

## BUDGET INFORMATION:

The first two pages following this one were presented to the BOPEC (Budget and Oversight of Public Elections Committee) at the February 12, 2008 meeting by Director Arntz. The remaining budget information in this packet is what BOPEC reviewed at that meeting.

The Director will send the Commissioners an updated budget including items BOPEC requested via email before the Wednesday, February 20<sup>th</sup> meeting.

*Item 10*

**Annual Salary Ordinance 2007-2008**  
Budgeted Position Counts by Department and Job Code

Job Code	Title	Low	Type	High	FTE
<b>REG</b>	<b>Elections</b>				
	Program: FCH				
				<b>ELECTIONS</b>	
	SubFund: 1G AGF AAA GF - NON-PROJECT - CONTROLLED				
0951	Dep Dir I	3,126.00	B	3,989.00	1.00
0952	Dep Dir II	3,618.00	B	4,617.00	1.00
0962	Dept Head II	4,810.00	B	6,139.00	1.00
1022	IS Administrator 2	2,466.00	B	2,997.00	1.00
1052	IS Business Analyst	2,624.00	B	3,303.00	1.00
1054	IS Business Analyst-Principal	3,520.00	B	4,425.00	1.00
1403	Elections Clerk	1,588.00	B	1,927.00	3.00
1408	Principal Clerk	1,960.00	B	2,383.00	2.75
1410	Chief Clerk	2,247.00	B	2,732.00	3.75
1450	Executive Secretary 1	1,960.00	B	2,383.00	0.75
1471	Elections Worker	1,658.00	B	2,014.00	3.75
1632	Senior Account Clerk	1,778.00	B	2,161.00	1.00
1654	Principal Accountant	2,758.00	B	3,353.00	1.00
1842	Management Assistant	2,130.00	B	2,589.00	2.00
1844	Senior Management Assistant	2,442.00	B	2,969.00	0.25
9770	Community Development Asst	1,744.00	B	2,120.00	1.00
9772	Community Development Spec	2,194.00	B	2,666.00	1.00
AC35	Bd/Comm Secretary 3	2,896.00	B	3,520.00	0.75
TEMPM	Temporary Position	0.00	B	0.00	52.20
				<b>SubFund Total:</b>	<b>79.20</b>
				<b>Program Total:</b>	<b>79.20</b>
				<b>REG Department Total:</b>	<b>79.20</b>

10.1

Department: REG ; ELECTIONS

Fund Description	Total Funding
1G AGF	
General	

**Sources of Funds**

Sources Subjects:			
48929	STATE MANDATED COST - SB 90	1,000,000	1,000,000
60136	COUNTY CANDIDATE FILING FEE	69,700	69,700
60149	PAID BALLOT ARGUMENT FEE	46,920	46,920
60199	OTHER GENERAL GOVERNMENT CHARGES	6,000	6,000
086HS	EXP REC FR HRD-HSS (AAO)	75,000	75,000
086RS	EXP REC FR RETIREMENT SYSTEM (AAO)	82,000	82,000
08799	EXP REC-UNALLOCATED (NON-AAO FDS)	40,000	40,000
GFS (1)	GENERAL FUND SUPPORT	18,076,671	18,076,671
<b>Total Sources of Funds</b>		<b>19,396,291</b>	<b>19,396,291</b>

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

**Uses of Funds**

Operating: AAA			
001	SALARIES	6,071,903	6,071,903
013	MANDATORY FRINGE BENEFITS	903,457	903,457
021	NON PERSONAL SERVICES	10,413,457	10,413,457
040	MATERIALS & SUPPLIES	340,588	340,588
060	CAPITAL OUTLAY	70,926	70,926
081	SERVICES OF OTHER DEPTS (AAO FUNDS)	1,595,960	1,595,960
<b>Total Uses of Funds</b>		<b>19,396,291</b>	<b>19,396,291</b>

**Uses by Program Recap**

Programs:			
FCH	ELECTIONS	19,396,291	19,396,291
<b>Total Uses by Program Recap</b>		<b>19,396,291</b>	<b>19,396,291</b>

10.2

TEMPORARY STAFF SALARIES  
2008-2009

Division	Count	Gross
Admin	22	\$79,765.00
Poll Worker	85	\$345,106.00
Voter Services	24	\$455,871.00
Publication	5	\$92,907.00
Ballot Distribution	126	\$537,442.00
Warehouse	9	\$153,435.00
Precinct Services	47	\$261,277.00
Outreach	3	\$29,864.00
Campaign Services	14	\$172,580.00
Logic & Accuracy	33	\$103,209.00
<b>Total</b>		<b>\$2,231,456.00</b>

10.3

### Materials & Supplies 08-09

char	Obj	Sub-object	Div	Item	Vendor	Quan	Price	Reg total price
21	21	2100	Adm	Travel	Various	2	\$500.00	\$6,600.00
		<b>2100 Total</b>						<b>\$6,600.00</b>
21	22	2200	Adm	TRAVEL Training	Various		\$0.00	\$13,042.50
		<b>2200 Total</b>						<b>\$13,042.50</b>
21	23	2302	Adm	TRAINING Field Expense	Various	5	\$40.00	\$1,370.00
		<b>2302 Total</b>						<b>\$1,370.00</b>
21	24	2401	Adm	LOCAL FIELD EXPENSE Membership	CACEO	1	\$225.00	\$925.00
		<b>2401 Total</b>						<b>\$925.00</b>
21	26	2699	PW	MEMBERSHIP FEES Pollworker trainers	Trainers	3	\$2,000.00	\$6,000.00
		<b>2699 Total</b>						<b>\$6,000.00</b>
21	27	2710	PW	OTHER FEES PW payment	(Direct Payment PWs)	1	\$410,000.00	\$410,000.00
		<b>2710 Total</b>						<b>\$410,000.00</b>
		<b>2710 Total</b>						<b>\$410,000.00</b>
21	27	2799	BD	PAYMENTS TO POLLWORKERS AV Exterior Envelopes and services	Linda Kittlitz	180,000	\$0.20	\$36,000.00
21	27	2799	BD	AV Interior AV envelopes	Linda Kittlitz	180,000	\$0.20	\$36,000.00
21	27	2799	Adm	Ballot Production (4 cards)	Sequoia	1	\$874,833.00	\$874,833.00
21	27	2799	Adm	GRM Ballot Storage	GRM	-	\$80,000.00	\$0.00
21	27	2799	Adm	Locksmith	ABC Security Service	2	\$200.00	\$400.00
21	27	2799	VS	Mix election forms translation	Jungle	24	\$0.00	\$0.00
21	27	2799	Adm	Outsource	Sequoia	1	\$86,000.00	\$86,000.00
21	27	2799	WH	Pink Bubble Packs	Sequoia	1	\$0.00	\$0.00
21	27	2799	VS	Provisional Envelopes and all related services	Linda Kittlitz	45,000	\$0.20	\$9,000.00
21	27	2799	Adm	Sequoia Contract	Sequoia	1	\$1,700,000.00	\$1,700,000.00
21	27	2799	Adm	Sequoia Demo ballots	Sequoia	1	\$275.00	\$275.00
21	27	2799	BD	Sign posting	SF Police	1	\$600.00	\$600.00
21	27	2799	WH	Temporary employees for election night	People Connection	324	\$29.87	\$9,678.69
21	27	2799	PB	Translation of VIP and audio of VIP	Jungle	1	\$299,900.00	\$299,900.00
21	27	2799	Adm 2	Various	Various	1	\$200,000.00	\$200,000.00
21	27	2799	PB	VIP	Sequoia	1	\$700,000.00	\$700,000.00
		<b>2799 Total</b>						<b>\$3,352,686.69</b>
21	27	02761	IT	OTHER PROFESSIONAL SERVICES DIMS hourly support	DIMS	50	\$200.00	\$10,000.00
21	27	02761	IT	Software Development contracts	Software Development contracts	50	\$92.23	\$4,611.25
		<b>2761 Total</b>						<b>\$14,611.25</b>
21	28	2801	Adm	SYSTEM CONSULTING SERVICES Shredding	Shred-It	12	\$100.00	\$1,200.00
21	28	2801	Adm	Sunset Disposal Center Acct#A0084780	SF Recycling & Disposal, Inc.	3	\$200.00	\$600.00
		<b>2801 Total</b>						<b>\$1,800.00</b>

