



CITY AND COUNTY OF SAN FRANCISCO  
**DEPARTMENT OF ELECTIONS**

John Arntz, Director

## Memorandum

To: Elections Commission  
From: John Arntz, Director  
Date: December 18, 2017  
RE: Director's Report: December 20, 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 November 15, 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. Slalom Consulting, the contractor preparing the business case assessing the feasibility of the City's options to develop an open source voting system, submitted documents associated to providing a status report regarding the business case, which are attached to this memorandum. Voting System Scoping Diagram (Attachment 1), Capabilities Model – Framework (Attachment 2), Capabilities Model – Definitions (Attachment 3), Capabilities Model – Assessment Criteria (Attachment 4), and Run and Maintain phase – Critical Path between Election Cycles (Attachment 5).
  - B. Slalom Consulting continued interviewing people with knowledge regarding the City possibly developing an open source voting system. Slalom indicated that after speaking with personnel from Los Angeles County's elections department, the Los Angeles system will utilize open source software tools to develop components of the system but that the system software itself will not be open source.
  - 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' website indicates the status of the system is "Pre-Testing (Project Test Schedule)." The SOS indicated that there are no documents available at this time regarding the application.
  - D. The Committee on Information Technology (COIT) organized an informational meeting regarding the structure of COIT's budgeting processes. COIT has two budget-related categories, "major IT allocations" and "annual allocations." COIT would consider any potential development of an open source voting system under the major IT allocation category. COIT would consider the leasing of a voting system for inclusion under the annual allocation category.
- II. **In preparation for the June, 2018, election, the Department developed materials and began planning associated with the office of the Mayor appearing on the June, 2018, ballot.**
  - A. Upon learning of the Mayor's passing, the Department prepared press releases and social media postings relative to the office of the Mayor appearing on the June, 2018, ballot.
  - B. The Department updated a candidate guide and calendar regarding the office of the Mayor being on the June, 2018, ballot, and prepared nomination papers to begin issuing to possible candidates on Friday, December 15. The Department also updated its website to list potential candidates who obtained nomination documents.
  - C. The Department has also begun considering outreach efforts in relation to the Mayor's contest.

- III. **To implement new laws and programs, the Department continued to develop materials and prepare for upcoming requirements:**
- A. **Remote Accessible Vote-By-Mail System:** The Department is finalizing the agreement with Democracy Live to use the vendor's system during the two elections in 2018. Democracy Live still must fulfill some requirements associated with section 12B of the Equal Benefits Ordinance. Additionally, the Department has begun revising its various materials to include information regarding how people can obtain a RAV ballot. All voters who request a vote-by-mail ballot will receive a paper ballot, which will include a return envelope with pre-paid postage. The paper vote-by-mail ballot package will include information regarding how people can obtain a RAV ballot. The Department's website and outreach materials will also provide information on how to request a RAV ballot. RAV ballots will need to be remade onto the official ballots the voting system can tally, leading to an increase in the number of remakes. The Department will provide a dedicated, toll-free phone number to all RAV voters who have questions or concerns regarding the RAV ballot and associated processes.
  - B. **Increased language assistance to limited-English proficient voters, both polling place and those who vote by mail:** The Department has begun implementation of AB 918 that expands the availability and accessibility of facsimile ballots in languages other than English and translated notices to inform voters about availability of facsimile ballots and language assistance. The Department has begun revising its various materials to include information regarding how voters can request that a facsimile copy of the ballot in the language of their preference (Korean, Vietnamese, or Japanese) be sent to them by regular mail or electronic mail. The Department's website will also feature such information translated in aforementioned languages.
  - C. **Non-Citizen Voting:** Supervisor Fewer introduced a Charter amendment last week that, if approved by the voters, would modify the implementation of the Prop N, which allows certain non-citizens to vote for candidates for the Board of Education. The new amendment sets a deadline, no later than 270 days before an election, by which the Board of Supervisors must approve an ordinance authorizing non-citizens to vote in Board of Education elections. If the newly introduced amendment is approved by voters, the deadline will have passed, and the Department would not implement Prop N for the November, 2018, election.
  - D. **Voting System Replacement:** The Department is nearing completion of a first draft of a request for proposals (RFP) to identify a voting system to lease, beginning in January, 2019. The Department has entered the appropriate information into the Personal Services Contracts database that the Department of Human Resources maintains, and from which unions are notified of the Department's intent to enter into a personal services contract. Unions have 30 days to object. Entering the content regarding the personal services contract also initiates the process allowing the Civil Service Commission to schedule the item on its agenda for the February 5, 2018, meeting.
- IV. **To provide voters with information about the Department's services, the Department continued engaging potential registrants and voters to promote their participation in elections:**
- 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 its quarterly Poll Worker Advisory Network meeting on November 14. The focus of the meeting was to review the recent improvements to an online Poll Worker Profile, discuss impact of Conditional Voter Registration on polling place procedures, and gather feedback on poll worker recruitment materials and methods.
  - C. The Department has been preparing for hosting its next meeting with the Voting Accessibility Advisory Committee on January 9, which will focus on topics in relation to the June, 2018, election: remote accessible vote-by-mail system, outreach mechanisms and materials, and poll worker training.

- V. **To support and improve existing processes and to prepare for upcoming changes, the Department has been involved in activities associated with preparing for the elections in 2018 and afterwards:**
- A. All departmental personnel have been engaged in the review of divisional programs, procedures, and materials in preparation for the elections scheduled in 2018.
  - B. 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.
  - C. Personnel of the Department's Administration division have begun preparing materials and timelines associated with the upcoming budget preparation cycle, which encompasses FY2018-19 and FY2019-20. 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

**Attachment 1: Voting System Scoping Diagram.**

This diagram represents the scope of a voting system that is being used in order to frame the feasibility assessment. This was created based on definitions from the Election Assistance Commission.

**Attachment 2: Capabilities Model – Framework.**

The required Capability Model to deliver this program (through build, run, maintain, etc.). This is the common set of capabilities that form the basis of the options assessment.

**Attachment 3: Capabilities Model – Definitions.**

Definitions of each of the capabilities

**Attachment 4: Capabilities Model – Assessment Criteria.**

The evidence-based approach by which options are assessed against each of the elements of the Capability model.

**Attachment 5: Run and Maintain phase – Critical Path between Election Cycles.**

Contributions and commitment can occur throughout the year – this diagram depicts the assumptions and approach for the run/maintain phase – specifically the critical path between election cycles.