Memorandum

To: Elections Commission
From: John Arntz, Director
Date: September 18, 2017

Following is a brief statement of the work in which the Department of Elections (Department) has been engaged since the previous Elections Commission meeting on August 16, 2017.

A. In consideration of the City reviewing the feasibility of the City’s options to develop a highly accessible, open source voting system:
   1. The selection panel completed its review of the three bids submitted in response to the RFP that the Department issued and Slalom Consulting (Slalom) received the most points in relation to the evaluation criteria.
   2. The City has begun contract negotiations with Slalom which includes a review of insurance coverage in relation to preparing the business case and considering whether the appendices that describe Slalom’s project plans reflect the RFP’s scope of work.
   3. The Civil Service Commission’s meeting on September 18 included an item on the agenda to decide whether to approve the personal services contract associated with the RFP.
   4. I met with the Mayor’s Budget Director to provide an update on the outcome of the RFP, that contract negotiations have begun, and that the City’s Risk Management Office and the City Attorney’s Office are reviewing the draft contract.
   5. The Department conducted interviews to fill the 1823 Senior Administrative Analyst position. The position remains unfilled, however, the Department intends to re-open the application period in January. Hiring into the position in this time frame will allow the person to assist with projects related to obtaining a replacement voting system and projects associated with the City possibly developing an open source voting system.

B. The Department continued to prepare to implement new laws and programs:
   1. **Remote Accessible Vote-By-Mail System:** Before the June 2018 election, the Department must implement a remote accessible vote-by-mail system (AB 2252) to allow voters with disabilities to receive and electronically mark a ballot remotely, and then print and return the voted ballot to the Department. The Secretary of State will hold a hearing on September 27, 2017, to consider approving two systems for use in California. I will begin drafting a RFP in October for selecting a remote accessible vote-by-mail system.
   2. **California New Motor Voter Program:** The Secretary of State’s website posted notice that the proposed amendments to the regulations to implement the California New Motor Voter Program have been approved by the state’s Office of Administrative Law on July 12, 2017, and will be effective October 1, 2017. The amendments focused primarily on the processes and noticing associated with "inadvertent registrants" who were ineligible to be registered to vote and those who fail to attest that they are eligible during a qualifying transaction with the Department of Motor Vehicles.
   3. **Conditional Voter Registration:** The Department has been considering the implementation of Conditional Voter Registration for the June 2018 election, which will provide people the ability to register and to vote a provisional ballot at the City Hall Voting Center after the close of the regular registration period 15 days before Election Day and through Election Night. For San Francisco’s November, 2018, election, conditional Voter Registration will include not only regular voters, but also must include certain non-citizen voters who want to vote for candidates for the Board of Education.

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4. **Non-Citizen Voting:** The Department continued considering the incorporation of certain non-citizens to vote in Board of Education elections (Proposition N) into existing procedural and operational aspects of administering elections, beginning with November 6, 2018, election.

5. **Voting System Replacement:** The Department has begun drafting a RFP to possibly issue in October to obtain bids regarding the leasing of a replacement voting system. I met with the City’s Risk Management Office regarding the development of the RFP and the drafting of a contract associated with the RFP. During my meeting with the Mayor’s Budget Director I also provided an update on the Department drafting this RFP and possible timelines for its issuance, evaluating bids, conducting a pilot program for the public to evaluate systems, and finalizing an agreement. The contract for the current voting system expires at the end of 2018.

C. **The Department continues its efforts to relocate its warehouse site from Pier 48 to Pier 31:**
   1. The Department of Public Works (DPW) indicated that this week DPW will provide a Memorandum of Understanding (MOU) to the Department regarding the renovations that will occur prior to the Department moving to Pier 31.
   2. DPW is considering issuing RFPs to obtain bids associated with the renovations at Pier 31.
   3. The Port of San Francisco has noted that the Department will not move from Pier 48 until 2019.

D. **The Department continues to seek opportunities to engage potential registrants and voters to promote their participation in elections, and to provide residents with information about the Department’s services:**
   1. The Department continued to attend biweekly USCIS ceremonies serving approximately 1,000 new citizens at each ceremony to provide information about registration and voting rights, and to respond to election-related questions.
   2. The Department participated in various outreach events, including tabling at Bayview MAGIC events, a program run by the Public Defender’s office, as well as tabling at City College’s Chinatown North Beach Campus and events hosted by the Adult Probation Department’s Reentry Division.
   3. The Department partnered with eight San Francisco high schools to facilitate High School Voter Education Weeks. The Department developed and hosted an orientation for 13 High School Student Ambassadors who will assist people to register to vote, promote awareness of the upcoming election, and recruit fellow students to serve as poll workers.
   4. The Department organized a Voting Accessibility Advisory Committee (VAAC) on September 12. The Director of the Mayor’s Office on Disability co-chairs the VAAC. The VAAC members will provide input on matters associated with the Department providing accessible services and materials.

E. **The Department has been involved in activities associated with preparing for the elections scheduled in 2018.**
   1. In continuing its assessment of polling place access and availability, the Department has been re-surveying nearly 600 sites, focusing on exterior route slope measurements. Also, the Department mailed letters to nearly 400 private sites inquiring about their availability for the June, 2018, election.
   2. To expand digital services, based on the popular online “Poll Worker Profile”, the Department launched a “Polling Place Profile, creating an online portal that allows polling place providers to submit their availability information to the Department, view voting equipment delivery details, etc.
   3. To facilitate candidate filing, the Department updated and published its “Candidate Guide for Local Elective Office” for both the June 2018 and November 2018 elections, and calendars that outline statutory dates and applicable election code references for each election cycle. These guides and calendars are available on the Department’s website and printed copies are available at the Department’s office.
   4. Regarding ballot measures and arguments, the Department will next publish updated versions of the “Guide to Submitting Ballot Measures” and a “Guide to Submitting Ballot Arguments in Favor of or Against Ballot Measures.” The Department will also post these guides on its website and printed copies will be available at the Department’s office.