char	Obj	Sub-object	Div	Item	Vendor	Quan	Price	Reg total price
21	29	02911	IT	DIMS monthly maintenance fee	DIMS	12	\$10,519.31	\$126,231.69
<b>DP/WP EQUIPMENT MAINTENANCE</b>								
		<b>02911 Total</b>						<b>\$126,231.69</b>
21	30	3011	PW	Class room rental	City College/Alemany	1	\$20,000.00	\$20,000.00
21	30	3011	PW	Class room rental	Moscone Center - Nov	1	\$15,000.00	\$15,000.00
21	30	3011	Adm	Rent Pier 29	Port of San Francisco	-	\$9,198.33	\$0.00
21	30	3011	WH	Rent Pier 48	Port of San Francisco	12	\$68,936.22	\$827,234.64
<b>PROPERTY RENT</b>								
21	30	3021	Adm	Garage	Civic Center	108	\$200.00	\$21,600.00
<b>GARAGE RENT</b>								
		<b>3021 Total</b>						<b>\$21,600.00</b>
21	30	3031	OR	Emergency space rental	Various	1	\$0.00	\$0.00
21	30	3031	PB	Emergency space rental	Various	1	\$1,000.00	\$1,000.00
21	30	3031	OR	Street Fairs	Various	16	\$331.75	\$5,308.00
21	30	3031	Com	Meeting space rental	Various	1	\$400.00	\$400.00
<b>MISCELLANEOUS FACILITIES RENTAL</b>								
		<b>3031 Total</b>						<b>\$6,708.00</b>
21	31	3121	Adm	Box Trucks	Enterprise	3	\$1,256.00	\$3,768.00
21	31	3121	Adm	Vehicle rental	Thrifty	1	\$88,139.00	\$88,139.00
<b>VEHICLE RENTAL</b>								
		<b>3121 Total</b>						<b>\$91,907.00</b>
21	31	3199	BD	1 - Forklift rental	Cromer		\$1,500.00	\$0.00
21	31	3199	WH	1 - Forklift rental	Cromer	12	\$1,500.00	\$18,000.00
21	31	3199	WH	Hand truck rental	Dolly Rental, Inc.	40	\$5.00	\$200.00
21	31	3199	Adm	Office trailer rental	Far West	-	\$640.00	\$0.00
21	31	3199	WH	Pallet Jack rental	Various	12	\$0.00	\$0.00
21	31	3199	WH	Tower lights	U-Save	2	\$300.00	\$600.00
21	31	3199	Adm	Various	Various	1	\$5,000.00	\$5,000.00
<b>OTHER EQUIPMENT RENTALS</b>								
		<b>3199 Total</b>						<b>\$23,800.00</b>
21	31	03131	ADM	Document/Mail	Ricoh	12	\$1,111.50	\$13,338.00
21	31	03131	ADM	MFP per page cost	Ricoh	1	\$1,100.00	\$1,100.00
21	31	03131	ADM	MFP printing/copying equipment lease	Ricoh	12	\$1,721.00	\$20,652.00
<b>OFFICE MACHINE RENTALS</b>								
		<b>3131 Total</b>						<b>\$35,090.00</b>
21	35	3521	Adm	Express Overnight	Express Overnight	200	\$40.00	\$8,000.00
21	35	3521	BD	Express Overnight	Express Overnight	-	\$40.00	\$0.00
21	35	3521	CS	Express Overnight	Express Overnight	10	\$40.00	\$400.00
21	35	3521	IT	Express Overnight	Express Overnight	2	\$50.00	\$100.00

char	Obj	Sub-object	Div	Item	Vendor	Quan	Price	Reg total price
21	35	3521	OR	Express Overnight	Express Overnight	-	\$40.00	\$0.00
21	35	3521	PB	Express Overnight	Express Overnight	3	\$40.00	\$120.00
21	35	3521	PW	Express Overnight	Express Overnight	2	\$40.00	\$80.00
21	35	3521	VS	Express Overnight	Express Overnight	500	\$40.00	\$20,000.00
21	35	3521	Adm 2	Various	Various	-	\$40.00	\$0.00
21	35	3521	Com	Express Overnight	Various	1	\$875.00	\$875.00
		<b>3521 Total</b>		<b>FREIGHT/DELIVERY</b>				<b>\$29,575.00</b>
21	35	3551	Adm	6 MFDS and 4 printers	Ricoh	10	\$2,800.00	\$28,000.00
21	35	3551	Adm	FPPC electronic filing; Doc mail.	Ricoh	30	\$500.00	\$15,000.00
		<b>3551 Total</b>		<b>COPY MACHINE</b>				<b>\$43,000.00</b>
21	35	3552	VS	8-D2 Postcards for house printing (monthly printing)	Direct Mail	50,000	\$0.25	\$12,500.00
21	35	3552	VS	8-D2 Postcards Mailer (mass mailer after June 08 election)	Direct Mail	40,000	\$0.25	\$10,000.00
21	35	3552	VS	8-D2 Postcards Mailer (mass mailer after Nov 08 election)	Direct Mail	40,000	\$0.25	\$10,000.00
21	35	3552	VS	ARC ( Alternate Residency Confirmation) postcards	Direct Mail	40,000	\$0.25	\$10,000.00
21	35	3552	OR	Braille Materials	Lighthouse for the Blind and Visually Impaired	1,600	\$0.70	\$1,120.00
21	35	3552	Adm	Election Code Books - 22 Code books	TNC Printing	22	\$70.00	\$1,540.00
21	35	3552	Adm	Election Officer Digest	TNC Printing	300	\$1.00	\$300.00
21	35	3552	OR	Guide to Voting (English, Chinese, Spanish, Russian)	Norcal	8,500	\$0.43	\$3,655.00
21	35	3552	OR	Mailer	Direct Mail	275,000	\$0.12	\$33,000.00
21	35	3552	OR	Muni Posters	Norcal	500	\$6.75	\$3,375.00
21	35	3552	VS	Purged Perm Vote by mail voters notices	Direct Mail	20,000	\$0.25	\$5,000.00
21	35	3552	PW	PW Manual	Somerset Printing	1	\$8,000.00	\$8,000.00
21	35	3552	OR	Ranked Choie Voting (English, Chinese, Spanish, Russian)	Norcal	11,250	\$0.23	\$2,587.50
21	35	3552	OR	Register to Vote Poster (English, Chinese, Spanish, Russian)	Norcal	2,000	\$0.81	\$1,620.00
21	35	3552	OR	Your Right to Vote (English, Chinese, Spanish)	Norcal	4,000	\$0.43	\$1,720.00
		<b>3552 Total</b>		<b>PRINTING</b>				<b>\$104,417.50</b>
21	35	3561	VS	# 00. USPS/Nixie (ACS -Address Change Service)	USPS - xxxx	20,000	\$0.10	\$2,000.00

