MEMORANDUM

DATE:        May 7, 2007

TO:          Board of Supervisors

FROM:        Lew C. Bauman
             County Administrative Officer

SUBJECT:     County Administrative Officer’s Weekly Report for May 7, 2007

This is the weekly report by the County Administrative Officer to the Board of Supervisors. This report provides information on issues affecting the County and the progress of County activities.

Elections

The staff of the Election Department has been working diligently over the past three and half months to prepare for the June 5, 2007 Special Countywide Election.

On May 7th, the Election Department will mail 75,507 ballots to voters who are permanent absentee voters and 145,513 Sample Ballot and Voter Information Pamphlets to each registered voter in Monterey County.

It is important to note that this will be the third Election in which the Absentee Ballots and Sample Ballot Pamphlets are mailed on the first day allowable by law. The staff of the Election Department is very proud of this accomplishment, especially in light of the last minute addition of one of the Measures, and the challenges that occurred due to the limited amount of time to design, create, proof and print the ballots and Sample Ballot Pamphlets. It has been a goal of the Acting Registrar of Voters, Claudio Valenzuela, to deliver the voter material as early as possible to give the voters ample opportunity to inform themselves of the issues on the ballot.

A complete calendar of important dates, campaign financial disclosures and links to documents relevant to the June 5th Election can be found on the Election Department website at: www.montereycountyelections.us
In cooperation with the County Administrative Office, Human Resources, and the Auditor-Controller’s office, the Department sent an invitation to County employees to participate in the Election process by signing up to work as poll workers for the June 5th Election. The invitation included the details on how to participate in this program.

In other news, the Election Department completed the rewiring and upgrade of their network with the expertise and great service of the County IT Department. The upgrade allows the Election Department to connect to the rest of the County network and to benefit from the increased security, reliability, connectivity to time and attendance, financial and administration applications, and overall better interdepartmental communications. In addition, the Election Department website is now hosted by the County ISP and has resulted in increased security of our website.

Acting Registrar of Voters, Claudio Valenzuela recently earned his Certification as a California Election Official after completion of an 11-course program over a period of two years. The Certification is a program of the California Association of Clerks and Election Officials and The Election Center, and it is intended for those who want to demonstrate their dedication to excellence through a career-long commitment to improving their skills and staying at the top of the election administration profession.

Recently the Elections Department completed the recruitment and hiring of three new Election Service Specialists to fill the vacancies left by two retirements and a promotion. The new hires are Jim Rempert, who is lead of the Absentee Area, Gina Martinez in charge of Precinct Services, and Susan Orman lead of Candidates and Campaign Services.

The Department is fully staffed and waiting for the new Registrar of Voters, Linda Tullet, who will be joining the Department beginning May 21, 2007.

Library

Monterey County Free Libraries held its annual Staff Day on May 3rd, at the Castroville Branch Library. Staff Day at the Library is held regularly on the 1st Thursday of May, each year. On this day, staff from all the branches come together for training, team-building activities, and an awards ceremony.

The County Library has 17 branches that extend from Pajaro and Prunedale to King City and Bradley, and for many staff members this is the only opportunity to meet the colleagues that they interact on a regular basis. The themes for training this year were Gang Awareness and Services to Teens. Supervisor Lou Calcagno and the CAO also addressed the staff.

Ten members of the Library staff were recognized for their extended years of service to the County, including Shirley Dawson, the manager of the Castroville Branch Library who has been with the County for 30 years.
Every year on Staff Day, the Library also announces its “Going the Extra Mile” awards for excellent service. Team awards this year went to the Collection Development team and the staff of the Castroville Branch Library. The individual awards went to Maribel Carrillo who works in Support Services at the Administrative Offices, and Sandy Palazzolo from the Marina Branch Library. The CAO’s office recognizes Interim Director, Jayanti Addleman for her fine work in managing the Department.

Planning Department

The Planning Department has been challenged with several staffing changes in the last few months. Of the manager positions, only one is filled with a permanent manager. The other six consist of five interim managers and one vacancy. The number of planner vacancies was 11 out of the 22 positions.

The department has been filling positions over the last few months, with both internal promotions and the hiring of planners from other jurisdictions. With the recent hiring of two Senior Planners with over 20 years experience, the number of planner vacancies has been reduced from eight vacancies to two. Interviews were held last week for those two positions. Three other Senior Planner positions must remain vacant until the interim positions have been permanently filled. The remaining vacant Land Use Technician position will be filled by the end of May. In addition to hiring to fill the vacancies, the Planning Department has entered into three contracts with planning firms to provide staff support. Recruitment for all manager positions will begin this month. After those positions have been filled, the recruitment for the last three Senior Planner positions will occur.

In recent months, productivity has improved in the department, despite a backlog from past vacancies. With the recent hires and assistance from planning consulting firms, management expects that the next few months will provide dramatically better service to our customers in terms of timeliness and quality.

Sheriff’s Office

At the April 30, 2007 Budget Committee meeting during presentation of proposed Fiscal Year 2007-08 Proposition 172 allocations for County Fire Agencies and Emergency Communications User Agencies, the Sheriff specifically targeted the impact of the raises recently granted by other cities to their police departments and the resulting impact to the Sheriff’s Office ability to retain and recruit deputies. The Board Subcommittee gave direction to the CAO staff to prepare a comparative salary analysis between the Sheriff’s Office and the local police agencies. The Budget Committee’s recommendation on the distribution of Proposition 172 funds was taken under submission. The next Budget Committee meeting is scheduled for May 30th at 12 noon, in the Monterey Room of the Government Center.
The final Jail Facility Needs Assessment presentation to the Capital Improvement Committee was held on Thursday, May 3, 2007, at 9 a.m. in the Monterey Room of the Government Center. The presentation to the Board of Supervisors is scheduled for Tuesday, May 22, 2007, at 1:30 p.m. in the Board Chambers.

Deputy Karen Gentile, who is also a Board Member for the Monterey County Child Abuse Prevention Counsel (CAPC), expressed her appreciation of the recent support by Sheriff’s Office personnel. She sold a total of 100 tickets at the Office, raising $2,060 dollars for CAPC. The Sheriff’s Office also had three tables at the annual CAPC Awards Breakfast.

The Monterey County Peace Officers’ Thirteenth Annual Monterey County Law Enforcement Memorial will be held on May 9, 2007, at 6 p.m. at the St. Jude Church in Marina.

This concludes the CAO report.