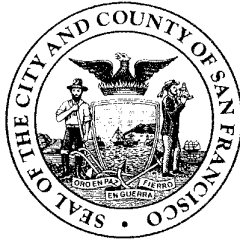


Elections Commission
City and County of San Francisco

Viva Mogi, President
Lucy Bernholz, Vice President
Charlotte Hill
Roger Donaldson
Christopher Jerdonek
Charles Jung
Jill Rowe



John Arntz, Director of Elections

REGULAR MEETING AGENDA

San Francisco Elections Commission
Wednesday, February 19, 2020
6:00 p.m.
City Hall, Room 408
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

Order of Business

1. Call to Order & Roll Call

2. General Public Comment

Public comment on any issue within the Elections Commission's general jurisdiction that is not covered by another item on this agenda.

3. Approval of Minutes of Previous Meetings

Discussion and possible action to approve Minutes for the August 21, 2019 and September 18, 2019 Elections Commission Meetings. (Agenda Packet: Draft Minutes)

4. Open Source Voting

Discussion and possible action regarding the City and County of San Francisco's open source voting system project.

- a) Commissioners' Reports
- b) Technical Advisory Committee Report
- c) Director's Report
- d) Budget

5. Department of Elections' Budget Proposals (FY 2020-21, 2021-22)

Discussion and possible action regarding Department of Elections' proposed budget for Fiscal Year 2020-21 and Fiscal Year 2021-22 (Budget Memo_Elections_Draft Proposals for FY 2020-21 and FY2021-22; Forms_Elections_draft proposals for FY2020-21 and FY2021-22)

6. Sunshine Ordinance Task Force Complaint No. 20018, Records Retention Policy, and Index of Records

Discussion and possible action regarding Commission's response to the Sunshine Ordinance Task Force Complaint No. 20018, the Department of Elections' Records Retention Policy and Index of Records, and the Elections Commission's Records Retention Policy and Index of Records. (Sunshine Ordinance Task Force Complaint No. 20018; Response to Same by Elections Commission; Department of Elections' Records Retention Policy; Department of Elections' Index of Records)

7. Commissioners' Reports

Commissioner reports on topics not covered by another item on this agenda: meetings with public officials; oversight and observation activities; long-range planning for Commission activities and areas of study; proposed legislation which affects elections.

8. Director's Report

Director's Report on departmental activities.
(Agenda Packet: Director's Report)

9. Public Employee Appointment/Hiring: Class 1446 – Elections Commission Secretary

Discussion and possible action regarding the hiring of a commission secretary. The discussion may be held in closed session pursuant to Government Code § 54957(b) and San Francisco Administrative Code § 67.10(b).

- a) Public comment on all matters pertaining to Agenda Item 7, including any comment regarding the Elections Commission Secretary appointment/hiring or whether to hold the meeting in closed session.
- b) Vote on whether to hold the meeting in closed session. [Action]
- c) Discussion of hiring process, potential candidate(s) or deliberations to make an offer of employment or take other action (in open or closed session, per the Commission's vote). [Discussion and Possible Action]
- d) If closed session is held, reconvene in open session.
- e) Report any action taken in closed session as specified in California Government Code § 54957.1(a)(5) and San Francisco Administrative Code § 67.12(b)(4).

- f) Vote on whether to disclose any or all closed session discussions. [Action]

10. Agenda items for future meetings

Discussion and possible action regarding items for future agendas.

Adjournment

There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Disability Access: The meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The meeting room is wheelchair accessible. The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 5R, 6, 7, 7R, 7X, 9, 9R, 19, 21, 47, and 49. For more information about MUNI accessible services, call 311, call (415) 701-4485, or visit <http://www.sfmuni.com>. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes. Please contact the Department of Elections at (415) 554-4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code): Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force: Sunshine Ordinance Task Force; 1 Dr. Carlton B. Goodlett Place; Room 244; San Francisco, CA 94102-4689. Phone: (415) 554-7724; Fax: (415) 554-5163; Email: soff@sfgov.org; Website: <http://sfgov.org/sunshine>. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://sfgov.org>.

Lobbyist Registration and Reporting Requirements: Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue; Suite 220; San Francisco, CA 94102. Phone: (415) 252-3100; Fax: (415) 252-3112; Email: ethics.commission@sfgov.org; Website: <http://www.sfethics.org>.