char	Obj	Sub-object	Div	Item	Vendor	Quan	Price	Reg total price
21	35	3561	VS	#1 Outgoing -(8-D2) Address Confirmation Postcards(Monthly) - Forwarding Address confirmation postcard to verify voter address	USPS - 2750	50,000	\$0.25	\$12,500.00
21	35	3561	VS	#1 Returning - (8-D2) Address Confirmation Postcards (June 08) - Forwarding Address confirmation postcard to verify voter address	USPS (BRM 13632)	30,000	\$0.50	\$15,000.00
21	35	3561	VS	#1 Returning - (8-D2) Address Confirmation Postcards (Monthly) - Forwarding Address confirmation postcard to verify voter address (All three elections)	USPS (BRM 13632)	50,000	\$0.50	\$25,000.00
21	35	3561	VS	#1 Returning - (8-D2) Address Confirmation Postcards (Nov 08) - Forwarding Address confirmation postcard to verify voter address	USPS (BRM 13632)	30,000	\$0.50	\$15,000.00
21	35	3561	PB	#11. VIP - Mail out only.	USPS - 2750	1	\$135,000.00	\$135,000.00
21	35	3561	BD	#12. Postage for mailing out Absentee Ballots (base on 2 card ballot) Permit # 2750	USPS - 2750	1	\$100,000.00	\$100,000.00
21	35	3561	BD	#12. Postage for return of Absentee Ballots Permit	USPS BRM #27182	1	\$200,000.00	\$200,000.00
21	35	3561	Adm	#14 - Return Business Reply Mail (Color coded used by all divisions)	USPS (BRM 13632)	5,000	\$0.30	\$1,500.00
21	35	3561	VS	#2. Returning; Outgoing is in Repro - Oversea Voters absentee ballot	USPS BRM #27182	5,000	\$1.50	\$7,500.00
21	35	3561	Adm	#20. Undeliverable mail	USPS - 95413	5,000	\$1.00	\$5,000.00
21	35	3561	VS	#3. Returning. Outgoing is in Repro. HAVA -Help America Vote Act - Identification Confirmation Letter	USPS (BRM 13632)	20,000	\$0.41	\$8,200.00
21	35	3561	VS	#5. Outgoing - Affidavit Cards Mailing(postage account #85814) reimburse by Secretary of State	USPS - BRM 85814	10,000	\$0.50	\$5,000.00
21	35	3561	VS	#5. Returning - Affidavit Cards Mailing(postage account #85814) reimburse by Secretary of State	USPS - BRM 85814	700	\$0.50	\$350.00
21	35	3561	VS	#6. Outgoing only. No returns. Voter Notification Cards to voters	USPS - 2750	150,000	\$0.25	\$37,500.00
21	35	3561	VS	Outgoing - 8-D2 Postcards Mailer (mass mailer after Nov 08 election)	USPS - 2750	40,000	\$0.25	\$10,000.00
21	35	3561	VS	Outgoing - 8-D2 Postcards Mailer (mass mailer after June 08 election)	USPS - 2750	40,000	\$0.25	\$10,000.00
21	35	3561	VS	outgoing_mailer -ARC ( Alternate Residency Confirmation) postcards	USPS - 2750	40,000	\$0.25	\$10,000.00
21	35	3561	VS	Outgoing -Purged Perm Vote by mail voters notice	USPS - 2750	20,000	\$0.41	\$8,200.00
21	35	3561	VS	Returning - ARC( Alternate Residency Confirmation) postcards	USPS - 2750	25,000	\$0.50	\$12,500.00



char	Obj	Sub-object	Div	Item	Vendor	Quan	Price	Reg total price
21	35	3561	VS	Returning -Purged Perm Vote by mail voters notice	USPS (BRM 13632)	15,000	\$0.50	\$7,500.00
21	35	3561	OR	USPS	USPS - 2750	275,000	\$0.16	\$44,000.00
<b>POSTAGE</b>								
<b>3561 Total</b>								
21	35	3581	Adm	Craig's List Advertising	Advance Recruitment Solutions	10	\$80.00	\$800.00
21	35	3581	BD	Craig's List Advertising	Advance Recruitment Solutions	-	\$80.00	\$0.00
21	35	3581	CS	Craig's List Advertising	Advance Recruitment Solutions	2	\$80.00	\$160.00
21	35	3581	OR	Craig's List Advertising	Advance Recruitment Solutions	2	\$80.00	\$160.00
21	35	3581	PB	Craig's List Advertising	Advance Recruitment Solutions	2	\$80.00	\$160.00
21	35	3581	PW	Craig's List Advertising	Advance Recruitment Solutions	20	\$80.00	\$1,600.00
21	35	3581	VS	Craig's List Advertising	Advance Recruitment Solutions	2	\$80.00	\$160.00
21	35	3581	OR	Newspaper Advertisement	California Newspaper / Daily Journal	1	\$3,698.00	\$3,698.00
21	35	3581	PB	Newspaper Advertisement	California Newspaper Group / Daily Journal	20	\$234.00	\$4,680.00
21	35	3581	OR	Newspaper Advertisement	Post Newspaper Group	1	\$1,230.00	\$1,230.00
21	35	3581	OR	Newspaper Advertisement	San Francisco Neighborhood Newspaper Association	1	\$11,073.00	\$11,073.00
21	35	3581	OR	Newspaper Advertisement	Sun Reporter Publishing Company	1	\$945.00	\$945.00

char	Obj	Sub-object	Div	Item	Vendor	Quan	Price	Reg total price
21	35	3581	OR	Public Service Announcement	Olive Tree Communication	1	\$9,975.00	\$9,975.00
<b>ADVERTISING</b>								
21	35	3599	Adm	Fence	Anchor Fencing CO.	1	\$3,800.00	\$3,800.00
21	35	3599	PW	Pollworker Pins	RA Clark Enterprises	3,400	\$1.00	\$3,400.00
21	35	3599	WH	Red Boxes	Election Data Corporation.	200	\$15.00	\$3,000.00
21	35	3599	BD	Rice bags	Linda Kittitz	1,200	\$13.00	\$15,600.00
<b>OTHER CURRENT EXPENSES</b>								
21	35	03596	IT	Licenses for computers	COIT	1	\$15,000.00	\$15,000.00
21	35	03596	IT	Licenses for computers	License for computers	1	\$30,000.00	\$30,000.00
<b>SOFTWARE LICENSING FEES</b>								
40	46	4699	PB	BSC refreshments, supplies	Ballot Simplification Committee.	10	\$33.90	\$339.02
40	46	4699	Adm	Election Day Meals	reimbursement	1	\$3,000.00	\$3,000.00
<b>FOOD</b>								
40	49	4950	PW	"I Voted" Stickers	Give Something Back	1,000	\$0.00	\$0.00
40	49	4950	PW	"May I Help You" Name Badges	Give Something Back	10,000	\$0.00	\$0.00
40	49	4950	PW	a. Standard Window Envelopes	Cenveo	40,000	\$0.02	\$840.00
40	49	4950	PW	b. Business Reply Envelopes w/ yellow corner	Cenveo	20,000	\$0.02	\$440.00
40	49	4950	BD	Blown Stretch Wrap Film	Office Depot	100	\$12.00	\$1,200.00
40	49	4950	VS	Booklett Envelopes 6x9	Cenveo	5,000	\$0.05	\$250.00
40	49	4950	PW	c. Standard Envelope w/out window	Cenveo	2,000	\$0.03	\$56.00
40	49	4950	Adm	Cenveo Supplies	Cenveo	1	\$5,000.00	\$5,000.00
40	49	4950	BD	Cenveo Supplies	Cenveo	-	\$0.00	\$0.00
40	49	4950	CS	Cenveo Supplies	Cenveo	-	\$0.00	\$0.00
40	49	4950	OR	Cenveo Supplies	Cenveo	-	\$0.00	\$0.00
40	49	4950	PB	Cenveo Supplies	Cenveo	-	\$0.00	\$0.00
40	49	4950	VS	Cenveo Supplies	Cenveo	-	\$0.00	\$0.00
40	49	4950	BD	Color paper	Office Depot	140	\$13.95	\$1,953.00
40	49	4950	PW	d. 91/2x 121/2 Envelopes	Cenveo	8,000	\$0.13	\$1,072.00
40	49	4950	BD	Electric Pencil Sharpener	Office Depot	2	\$47.00	\$94.00
40	49	4950	BD	Inspector Folders (blank wallets)	Office Depot	200	\$4.00	\$800.00
40	49	4950	VS	Large Envelopes 9x12	Cenveo	500	\$0.15	\$75.00
40	49	4950	Adm	Office supplies	Office Depot	1	\$20,000.00	\$20,000.00
40	49	4950	BD	Office supplies	Office Depot	1	\$0.00	\$0.00

