

From: Commissioner Jerdonek  
Date: September 17, 2022

SUBJECT: Proposed Listing for Agenda Item #6 (“Information reported regularly to the Commission”)

The following document contains a proposed initial list of information the Commission would like to see on a regular basis. This is a follow-up to discussions during the August 10 meeting of the Commission’s Budget and Oversight of Public Elections Committee (BOPEC).

One of the purposes of this document is to help preserve institutional memory, not just for the Commission but also for the Director and members of the public. For example, several years ago when I was on the Commission, the Commission had requested to receive on a regular basis the number of Equal Employment Opportunity (EEO) complaints (I believe quarterly), but over time that standing request was forgotten because it wasn’t recorded anywhere. (If we wanted, we could add that information to this document.)

If a version of this list is adopted, it could be tweaked or added to over time, or things could be removed if they’re too onerous or no longer of interest. As another example, when I first joined the Commission, with each post-election review the Commission also received as part of the agenda packet a redacted printout of every email that was sent to the Department by a member of the public asking for assistance during the election. This printout could be hundreds of pages long if I remember right. It was onerous, so it stopped being included.

The August 10 BOPEC agenda included items about (1) Post-Election Reports to the Commission, and (2) Sole-Source Contracts. The initial proposed list incorporates the things that were discussed during those items.

The “Post-Election Reviews” section includes within it the new numbers that I requested and that the Commission received for the first time this past election. In addition, one of the things committee members wanted to see added were historical graphs when it made sense, as opposed to showing just a single number. This would let the Commission see trends over time – for example how the percent of VBM ballots has changed over time, and whether it has increased or decreased when compared to previous elections.

Regarding sole-source contracts and RFP’s, at BOPEC we learned that the Department issued 8 RFP’s and 9 sole-source contracts over the past five years, which averages to a little less than two per year for each type. Many of these contracts have already ended, so the number of contracts active during any one year may be smaller than these totals.

SAN FRANCISCO ELECTIONS COMMISSION

**List of Regularly Requested Information**

(First adopted: XXX)

This document provides a record of some of the information the Elections Commission would like to receive on a regular basis.

The list is organized into the following categories, based on when and how often the information would be provided, and is not meant to be exhaustive—

1. Monthly Director's Reports
2. Post-election Reviews
3. Annual Proposed Budget

## 1. Monthly Director's Reports

In the monthly Director's Report—

1. Upcoming or outstanding Requests for Proposals (RFPs) from the Department (including the dollar amount or range).
2. Sole-source contracts for which the Department has requested approval from the Office of Contract Administration (OCA) (including the dollar amount).
3. Proposed projects, local legislation, or proposed positions on state legislation within San Francisco government that are related to elections and that have come to the Director's attention, especially those related to topics the Commission has adopted a policy position on, like open-source voting and internet voting.

## 2. Post-election Reviews

The following reports—

1. Vote-by-Mail (VBM) Report
2. Provisional Ballot Report
3. Conditional Voter Registration (CVR) Report
4. Incident Report (e.g. from the Incident Reporting Information System, aka IRIS)

Updated graphs of the following values taken from the above reports, over past elections—

1. Percent of counted ballots that were VBM ballots (relative to the total number of ballots counted)

2. Percent of VBM ballots that were not counted (relative to the total number of VBM ballots that were submitted, i.e. counted plus not counted)
3. Percent of VBM ballots that were remedied (relative to the total number of VBM ballots that were eligible to be remedied, i.e. remedied plus not counted due to not being remedied)
4. Percent of counted ballots that were cast provisionally (relative to the total number of ballots counted)
5. Percent of provisional ballots that were not counted at all (relative to the total number of provisional ballots submitted, i.e. counted plus partially counted plus not counted)
6. Number of accepted (counted) CVR ballots

The following numbers and/or percents—

1. Number and percent of ballots reported on Election Night (relative to the total number of ballots counted), with an updated graph of the percent over past elections.
2. Of the counted VBM ballots, the number and percent sent or dropped off (relative to the total number of counted VBM ballots)—
  - a. By US mail (USPS)
  - b. At a polling place on Election Day
  - c. Using a ballot drop box
  - d. At a Voting Center (e.g. City Hall Voting Center).

Also include for each of the above an updated graph of the percent over past elections.

3. Number of ballots cast—
  - a. Using a ballot-marking device (BMD)
  - b. Using emergency voting (e.g. hospitalized or homebound voters)
  - c. By printing and returning an Accessible Vote-by-Mail (AVBM) ballot
  - d. By fax (e.g. military and overseas voters)

Also include for each of the above an updated graph of the absolute number over past elections.

4. Of the ballots cast using a ballot-marking device (BMD), the number cast—
  - a. At polling places
  - b. At a Voting Center
  - c. Using emergency voting (e.g. hospitalized or homebound voters)
5. Number and percent of individual ballot cards that were remade due to damage (so excluding AVBM and provisional, etc.), with an updated graph of the percent over past elections.

### 3. Annual Proposed Budget

In the annual proposed budget—

- For each contract the Department has (e.g. sole-source or resulting from an RFP), show which budget line items the contract contributes to, as well as—
  - the name of the entity the contract is with,
  - the contract’s start and end date,
  - the dollar amount for each year,
  - what the contract is about, and
  - whether the contract was sole-source or from competitive bidding.
- Include a breakdown of the “Non-Personnel Services” line item. (For example, in the February 2022 proposed budget, this was the \$11,574,090 total for 2022-23 and \$16,126,649 total for 2023-24.)