



Agenda Submittal

Agenda #: 11 **Status:** Consent Calendar
Type: Grant Funding **Department:** Information Technology - Registrar of Voters
File #: 20-695 **Contact:** John Gardner, 784-3366
Agenda date: 10/6/2020 **Final action:** 10/6/2020
Title: Accept a grant from the Center for Tech and Civic Life in the amount of \$370,037; Authorize the CIO/Registrar of Voters or designee to execute and submit all documents related to the completion of this grant agreement; and Approve an Appropriation Transfer Request (ATR) to increase revenue and expenditures in the Registrar of Voters FY2020/21 Adopted Budget in the amount of \$370,037 (4/5 vote required)
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Grant Acceptance, 2. Minute Order

Date	Ver.	Action By	Action	Result
10/6/2020	1	Board of Supervisors		

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Registrar of Voters (ROV) recommends the Board of Supervisors:

1. Accept a grant from the Center for Tech and Civic Life in the amount of \$370,037 (Attachment A);
2. Authorize the CIO/Registrar of Voters or designee to execute and submit all documents related to the completion of this grant agreement; and
3. Approve an Appropriation Transfer Request (ATR) to increase revenue and expenditures in the Registrar of Voters FY2020/21 Adopted Budget in the amount of \$370,037 (4/5th vote required).

SUMMARY:

The Registrar of Voters (ROV) has received a grant from the Center for Tech and Civic Life in the amount of \$370,037 to assist with the administration of the November 3, 2020 General Election. The grant was awarded on September 16, 2020 and is limited for costs related to:

- Ballot Drop Off Boxes
- Drive-Through Voting Locations
- PPE supplies for staff, pollworkers and voters
- Polling Place rental and cleaning expenses
- Vote by Mail voting equipment and supplies.

FINANCIAL IMPACT:

The ROV FY2020/21 Adopted Budget includes \$2,174,825 in appropriations to conduct the General Election. ROV anticipates receiving \$971,983 for election services to the cities and districts. On August 12, 2020 the

Board approved ROV to receive CARES funding in the amount of \$120,000 for Vote-by-Mail ballots. On August 28, 2020 the Board approved ROV to receive State grant funding in the amount of \$897,948. The remaining balance will be a General Fund cost.

The ROV did not have knowledge of the additional grant until September 9th, when the ROV applied for the additional funding. Therefore, the \$370,037 grant being awarded for election related COVID expenses, was not included in the FY2020/21 Preliminary Budget. The ROV is requesting the approval of an Appropriation Transfer Voucher to increase expenses and revenue in the amount \$370,037 to allow for purchases related to the November 3, 2020 General Election that would be reimbursed by this grant.

The costs associated with preparing the agenda item are nominal and absorbed by the Department's FY2020/21 Adopted Budget.

DISCUSSION:

The ROV applied for this grant on September 9, 2020, and was later awarded the grant on September 16, 2020. On August 28, the ROV presented the plan for the November 3, 2020 election which included providing more ballot drop-off locations for the 30-day vote by mail period, additional curbside ballot drop-off locations for the 5-day drop-off period, and an increase in the number of in-person voting locations.

The ROV has experienced additional costs related to providing the additional locations, and providing PPE related supplies related to reduce the spread of COVID-19. Grant funding for this level of COVID-19 expenses was not included in the ROV FY2020/21 Preliminary Budget. Authorization for the CIO/Registrar of Voters or designee to conduct all negotiations, execute and submit all documents necessary for the completion of the grant agreement so that election related COVID expenses can be purchased and revenue can be received in a timely and efficient manner is requested.

ALTERNATIVES:

The Board of Supervisors could deny the request to receive the grant funding from the Center for Tech and Civic Life. This would result in a potential loss of \$370,037 in grant revenues. This is not recommended as the ROV anticipates providing additional ballot drop-off locations, curbside locations, and increased PPE with this grant.

The Board could elect to not delegate signing authority. This action is not recommended since delegated authority will enable efficient execution of the grant.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the proposed Grant Agreement and approved as to form.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION