



City and County of San Francisco
Department of Elections

John Arntz, Director

February 14, 2017

Honorable Malia Cohen
Chair, Budget and Finance Committee
San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place,
City Hall, Room 244
San Francisco, California 94102

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BY [Signature]

Subject: Amended Request for the Release of Reserve Funds for Relocation of the Department of Elections' Warehouse

Dear Supervisor Cohen:

The San Francisco Department of Elections (Department) respectfully requests that the Budget and Finance Committee (Committee) release \$2,067,934 of the \$2,500,000 placed on reserve during the fiscal year 2014/2015 budget process so that the Department can fund capital project expenses related to the relocation of its warehouse operations to Pier 31.

The Committee previously placed \$2,500,000 on reserve from the Department's proposed 2014/2015 budget pending the Department obtaining a lease for a warehouse site and providing detailed justification of expenditures.

After several years of reviewing and visiting sites and with assistance from the Department of Real Estate, real estate brokers, and the San Francisco Port Commission (Port), the Port agreed to lease Pier 31 to the Department and has developed a draft Memorandum of Understanding (MOU) for this purpose (Attachment A). The date by which the Department takes possession of the space is dependent on the Port completing renovations of the structure.

The Department of Public Works (DPW) has drafted an initial scope of work for the Department's improvements of the site that will commence when the Port completes its renovations. Attachment B provides cost estimates for the improvements and for costs associated with relocating items to Pier 31 from the current warehouse location on Pier 48. The improvements include work such as leveling the floor, adding a security system, constructing restrooms, and installing secure fencing for voting equipment.

Releasing the reserve funds will allow the Department to continue in its efforts to properly identify, plan, and then commence work necessary to facilitate the relocation of the Department's warehouse operations.

Respectfully

[Signature]
John Arntz, Director

Enclosures: **Attachment A** – "Memorandum of Understanding, M-16135, between the San Francisco Port Commission and the Department of Elections, Pier 31"

Attachment B – "Tenant Improvement and Warehouse Relocation Project Budget Analysis"