



## Memorandum

**To:** Elections Commission  
**From:** John Arntz, Director  
**Date:** May 14, 2018  
**RE:** Director's Report: May 16, 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 report issued in relation to the canceled Elections Commission meeting on April 18, 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 Committee on Information Technology (COIT) allocated \$300,000 for identifying a technical resource to lead the development of an open source voting system to initiate a discovery phase, as referenced in the business case by Slalom Consulting, to set a system's requirements. COIT also allocated the \$125,000 remaining from the \$300,000 allocated during FY 17/18 for a total of \$425,000.
  - B. The Department of Technology has begun considering the drafting of a Request for Proposals (RFP) to identify the technical resource to organize the setting of specifications for an open source voting system.
  - C. The technical resource will utilize Slalom's business case when considering next steps 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.
  - D. Supervisor Cohen organized a hearing on the feasibility of open source voting at the Budget Sub-Committee of the Board of Supervisors on May 10. Presentations were provided by the Department, the Department of Technology, Slalom Consulting, and Elections Commissioner Chris Jerdonek.
  - E. 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 this new system. The pilot program to provide members of the public the opportunity to use the new system is tentatively scheduled for mid-July.
  - F. The Department and the Department of Public Works are finalizing their Memorandum of Understanding to build out Pier 31. Work on the new warehouse site on Pier 31, the Department's move from Pier 48, and the delivery of the new voting system may occur in similar timeframes at the beginning of 2019.
- 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 130 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, and administering voting at the Voting Center. The Department expects to hire 80 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 5 and November 6 elections.

**B. To provide appropriate services to voters, the Department continued executing election plans and procedures; continued preparing materials, supplies, and election-related information; began testing voting equipment; and initiated activities associated with the processing of vote-by-mail ballots.**

1. In accordance with California Elections Code Division 3, the Department issued nearly 290,000 ballots to permanent vote-by-mail voters and those who requested to vote by mail only in the June 5 election, and nearly 8,000 ballots to military and overseas voters. The Department began processing and reviewing signatures on the returned ballot envelopes (approximately 3,000 ballot envelopes have been received to date).
2. In accordance with San Francisco Municipal Elections Code section 502, the Department mailed the Voter Information Pamphlet (VIP) to approximately 480,000 voters. To provide election information in accessible formats, the Department produced the large-print and audio versions of the VIP and posted PDF versions of the VIP in English, Chinese, Filipino, and Spanish as well as HTML and XML versions.
3. To provide early voting opportunities, the Department opened its City Hall Voting Center where anyone registered to vote in San Francisco can cast a ballot prior to and on Election Day. In addition to regular business hours, the Voting Center will be open during the two weekends before the election, and during voting hours on Election Day.
4. To ensure expeditious assistance to voters and to address the increased volume of telephone and email inquiries, the Department expanded its phone and email assistance staff with a 15-member team tasked specifically with answering public inquiries through Election Day. In addition to regular business hours, the Department's telephone lines will be open during the two weekends before the election. To provide access to information for voters with limited English proficiency, the Department increased the number of staff on dedicated lines for Cantonese, Mandarin, Spanish, and Filipino speakers.
5. In accordance with California Elections Code section 12286, the Department designated polling places for each of the City's 583 precincts, and is preparing resources and personnel to deliver and retrieve voting equipment and supplies to and from polling places and ensuring poll owners received their delivery appointments letters, identified who is responsible for opening the site on Election Day, and provided relevant contact information should a polling place not be open when poll workers arrive to set up the sites.
6. Following California Elections Code section 12302, the Department continued recruiting poll workers through various mediums. As of May 14, the Department recruited 556 Inspectors and 1,625 Clerks/Student Clerks
7. In consideration of California Elections Code sections 12309 and 12309.5, the Department commenced poll worker training to prepare more than 2,000 volunteers in approximately 100 classes and training labs for their service on Election Day; training for 85 Election Day Field Support personnel has also begun.
8. The Department continued Logic and Accuracy testing of all voting equipment to be used in the June 5 election.

**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 hosted its Voter Accessibility Advisory Committee (VAAC) meeting on May 8. The agenda included a presentation of the remote accessible vote-by-mail system provided to overseas and military voters and voters with disabilities. Also, Dominion Voting provided a demonstration of the polling place equipment associated with the City's next voting system. VAAC members were able to use the equipment and provide feedback.
2. To disseminate information on the remote accessible vote-by-mail system, the Department created a page on [sfelections.org](http://sfelections.org) with information about the system and FAQs; featured information in the Voter Information Pamphlet sent to nearly 500,000 registrants and voting instructions sent to nearly 290,000 people who vote by mail; partnered with the Library for the Blind and Print Disabled to provide information to their clients via email blast, in braille, and large print; produced outreach materials; contacted nearly 70 organizations serving primarily people with disabilities and seniors and scheduled several events at their facilities.
3. To enable voters to access their information online, the Department provided various tools that allow people to determine whether their registration information and language preferences for election materials are up to date, to check the status of their vote-by-mail ballot, and to access polling place details.
4. The Department continued 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.
5. The Board of Supervisors' Rules Committee organized a hearing on an ordinance regarding the implementation of Prop N that allows certain non-citizens to vote in school board elections. The Department indicated that registration affidavits for Prop N voters will be available starting July 16. A link to the ordinance follows:  
<https://sfgov.legistar.com/View.ashx?M=F&ID=6241884&GUID=ED420367-0C7F-4356-8BF9-032004553186>