char	Obj	Sub-object	Div	Item	Vendor	Quan	Price	Reg total price
40	49	4950	CS	Office supplies	Office Depot	1	\$2,089.00	\$2,089.00
40	49	4950	IT	Office supplies	Office Depot	1	\$2,500.00	\$2,500.00
40	49	4950	OR	Office supplies	Office Depot	1	\$1,311.00	\$1,311.00
40	49	4950	PB	Office supplies	Office Depot	1	\$0.00	\$0.00
40	49	4950	PW	Office supplies	Office Depot	1	\$12,010.00	\$12,010.00
40	49	4950	VS	Office supplies	Office Depot	1	\$7,615.00	\$7,615.00
40	49	4950	WH	Office supplies	Office Depot	1	\$2,139.78	\$2,139.78
40	49	4950	Adm	Paper	Give Something Back	1	\$3,527.00	\$3,527.00
40	49	4950	VS	Regular Envelopes #10	Cenveo	5,000	\$0.02	\$100.00
40	49	4950	VS	Reply Envelopes #9 Green	Cenveo	30,000	\$0.02	\$600.00
40	49	4950	VS	Window Envelopes #10	Cenveo	30,000	\$0.10	\$3,000.00
<b>OFFICE SUPPLIES-CITYWIDE CONTRACT</b>								
		<b>4950 Total</b>						<b>\$66,671.78</b>
40	49	4999	BD	Ballot custody forms	Sequoia	1,300	\$4.00	\$5,200.00
40	49	4999	BD	Ballot pens	Sequoia	12,000	\$3.50	\$42,000.00
40	49	4999	Adm	Election supplies	Cole Fox	1	\$20,000.00	\$20,000.00
40	49	4999	BD	Election supplies	Cole Fox		\$0.00	\$0.00
40	49	4999	CS	Election supplies	Cole Fox		\$0.00	\$0.00
40	49	4999	IT	Election supplies	Cole Fox	1	\$2,000.00	\$2,000.00
40	49	4999	OR	Election supplies	Cole Fox		\$0.00	\$0.00
40	49	4999	PB	Election supplies	Cole Fox	1	\$0.00	\$0.00
40	49	4999	PW	Election supplies	Cole Fox		\$0.00	\$0.00
40	49	4999	VS	Election supplies	Cole Fox	1	\$454.00	\$454.00
40	49	4999	WH	Election supplies	Cole Fox	1	\$3,459.00	\$3,459.00
40	49	4999	BD	Optech box bottom	Sequoia	2,000	\$1.90	\$3,800.00
40	49	4999	BD	Optech box (21 X 10 X 3)	Sequoia	2,000	\$3.50	\$7,000.00
40	49	4999	BD	Optech Header Cards (3 column)	Sequoia	5,000	\$0.88	\$4,400.00
40	49	4999	BD	Optech box top	Sequoia	2,000	\$1.68	\$3,360.00
40	49	4999	OR	Outreach Uniforms	Banner Uniform Center	5	\$46.00	\$230.00
40	49	4999	PW	Viewer Information Kiosk supplies	UNISOURCE	1	\$3,000.00	\$3,000.00
40	49	4999	OR	Register to vote pens	Linda Kittlitz	5,000	\$0.38	\$1,900.00
40	49	4999	OR	Register to vote Stickers	Give Something Back	5,000	\$0.06	\$300.00
40	49	4999	WH	Repositionable clear vinyl	Borden Decal / East Bay Sign Co.	1	\$442.00	\$442.00
40	49	4999	BD	Rice bags small	Sequoia	150	\$5.00	\$750.00
40	49	4999	OR	Table Throw with DOE logo	Spotlight Promotion	2	\$245.00	\$490.00
40	49	4999	WH	Trash Bins-14yard	Sunset Scavenger	7	\$520.00	\$3,640.00

char	Obj	Sub-object	Div	Item	Vendor	Quan	Price	Reg total price
40	49	4999	Adm	Voting machine Security Seals	Various	1	\$8,000.00	\$8,000.00
40	49	4999	Adm	Water filter	Various	12	\$300.00	\$3,600.00
40	49	4999	Com	Materials & Supplies	Various	1	\$730.00	\$730.00
<b>OTHER MATERIALS &amp; SUPPLIES</b>								
		<b>4999 Total</b>						<b>\$14,755.00</b>
40	49	04921	IT	Data processing supplies	COIT	25	\$1,350.00	\$33,750.00
40	49	04921	IT	Data processing supplies	COIT	1	\$20,000.00	\$20,000.00
<b>DATA PROCESING SUPPLIES</b>								
		<b>04921 Total</b>						<b>\$53,750.00</b>
<b>Grand Total</b>								
								<b>6,767,306</b>

**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jennifer Meek, Vice President  
Richard P. Matthews  
Joseph B. Phair  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Shirley Rodriques  
Commission Secretary

**DRAFT**

**City and County of San Francisco**  
**Elections Commission**

Approved: \_\_\_\_\_

**Minutes of the Meeting held**  
**City Hall, Room 408**  
**January 16, 2008**

1. President Meek called the meeting to order at 6:05 pm.
2. **COMMISSION MEMBERS PRESENT:** Commissioners Arnold Townsend, Gerard Gleason, Richard P. Matthews, Winnie Yu, Jennifer Meek, Joseph B. Phair, Deputy City Attorney Andrew Shen and Director John Arntz.
3. **ANNOUNCEMENTS:** President Meek announced that Commissioner Townsend has been reappointed to another five year term by Mayor Newsom, and President Meek has been reappointed for a five year term by the Board of Education. Commissioner Tajel Shah has resigned to accept a position in the office of the Treasurer.

Commissioner Townsend asked the City Attorney to let the Commission know the policy for employees of the City being appointed to City Commissions. He gave the example of William Lee, who is employed by San Francisco as the Director of International Economic & Tourism Development and also serves on the Planning Commission. Deputy City Attorney Andrew Shen replied that many requirements are commission-specific, and that the members of the Election Commission are prohibited [per San Francisco Charter Section 13.103.5 (b)] from holding City employment.

4. **Public comment on any issue within the Elections Commission's general Jurisdiction.** Brent Turner said that his organization is looking forward to the Director going forward with the Open Source Task Force and hopeful that Jim March and Allen Deckard will be members. David Pilpel reminded the Commission that he presented a draft for a new Elections Plan format to the Commission's BOPEC (Budget and Oversight of Public Elections Committee) Committee and he hoped all Commissioners have had a change to review it. He said the draft was not intended to be a final product but was a different way to present the information, and that he hoped it is helpful and that a plan to assess

the election would be ready in time for the November 2008 election. Commissioner Matthews thanked Mr. Pilpel for his efforts in putting together the draft and presenting it to the Commission.

5. **Director's Report.**

Ballot Distribution: The Division has been working on retrieval and organization of the memory packs from the polling sites and uploading them on election night. (It should be noted that the new voting equipment is as follows: The old Eagle Machines are now replaced with the "Insight" machine; the old Optical Scanner is now replaced with the "Edge" machine). The Ballot Distribution staff is working with the Sheriffs Office for security. The Director reminded the Commission that the processing of Absentee Ballots will begin Friday, January 25, 2008 (seven business days prior to the election), and the Division is preparing for the canvass. Notice has just been received that there will be a Health Service Board Election one week before the June Election.

Budget and Personnel: New staffing for the February Election is being organized, and the Budget for 2008-2009 is being drafted to present to the Commission and the Mayor's Office.

Campaign Services: The Election Observer Panel information is being prepared to send to the Grand Jury, members of the media, political organizations and the SoS (Secretary of State). The phone bank has begun and is already receiving calls regarding the election. There will be a Candidate Workshop on January 24, 2008, for the June Election.

Outreach: Yesterday the Division had an open house for the new voting system with emphasis on the "Edge" machine. Disability groups, including The Lighthouse For The Blind attended to familiarize themselves with the equipment before election day. The Division will be going to the San Mateo Jail to conduct outreach classes, in addition to the printed materials the Division provides to inmates. In addition, the Division will be doing regular community events and presentations.

Publications: The Division is reviewing the electronic ballot for the "Edge". The review includes preparing audio instructions. All voter Guides for voters who were registered by the deadline and all permanent absentee ballots were taken to the Post Office by January 7, 2008. The Division is also preparing for the June Election with four measures submitted for that election.

Poll Locating/ADA: The division has experienced three site cancellations during the past week and new ones will need to be found. Staff has been working with Sequoia Voting Systems preparing for the delivery of equipment and creating route and signoff sheets for the drivers and staff. The Division is working on a layout for Pier 48 for staging the equipment for delivery to polling sites and storage after the election. Equipment delivery begins Thursday, January 31, through to the Monday before Election Day.

Pollworker Division: Seven Hundred people have completed the Division's Training classes. The training manual is on the Department's website. An Open House was held last week at Alemany College for pollworkers to have hands on experience with the new equipment. The Division has recruited enough pollworkers to meet the language assistance requirements of the Voting Rights Act. Standby pollworkers have also been recruited. There is concern about meeting these staffing goals for the June Election because it will be the end of the school year, test finals is be occurring, and the weather improves and people leave town.

