

File No. 150898

Committee Item No. \_\_\_\_\_

Board Item No. 29

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: \_\_\_\_\_  
Board of Supervisors Meeting

Date: \_\_\_\_\_  
Date: September 15, 2015

#### Cmte Board

- |                          |                                     |  |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Motion                                       |
| <input type="checkbox"/> | <input type="checkbox"/>            | Resolution                                   |
| <input type="checkbox"/> | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/> | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Budget and Legislative Analyst Report        |
| <input type="checkbox"/> | <input type="checkbox"/>            | Youth Commission Report                      |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/> | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/> | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/> | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/> | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Form 126 – Ethics Commission                 |
| <input type="checkbox"/> | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/> | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/> | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER (Use back side if additional space is needed)

- |                          |                                     |   |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Department of Elections Memo - July 24, 2015</u> |
| <input type="checkbox"/> | <input type="checkbox"/>            | _____   |
| <input type="checkbox"/> | <input type="checkbox"/>            | _____   |
| <input type="checkbox"/> | <input type="checkbox"/>            | _____   |
| <input type="checkbox"/> | <input type="checkbox"/>            | _____   |

Completed by: John Carroll  
Completed by: \_\_\_\_\_

Date: September 10, 2015  
Date: \_\_\_\_\_

1 [Waiver Permitting City Employees to Assist the Department of Elections with the November  
2 3, 2015, Consolidated Municipal Election]

3 **Motion granting a waiver from the prohibition imposed by Charter, Section 13.104.5, to**  
4 **permit City employees to assist the Department of Elections with the November 3,**  
5 **2015, Consolidated Municipal Election.**

6  
7 WHEREAS, San Francisco Charter, Section 13.104.5 prohibits City employees and  
8 officers (other than the Director of Elections, an appointee of the Director of Elections or a  
9 member of the Elections Commission) from performing "any function relating to the conduct of  
10 an election;" and

11 WHEREAS, Charter, Section 13.104.5 authorizes the Board of Supervisors, upon the  
12 request of the Elections Commission, to waive this prohibition by motion; and

13 WHEREAS, On August 19, 2015, the Elections Commission requested that the Board  
14 of Supervisors waive this prohibition to permit City employees to assist the Department of  
15 Elections with the November 3, 2015 election; now, therefore, be it

16 **MOVED, The Board of Supervisors waives the prohibition imposed by Charter section**  
17 **13.104.5, to permit City employees to assist the Department of Elections before, during and**  
18 **after the November 3, 2015 election.**



City and County of San Francisco  
Department of Elections

John Arntz, Director

Memorandum

To: Elections Commission  
From: John Arntz, Director  
Date: July 24, 2015  
RE: Waiver Allowing City Employees to Assist the Department of Elections with the November 3, 2015, Consolidated Municipal Election

This memorandum requests that the Elections Commission approve the Department of Elections' (Department) request for the Board of Supervisors to waive the prohibition under Charter section 13.104.5 that disallows City employees from assisting the Department in the conduct of elections. The Department seeks a general waiver of this prohibition so that the Department is able to utilize the services and expertise of City personnel when necessary; however, the Department presently expects to require the assistance of approximately 10 people from other City departments.

The Department will require technical assistance to upload the vote tallies contained in the memory packs that will be transported from each polling place to City Hall, as well as preparing the information for results reporting. The memory packs record the voting that occurs in the polling places on vote tabulation machines. The City personnel will assist in uploading the voting information contained inside the memory packs into the central count system located in the Department's computer room in City Hall, Room 48.

While the uploading of the voting information from the memory packs will last a few hours after the polls close, the Charter prohibits City personnel from providing such assistance to the Department. (13.104.5).

Except as provided below, no City employee or officer, other than the Director of Elections, an appointee of the Director of Elections or a member of the Elections Commission, may in any capacity perform any function relating to the conduct of an election that this Charter places under the Department of Elections. This section prohibits City personnel from providing to the Department of Elections services that are unique to that department. . . . The Elections Commission may, upon the recommendation of the Director of Elections request from the Board of Supervisors a waiver of this prohibition so as to allow City employees and officers to assist the Department of Elections. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion.

The Department does seek to conduct elections exclusively with its permanent and temporary staff, but we find it necessary in some instances to utilize the skills of City personnel who work with other departments. Thus, after considering staffing needs for the November 3, 2015, Consolidated Municipal Election, I recommend that the Elections Commission request from the Board of Supervisors a waiver of the prohibition of City employees performing election-related tasks and allow City personnel to assist the Department.

The Department requests that this be a general waiver in order to provide flexibility in planning for the election. Still, at this time the Department has identified the need for the assistance of approximately ten people from other City departments, which are identified in the attached list.

English (415) 554-4375  
Fax (415) 554-7344  
TTY (415) 554-4386

*sfelections.org*  
1 Dr. Carlton B. Goodlett Place  
City Hall, Room 48, San Francisco, CA 94102

中文 (415) 554-4367  
Español (415) 554-4366  
Filipino (415) 554-4310



City and County of San Francisco  
**Department of Elections**

John Arntz, Director

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July 24, 2015

**Re: Waiver Allowing City Employees to Assist the Department of Elections with the November 3, 2015, Consolidated Municipal Election**

**TECHNICAL SUPPORT**

**Number of City Employees: 10**

**Departments: Department of Technology, General Services Agency, and City Attorney's Office.**

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# Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2015 SEP - 8 PM 4:53

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission     Youth Commission     Ethics Commission
- Planning Commission     Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.**

**Sponsor(s):**

Breed

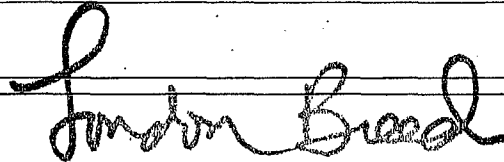
**Subject:**

Waiver permitting City Employees to Assist the Department of Elections with the November 3, 2015 Consolidated Municipal Election

**The text is listed below or attached:**

Motion granting a waiver from the prohibition imposed by Charter section 13.104.5, to permit City employees to assist the Department of Elections with the November 3, 2015 Consolidated Municipal Election.

Signature of Sponsoring Supervisor: \_\_\_\_\_



For Clerk's Use Only:

