

**ELECTIONS
COMMISSION
BUDGET AND OVERSIGHT
OF PUBLIC ELECTIONS
COMMITTEE**



**WINNIE YU, CHAIR
JOSEPH B. PHAIR
RICHARD P. MATTHEWS**

City and County of San Francisco

**ELECTIONS COMMISSION
BUDGET AND OVERSIGHT
OF PUBLIC ELECTIONS COMMITTEE
City Hall, Room 416
City and County of San Francisco**

**Minutes of the Meeting Held
Tuesday, February 12, 2008
(Approved: _____)**

1. **Call to Order and Roll Call.** Chairperson Yu called the meeting to order at 5:42 pm. PRESENT WERE: Commissioners Richard P. Matthews, Joseph B. Phair and Winnie Yu.
2. **Public Comment.** *Brent Turner* said his group conducted a successful demonstration of open source software in San Louis Obispo. Participants said that they were confident at the end of the demonstration. Mr. Turner handed The Director a CD of the demonstration.
3. **Discussion and possible action to approve the Department of Elections Budget for Fiscal Year 2008-2009.** Director Arntz presented a hand out that he described as a "snap shot" from the Controller's website of the DoE budget for the current year. The total was for \$19M. He explained that the material in the packet for today's meeting is the usual information the DoE seeks for each year, depending on the number of elections in that year, and that it is the document that is sent to the Mayor and Controller.

The material the Director provided tonight was the salary ordinance and materials and supplies for the current fiscal year. He said that it is essentially what will be sent for the next fiscal year, but it may change as it goes through the process.

Since the DoE will now be using Pier 48, the Director said he expects the budget to increase because rental is \$800,000 per year and in previous years the Pier 29 rental was approximately \$100,000. The new facility provides a lot more

3.

space. Another additional cost will be the Sequoia Contract due to a higher cost for maintenance of that system (which is within the market rate).

Commissioner Matthews asked if the temporary staff salaries of \$2.23M was added to the total (\$6.7M) on page 8 of 8 would the number be the total? Director Arntz answered that about \$2M must be added to cover the permanent salaries.

Commissioner Matthews asked if there was a breakdown of the permanent salaries. Director Arntz responded that he has provided the salaries from the current year of 79.2 FTEs (Full Time Employees).

The Director explained that the 79.2 FTEs represented 350 people.

Commissioner Matthews asked how the DoE was going to pay for the new April 8, 2008 Special Congressional Primary Election that was just announced earlier today. Director Arntz said that the City will initially have to cover the costs, and he is not certain if the State will reimburse the City. Deputy City Attorney O'Leary added that her department is looking into whether the State will reimburse San Francisco.

Commissioner Matthews asked Director Arntz to pull together the real numbers that include what was discussed tonight, plus the actual full time employee dollar figure.

Director Arntz said that he realizes that the full time salary for the Commission Secretary remains an issue and urged the Commission to contact the Mayor's Office prior to budget discussions regarding the number of hours to be included in the budget for that position.

Commissioner Matthews MOVED that the BOPEC Committee forward the budget with the Committee's approval, with the understanding that the Director will provide updated totals, to the full Elections Commission. Chairperson Yu SECONDED. Commissioner Phair asked if there were special issues of which the Commission should be aware or if the Director needed the Commission's assistance on any budget matter. Director Arntz responded that currently, there was nothing.

The Director said that the most important thing is that the DoE retain its skilled permanent and temporary staff. He said it is important that the temporary staff is re-hired for each election because of their expertise.

Commissioner Phair asked the Director if he or his department was constrained by any personnel or budget limitations. Director Arntz answered that in some ways this is the case, depending on the level of service the DoE wants to provide; but at this point, the budget is doable.

Chairperson Yu told the Director that the Commission understands that the upcoming year will be a busy one and that he should let the Commission know if it can help him advocate for his full time and temporary staffing needs.

Public Comment. *David Pilpel* asked if there was further detail available for the budget request. Chairperson Yu replied that she had checked with the Director and the Deputy City Attorney and the information provided is what was sent to the Mayor and Controller in the current and previous years. Mr. Pilpel responded that he respectfully disagreed, that more had been provided in the past and he was disappointed that the narrative for each line item was missing. He said that the Controller requires a narrative for each character and object code listed in the budget, as well as an organization chart. Mr. Pilpel said it was difficult for him to comment absent that information. He said he can provide examples of the budget materials other Commissions are given by their departments. He added that there is no total amount listed in the budget materials provided at this meeting.

Deputy City Attorney Ann O'Leary said that in terms of the Charter, there is no specificity of what is required in the budget given for approval to a Commission, but in practice the Department Head provides to the Commission the same materials that will be provided to the Mayor and the Board of Supervisors. She said that this is what the Director has done in this instance, and that if the Commission needs more information, it should request it from the Director.

The Director offered to provide a breakdown of the temporary staffing, an organizational chart, and a total, however discussions with the Mayor's office regarding permanent salaries have not yet occurred. Otherwise, the Director said, he has no other information.

Commissioner Phair asked what the total would be if the Director was to present a number at this meeting. Director Arntz responded that the total would be approximately \$11.5M.