Technology Division: Staff is working with Sequoia Systems to set up the computer room and test systems and troubleshooting the data systems for the Department's various divisions. The backup system for the tabulation servers is being readied and a reconfiguration of the Election Center is planned. The memory devices from the polling sites will be uploaded at the MacAllister Street entrance to City Hall.

Voter Services: Six hundred voters have used the early voting counter at City Hall so far for the February Election. Approximately one hundred voters have used the Edge machine and there have been no problems. Applications for vote by mail ballots are being received and processed. 140,000 vote by mail ballots were sent out on January 7, 2008, and approximately 15,000 have been voted and sent back.

President Meek asked the Director for the budget due date. Director Arntz responded that February 22<sup>nd</sup> is the date the budget is to be at the Mayor's and Controller's Offices, and he plans to have it available to the Commission by mid-next week at the latest. The President asked the Director if it would be possible to include Commission-specific items in the budget before the deadline. Director Arntz said that he would be able to include any items requested and asked the Commission to email the information to him. Director Arntz inquired if there would be a BOPEC meeting in February. Chairperson Gleason answered that there would not be a meeting on the scheduled date, Wednesday, February 6<sup>th</sup>, because it would be right after the election. He said the meeting would be a special one held possibly the week before the Wednesday, February 20<sup>th</sup> regular Commission meeting.

#### **Update on data for post-canvas audit of equipment**

The Director reported that the post-canvas audit has not been done, due to preparations for the February Presidential Primary, and it appears that the SoS is very interested in seeing the results as well as the Commission.

#### **Presentation of the Election Plan for the February 5, 2008, Primary Election**

The Director gave an overview of the changes in this plan compared to the November 2007 Election Plan. Those changes include: (1) no uplink sites, everything will come to City Hall; (2) Storage of ballots will not be at 240 Van Ness, but at Brooks Hall. (3) 240 Van Ness will be used in February to distribute ballots to the pollworkers and as a supply station on Election Day. After this election, the Department will no longer use the site; (3) it is reported

that the Sheriffs will retrieve the Edge machines in this plan, this will not be the case because the Sheriff Deputies report that the machines are too heavy; (4) the processing center, logic and accuracy testing, distribution and storage of the machines will now be at Pier 48, thereby eliminating COR-A-VAN; (5) before the June Election, it is planned to house all archival materials that are currently at GRM in Alameda to Pier 48. The build-out of Pier 48 will begin the end of this month which includes fencing and other security elements including cameras and alarms. The lease for Pier 48 is for four years. The Director said that this arrangement is a huge victory for the DoE.

**Public Comment.** *Brent Turner* said that he wanted it put on record that he is concerned about what happens to the voting machines as they relate to how the voting counts are stored. *David Pilpel* said he thought, after talks from the last BOPEC meeting, that the next meeting was going to be held on January 30.

## 5. Commissioners' Reports

Commissioner Gerard Gleason asked that his report regarding his meeting with Director of Elections be combined with his report later in this meeting under item 10 (c).

## 6. Committee Report

Commissioner Gerard Gleason asked that his report regarding the findings of the Budget and Oversight of Public Elections Committee (BOPEC) regarding Commissioner access to election procedures during elections be combined with his report later in this meeting under item 10 (a).

## 7. OLD BUSINESS

- (a) **Discussion and possible action regarding the effectiveness of the November 6, 2007 Election Plan.** President Meek suggested that since new assessment criteria have not been developed, that the Commission use criteria it has used in the past for the effectiveness of the November 6, 2008 Election Plan.

Commissioner Matthews MOVED and Commissioner Yu SECONDED that the Commission confirm that it has evaluated the effectiveness of the November 6, 2007 Election Plan and has found it effectively implemented.

**Public Comment.** *David Pilpel* said that the Commission needs a better assessment tool and that in the interim the comments from the Commission members who reported their observations of the November 2007 election be included in the minutes for today's meeting.



The Roll Call Vote to agree that the November 6, 2007 Election Plan was effective, and to attach the comments from Commissioners regarding their observations of that election to these minutes was UNANIMOUS.

- (b) **Update of the Annual Report for 2007.** President Jennifer Meek reported that the report has not been completed but she expects to bring it to the Commission next month.

## 8. NEW BUSINESS

- (a) **Discussion and possible action to adopt the following policy that is recommended by the BOPEC Committee:**

*“It shall be the Election Commission’s policy to assess the conduct of an election as delineated in the Election Plan in specific areas, agreed upon in advance, by the Elections Commission, through reasonable and appropriate observations, investigation and/or further inquiry of those areas.”*

Chairperson Gleason reported that the Committee, with the input of former Commissioner Tajel Shah, feels that the Commission has not worked as a body in its assessment of Election Plans in the past. What is proposed is to assign interested Commissioners to election observations in areas of concern. He said that he disagrees with the Director who has said that the rights of Commissioners to observe election activities is no different than those of the public. Chairperson Gleason said that for individual members of the Commission, this is correct. However, the Commission, itself, is different. One example is the item coming up later on the agenda tonight, a waiver for public employees that the Commission must approve. Specifically in the Charter it is stated that the Commission members are allowed to participate in the election. The Commissioner said that the members can and should be able to observe documents, view operations that may be “around a corner in an L-shaped room”, and allowed to go past the public’s “velvet rope.” Chairperson Gleason made it clear that he was not asking that this observation be accomplished without an escort. The goal is to ensure that the public has confidence that the Elections Commission knows what is going on at each election. By assigning individual Commissioners to observe chosen areas, the Commission is removing the possibility of Commissioners acting on their own. The Commission will interact with the Director and the Department in its assignments and can establish guidelines when/if necessary.

Commissioner Phair said that the emphasis on “observation” was good, and that Commissioners should keep in mind that it is just that and not to “give direction.”

Chairperson Gleason reported that during the BOPEC meeting it was emphasized that Commissioners were not to have direct communication with staff during these

observations, but were to communicate with the Director or his appointee about what it being observed. Commissioners will not be observing staff performance, but what is happening with the ballots – they will be observing the conduct of the election and not the administration of it.

Commissioner Townsend said that, for the record, he wanted to say that there is presently a system that is not broken and he has no idea why the Commission wants to fix it.

Commissioner Matthews MOVED and Commissioner Meek SECONDED approval of this policy.

**Public Comment.** *David Pilpel* said that the policy is a good idea because in the past there has not been specific designations of observation areas by the Commission for inquiry prior to election day.

Commissioner Phair asked, through the President, if the Director of Elections had any objection to the proposed policy. Director Arntz stated that he had no comment regarding the language of the policy. *Brent Turner* suggested adding the word “predetermined” before the word “reasonable” in the policy. He said that in other counties, he has observed a “five-foot-distance” rule for observers, that he wants the public to enjoy the same access as the Commissioners, and that the reconciliation process is important to watch during the election.

Commissioner Gleason said that the intent would be to issue special badges to those Commissioners who have said they are interested in observing certain areas of an election and who have been authorized to do so by the full Commission.

Commissioner Townsend said that he was not in favor of the Commission making the viewing of election day areas more formal than it has been previously. He said that he thinks this is a mistake, and this may prevent the Commission and Director from working together with flexibility and “good humor.”

Commissioner Gleason replied that the policy creates a reasonable relationship between the Commission and the Department. One example is the next item on the agenda – learning what happens with the DRE and the paper tapes. The new policy allows a full report from a Commissioner who has observed this first hand.

The Roll Call Vote was: Gleason-yes, Matthews-yes, Townsend-no, Phair-yes, Yu—yes, Meek-yes. The vote was five to one in favor to approve this policy with the removal (suggestion by Commissioner Matthews) of the second comma in the policy text.

- (b) **Discussion and possible action to determine areas of Commission interest and observation for the February 5, 2008, Presidential Primary Election, and which Commissioners will make those observations.** Commissioner Matthews

said he was interested in the DRE with the handling of its paper trail audit tapes and the remakes of ballots. Commissioner Gleason said that he was unsure of Pier 48's layout because it will be new and should be viewed, however he doesn't know what operations will be there.

