



COUNTY OF SAN DIEGO

Independent Redistricting Commission

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AGENDA ITEM

DATE: September 30, 2021

Item 11

TO: Independent Redistricting Commission

SUBJECT: MONTHLY BUDGET STATUS UPDATE

OVERVIEW:

To comply with the California Elections Code Section 21552(c)(8) which requires the Board of Supervisors (“Board”) to provide for reasonable funding and staffing for the County’s Independent Redistricting Commission (IRC), on October 13, 2020 (4) the Board of Supervisors established appropriations of \$750,000 as a preliminary budget for required support of the IRC including public hearings in each supervisorial district, mapping, public outreach, translation, contracted and other services. That action indicated County staff may return to the Board to request additional appropriations at a later date, subject to the needs and direction of the full IRC once seated.

On January 28, 2021 (Item 5) the IRC approved a line-item budget. On May 13, 2021 (Item 7), the IRC approved a recommendation from the Budget Ad Hoc Committee to request a budget increase of \$467,500 for unanticipated legal services, IT needs, translation and interpretation services and to establish a reserve for future unforeseen expenses, for a total budget of \$1,217,500, which was approved by the San Diego County Board of Supervisors on June 8, 2021 (17).

This monthly update is intended to provide information to the IRC on activity over the past month. The following report provides a summary of expenditures and revenue (actual and projected) as included in the IRC’s approved line-item budget. Also attached are invoices received over the past month.

The monthly budget status update is an opportunity for the IRC’s ongoing review of the County’s administration of the redistricting budget on the IRC’s behalf, and a regular opportunity for transparency in reporting to the public and accountability over the use of public funds.

BUDGET STATUS UPDATE:

As of September 15, 2021, a total of \$181,604 has been expended from the IRC’s budget in Fiscal Year (FY) 2020-21 (\$179,180) and FY 2021-22 (\$2,424), as reported by the County’s Oracle financial system and as shown in Attachment A for FY 2021-22. All expenditures were anticipated.

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Commencing in reports for FY 2021-22 which began on July 1, 2021, the amount of revenue reported by Oracle of \$1,038,320 represents the total amount of revenue in the IRC amended budget of \$1,217,500 less \$179,180 that was expended by the IRC in FY 2020-21.

Additional expenditures of \$130,693 are projected through September 2021, leaving a projected balance of \$905,202 from the total IRC amended budget of \$1,217,500 as reported in Attachment B.

- **Contracted Services** is the largest category of expenditures anticipated for the IRC. Current charges in the IRC's Contracted Services category include only legal services under the contract with Nielsen Merksamer Parrinello Gross & Leoni LLP. Final invoices have not yet been received for demographic services from FLO Analytics and for outreach and engagement services from Asian Business Association San Diego. The actual year-to-date (YTD) total column of Attachment B includes paid Nielsen Merksamer invoices for December 2020 through May 2021. The projected amount includes the June through August 2021 invoices which are in payment process, and estimated charges for the September 2021 invoice which has not yet been received.
- **Information Technology (IT) Equipment** includes monthly charges from the County's IT contractor for Commissioners' laptops, network access and email addresses. The actual YTD total column reflects monthly charges for December 2020 through June and August 2021. Projected amounts include estimated charges for July and September 2021.
- **IT Other** includes the projected monthly charge for the Zoom service that enables the IRC to host webinars/virtual meetings. The County has established a separate account with webinar capability to support the IRC. The actual YTD total amount includes charges through May 2021 while the projected amount includes costs for June through September 2021.
- **Translation and Interpretation** actual YTD total amount includes paid invoices from Hanna Interpreting Services LLC (Hanna), for translation of IRC meeting agendas up to the IRC's meetings on May 27, 2021, and other website content, based on the translation requirements of the California Elections Code, including a small surcharge of 0.88% for recovery of the County's contracting and administrative costs that is required by the use of a Countywide contract for translation services. The projected amount includes invoice amounts from Hanna for June and July 2021 and from Excel Interpreting & Translating for simultaneous Spanish translation of the IRC District 1 Education Tour Session on June 16, 2021.
- **Advertising** includes the costs of social media advertising to promote the IRC Education Tour sessions held in June 2021, including a small surcharge of 1.45% for recovery of the County's administrative costs for use of a County P-Card payment card. Actual YTD total reflects the costs for placement of advertising on Facebook.

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- **Postage** includes the costs associated with printing and mailing hard copies of the IRC agenda and supporting materials by the Clerk of the Board of Supervisors. The actual YTD total amount reflects paid invoices for November 2020 through March 2021 while the projected amount reflects charges for April through June 2021.

MONTHLY INVOICES:

Attachment C includes invoices that have been received since the last monthly budget update. These invoices are provided for the IRC's review, and will be included monthly to assist the IRC with oversight.

County staff will continue to provide a monthly budget status update to the IRC for review of budgeted amounts, any expenditures incurred in the preceding month, any projected expenditures and invoices received.

ATTACHMENTS:

Attachment A: Oracle Report: Expenditure and Revenue by Period – August 2021

Attachment B: County of San Diego Independent Redistricting Commission Budget and Expenditures

Attachment C: Invoices