



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: November 13, 2017
RE: Director's Report: November 15, 2017, Elections Commission Meeting

Following is a brief listing of the work and related information in which the Department of Elections (Department) has been engaged since the previous Elections Commission meeting on October 18, 2017.

- I. **In consideration of the City reviewing the feasibility of the City's options to develop a highly accessible, open source voting system, and other voting system matters:**
 - A. Following the City's approval of the contract with Slalom Consulting, Slalom has continued to prepare the business case by interviewing people regarding developing a voting system using open source software. Additionally, Slalom attended the Elections Commission's October meeting, the Elections Commission's Technical Advisory Committee's October meeting, and the Department's Voting Accessibility Advisory Committee (VAAC) November meeting – during which Slalom representatives provided an overview of the business case to the VAAC members. The template that Slalom drafted for the business case is attached (Attachment 1).
 - B. Regarding an explanation regarding the decision by Travis County, Texas, to end its program to develop STAR-Vote and instead issue a request for proposals (RFP) to obtain a new voting system, the attached statement from Travis County's Clerk indicates responses to the County's RFP insufficiently met the scope of work, see Attachment 2.
 - C. Regarding the application that Los Angeles County submitted to the Secretary of State's Office (SOS) on September 29 for approval of its VSAP Tally Version 1.0, the SOS did not receive additional documents other than the application form, see Attachment 3.
 - D. Democracy Live, attending the Department's November 7 VAAC meeting, presented an overview of its remote accessible vote-by-mail system recently approved by the California Secretary of State as well as answered questions from the members of the VAAC, including questions from those who called into the meeting. San Mateo has implemented and used the Democracy Live system for its November 7 election.
- II. **The Department continued to prepare to implement new laws and programs:**
 - A. **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, as well as military and overseas voters, to receive and electronically mark a ballot remotely, and then print and return the voted ballot to the Department. Of the two remote accessible systems that the Secretary of State approved, Democracy Live's system is compatible with the City's current voting system. The Department will seek to use Democracy Live's system utilizing sole source procurement processes rather than issuing a RFP, and to have an agreement with Democracy Live before the end of the year.
 - B. **Conditional Voter Registration:** The Department has been considering the implementation of Conditional Voter Registration (CVR) 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. The Department has been reviewing procedures from other counties while preparing to draft procedures to implement CVR. The Department plans to participate in a mock election conducted by the SOS VoteCal team in January 2018. The mock election will be organized to facilitate the counties' practicing nearly 30 possible scenarios for processing CVR voters. 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.

- C. **Non-Citizen Voting:** The Department continues to consider the implementation of Prop N. Last week Supervisor Fewer's office held the monthly meeting with community leaders regarding this matter, which I attended. Prop N will continue to require much planning prior to implementation.
- D. **Voting System Replacement:** The Department continued drafting a RFP regarding the leasing of a voting system. The leased system would be implemented in 2019 since the contract for the current system expires in December, 2018.

III. 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:

- A. The Department continued to attend now monthly (two sessions within the same day) 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.
- B. The Department organized and hosted the first meeting for the Language Accessibility Advisory Committee (LAAC) on October 26. At quarterly meetings, LAAC members will learn about the Department's efforts to engage and educate voters in languages other than English and have the opportunity to share feedback and suggestions for serving San Francisco voters with limited English proficiency. Attendees noted that implementing Prop N will be an ongoing matter for the LAAC to discuss. The Department will host the next LAAC meeting on January 29.
- C. The Department organized and hosted a meeting for the VAAC on November 7. VAAC identified four topics to be considered by its members in relation to the June 2018 election: remote accessible vote-by-mail system, outreach mechanisms, poll worker training, and transportation to and from polling places.

IV. The Department has been involved in activities associated with preparing for the elections scheduled in 2018.

- A. The Department completed its assessment of polling place accessibility, which involved re-surveying nearly 600 sites, focusing on exterior route slope measurements.
- B. All departmental personnel have been engaged in the review of divisional programs, procedures, and materials in preparation for the elections scheduled in 2018.
- C. Departmental personnel have begun reviewing election-related laws approved by Legislature in 2017 and considering possible impacts on operations and materials the Department will need to organize in the 2018 election cycle.
- D. Personnel of the Department's Administration division have begun preparing materials and timelines associated with the upcoming budget preparation cycle, which encompasses FY2017-18 and FY2018-19. The Department intends to present its proposed budget to the Elections Commission in February 2018, prior to the budget submission to the Mayor's Budget office.

Attachments

1. Business Case Template, Slalom, regarding feasibility of the City's options to develop a highly accessible, open source voting system.
2. Executive Summary, County Clerk, Travis County, Texas, regarding the ending of the STAR-Vote program.
3. Application requesting approval of a voting system, Los Angeles County, submitted to the Secretary of State on October 19, 2017.