Commissioner Phair asked the Director what will be occurring at Pier 48. Director Arntz replied that testing of the voting machines, delivery of equipment to the polling sites originates from this location, and the equipment is returned here after the election, and the processing center (accounting of materials from the polling places, such as ballot cards, rosters).

Commissioner Gleason said that he has not observed the processing of provisional ballots and the remake process.

Commissioner Matthews said that his concern is that casual observation of random areas during election day is not valid, per his understanding of Deputy City Attorney O'Leary's instruction, for the Commission's finding that the Election Plan was adhered to. In order to assess the Election Plan, the observation must be pre-authorized by the Elections Commission. President Meek and Deputy City Attorney Shen agreed.

Commissioner Matthews recommended that someone observe how the data from DRE's is handled, observation of Remakes, and adjudication of provisional ballots for the February 5, 2008 election.

President Meek agreed to report on provisional ballots; Commissioner Matthews agreed to report on DRE's and the manual audit of the paper tapes; Commissioner Gleason agreed to report on the Remakes Process; Commissioner Phair agreed to tour City Hall with the Director of Elections and a prior tour and observation of Pier 48, for a period of time on election night; Commissioner Townsend said that he didn't know and probably would not know until Election Day, and therefore because that decision would be too late, he would not make a report; and Commissioner Yu agreed to report on language assistance services.

Commissioner Matthews MOVED and Commission Gleason SECONDED the approval of the assignments listed in the above paragraph.

**Public Comment.** *David Pilpel* said that he had wished the BOPEC had listed the areas for assignment during their meeting, but he supports this action, however it is not clear how much work will be done prior to and after election day. He suggested that Pier 48, because it is new, should be on the list. *Sacha Ielmorini* agreed that Pier 48's activities should be observed and reported in the Election Plan assessment. Additionally, she said that it's a good idea that representatives, like the Commissioners, have more access, because during the last election, she too had to stand behind the "velvet ropes".

A Roll Call Vote was UNANIMOUS to accept the Commission's assignments of areas of interest and observation for the February 5, 2008, Presidential Primary Election.

- (c) **Discussion and possible action regarding a policy that the Department advises voters to use paper ballots and not the DRE that will be available at the precincts.** [This item was carried over from the December Commission Meeting.] Commissioner Gleason provided the Commission with a list of his questions to the Director and the Director's responses to those questions. The Commissioner's presentation is provided as an attachment to these minutes.

Commissioner Gleason explained that he had observed a demonstration by Sequoia Systems Software of voting equipment at the Elections Commission last January in which the DRE (touch screen machine) had a device called a "H.A.T." This is a magnetic card which allows voters to access and vote on the DRE, and randomized and combined the DRE votes with the optical voting machine. This is apparently not the model the City bought. The equipment purchased, does not have this capability.

Commissioner Phair asked Director Arntz about the SoS (Secretary of State)'s requirement that at least five voters, if one voter uses the touch screen voting machine at a polling site, be recruited to use it as well. The Director said that pollworkers will not try to recruit people to use these machines because he doesn't want people identified as having to use the equipment, and there is the concern of vote confidentiality. Commissioner Phair asked if anyone had approached the SoS with these concerns. Director Arntz said yes, but the requirement has not been rescinded and no guidance is forthcoming on how the county can meet the SoS's condition. Commissioner Phair said he was concerned regarding the consequence of not complying with the SoS's requirement. Deputy City Attorney Shen replied, that he was not sure if there is a clear answer. He said that if the SoS concludes that a jurisdiction is not compliant with her certification requirements, she has a range of options at her disposal. The Deputy City Attorney said he could not predict what the SoS might do. She may, because this is her first election, find that "substantial compliance may be sufficient with some of these newer requirements".

**Public Comment.** *David Pilpel* asked that acronyms like "DRE" be spelled out in future agendas. He also asked that if votes cast via touch screen will be a third category (optical scan and absentee voting being categories one and two) for tallying or will they be aggregated with the other votes at the polls? President Meek stated that at the votes would not be aggregated at the polls and asked the Director if this was the case for reporting procedures. The Director indicated that the President was correct. Commissioner Gleason asked the Director what would be posted after the polls closed at the polling sites. Director Arntz replied that there will be a total from the "Insight" machine, and the pollworker will write down the totals from the results screen on the "Edge" machine. This would be the case if only one voter used the machine.

Sacha Ielmorini suggested that pollworkers handwrite all the totals instead of having the "Insight" totals on a print out, and only the "Edge" totals be handwritten. She said this protects the confidentiality of voters who must use the DRE.

Commissioner Townsend suggested that the Commission forward its concern about this problem to the SoS after the election because there is not much that can be done about it before hand. President Meek suggested that the Commission appoint someone to look into this for a report after the election. Commissioner Matthews stated that he would as part of his report on his observation of the DRE and the data collection apparatus.

President Meek said that the Commission looks forward to Commissioner Matthews' post-election day report on this topic and if there are problems can seek to remedy them for the following election.

- (d) **Discussion and possible action to approve the February 5, 2008 Presidential Primary Election Plan.** Commissioner Matthews MOVED and Commissioner Meek SECONDED discussion of this item.

Discussion covered the following changes:

Page 4, #7. Include the number of party ballots. (this expense to the City and should be included ).

Page 8, Damaged and Remake Ballots. Include a notification of the location where this activity happens.

Page 12,13 There is no RCV election during February. Should be removed to avoid voter confusion.

Page 7 Under the first bullet. For this election, Absentee ballots (add: **and early voting ballots**) are to be processed at the.....

Page 14,15 Remove "below" wording at end of 2. a) that comes after Remake Procedure.

and

Because the DRE procedure is new and different, include something about it in the Election Plan.

The Roll Call Vote on these changes to the Election Plan was UNANIMOUS.

The Roll Call Vote was UNANIMOUS to approve the Election Plan with the above mentioned changes.

- (e) **Discussion and possible action to submit a request to the Board of Supervisors for a waiver allowing certain City employees or officers to work on the February 5, 2008 Presidential Primary Election.** Commissioner Townsend MOVED and Commissioner Matthews SECONDED approval of the waiver.

The Roll Call Vote was UNANIMOUS to approve the waiver.

- (f) **Discussion and possible action to approve the minutes of the Elections Commission December 19, 2007 meeting.** Commissioner Matthews MOVED and Commissioner Townsend SECONDED approval of these minutes.

**Public Comment.** David Pilpel suggested adding the location of meeting to the minutes template.

The Roll Call Vote to approve the minutes with the addition of the meeting location was UNANIMOUS.

- (g) **Discussion and possible action to amend Article V, Section 2-E of the by-laws from** “The President shall present a draft of the annual report to the full Commission in July of each year and the annual report shall be approved by the full Commission no later than August 31 of each year.” **to** “The President shall present a draft of the annual report to the full Commission in November of each year and the annual report shall be approved by the full Commission no later than December 31<sup>st</sup> of that year.”

Commissioner Townsend MOVED and Commissioner Matthews SECONDED approval of the amendment.

The Roll Call Vote was UNANIMOUS to approve the Bylaws amendment.

- (h) **Discussion and possible action to amend Article VI, Section 3 of the by-laws from** “The Commission shall conduct performance reviews for the Director of Elections and the Executive Secretary during each fiscal year.” **to** “The Commission shall conduct performance reviews for the Director of Elections and the Executive Secretary during each fiscal year beginning the fiscal year for 2008-2009.”

Commissioner Matthews MOVED and Commissioner Meek SECONDED approval of the amendment.

**Public Comment.** *David Pilpel* recalled that, from a previous meeting, someone was to check with DHR regarding the time frame and process for the reviews. He suggested that it would best to do a review for this year and for each year hereafter. President Meek replied that, due to all the elections in this year, it would be difficult to get the Director to set goals for the evaluation and that perhaps there will be time

in July of this year. Mr. Pilpel said that there will probably always be some obstacle, for example, there may not be RCV certification in July for the November election and everyone will be too busy at that time as well.

The Roll Call Vote was UNANIMOUS to approve the Bylaws amendment.

