



A Tradition of Stewardship  
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JOHN TUTEUR  
ASSESSOR-RECORDER-COUNTY CLERK

June 23, 2025

Hon. Scott R. L. Young  
Presiding Judge  
Napa County Superior Court  
825 Brown Street  
Napa, CA 94559

Re: Response to 2024-2025 Napa County Grand Jury Final Report

Your Honor:

Pursuant to Penal Code 933 (c) " . . . every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls . . . "

I am herewith submitting my response to 2024-2025 Napa County Grand Jury's Final Report "***A Look Inside Napa County's 2024 General Election Process***" dated April 23, 2025.

Sincerely,



JOHN TUTEUR  
NAPA COUNTY ASSESSOR-RECORDER-COUNTY CLERK

Cc: Napa County Board of Supervisors

2024-2025 Napa County Grand Foreperson Arthur Roosa [arthur.roosa@napacivilgrandjury.org](mailto:arthur.roosa@napacivilgrandjury.org)

NAPA COUNTY GRAND JURY FINAL REPORT  
*A Look Inside Napa County's 2024 General Election Process*  
ELECTION DIVISION RESPONSE TO RECOMMENDATIONS

R1. The Napa County Board of Supervisors examine the need to upgrade the Napa Elections Office to ensure adequate office workspace for future elections. This examination should include collaboration with and input from the Napa County Elections Division staff, and should occur within 60 days, with a report of recommendations released in 45 days.

RESPONSE: **The recommendation has been implemented.** On April 9, 2024, the Board of Supervisors reviewed the Facilities Master Plan (FMP) report which included recommendations to address election division workspace needs. In developing those recommendations, the firm preparing the FMP report interviewed the Registrar of Voters, surveyed election staff and reviewed Napa County workspace standards. The Board of Supervisors expects to follow those recommendations when final decisions are made on relocating the election division.

R2. The Napa County Elections Division review its website for modernization and standards to help the organization of information. The Elections website should include the public reports required by the state. Recommendation for a review and generation of areas of improvement of the website be within 60 days and implementation of changes within 180 days from the identification of the areas of improvement.

RESPONSE: **The recommendation has not yet been implemented.** The Election Division is participating in a major, countywide upgrade of [countyofnapa.org](http://countyofnapa.org) website where Election Division pages reside. The timing of improvements to the website are beyond the control of any single department or division but will be undertaken as part of the countywide effort.

R3. The Napa County Elections Division set up and maintain its own social media accounts to distribute voter information, and staff should refrain from using personal accounts to communicate official county business. Both of these recommendations should be implemented within 90 days.

RESPONSE: **The recommendation will not be implemented because it is not warranted or is not reasonable.** The Napa County Social Media Use Policy has no requirement for departments or divisions to create and maintain their own sites. Creating and maintaining a social media presence demands both financial and staff resources which are beyond the scope of smaller departments and divisions. The Election Division uses the Countywide Social Media team to disseminate information and monitor any comments received. The Napa

ELECTION DIVISION RESPONSE TO GRAND JURY REPORT

County Social Media Use Policy “is not intended to regulate the personal (non-work-related) activities of County employees, volunteers or contractors.” Personal social media sites are not required to follow but should follow this County Social Media Policy guideline when referring to county issues: “Posts should be designed to increase the public’s knowledge, trust and use of County departments, programs or services.”

R4. The Napa County Elections Division examine its outreach program directed to those coming of age to vote. This outreach should be added to the next iteration of the Napa County Election Administration Plan (EAP). Materials should be readily available and circulated within 30 days.

RESPONSE: **The recommendation has been partially implemented.** Napa County approximates the statewide average of pre-registered voters as a percentage of eligible 16 and 17 year olds. Outreach materials targeted at coming-of-age voters are available in our office. Instructions on pre-registration are being added to our website as part of the overall, countywide upgrade. Napa County has a Registration Ambassador program targeted at elementary and coming-of-age voters. Our attempts to coordinate outreach activities with the schools have run into scheduling problems and lack of response. Our outreach strategies for coming-of-age eligible voters will be updated when the next revision of our Election Administration Plan is drafted in 2027.

NAPA COUNTY GRAND JURY FINAL REPORT  
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ELECTION DIVISION RESPONSE TO FINDINGS

**F9. The Napa County Elections Division's office workspace was inadequate and warrants improvement.**

**The Election Division agrees with these findings.** The Board of Supervisors has addressed this finding in the preparation of the April 9, 2024 Facilities Master Plan which includes recommendations for workspace improvements.

**F10. Napa County Elections Division website is lacking information and organization to assist voters and the community in an easy-to-understand format.**

**The Election Division partially disagrees with the finding.** Large scale website improvements were made in 2022 to optimize the site for mobile users and reword content into plain language. All state-mandated reports are available on the website. There are needed improvements to navigation and organization of existing content which require coordination with the county website team during an overall website rebuild in 2025-2026.

**F11. Napa County Elections Division did not maintain its own social media accounts as required by the Napa County Social Media Use Policy, leading to personnel utilizing personal accounts for county business.**

**The Election Division disagrees with the finding.** The Napa County Social Media Use Policy has no requirement for departments or divisions to create and maintain their own sites. The Napa County Social Media Use Policy "is not intended to regulate the personal (non-work-related) activities of County employees, volunteers or contractors."

**F12. Napa County Elections Division outreach failed to use effective strategies to target soon-to-be-of-age eligible voters.**

**The Election Division partially disagrees with this finding.** Napa County is near the statewide average of pre-registered voters as a percentage of eligible 16- and 17-year-olds. Our attempts to coordinate outreach activities with the schools have run into scheduling problems and lack of response.