



## Memorandum

To: Elections Commission  
From: John Arntz, Director  
Date: February 20, 2018  
RE: Director's Report: February 21, 2018, 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 January 17, 2018.

- 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 agreed to provide more time for people to review the document and provide feedback. Slalom intends to provide another draft for review on February 21.
  - B. The Department issued a Request for Proposals (RFP) on February 1 to lease or rent a voting system beginning in January, 2019. The link to the RFP follows:  
<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=12743>
  - C. The RFP to lease or rent a voting system contemplates a final agreement with a short term of no more than four years, and indicates that proposers need to provide costs for agreements with terms of two, three, and four years, with no more than three one-year options to extend, with these options occurring only after any initial term.
  - D. The RFP highlights the City's support for open source voting systems using commercial-off-the-shelf components (COTS). The RFP also highlights the City's interest in implementing open source applications and programs in association with any leased or rented system
  - E. The RFP states that the City prefers a leased or rented system that facilitates the implementation of risk-limiting post-election auditing and the use of cryptographic hashes for system data and transaction logs.
  - F. All proposals are due February 28, by 5 p.m. in electronic formats only.
  - G. The Civil Service Commission during its February 5 meeting approved the Department's proposed personal services contract associated with the RFP.
- II. **The Department continued planning for the upcoming June and November elections.**
  - A. **Non-Citizen Voting:** The Charter amendment that Supervisor Fewer introduced for the June, 2018, ballot was removed from consideration and tabled during the January 24 Rules Committee meeting. The effect of tabling this proposed Charter amendment is the City will implement voting in Board of Education elections for certain non-citizens. The Department's January 23 Language Accessibility Advisory Committee (LAAC) meeting included consideration of Prop N implementation. Also, the Department organized discussion group meetings involving LAAC members regarding Prop N. The first discussion group meeting occurred on February 15 and will organized the discussion group sessions approximately twice monthly.

**B. Budget Preparations:** The Department's Administration Division has nearly completed the preparing of the proposed budgets for FY2018-19 and FY2019-20, and provided these proposed budgets for the February 7 meeting of the Elections Commission's Budget and Oversight of Public Elections Committee (BOPEC). The Department will submit these proposed budgets to the Mayor's Budget Office and the Controller's Office on February 20.

**C. June 5, 2018 Election.**

1. The San Francisco Superior Court agreed with the City's interpretation of Charter Section 13.101.5(c) that the next election for the District 2, Member, Board of Supervisors, will occur in November 2018, rather than June 2018, which plaintiffs asserted was the correct interpretation. The plaintiffs have filed an appeal.
2. The filing deadlines for initiative petitions ended on February 5. For the June 2018 election, six ballot measures will appear on the ballot from successful petitions.
3. The deadline is February 23 for the Board of Supervisors to submit Charter amendments to the Department that will appear on the June ballot.
4. The Ballot Simplification Committee will conduct its first meeting on February 26 to consider the digests for each local measure that are printed in the Voting Information Pamphlet.
5. The Department recently has been engaged in hiring personnel to assist with locating polling places, poll worker recruitment and training, outreach, and translations of content for the ballots and Voter Information Pamphlets.
6. The Department will provide the Election Plan to the Elections Commission prior to the March 7 BOPEC meeting.

**III. 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. As new personnel join the Department, they will also be included in supporting the Department's efforts to present voting registration information and forms to the new citizens.
- B. The Department and the Director of the Mayor's Office of Disability will organize and host the next Voting Accessibility Advisory Committee (VAAC) on March 13. The topics will include discussion on the implementation of the remote accessible vote-by-mail system and identifying methods to provide election-related information and notices to people with disabilities, especially for those people who are blind or have slight limitations.
- C. The Department hosted a Language Accessibility Advisory Committee meeting on January 23. The next LAAC meeting is scheduled for March 27, in City Hall Room 305 from 2 p.m. to 4 p.m. Among the topics on the agenda will be implementing Prop N regarding certain non-citizen voters voting in School Board elections and methods to provide election-related information and notices to people with limited English-language skills.