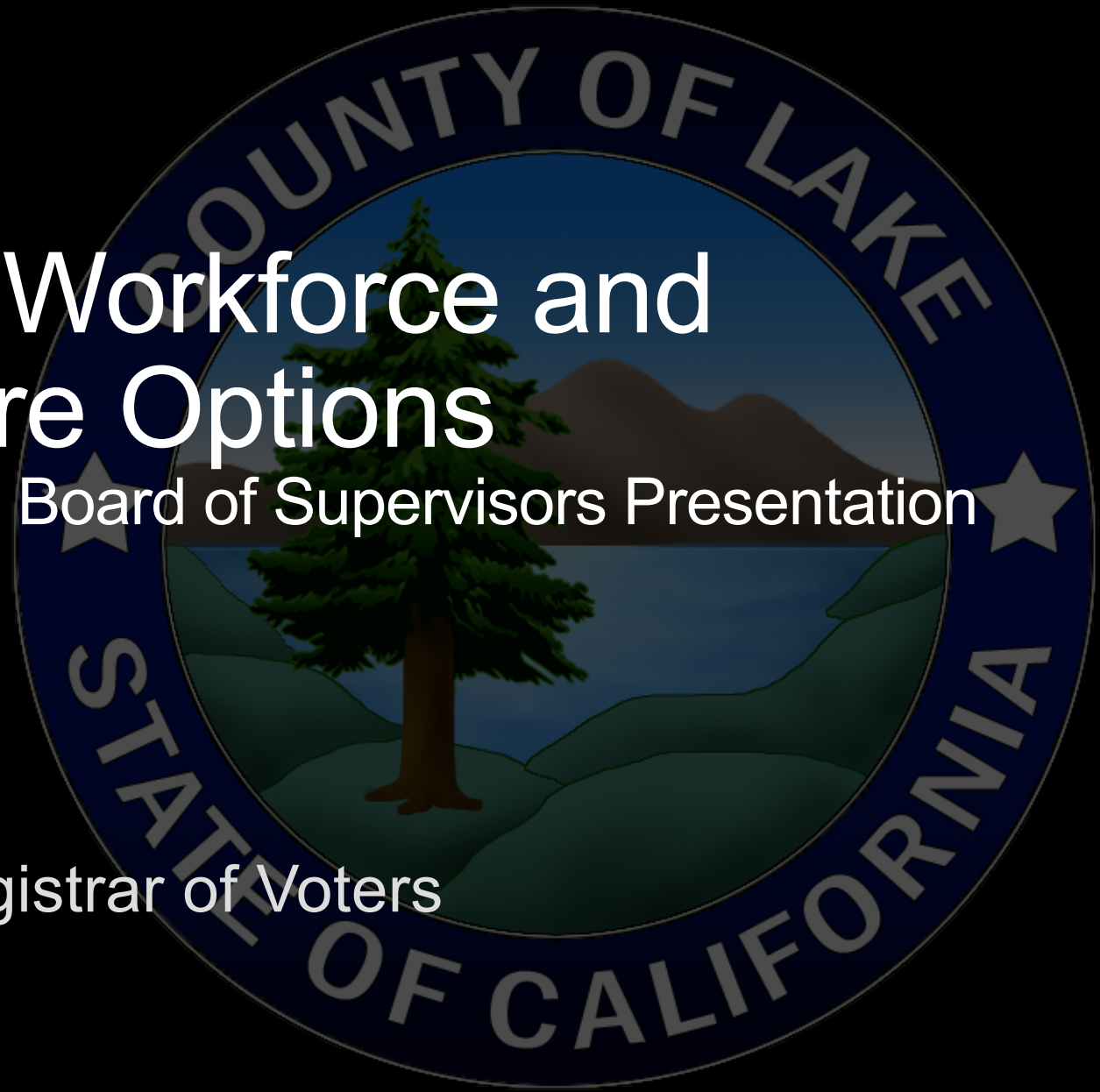


# Analysis of Workforce and Infrastructure Options

Registrar of Voters - Board of Supervisors Presentation

Maria Valadez, Registrar of Voters  
June 17, 2025



## Fiscal Impact

Staff Additions/Changes	Estimated Costs
Reclass of 1 Election Assistant, Senior to Staff Services Analyst I/II	\$2,895 initial annual increase
Addition of 1 part-time permanent employee	\$46,058 initial annual cost
Addition of 3 Extra Help Positions	\$13,276 initial annual cost

The Elections Specialist, Senior is currently at step 5 and would come in at step 2 of Staff Services Analyst I as shown below.

Class #	Classification Title	Step 1	Step 2	Step 3	Step 4	Step 5
04-0387	ELECTIONS SPECIALIST, SR	21.83	22.93	24.07	25.28	26.54*
04-0723	STAFF SERVICES ANALYST I	26.60	27.93*	29.33	30.80	32.34
04-0725	STAFF SERVICES ANALYST II	29.37	30.83	32.38	33.99	35.69

\*Shows pre negotiation hourly rates

## Department Recommendation

Approve the staff reclassification, addition of one part-time permanent staff, and 3 additional extra help positions; and provide direction for inclusion in the FY 25/26 budget.



# Temporary Building for Election Operations

## Fiscal Impacts

Location Options	Estimated Costs
Option 1: Reserve Board Chambers	
- Ballot Transport Containers	\$300 to \$2,000
Option 2: Lease Portable Modular Unit	\$25,777.64 to \$51,042.75
Option 3: Silveira Community Center	Daily Rate: \$300, Cleaning Fee: \$150, Security Deposit: \$250. Open to negotiations for long term usage
- Network Connection	\$518.65 per mo.
- Office equipment	\$2000+

## Department Recommendation

Based on the feedback we received from surrounding counties, chain of custody procedures, the uncertainty of network connection, and the financial impact for temporarily moving election processes during the election cycle; the Registrar of Voters strongly recommends against this practice and will await the space committee recommendation.



# Signature Verification System

## Fiscal Impacts

Requires RFP per County Purchasing Policy

\$131,832.66 - Voting System Replacement Reimbursement Funds available expiring 8/31/2026 (3:1 match)

## Department Recommendation

A signature verification system should be acquired in tandem with the appropriate staff and space. Without these items, purchasing a signature verification system may be counterproductive. Direction from Board of Supervisors to begin the RFP process.



# Vehicle Needs

## Fiscal Impacts

Vehicle Options	Estimated Costs
Option 1: Permanently assigned vehicle Central Garage - Includes fuel costs up to 900 miles per month, any overages will incur additional costs	\$261 monthly
Option 2: Purchase of a Van	\$45,880.91
Option 3: Cargo Van Rental	
- U-Haul: 40 days	\$1,197 plus fuel
- Enterprise: 10,000 miles (Santa Rosa only)	\$4,570.25 plus fuel
Fiscal Year 2025/2026 Budget (29050)	\$4,050

## Department Recommendation

After reviewing department usage and considering current budgetary constraints, it is recommended, that the assignment of a permanent carpool vehicle would best serve the departmental needs.



# Conclusion



**Staffing:** Approve staff reclassification, part-time permanent position, and additional extra help staff to enhance operational efficiency.



**Temporary Election Building:** Due to security risks, financial impact, and logistical concerns, temporary relocation of election operations is **not** recommended.



**Signature Verification System:** Acquisition should only be pursued with appropriate staffing and space—Board may direct the department to begin the RFP process.



**Vehicle Solution:** Assigning a permanent carpool vehicle from Central Garage is the most cost-effective and practical option for departmental needs.





**Questions?**