



## Memorandum

**To:** Elections Commission  
**From:** John Arntz, Director  
**Date:** September 17, 2018  
**RE:** Director's Report: September 19, 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 Elections Commission meeting on July 17, 2018.

- I. **In consideration of the City developing a highly accessible, open source voting system, and other voting system matters.**
  - A. The Department of Technology (DT) posted the job announcement for the project manager who can coordinate the City's efforts in relation to developing an open source voting system. The link to the job announcement follows: <https://www.jobapscloud.com/SF/sup/bulpreview.asp?R1=TEX&R2=5504&R3=088534>. The salary for this position is \$163,176.00. However, after an internal equity review, and based on an applicant's qualifications, an applicant could possibly be eligible for a salary up to \$175,682.00. The project manager will receive fringe benefits during employment, including membership in the City's employee health care plan, which increases the total compensation annually for the position to over \$200,000.00: <https://sfdhr.org/benefits-overview>
  - B. The Secretary of State (SOS) provided counties with information on the \$134 million in state funds available for voting system modernization: <https://elections.cdn.sos.ca.gov/ccrov/pdf/2018/august/18206sl.pdf>. San Francisco is eligible to receive \$3,011,500.00.
  - C. The state grant funds are to reimburse counties for qualifying payments made for the purchase, lease, or other contract made after April 29, 2015 and through June 2021, on a "dollar-for-dollar basis."
  - D. The grant funds can also reimburse counties for the "(r)esearch and development of a new voting system using only nonproprietary software and firmware with disclosed source code that has not been certified or conditionally approved by the Secretary of State, but that would result in a voting system certified by the Secretary of State to comply with the California Voting System Standards."
  - E. On August 21, 2018, the SOS certified the vote-by-mail system that Los Angeles County (LA) developed: <https://votingsystems.cdn.sos.ca.gov/vendors/LAC/vsap-cert.pdf>. Both the SOS and LA issued statements indicating this system is the first open source voting system in the United States. However, LA's RFP to develop the software for its system indicated that the system's software will be "disclosed source" as referenced in the California Elections Code. LA's RFP describes its application of disclosed source as being "source code made available for review and/or testing upon request by an authorized entity / individual, but does not permit the source code to be used operationally by other entities unless additionally and explicitly licensed by the owner of the code."
  - F. Regarding the San Francisco Civil Grand Jury issued a report entitled "Open Source Voting in San Francisco" regarding the City developing its own open source voting system, the Department appreciates the Grand Jury's recognition of the Department's continuous efforts to improve election-related services and voting opportunities to the City's voters in Appendix M, entitled, "Unstated Excellence." (Attachment 1)

- II. The Department is preparing materials to facilitate the engagement of voters to participate in the November 2018 election and is reviewing processes to ensure proper levels of services associated with the upcoming election.**
- A. The Department continued implementation of non-citizen voting in the 2018 School Board election, which in many ways will require the Department to run a second, simultaneous election this November.
  - B. The Department developed and made available a Voter Registration Form as well as an accompanying eligibility checklist by which eligible non-citizens can register to vote. As required under local election law, the registration form contains an "Important Notice" that explains that voters' personal information could be obtained by federal agencies, and which is available in 48 languages, as well as an eligibility checklist that non-citizens are advised to review prior to registering to vote to confirm they can participate in the election.
  - C. The Department created a new page dedicated to non-citizen voter registration and voting on its website: [sfelections.sfgov.org/non-citizen-registration-and-voting](http://sfelections.sfgov.org/non-citizen-registration-and-voting). Among other materials, this page offers 48 versions of the affidavit, each listing the "Important Notice" in one of the required languages, and discusses a registration process and voting options, including in person at a polling place or the Voting Center, and by mail. This page also hosts the Frequently Asked Questions on Non-Citizen Voting in School Board Elections, a Guide to Registration and Voting Process for Non-Citizens, and other information.
  - D. The Department is finalizing a number of other documents for use in the School Board-only election, including a voter notification card, a letter stating that the San Francisco Charter allows certain non-citizens to vote in School Board elections, and a voter registration cancellation form. All of these documents will include the notice regarding federal agencies possibly obtaining voters' personal information and will be available on the Department's website, at the Department's office, and during outreach events.
  - E. The Department has been revising its production plans to contemplate the timelines necessary to produce the official ballot and the Voter Information Pamphlet for the School Board-only election in English, Chinese, Spanish, and Filipino, and in various formats.
  - F. The Department will launch its outreach program for non-citizen voters which will focus on three key areas: discussing eligibility requirements for non-citizens to register and vote in School Board election on November 6 election; providing notice that upon registering to vote non-citizen voters' personal information may be obtained by federal agencies; and explaining steps to voting for first-time voters. The Department will continue to collaborate with community-based organizations, City agencies, and the school district.
  - G. To adequately prepare poll workers to administer voting at polling places, the Department has been revising training materials to include information related to the November election. The Department has been developing a training curriculum to provide poll workers with information to best serve non-citizen voters on Election Day; the curriculum will include voting procedures for standard, vote-by-mail, and provisional non-citizen voters in detail.
  - H. To prepare eligible non-citizen voters to participate in Board of Education elections, the Department has prepared several educational materials designed to educate potential voters about the new non-citizen voting opportunity. In addition to sharing the materials, the Outreach Team has conducted a variety of events to provide information about the program and educate community partners about how to inform their communities. Recently, the Outreach Team trained Neighborhood Ambassadors from the Office of Civic Engagement and Immigrant Affairs to share information with community members. In addition, the Team has been a regular participant in parent forums hosted by La Raza Community Resource Center and has worked closely with the San Francisco Unified School District to distribute an informational flyer to all 55,000 students in the district.
  - I. In recognition of National Voter Registration Day on September 25, the Department is collaborating with several community partners, including City College of San Francisco, the San Francisco Unified School District, and the San Francisco Public Library to bring registration pop-up events to different locations within San Francisco via cable car! Each mini-event is designed to engage potential voters in historically low voter turnout neighborhoods and provide registration opportunities in places that see high foot traffic.

