

ELECTIONS COMMISSION
City and County of San Francisco



Jennifer Meek, President
Arnold Townsend, Vice President
Gerard Gleason
Victor Hwang
Richard P. Matthews
Michael Mendelson
Tajel Shah

John Arntz
Director of Elections

Shirley Rodriques
Commission Secretary

SPECIAL MEETING

Elections Commission Meeting
Tuesday, February 20, 2007 at 6:00 pm
City Hall Room 034

ORDER OF BUSINESS

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **Public comment** on any issue within the Elections Commission's general jurisdiction
5. **OLD BUSINESS**
 - (a) **Discussion and possible action to cancel the regularly scheduled meeting of the Elections Commission for Wednesday, February 21, 2007.**
 - (b) **Discussion and possible action regarding a retreat for the Commission.**
 - (c) **Discussion and possible action to approve the Department of Elections' Supplemental Budget request for fiscal year 2006-07.**
 - (d) **Discussion and possible action to approve the Department of Elections' Proposed Budget for fiscal year 2007-08.**
6. **Public comment** on any issue within the Elections Commission's general jurisdiction.
7. **Announcements**

ADJOURNMENT

Disability Access

The Elections Commission meeting will be held in Room 034, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact The Elections Office at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-6060.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, DONNA HALL, CLERK, CITY HALL, ROOM 409, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4683 AT PHONE NO.: (415) 554-7724; FAX NO.: (415) 554-7854; E-MAIL: DONNA_HALL@CI.SF.CA.US. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us.

Materials contained in the Commission packets for meetings is available for inspection at the Elections Department, City Hall Room 48, in the Commission's Public Binder, no later than 72 hours prior to meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Comment

Funding for 2 Outreach positions approved through amendment of ASO. Positions will start in April 2007.

Request to add back funding of .25 of a commission secretary.

Travel reimbursement for Elections Commission.

Ballot costs

Under budget for building management for the November election (\$18,574)

Under budget for pier 29 warehouse space rental (\$54,000), trailer at pier 29 (\$1,300), and training space rental at Unified School District (\$8,000)

Under budget for copier.

Under budget for newspaper advertising to inform voters about voting locations and for voter outreach. (\$9,951) Also under budget in maintenance of Data Information Management System (\$7,367)

Increased hours for Sheriff security due to warehouse break-in at Pier 29.

Controller's audit of pollworker payroll information.

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Object	Items	Amount
001	2 Community Outreach positions	78,344
001	Add back .25 of Commission Secretary	29,406
021	Travel for Commissioner	605
027	Sequoia invoice	868,074
028	Building Management	18,574
030	Rental pier 29	63,300
031	Misc. lease - copier	13,500
035	Other current expenses	18,000
081SH	Sheriff Security - Pier 29	79,699
081CO	Pollworker check audit	11,200
Total:		1,180,702
Salary Savings:		200,000
Supplemental Request:		980,702

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BUDGET FORM 3a: Program Expenditure Report
DEPARTMENT NAME: Election
PROGRAM: Election

Object*	Phase B			Proposed 2007-2008	Change (Proposed - Phase B)	Explanation of Change
	AAO Approved 2006-07	Base 2007-2008	Proposed 2007-2008			
001	1,387,138	1,413,729	1,911,637	497,908	Perm Salaries : Reflects substitution of positions in Administration and MIS. Also add back .25 of two positions in a 3 Election year.	
005	1,895,338	1,895,338	5,832,900	3,937,562	Temp Staff request is based on 3 elections in 07-08.	
009	10,000	10,000	20,000	10,000	Premium pay.	
011	390,000	390,000	788,223	398,223	Overtime request is based on 3 elections.	
012	5,500	5,500	16,500	11,000	Holiday pay request is based on 3 elections.	
013	741,714	749,158	955,819	206,661	Fringe benefits includes retirement, social security, health services, dental, unemployment insurance, and other fringe benefits.	
021	1,000	1,000	4,500	3,500	Annual workshop and training for managers and staff.	
022	5,000	5,000	15,400	10,400	Training: Classes for ADA refresher, IT application and new technology.	
023	250	250	4,643	4,393	Employee field expense: Pays for toll, parking meters, and other parking. Request is based on 3 elections in 07-08.	
024	1,500	1,500	2,725	1,225	Membership fees: CACEO membership for managers, Director, Deputy Director, and 7 Commissioners.	
026	6,000	6,000	-	(6,000)	Various fees and licences.	
027	798,674	798,674	7,299,768	6,501,094	Professional services: Request is based on 3 elections. This category includes fees associated with absentee ballots, absentee mailings, production of ballot cards, storage of ballots, VIP production, translation of VIP, People Connection for election night assistance, sunset scavenger, and other misc services.	
030	233,748	233,748	464,950	231,202	Rent and leases: Rental of space at pier 29, pier 17, Civic Auditorium/Brooks Hall, City College, and outreach locations. Rent and leases of equipment: Rental of 3 trucks and 243 vans during election period. Trucks are used to transport ballots and vans are used by Sheriffs to pick up ballots and memory cards. FEDS also use vans to travel between precincts to resolve issues during election day.	
031	64,000	64,000	268,805	204,805		

