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October 14, 2010

Mr. Gregory Schmidt  
Secretary of the Senate  
State Capitol, Room 3044  
Sacramento, CA 95814

Mr. E. Dotson Wilson  
Chief Clerk of the Assembly  
State Capitol, Room 3196  
Sacramento, CA 95814

VIA EMAIL AND HAND DELIVERY

Dear Mr. Schmidt and Mr. Wilson:

Attached is the Secretary of State's plan, as required by the supplemental report language in the 2010-11 state budget, to provide transitional staffing and expertise to the Citizens Redistricting Commission once the Commissioner selection process is complete.

If you have any questions about this report, please feel free to contact Linda Arviso Hunt at (916) 653-9445.

Sincerely,

Debra Bowen  
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel  
Senate Elections, Reapportionment and Constitutional Amendments Committee  
Assembly Elections and Redistricting Committee

*California Secretary of State*

Debra Bowen

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**Administrative Support Action Plan**

**For The  
Citizens Redistricting Commission  
State of California**

**September 15, 2010**

**September 15, 2010**

## **Background**

### ***Voters FIRST Act***

California voters approved Proposition 11, known as the Voters FIRST Act (Act), in the November 2008 General Election. The initiative measure created a 14-member independent Citizens Redistricting Commission (Commission) and amended the California Constitution and California Government Code.

The Commission is charged with drawing new political districts for the State Senate, Assembly, and Board of Equalization. The Act details the responsibilities of and the selection process for members of the Commission. The Commission is to be established by December 31, 2010.

The Act requires the Commission to be created no later than December 31, 2010, and thereafter in each year ending in the number zero. Under the Act, the Bureau of State Audits (BSA), the Secretary of State and the Governor's Office each serve a role in the Commission's creation.

The BSA is required to manage the selection process as detailed by the Act. BSA has invested substantial resources in the activation of the Commission and has created a comprehensive website located at [www.wedrawthelines.ca.gov](http://www.wedrawthelines.ca.gov).

The Act states "The Secretary of State shall provide support functions to the commission until its staff and office are fully functional."

Finally, the Act requires that "The Governor shall also make adequate office space available for the operation of the commission."

### ***Commission Budget***

The Act provides: "The Legislature shall make the necessary appropriation in the Budget Act, and the appropriation shall be available during the entire three-year period. The appropriation made shall be equal to the greater of three million dollars (\$3,000,000) or the amount expended...in the immediately proceeding redistricting process," adjusted for inflation. Further, it provides that, "The Legislature may make additional appropriations in any year in which it determines that the commission requires additional funding in order to fulfill its duties."

In Fiscal Year 2009-10, the Legislature appropriated \$3 million in support of the new redistricting process to be spent over three years, from 2009-10 to 2011-12. In September 2009, the Joint Legislative Budget Committee (JLBC) transferred \$500,000 to the BSA to partially cover some expenses. Therefore, approximately \$2.5 million remains available from the initial \$3 million General Fund appropriation.

## **Other Considerations**

There are two Propositions on the November 2, 2010, General Election ballot that could impact this Action Plan. In summary, Proposition 20, known as the Voters FIRST Act for Congress, would expand the Citizens Redistricting Commission's role by adding the responsibility of Congressional redistricting. Proposition 27 would repeal the Voters FIRST Act and eliminate the Commission.

## **Roles and Activation Status**

The BSA has managed all aspects of the initial activation phase of the Commission, including devoting staff and financial resources. BSA's activation components are thoroughly documented at [www.wedrawthelines.ca.gov/](http://www.wedrawthelines.ca.gov/). BSA has also created regulations for the Commission, which will include training for the initial 8 commissioners. BSA has indicated it can house the Commission until the final 6 commissioners are selected in December 2010.

The Secretary of State views November 2010, through February 2011, as the critical transition period for the Commission. The Secretary of State plans to work closely with BSA to ensure transparency as well as consistency of information. To ensure this smooth transition, the Secretary of State and BSA have initiated monthly meetings to discuss activation issues. The key players will be the Secretary of State administrative managers and BSA's legal team.

