



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: March 19, 2018
RE: Director's Report: March 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 February 21, 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, has completed its work and has issued a final report. A link to the business case follows: <http://sfgov.org/electionscommission/sites/default/files/Documents/meetings/2018/2018-03-21-commission/CCSF%20-%20Open%20Source%20Voting%20System%20-%20Feasibility%20Assessment%20vFINAL.PDF>
 - B. The Department received one Proposal from Dominion Voting in response to the Request for Proposals (RFP) issued 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>. The Department and Dominion Voting can begin contract negotiations this week.
 - C. The pilot program for the Dominion system will most likely occur after the June 2018 election.
- II. **The Department continued planning for the upcoming June and November elections.**
 - A. **To ensure the Department can properly conduct the June 5 election, the Department continued to identify the necessary resources to procure and personnel to hire.**
 1. Following the Department of Human Resources' (DHR) procedures, the Department hired and onboarded nearly 70 temporary employees to assist the year-round staff with a variety of functions, including maintaining voter rolls, preparation of ballots and supplies, poll worker recruitment and training, administering voting at the Voting Center, securing of polling places. The Department expects to hire nearly 200 additional temporary employees in the next month to assist with providing support to polling places on Election Day, and conducting post-election canvass.
 2. In accordance with the City's procurement policies, the Department continued to purchase materials and supplies and procure services necessary to conduct the June election.
 - B. **To provide appropriate services to voters, the Department continued to review procedures and execute processes in support of the June 5 election.**
 1. To facilitate voting on Election Day, the Department has already secured 538 accessible sites of the 583 sites that the Department will provide for the June election.
 2. To adequately prepare poll workers to administer voting at polling places, the Department has been revising poll worker training materials to include information to reflect new laws, ranked-choice voting, and other topics specific to the June election.

3. To meet staffing and language assistance at the polls as required by federal, state and local laws, the Department has begun reviewing the criteria that originate from a variety of sources, including the number of voter requests for translated election materials and voter countries of birth, to identify precincts in which voters may need language assistance, and to determine the number of bilingual poll workers to assign to those precincts.

C. To facilitate the engagement of voters to participate in the June 5 election, the Department continued to provide voters with information regarding the Department's services and programs.

1. The Department mailed notices to approximately 54,000 voters who have not indicated a language preference and were born in a Chinese-, Spanish-, Filipino-, Korean-, or Vietnamese-speaking country or did not indicate their country of origin. The notice advises voters that election materials are available and provides different options voters may use to provide their language preference to the Department.
2. The Department has been revising content of its website, including tools and information regarding voter registration, voting by mail, military and overseas voting, and other voter services as well as various voter forms, applications, and other voter correspondence.
3. To provide an avenue for public observation and input on election processes, the Department sent invitations to advocacy groups, the media, the Civil Grand Jury, the League of Women Voters, representatives from political parties, inviting the representatives to join the Official Election Observer Panel for the June 5 election.
4. The Department sent outreach packets to nearly 135 hospital and care facilities to inform them of the upcoming election and provide resources for helping their patients and residents register to vote and request ballots.
5. The Department has been working with Prisoner Legal Services (PLS), an organization that provides legal assistance and advocacy in conjunction with the San Francisco Sheriff's Department, to facilitate voting opportunities for individuals who are currently incarcerated in San Francisco County jails who still maintain their legal right to vote. The Department coordinates, to assist hundreds of individuals register to vote and request and return their vote-by-mail ballots.
6. The Department developed outreach materials to feature a new theme, "Your City. Your Choice.", meant to emphasize both the openness of the election process for all residents and the inclusive, empowering, and equitable nature of participating in elections and voting. "Your City. Your Choice." will appear on materials presented to voters at community events throughout the City, the Voter Information Pamphlet, outdoor advertising such as bus ads and posters, and direct mailings.
7. The Department has been scheduling and conducting outreach activities, which include participation in Sunday Streets events, fairs, festivals and Immigration Naturalization Services ceremonies.
8. The Department and the Director of the Mayor's Office of Disability organized and hosted the Voting Accessibility Advisory Committee (VAAC) on March 13. The topics included 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.
9. The Department is planning to host its Language Accessibility Advisory Committee meeting on March 27. 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.