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035	2,648,852	2,648,852	2,019,899	(628,953)	Other current expenses: Request is based on 3 elections and this category includes payment to pollworkers, computer maintenance, printing, postage, express overnite, rental of toilets, forklifts, and election day equipment.
052	1,500	1,500	-	(1,500)	
040	244,671	244,671	554,742	310,071	Materials and supplies request is based on 3 elections. This category includes supplies to set up and operate 561 polling places, supplies for the office, and misc supplies for outreach.
60	29,295	-	108,800	108,800	Equipment purchase: Ballot insert machine, envelope opener, envelope sealing machine, absentee counter.
64	24,709	23,451	23,451	-	Equipment lease purchase: Server replacement and forklift.
081CO	-	-	33,600	33,600	Controllor's review and audit of department's polling place timesheets. Request is based on 3 elections. (\$11,200 per election)
081CA	80,000	80,000	191,000	111,000	Work order to General Services Administration for accounting services and accounting approvals (\$125K) IT services (\$12K) and additional engineering and custodial staff (54K).
081CB	22,000	22,000	28,750	6,750	Risk management/insurance.
081C5	117,546	49,386	120,000	70,614	DTIS - MIS support from DTIS.
081ET	84,944	84,944	90,000	5,056	DTIS - Telephone service.
081H3			129,677	129,677	Workers Comp
081M2	8,400	8,400	8,400	-	Mayor's Youth Works.
081PA	4,213	4,213	4,200	(13)	Central Shops. Maintenance and repair of vehicles.
081PE					Department keeps 4 vehicles all year for locating and checking polling addresses, bringing mail to the post office, and attending outreach events. The department leases additional vehicles during election time to transport supplies and to bring mail to the post office.
81PF	13,046	13,046	15,000	1,954	Central shops - fuel for department vehicles.
81PK	9,155	9,155	22,000	12,845	Parking and Traffic work order is a request for 120 DPT Parking Officers to pick up memory packs from 561 polling places.
081PM	31,500	31,500	120,000	88,500	Purchasing - Mailings to new voters; postage for mailing checks to pollworkers and polling place owners; mailings to pollworkers regarding training schedule.
081PR	75,000	75,000	120,000	45,000	Purchasing/Reproduction. Work order request is for printing of all department forms and other election materials.
081SH	90,000	90,000	210,000	120,000	Sheriff department staff's assistance to pick up ballots and supplies from 561 polling places. We also requested for additional security on election weekend.
	81,625	81,625	300,000	218,375	

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081WB	20,000	20,000	20,000	53,217	33,217	Building repair: Request is for elevator maintenance at 240 Van Ness and custodial service and engineering service throughout the year. Expenditure Recovery from Retirement Board Election, Health Services Election, and Community Business District and Business Improvement District elections in 07-08. 06-07 recovery is from local measure A, BART, and Community District elections.
086RS	(82,000)	(82,000)	(180,000)	(98,000)		
08799	(442,000)	(442,000)	-			
TOTALS	8,602,318	8,537,640	21,558,606	13,020,966		

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