



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: April 16, 2018
RE: Director's Report: April 18, 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 March 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. The Department, with the assistance from the Department of Technology (DT), submitted an application to the City's Committee on Information Technology (COIT) regarding the development of an open source voting system, based on information in the business case issued by Slalom Consulting in March 2018. The total amount requested in the application to COIT is \$24,149,590. The application requests \$960,000 in FY18/19, \$6,789,000 for the FY19/20, \$7,827,900 for FY20/21, \$8,572,690 for FY21/22, and no funding for FY22/23. The purpose of the request for \$960,000 in FY18/19 was to fund the City setting the criteria by which a voting system would be developed. The funding requests for the succeeding fiscal years are to fund the work required to develop a voting system. A link to the business case issued by Slalom Consulting follows:
[http://sfgov.org/elections/sites/default/files/Documents/CCSF Open Source Voting System-Feasibility Assessment.PDF](http://sfgov.org/elections/sites/default/files/Documents/CCSF%20Open%20Source%20Voting%20System-Feasibility%20Assessment.PDF)
 - B. Following the submission of the application, COIT's Budget and Performance Subcommittee reviewed the application and subsequently approved an allocation of \$300,000 for FY18/19. The purpose of the \$300,000 is to fund a "technical resource to lead the project." Potentially, these monies could fund a project manager from DT to be responsible for setting the requirements for developing an open source voting system and to determine funding amounts for future development based on the system requirements.
 - C. The \$125,000 remaining from the \$300,000 that COIT allocated in the current fiscal year to fund an administrative analyst position in the Department, which the Department was unable to fill, will be added to the newly allocated \$300,000, which provides a FY18/19 total of \$425,000, to apply towards developing an open source voting system.
 - D. The \$425,000 may apply to a full-time staff person from DT who can serve as the project lead. This project lead will address questions stated in Slalom's business case such as engaging the Secretary of State's Office (SOS) to determine how the SOS' review and approval process for voting systems can support the development of an open source system and components, evaluating open source licenses to apply to the City-developed system, determining whether partnerships can be formed with other jurisdictions, and determining the costs associated with the system's development according to specific components or process goals.
 - E. Additionally, the project manager may draft a Request for Proposals (RFP) to identify technical partners for project development, to address the key technologies necessary for the system, to determine the open source stack to utilize, to establish a high-level schedule for development, to provide descriptions of use cases, and to provide cost estimates for work necessary to complete the project. The project manager could also analyze and quantify revenue sources.

- F. Regarding the voting system to replace the current system, for which the contract expires in December 2018, the Department and Dominion Voting have continued contract discussions for the new system. The acquisition of the new system will be planned as part of the Department's warehouse move in January, 2019, from Pier 48 to Pier 31. The link to the RFP under which the Department is negotiating a contract with Dominion follows:
<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=12743>.

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 over 100 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 150 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.
 3. To address an expected uptick in voter calls and email inquiries during the month of May, the Department expanded its phone and email assistance staff to a 15-person team tasked specifically with answering public inquiries through Election Day.
 4. The Department has completed the formatting of content for the ballots and during the week of April 16, the Department will transmit ballots to overseas and military voters via the method voters requested: postal mail, email, or fax. The ballot order and breakdowns according to ballot type and allocation is complete.
 5. To facilitate voting on Election Day, the Department has nearly completed the securing of polling places and plans to finalize all 583 locations on Tuesday, April 17.
 6. The Department finalized class curricula to support training of election volunteers of various experience levels: inspectors, new inspectors, clerks, new clerks, and high school student clerks. For the June 5, the Department will conduct 119 poll worker training classes in the month preceding the election. The Training Manual provided to all poll workers is currently in production.
 7. The Department continues announcing election key dates and deadlines in several mediums: ads featured on Muni buses, in BART stations, in local neighborhood newspapers and on various local radio programs; in-person presentations at community organizations, housing communities, candidate forums, schools, and community centers; in-person engagement in high-traffic merchant corridors throughout San Francisco.
- B. 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 hosted its Language Accessibility Advisory Committee meeting on April 5. Among the topics on the agenda were the implementation of 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. At the meeting, the Office of Civic Engagement and Immigrant Affairs announced that the RFP regarding grant funds to provide outreach to Prop N voters had been issued: <http://sfgov.org/oceia/grants>
 2. The Department, with support from the Mayor's Office on Disability, organized and hosted a demonstration session for members of Catholic Charities, which is a member of the Department's Voting Accessibility Advisory Committee (VAAC). The members were the first to use the new demonstration ballot using the remote accessible vote-by-mail program. Nearly 30 people attended the event and were each individually hosted by the Department's personnel.