Commissioner Phair proposed that the MOTION be that the number of \$11.5M, with maybe \$100,000 additional, be approved tonight with the provision that the Director provide more updated information at the next full meeting is adequate for this Committee to forward the budget to the full Commission.

David Pilpel reminded the Committee that the salary information does not include the mandatory fringe benefits, and that there is more detail that has not been provided to the Committee and Commission. He predicted that the final number may be as high as \$19M when all information is included.

Commissioner Phair asked the Director if the "load factor" (employee fringe benefits compensation) was included. Director Arntz said it was not included and

that the percentage varied. He said he will provide this information to the Commission next week in time for the meeting on Wednesday, February 20, 2008. Commissioner Phair asked that the "load Factor" be included. Director Arntz said he would estimate that number and email all information requested to Chairperson Yu.

The Roll Call Vote was UNANIMOUS to recommend to the full Commission approval of the budget with the addition of the information requested at this meeting.

ADJOURNMENT was at 6:16 pm.

Department: REG : ELECTIONS

Fund Description	Total Funding
1G AGF General	

Sources of Funds

Sources Subjects:

60136	COUNTY CANDIDATE FILING FEE	27,000	27,000
60149	PAID BALLOT ARGUMENT FEE	25,000	25,000
60199	OTHER GENERAL GOVERNMENT CHARGES	4,375	4,375
086HS	EXP REC FR HRD-HSS (AAO)	78,500	78,500
086RS	EXP REC FR RETIREMENT SYSTEM (AAO)	82,000	82,000
08799	EXP REC-UNALLOCATED (NON-AAO FDS)	595,000	595,000
GFS (1)	GENERAL FUND SUPPORT	10,473,623	10,473,623
Total Sources of Funds		11,285,498	11,285,498

(1) This figure represents the nondepartmental (citywide) general fund revenues required to support the department's operations.

Uses of Funds

Operating: AAA

001	SALARIES	3,456,965	3,456,965
013	MANDATORY FRINGE BENEFITS	659,203	659,203
021	NON PERSONAL SERVICES	6,114,542	6,114,542
040	MATERIALS & SUPPLIES	201,264	201,264
081	SERVICES OF OTHER DEPTS-(AAO FUNDS)	853,524	853,524
Total Uses of Funds		11,285,498	11,285,498

Uses by Program Recap

Programs:

FCH	ELECTIONS	11,285,498	11,285,498
Total Uses by Program Recap		11,285,498	11,285,498

Final Budget not available at time packets were sent.
 Budget is expected to be finalized by Board of Supervisors on
 Tuesday, July 15, 2008.

Report Date:
May 30, 2008

Annual Salary Ordinance 2008-2009

Budgeted Position Counts by Department and Job Code

Page 42 of 208

Job Code	Title	Low /Type/ High			FTE
REG	Elections				
	Program: FCH	ELECTIONS			
	SubFund: 1G AGF AAA	GF - NON-PROJECT - CONTROLLED			
0951	Dep Dir I	3,187.00	B	4,067.00	1.00
0952	Dep Dir II	3,689.00	B	4,708.00	1.00
0962	Dept Head II	4,905.00	B	6,260.00	1.00
1052	IS Business Analyst	2,676.00	B	3,369.00	1.00
1054	IS Business Analyst-Principal	3,590.00	B	4,514.00	1.00
1062	IS Programmer Analyst	2,313.00	B	2,910.00	1.00
1222	Sr Payroll & Personnel Clerk	2,048.00	B	2,490.00	1.00
1403	Elections Clerk	1,618.00	B	1,965.00	3.00
1408	Principal Clerk	1,999.00	B	2,430.00	3.00
1410	Chief Clerk	2,292.00	B	2,786.00	4.00
1450	Executive Secretary 1	1,999.00	B	2,430.00	1.00
1471	Elections Worker	1,690.00	B	2,053.00	2.75
1827	Administrative Services Mgr	2,953.00	B	3,589.00	0.15
1842	Management Assistant	2,172.00	B	2,640.00	3.00
9770	Community Development Asst	1,778.00	B	2,161.00	1.00
9772	Community Development Spec	2,236.00	B	2,719.00	1.00
AC35	Bd/Comm Secretary 3	2,953.00	B	3,589.00	0.50
TEMPM	Temporary Position	0.00	B	0.00	21.83
				SubFund Total:	48.23
				Program Total:	48.23
				REG Department Total:	48.23

Actual Organizational Chart not available at time packets were sent.

Suggestions from President Gleason of hyperlinks in the Election Plan:

1) California Election Code:

<http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=elec&codebody=&hits=20>

2) San Francisco Municipal Election Code:

<http://www.municode.com/Resources/gateway.asp?pid=14137&sid=5>

3) San Francisco, City & County Charter:

<http://www.municode.com/Resources/gateway.asp?pid=14130&sid=5>

4) United States Help America Vote Act:

http://www.fec.gov/hava/law_ext.txt

5) Federal Voting Rights Act:

<http://www.justice.gov/crt/voting/intro/intro.htm>

6) Federal Americans with Disabilities Act

<http://www.ada.gov/cguide.htm#anchor64292>

7) Certification for voting system used in San Francisco:

http://www.sos.ca.gov/elections/voting_systems/ttbr/sequoia_102507.pdf

(For Budget Committee Agenda Item for July 16, 2008)