The Secretary of State has created a detailed Action Plan to manage this effort. This is a living document that will address the initial support role of the Secretary of State as well as identifying resources, both civil service and private industry, for the longer term needs of the Commission. As activation details are finalized, the plan will be updated. Currently the Action Plan is as follows:

Goal	Action	Responsible Section	Timeline	Start Date	End Date	Status/Comments
<b>Transition Meetings with Bureau of State Audits</b>	Meeting: Executive Staff from Secretary of State Administration and Bureau of State Audits	Admin/Management Services Division (MSD)		4/10	4/10	Completed
	Meeting: SOS Managers and BSA	Admin/MSD	Monthly	9/10	9/10	Completed
	Meeting: SOS Managers and BSA	Admin/MSD	Monthly	10/10	10/10	
	Meeting: SOS Managers and BSA	Admin/MSD	Monthly	11/10	11/10	
	Meeting: SOS Managers and BSA	Admin/MSD	Monthly	12/10	12/10	
	Meeting: SOS Managers and BSA	Admin/MSD	Monthly	1/11	1/11	
<b>Human Resources</b>	Exempt or Consultant services contracts	Human Resources	Ongoing	11/10	2/11	Determine hiring needs through civil service process (consider Limited Term Appointments in accordance with Government Code Section 19080.3)
	Recruit/Hire Executive Officer Function	Human Resources	Ongoing	11/10	2/11	
	Recruit/Hire Executive Assistant Function	Human Resources	Ongoing	11/10	2/11	
	Recruit/Hire Office Assistant/Office Technician Function	Human Resources	Ongoing	11/10	2/11	
	Recruit/Hire Public Relations Function	Human Resources	Ongoing	11/10	2/11	

Goal	Action	Responsible Section	Timeline	Start Date	End Date	Status/Comments
	Recruit/Hire Staff Counsel Function	Human Resources	Ongoing	11/10	2/11	
	Recruit/Hire Contract Manager Function	Human Resources	Ongoing	11/10	2/11	
	Recruit/Hire Human Resources Function	Human Resources	Ongoing	11/10	2/11	
	Recruit/Hire IT Services Function	Human Resources	Ongoing	11/10	2/11	
	Recruit/Hire Media/Videographer Function	Human Resources	Ongoing	11/10	2/11	
	Recruit/Hire Transcriber Function	Human Resources	Ongoing	11/10	2/11	
	Recruit/Hire American Sign Language Interpreter Function	Human Resources	Ongoing	11/10	2/11	
	Recruit/Hire Translator(s) Function	Human Resources	Ongoing	11/10	2/11	
	Determine Training Needs	Human Resources	Ongoing	11/10	2/11	
	Submission of Form 700	Human Resources	Ongoing	11/10	2/11	Commissioners/staff must complete
	HR Policies	Human Resources	Ongoing	11/10	2/11	

Goal	Action	Responsible Section	Timeline	Start Date	End Date	Status/Comments
	Official Personnel Records, secure storage and upkeep of records	Human Resources	Ongoing	11/10	2/11	
	Processing Payroll/Benefits	Human Resources	Ongoing	11/10	2/11	
<b>Fiscal Services</b>						
Budget Services	Prepare Budget (Preliminary Estimates)	Budget Office	Ongoing	10/10	3/11	
	Prepare Schedules and Budget Package	Budget Office	Ongoing	10/10	3/11	
	Attend Budget Hearings (Finance)	Budget Office	Ongoing	2/11	3/11	
	Attend Budget Hearings (Legislature)	Budget Office	Ongoing	2/11	3/11	
	Maintain Balances; Monitor Budget	Budget Office	Ongoing	10/10	3/11	
	Prepare Budget Change Proposals	Budget Office	Ongoing	8/10	3/11	
	Prepare Budget Revisions/Transfer of Budget Allotments	Budget Office	Ongoing	10/10	3/11	
	Project Appropriation Balances	Budget Office	Ongoing	10/10	3/11	
	Prepare Department of Finance Reports (May Revision)	Budget Office	Ongoing	1/11	3/11	
	Prepare Monthly Budget Reports	Budget Office	Ongoing	1/11	3/11	
	Contact with Department of Finance Analyst	Budget Office	Ongoing	10/10	3/11	
	Review/Approve Purchase Requests	Budget Office	Ongoing	12/10	3/11	

