

SAN FRANCISCO ELECTIONS COMMISSION

List of Regularly Requested Information

First adopted: September 21, 2022

Last updated: N/A

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. Quarterly Basis
3. Post-election Reviews
4. 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. Quarterly Basis

On a quarterly basis—

- The number of Equal Employment Opportunity (EEO) complaints within the Department in the past quarter, along with whatever other information the Commission is permitted to receive about the complaints. (The Commission may need to obtain this information through one of the Commission's Deputy City Attorneys or from the Department of Human Resources.)

3. Post-election Reviews

3.1. 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)

3.2. 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

3.3. 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. For the three categories in (2) above of (a) US mail, (c) ballot drop box, and (d) Voting Center, the total number for the category broken down into the following subtotals, based on when the ballots were *received* by the Department—
 - a. Before Election Day
 - b. On Election Day
 - c. After Election Day (if applicable)

4. 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)
 - e. By people incarcerated in San Francisco jails
 - f. By people who were formerly incarcerated and recently had their voting rights restored (if this can be provided)
 - g. By people who are registered to an intersection (as opposed to a home address)

Also include for each of the above an updated graph of the absolute number over past elections.
5. 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)
6. 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.

4. 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.)