- (i) **Discussion and possible action regarding devoting the entirety of the March 19th Elections Commission meeting to hearing feedback on the elections process from pollworkers in San Francisco. The Commission may request the Department of Elections to distribute an announcement and information regarding the proposed Commission meeting to pollworkers. A draft of the proposed announcement regarding this agenda item will be presented at the January 16th Commission meeting. [Gleason]**

Commissioner Gleason explained that the reason he asked for this item to be discussed and acted upon at this meeting was to request the Department to hand out a flyer he is presenting to poll inspectors. (A copy of the flyer is attached to these minutes.) He said the Commission could send it out in the mail, but doesn't have in its budget for the \$225.00 in postage that would be required. It could easily be handed out to inspectors at the end of their training at the end of this month. There are 560 inspectors and many more pollworkers who have experience, insight and points of view on some of the items discussed at tonight's meeting and many other suggestions. Their feedback would be very helpful. This item is to be presented as a discussion and not an action item for the March 19, 2008 Elections Commission meeting. Commissioner Gleason said that although the Department gets feedback forms from pollworkers on Election Day, there often isn't enough time to do so adequately at that time and the questions on those forms are directed by the DoE. The idea behind this item being on the agenda is to have a free form response from the pollworkers. One concern the Commissioner said he has encountered when he works at the polls as an inspector is that people find that their names are not on the rosters because they registered at the DMV. These voters arrive at the polls with the full expectation that they will be able to vote. Commissioner Gleason said that these voters are being denied their votes because of bureaucratic snafus. This needs to be repaired. Commissioner Gleason said he would like to hear from other pollworkers whether they are encountering a significant number of voters with this problem.

Commissioner Gleason said that he is certain that the Department would find this kind of feedback valuable, and that he also expects there will be kudos for all the improvements in training the Department has made over the last five to six years.

Commissioner Townsend said that in his experience, people do not usually inconvenience themselves to tell you that you did a good job. He said that perhaps the invitation to come to the March meeting could be given verbally at the end of pollworker training, because often times people don't read everything.

Commissioner Matthews MOVED that the Commission hold the special meeting on March 19 and that a written and verbal notice be given to pollworkers concerning the upcoming meeting.

Director Arntz said that he needs to speak with the people in the Department who have designed the pollworker training program to get their opinions and that he was not satisfied with the language of the flyer. For example, it will be a Commission meeting, not a Department of Elections meeting. Director Arntz said that he doesn't know how the people doing the training will feel about adding the announcement to the end of the training "and with all due respect, I think their opinion matters in this. I need to go back and get that." He said that this is how he is going to approach this situation.

Commissioner Gleason said that he agrees that staff has input on this but that the public is served by this and that should be considered in this decision. He said that he understands the Department's sensitivity, but he doesn't see the harm to the Department or the staff in doing this.

Director Arntz said that he will ask his staff. He suggested that the Commission appoint members to go to the polls and talk to the pollworkers or attend the training classes and seek the input. Mr. Arntz stated that until he has a chance to talk to people in the Department, this will not happen.

Commissioner Gleason repeated that he didn't see the harm in a flyer. He said he is making this proposal because there is a small window of opportunity. He asked the Director if he would give the Commission the mailing list of the pollworkers so that the Commission could mail out the flyers.

Director Arntz replied that there is a separation between the Department and the Commission, and that he understands the Commission's goals, but until he talks to the Department, he can not make any promises on this.

Commissioner Phair suggested that the wording of this item be changed to read "the Commission requests the Department" do this and if the Director is able to do it he will and if he refuses to or can't do it, we are just making a request. Director Arntz said "that is the major issue between the Commission and the Department is where is the line drawn. And if there is a request, then perhaps an expectation, the Department will react to the request, or needs to react or is supposed to, I don't think that's my interpretation of the Charter – the lines between the Commission and the Department. And I'm very sensitive to that. But you can request it, but I'm telling you straight up that until I have a chance to talk to people in the Department, I'm not going to make any promises."

Commissioner Gleason said that he would like to withdraw the motion and he will donate the postage and asks the Department for a mailing list of the polling place inspectors.



Commissioner Townsend asked the Director if the Commission could have the mailing list for the pollworkers. Director Arntz replied that he didn't know.

Commissioner Phair asked if the DoE has any communication with the pollworkers after the election has occurred? Commissioner Gleason suggested that the flyer could be inserted with the pollworkers' checks.

The Roll Call Vote will be to agree to devote the March 19, 2008 Commission Meeting to hearing feedback regarding the election process from pollworkers. The dissemination of this information to the pollworkers is to be determined in the near future.

Commissioner Townsend said he was concerned regarding how or if the Commission will be able to get the information to the pollworkers and that calling a meeting does not make sense until the contact information is worked out.

Commissioner Phair reminded the Commission that the Director said he will need to check with his staff regarding this request, not that he would not do it. He asked if we could include in this motion that the Director is requested to disseminate the information.

Commissioner Gleason reminded the Commission that agenda items can always be withdrawn. And he said that if Commissioner Phair was making a motion, he would SECOND that amendment.

**Public Comment.** *David Pipel* said that *Sacha Ielmorini* had to leave but gave him a note asking him to tell the Commission that she thinks getting feedback from the pollworkers in regards to future Election Plans is a good idea. Mr. Pipel said that there may be problems getting the pollworkers' mailing information and discouraged the Commission for following that route. He recommended having the March meeting include an evaluation of the Election Plan as well as a hearing for the pollworkers, voters, campaign committees, and others. Perhaps a press release could be made that this is a major hearing to evaluate the Election Plan.

Commissioner Gleason said the meeting will be "a listening", and educational experience – there's no action item. Commissioner Yu said that listening is very valuable, but a strategic goal or purpose for what will be done with the information, and it would be helpful to have the Election Plan as the anchoring document or standard by which the Commission is going to evaluate the information the Commission will be receiving.

The Roll Call Vote was: Gleason-yes; Matthews-yes; Townsend-no; Phair-yes; Yu-yes; and Meek-yes. The vote was Five to One in favor.

(j) **Discussion and possible action to elect Officers of the San Francisco Elections Commission.** The process shall be as follows: The current president

will open nominations first for the office of president of the Elections Commission. When there are no further nominations, the president will close nominations. Public comment will then be sought. At the conclusion of public comment, there will be a roll call vote of all commissioners during which each commissioner shall say then name of a nominee for whom he or she wishes to vote. Any nominee receiving four votes shall be elected president. The same process will then be followed for the office of vice president. The terms of office for the new officers begin immediately at the conclusion of tonight's meeting. (Elec. Comm. Bylaws, Art. V, Sec. 1(B).)

President Meek opened the floor for nominations for President of the Commission. President Meek nominated Arnold Townsend and Gerard Gleason and asked if there were other nominations. There were none.

The Roll Call vote for President was:

Commissioner Matthews – voted for Gleason

Commissioner Townsend – voted for Townsend

Commissioner Phair – voted for Gleason

Commissioner Yu – voted for Gleason

Commissioner Gleason – voted for Gleason

Commissioner Meek – voted for Gleason

THE VOTE WAS FIVE TO ONE FOR GLEASON FOR PRESIDENT

President Meek opened the floor for nominations for Vice President of the Commission. Commissioner Yu nominated Commissioner Meek.

The Roll Call vote for Vice President was:

Commissioner Gleason – voted for Meek

Commissioner Matthews – voted for Meek

Commissioner Townsend – voted for Meek

Commissioner Phair –voted for Meek

Commissioner Yu – voted for Meek

Commissioner Meek – voted for Meek

THE VOTE WAS UNANIMOUS FOR MEEK FOR VICE PRESIDENT

11. **Discussion regarding items for future agendas:** (a) Format of postings at polling sites, to forward the problem to the SoS; (b) Budget; (c) Election Plan Assessment; (d) The Real I.D. Act before the Supreme Court; (e) Report from the Director regarding the implications and time frame for Real I.D. Act.

**ADJOURNMENT at 8:45 pm**

## ATTACHMENTS:

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### Commissioner's Reports: November 7, 2007 Municipal Election

Commissioner Richard P. Matthews reported that he visited 31 polling places in all eleven supervisorial districts on election day, concentrating mostly along the southern and western parts of the City, followed by observing election night activities at Pier 29. In addition, he attended three training sessions before election day, and said that the training gets better with each election. He also observed some of the logic and accuracy testing at Cor-O-Van, and reported that operations were going smoothly. Following election day, he observed the processing of absentee ballots and remakes in City Hall and the manual tally in Brooks Hall. Overall, things went well, and Commissioner Matthews said that there are no questions to be raised about this election.