Goal	Action	Responsible Section	Timeline	Start Date	End Date	Status/Comments
Accounting Services	Accounting Services Contract	Accounting Office	120 days	9/1/10	12/31/10	Explore Memorandum of Understanding with the Department of General Services (DGS)
	Activate CALSTARS	Accounting Office	90 days	10/1/10	12/31/10	Coordinate with Department of Finance (DOF) - Establish Organization chart, Structure, Tables, Maintenance, Funding, PCA/Index
	Activate CALSTARS – Office Revolving Fund	Accounting Office	60 days	10/1/10	12/1/10	Coordinate with DOF and State Controller's Office (SCO)
	Pay Invoices, Commission Per Diem, and Travel Expense Claims	Accounting Office	30 Days to activate	11/1/10	Ongoing	Coordinate with SCO
	General Ledger Accounting	Accounting Office	30 Days to activate	11/1/10	Ongoing	Encumbrance Contracts, Fixed Assets, and Prepare Financial Statements
	CalATERS Activation	Accounting Office	90 Days	10/1/10	12/31/10	
	Travel Expense Claim and CalATERS	Accounting Office	30 Days	12/1/10	12/31/10	



Goal	Action	Responsible Section	Timeline	Start Date	End Date	Status/Comments
<b>Facility Management</b> Business Services						
	Executive Officer/Consultant Services Contract	Business Services	30-45 Days	12/1/10	2/11	Possible Interagency Agreement (IA) with CPS Human Resource Services or another State entity
	Temporary Help/ Support Staff Services Contract	Business Services	45 Days	12/1/10	2/11	Possible IA or California Multiple Award Schedules (CMAS) Agreement
	Public Relations Consultant Contract	Business Services	45 Days	12/1/10	2/11	CMAS Agreement
	Training Services Contracts (Open Meetings, Re-districting)	Business Services	15-30 Days	12/1/10	2/11	Utilize previous training organizations used by BSA for consistency for all commission members
	Legal Services Contract	Business Services	45 Days	12/1/10	2/11	Standard Agreement
	DGS Fiscal Service Contract	Business Services	45 Days	11/01/10	2/11	IA
	DGS Human Resource Contract	Business Services	45 Days	11/01/10	2/11	IA
	Information Technology (Web) Services Contract	Business Services	45 Days	12/1/10	2/11	CMAS Agreement

Goal	Action	Responsible Section	Timeline	Start Date	End Date	Status/Comments
	On-going IT Services Contract	Business Services	45 Days	12/1/10	2/11	CMAS Agreement
	Webcasting Services	Business Services	45 Days	12/1/10	2/11	CMAS Agreement
	Transcription Services	Business Services	45 Days	12/1/10	12/1/10	CMAS Agreement
	Interpretation Services for public meetings	Business Services	45 Days	12/1/10	2/11	CMAS Agreement
	Translation Services for printed or electronic materials (if needed)	Business Services	45 Days	12/1/10	2/11	CMAS Agreement
	Printing Services	Business Services	10-60 Days		2/11	Office of State Publish (OSP), Prison Industry Authority (PIA), Employment Development Department (EDD)
	Office Equipment	Business Services	Varies by request	11/20/10	2/11	Assuming rental/lease of items. Various sources
	Office Supplies	Business Services	Varies by request	11/20/10	2/11	Various sources
Facility Management	Space	Governor's Office	60 Days	9/1/10	10/31/10	Governor's Office

Goal	Action	Responsible Section	Timeline	Start Date	End Date	Status/Comments
	Electrical Contractor (Data/Phone/Power)	Business Services Office	30-60 days	12/1/10	2/11	Possible purchasing delegation issue*
	Security Services	Business Services Office	30-60 days	12/1/10	2/11	California Highway Patrol (CHP) Master Service Agreement (MSA)
	Office Furniture	Business Services Office	30-90 days	12/1/10	2/11	PIA
<b>Information System</b>	Website	Information Technology Division	30-90 days	ASAP	2/11	Create statement of work for IT consulting services contracts - CMAS Agreement
	E-Mail	Information Technology Division	30-90 days	ASAP	2/11	Create IA with the Office of Technology for managed e-mail services - Interagency Agreement
	PC and Network Support Services	Information Technology Division	30-90 days	10/1/2010	2/11	Create statement of work for IT consulting services contracts - CMAS Agreement
	File Storage and Application Support	Information Technology	30-90 days	10/1/2010	2/11	Create statement of work for IT

Goal	Action	Responsible Section	Timeline	Start Date	End Date	Status/Comments
		Division				consulting services contracts - Includes Mapping Software - CMAS Agreement
	Telecommunications Services	Information Technology Division	30-90 days	10/1/2010	2/11	Create statement of work for telecommunications services contracts – The type of service will be dependent on the facility selected.