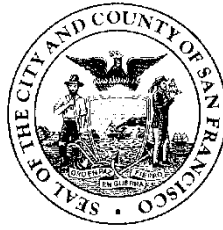ELECTIONS COMMISSION
City and County of San Francisco

BUDGET AND OVERSIGHT OF PUBLIC
ELECTIONS COMMITTEE (BOPEC)

Roger Donaldson, Chair

John Arntz, Director of Elections

Dominic Paris
Rosabella Safont

MEETING MINUTES (DRAFT)

Budget and Oversight of Public Elections Committee (BOPEC)
of the San Francisco Elections Commission

Wednesday, May 3, 2017
6:00 p.m.
City Hall, Room 421
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

Order of Business

1. Call to Order & Roll Call
Commissioner Donaldson called the meeting to order at 6:01pm. Commissioners Donaldson, Paris, and Safont were all present. Also present was Director of Elections John Arntz.

2. General Public Comment
There was none.

3. Approval of Minutes for Previous Meeting
Vice President Paris moved to approve the minutes with the addition of Commissioner Dominic Paris in item #5, line #5. Commissioner Safont seconded. Upon voice vote, the motion carried unanimously.

4. Progress of the San Francisco Open Source Voting System project
Commissioner Donaldson asked Director Arntz about the progress on hiring the "1823" position, if there were an adequate number of applicants with appropriate qualifications. Director Arntz said the submission deadline was yesterday (5/2/17) and he would be screening the applications on hand and doing interviews next week, but if there doesn't seem to be a good candidate it is possible to re-open the recruitment. He hopes to have hired by June.

Commissioner Donaldson asked about the status of the $4 million that the Commission requested be put into the Department's budget request, and progress on the RFP. Director Arntz reported that the $4 million was in the Department's

2018 budget, but the Mayor's office put it into the COIT budget to be possibly allocated the next FY, with an additional $2 million for leasing a system, but COIT decided against either. This may change depending on how COIT reacts to the business plan submitted to the Mayor's Budget Office, and may then put the money back in the budget for consideration. There was a short explanation of the city's 2-year budget process. While 2-year budgets are constructed and submitted, they are reviewed annually and there is the opportunity of revisions, so while COIT/Mayor's office isn't allocating funds for the Open Source voting system in FY '17-'18, it is still fluid for '19-'20.

Director Arntz reported that he finished the 2nd draft of the RFP and has met with the appropriate City departments to fine tune the contents, incorporating input from the Commission (President Jerdonek). The deadline for submission to the Mayor's Budget Office and COIT is next week for a response the 3rd or 4th week of May. The structure and content of the RFP is consistent with what they and the Office of Contract Administration accept, so if there's any hold up in approval, it would be due to some city process and not the content of the RFP.

Commissioner Donaldson mentioned an outline (document) that laid out potential processes and system components that could be included in the RFP, which was reviewed in the February BOPEC meeting and asked if it helped in Director Arntz's preparation. He answered that the language of the RFP was more qualitative than enumerative of the concrete steps laid out in the outline document.

Vice President Paris was concerned that without additional funds in this FY, the department might find itself with a staff, and a project outline that can't be initiated due to lack of funds.

Director Arntz said the current $300K will fund the position and a contractor to do the business case. What that might mean is incremental implementation of components of a system, rather than a full roll out.

Commissioner Donaldson said he hopes the RFP would have a funding profile; costs assigned to each phase and component, with recommendations for each.

Public Comment
There was none.

The meeting was adjourned at 6:21pm

Respectfully submitted by

Don Chan, Secretary