- J. To provide outreach regarding the upcoming November election, the Outreach Team is conducting many events throughout San Francisco and providing opportunities for voter education. Recently, the Team was present at the District 10 Supervisor Candidate Forum hosted by the League of Women Voters and introduced a refreshed Ranked-Choice Voting pamphlet. The pamphlet features instructions for marking the ballot, illustrates how *not* to mark the ballot, and provides an explanation of how votes are counted in a Ranked-Choice contest.
- III. **To provide appropriate services to voters, the Department continued its preparations for many programs such as securing accessible polling places, recruiting poll workers, preparing content for the Official Ballot and the Voter Information Pamphlet, and maintaining voter records.**
- A. The Department has completed the layout and proofing of the 90 versions of paper ballot for regular voters and the 11 versions of the ballot with only the Board of Education contest that will be used to facilitate voting for non-citizen voters. The Department is working on producing touchscreen and audio ballot versions for the accessible touch screen machines, and ballots for use with the remote accessible vote-by-mail system, serving voters with disabilities and those in the military or living overseas. On September 21, the Department will begin transmitting ballots to voters in the military and those living overseas.
- B. The Department finalized the covers of the Voter Information Pamphlet. The cover image features some members of the Department's team wearing "I Voted" stickers and is intended to emphasize the personal nature of voting and accessibility of the election process to all San Franciscans. The Department continued work on the English and the translated VIPs (the estimated page count is approximately 120 pages for the English pamphlet and 88 pages for the translated versions). Work will begin shortly on the Voter Information Booklet with information specific to non-citizen voting in the Board of Education contest.
- C. The Department has begun the annual preventive maintenance on the voting equipment and expects to complete this process by next week. Logic and Accuracy testing of all voting equipment to be used in the November 6 election will commence on September 28.
- D. To provide an avenue for public observation and input on election processes, the Department sent invitations to representatives from political parties' central committees, the Civil Grand Jury, the League of Women Voters, advocacy groups, and the media inviting them to join the Official Election Observer Panel for the November 6 election. To allow for remote observations of election activities, the Department will continue to stream the election processes on its website.
- E. The Department has begun announcing the opportunity to serve as a poll worker in several mediums, including local newspapers and radio. To engage high schools students in volunteering as poll workers, the Department has begun conducting in-person outreach at San Francisco schools and initiated the High School Voter Education Ambassador Program. High School Student Ambassadors will help register people to vote, promote awareness of the upcoming election, and recruit fellow students to serve as poll workers on Election Day.
- F. The Department continues to develop a curriculum and updating the Poll Worker Manual in order to properly train all poll workers to serve precinct, vote-by-mail, and provisional voters, including customary voters and non-citizen voters. The overarching goal is to emphasize the importance of the procedures designed to prevent the improper issuance of citizen ballots to non-citizens or vice versa, the right of every voter to vote free from intimidation and interference, and the necessity for all poll workers to behave in a professional manner toward all voters, regardless of their personal or political beliefs.
- G. To facilitate voting on Election Day, the Department has nearly completed the securing of polling places and plans to finalize all 583 locations by Tuesday, September 18.

- IV. To facilitate the engagement of voters to participate in the November 6 election, the Department continued to provide voters with information regarding the Department's services and programs.**
- A.** The Department developed and has been distributing to the communities various outreach materials with key messages for the November 6 election. The outreach theme "Your City. Your Choice." plays a prominent role in materials and is intended to emphasize both the accessibility of the election process to residents and the empowering, equitable nature of voting itself. The theme also highlights the Department's commitment to providing accurate, useful information so that City residents may understand and benefit from the particular services most useful to them.
  - B.** In late September, the Department will send a citywide mailer to approximately 400,000 households in San Francisco advertising the date of the upcoming election and highlighting key election information. The mailer will also apprise San Franciscans of the fact that some non-citizen parents, legal guardians, and caregivers will now have the opportunity to register and vote in the Board of Education contest.
  - C.** The Department is working with the Prisoner Legal Services unit of the San Francisco Sheriff's Department to provide eligible inmates with voter services for the November 6 election through the Inmate Voter Program, including facilitating the voter registration process, processing vote-by-mail applications, issuing and collecting vote-by-mail ballots, and providing inmates with voting information.
  - D.** The Department hosted its Language Accessibility Advisory Committee (LAAC) meeting on September 6. The focus of LAAC meetings continues to be on the implementation of Prop N: non-citizen voting. In the last meeting, the Department provided an overview of recently developed online tools for non-citizen voters, provided samples of the official ballot and vote-by-mail materials for non-citizen voters, discussed procedures for administering voting to non-citizens at the polls, and provided an update on outreach efforts to disseminate information about non-citizen registration and voting.
  - E.** The Department hosted its Voting Accessibility Advisory Committee (VAAC) on September 11. Among other topics the Department reviewed changes to the instructions associated with the remote accessible vote-by-mail system that now emphasize the importance of having a printer, either at the onset of the voting process, or at some time prior to returning the printed ballot, and discussed new collaborations with agencies serving people with disabilities.