However, Commissioner Matthews pointed out a few issues he observed, saying that these might be one-time occurrences or they might be issues worth revisiting for future elections, possibly in terms of training more on some issues:

(a) The AutoMark machine/inadvertently steering voters to use it. Most places Commissioner Matthews observed had no voters who had used the AutoMark, but a few places had several and one polling place in particular had a short line of people waiting to use it while no other voters were marking their ballots at the regular booths. According to the inspector, the ballot clerk was saying something that seemed to be more suggestive or inviting for voters to use the AutoMark than is really intended. Commissioner Matthews raised the question of whether the current script that ballot clerks are supposed to use was from a directive issued by then-Secretary of State Bruce MacPherson sometime in 2006; Director Arntz did not recall, but Deputy City Attorney O'Leary indicated that she thought she recalled that. In any case, Commissioner Matthews asked that this issue be revisited for revising the ballot clerk script and/or training on this issue so that people who don't need to use the disabled-accessible equipment at least understand that they have the choice to mark their ballots with the pens. Commissioner Matthews's opinion was that he saw enough voters who thought that they were being advised to use the AutoMark rather than merely offered the choice of it - and they were mostly dissatisfied with their voting experience -- that it is worth further exploring by the Department of Elections.

(b) Ballot secrecy after voting. In about one-third of the polling places that Commissioner Matthews visited, there were varying degrees of pollworkers touching voted ballot cards, for example feeding them into the Eagle scanners. There were a handful of occasions he observed when the Eagle scanner would beep and give the alarm about the ballot card, and rather than reading the tape or the script, the Eagle clerk would come around to the front of the scanner and look at the voter's ballot to detect what the issue was. A lack of sensitivity to secrecy of a voted ballot card is probably a training issue.

(c) In about half the polling places Commissioner Matthews visited, there was some confusion on the part of the Eagle clerk as to what to do when the Eagle signaled some issue with the ballot card. They were not consistently following the script, and seemed somewhat surprised that the machine beeped, despite over 80% of ballots triggering this signal all day.

(d) Red Box seals. There was a wide disparity of how or even whether to secure the red box among polling places Commissioner Matthews visited. Some had no seals on the box, and several had a seal only on one side of the box, thus rendering it completely unsecured. This is a training issue.

(e) The Voter Information Kiosk. Commissioner Matthews again expressed how much he likes the newly introduced kiosk, that it was very helpful for organizing the tables at the polling places, and that it was a great idea.

Commissioner Gleason reported that he served as a pollworker (inspector) on election day. As usual the department did a terrific job organizing the election. The precincts were well supplied this year, and the Commissioner commended the department on the innovative information kiosk which was easy to set up and was a big help with consolidation of space needed to post voter information. He concurred with Commissioner Mathews on voter confusion with the purpose of the Automark machine...noting that the brand name "AutoMark" is a bit of a misnomer. He stated that he continues to be truly disturbed with the situation of the wholesale hand duplication (remaking) of 110,000 ballots and considers the Secretary of State to be in error ordering the massive number of remakes, which are typically only used in extreme cases of not being able to process a ballot. Last, he said he believes the Commission should look into the issue of voters who arrive at the polls, to not find their name on the roster. Many of these voters state they register to vote with DMV motor-voter. The expectations of these voters are not being met and this is in fact systematic denial of voting to such individuals.

President Meek reported that she observed the media reports on election day, talked to people in her neighborhood about their voting experiences, observed the ballots being processed and was disappointed in the low voter turnout.

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### **Report on Item 7 & 10c.**

Current statement to voters at precincts:

Please sign on the line next to your name. You will receive a paper ballot unless you would prefer a touchscreen or audio ballot.

If voter asks for more information, say: The Edge machine has a touchscreen with large-print or an audio option with Braille keypad & ballots in English, Chinese, Spanish.

1) QUESTION: The current language / instructions given to voters was developed by which agency?

RESPONSE: Developed by SF DOE for balance and to allow for no presumption of disability to be made by poll workers; instead choice of voting method is left to the voter to determine which voting method is best suited.

2) QUESTION: Is the current language mandated or is it recommended policy?

RESPONSE: Developed by DOE. DOE operates under both Help America Vote Act (HAVA) and Americans with Disabilities Act (ADA).

3) QUESTION: Does California Election Code or SOS require notification to voters that they should review the paper printout (VVPAT) on DREs before finalizing vote?

RESPONSE: This notification is in the Voter Information Pamphlet and with Edge touch screen voting machine instructions.

4) QUESTION: The Election Plans as approved and posted for the past several elections using the AutoMARK specifically mention that the AutoMARK is not a vote tabulation device. Assuming that the next Election Plan using the Sequoia device will disclose that the Sequoia device is an actual vote tabulation device, can a notice be posted to include a statement that the Sequoia device is a vote tabulation device which will be part of or alongside notice of reviewing VVPAT? Further, can such a notice include a statement that the paper trail generated (VVPAT) is not a paper trail directly marked by the voter's hand?

RESPONSE: According to the Director, the information regarding the (ES&S) AutoMARK device being a ballot marking device that does not tabulate votes was included as a method to explain to voters using the AutoMARK that votes processed by the AutoMARK would have to be transported to a central location to be tabulated. The statement from the previous Election Plans for the AutoMARK device was as follows:

Beginning January 1, 2006, the Help America Vote Act (HAVA, 2002) requires all polling places throughout the country to provide equipment that allows voters with, but not limited to, sight and mobility impairments to vote independently and privately. To meet this requirement, the DOE has purchased the AutoMARK from Elections Systems and Software (ES&S). The AutoMARK, often referred to as a "ballot-marking" machine is

not a tabulator and does not count votes or record any information from the ballot, but simply assists voters in marking their selection on paper ballots. The Department will tally votes from the Eagle and AutoMARK independently of one another; voted AutoMARK ballots will be secured and brought back to City Hall on election night and will be tallied using a central count machine.

[November 7, 2006 Election Plan, P.2, New Equipment]

5) QUESTION: Can it be mentioned that the Sequoia device is for voters with special needs?

RESPONSE: The current statement as presented allows voters to make the choice.

Note:

In the VIP, the Director's letter (P.2) mentions the new voting device:

"...each polling place will have a new piece of voting equipment that is accessible to voters with disabilities, and that allows people to vote independently and privately."  
and

Voting with the Accessible Touch Screen Voting Machine (P. 16)

"For the February 5, 2008 election, each polling place will have one accessible touch screen voting machine that assists voters with disabilities to vote independently and privately."

6) QUESTION: Can precinct voters be asked if they have used the optical scan ballots previously and without problems that may require added assistance?

RESPONSE: As further clarification for voters, the Director sees no immediate problem with this, however it is not part of current instructions to poll workers for this election.

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**Item 10 i.**

DRAFT

Attention Precinct Inspectors

The San Francisco Department of Elections and the San Francisco Elections Commission will be devoting the regular scheduled Elections Commission meeting on March 19, 2008 to listening to feedback from you—the election day polling place staff.

For many voters, the polling place staff are the only point of personal contact with election operations, therefore the Department of Elections and the Elections Commission would like to invite you to attend this meeting and allow us to hear from you about your observations on the conduct of elections and your ideas for creating the best possible experience for the voting public.

The meeting will be held at:  
City Hall, Room X  
6:00 PM  
Wednesday March 19, 2008.

All interested polling place inspectors and clerks, as well as interested members of the public, are encouraged to attend.

We realize that not everyone will be able to make this special meeting, however we would like to hear your thoughts and ideas. Please send any written comments before March 19 to:

Shirley Rodriques  
San Francisco Elections Commission  
City Hall Room 48  
One Dr. Carlton B. Goodlett Place  
San Francisco CA 94102

or by e-mail to:  
[Shirley.Rodriques@sfgov.org](mailto:Shirley.Rodriques@sfgov.org).

If you would like to have a reminder sent to you for this meeting, please contact [Shirley.Rodriques@sfgov.org](mailto:Shirley.Rodriques@sfgov.org)  
Reminders will be sent out the week of March 10.