Hey Cat,

Should be no problem – I've been told that we can do a four-column ballot and span every contest two columns; that way RCV doesn't get affected in terms of numbers of ranks allowed.

TRAVIS KESTER | **PROJECT MANAGER, OPERATIONS WEST**

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From: Lee, Catherine (REG) <catherine.lee1@sfgov.org>
Sent: Wednesday, July 29, 2020 9:46 AM
To: Travis Kester <travis.kester@dominionvoting.com>; Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>; Nick Coudsy <nick.coudsy@dominionvoting.com>; Kuzina, Nataliya <nataliya.kuzina@sfgov.org>
Subject: RE: Ballot Templates

Hi, Travis,

Can you explain how a two columns layout for Card 1 will affect the layout of RCV contest in Card 2?

We are asking to have front of Card 1 - Party Nominated Offices Voter Nominated Offices, and back of Card 1 – School, and District (if applicable) contests to layout in a two columns format. Like below:

Please let us know if there is any technical difficulties.

Thanks!

Catherine Lee
Manager, Voter Information Division
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From: Travis Kester <travis.kester@dominionvoting.com>
Sent: Wednesday, July 29, 2020 9:36 AM
To: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>; Lee, Catherine (REG) <catherine.lee1@sfgov.org>

Hi Tisa,

Our team is still reviewing, but I may be able to provide some clarity on item #1 and #2 below.

1. Regarding columns, a two column ballot in 5.10-A can only work if you have up to 5 choices in RCV, if it goes beyond that it will need to be 3 columns, which accommodates 9 ranked grid. This is why there needs to be 3 columns for your RCV contests.
2. Our programming team has no control over the left or right margins, otherwise they'd definitely be even. The way the system works is that we can control margins inside the contest box, but not directly outside between the timing marks (this probably brings flashbacks of the oval not being centered in RCV, John). Alyssa plans to put in a request with engineering to potentially address this in a future version.

I know this isn't the best news from a formatting perspective, but I did want to pass along this information to explain a bit more behind the scenes. I hope this was helpful! I'll pass along any additional information and provide updates on progress as soon as it's available.

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From: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>
Sent: Tuesday, July 28, 2020 11:36 AM
To: Travis Kester <travis.kester@dominionvoting.com>; Lee, Catherine (REG) <catherine.lee1@sfgov.org>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>; Nick Coudsy <nick.coudsy@dominionvoting.com>; Kuzina, Nataliya <nataliya.kuzina@sfgov.org>
Subject: RE: Ballot Templates

Hi Travis,
Please find the Ballot Change Log attached. Our comments from this round begin at #28. I have highlighted items in the Outcome column from earlier items that need some follow-up. Please let me know if you have any questions regarding our feedback.
From the Change Log, I wanted to highlight a few pieces for your team:

1. The ballot layout needs to be consistent throughout all languages. We are hoping to have a two-column ballot rather than a 3-column ballot in the hopes of making it more consistent throughout all languages.
2. Additionally, we're hoping that having a two-column ballot may address the feasibility of having a .35 inch margin on the ballot. If it is still not feasible, please make sure that all margins are even.
3. Chinese character point-size font is consistently smaller than the English. Please ensure they are the same point-size.
4. There are some issues with alignment throughout the ballot. The places where this is found are with the Chinese and English Instructions to Voters not lining up, the header boxes for Party-Nominated and Voter-Nominated Offices, the headers for the school contests, and the boxes for the school contests being of different heights when they should be the same.

This is all in the Change Log, but I just wanted to bring these parts to forefront.

Additionally, we had a few requests for either you or your team:

1. Is it possible in the next round to receive the ballot templates for the measures as well? We are needing to finalize the ballot templates by next Friday, August 7th, so being able to begin the process for this piece as well would be great.
2. In our next meeting, can we go over a bit of the process of how your team prepares the templates, how the software/system works? I think, we're hoping for a bit of a better understanding of how the system functions so we can be more informed about our process.
3. We are meeting with you soon, but since we are beginning to get to the time where deadlines are fast approaching, we would feel more comfortable meeting more frequently. Last cycle, it seems you met daily. That would be ideal for us to do again if you are able to provide short check-ins daily.

Thank you,
Tisa Ambrosino
Ballot and Elections Projects Manager
San Francisco Department of Elections
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City Hall, Room 48
San Francisco, CA 94102
(415) 554-4375

From: Travis Kester <travis.kester@dominionvoting.com>
Sent: Tuesday, July 28, 2020 8:46 AM
To: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>; Lee, Catherine (REG) <catherine.lee1@sfgov.org>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>; Nick Coudsy <nick.coudsy@dominionvoting.com>
Subject: RE: Ballot Templates

Sounds great, thanks Tisa.

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From: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>
Sent: Tuesday, July 28, 2020 8:43 AM
To: Travis Kester <travis.kester@dominionvoting.com>; Lee, Catherine (REG) <catherine.lee1@sfgov.org>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>; Nick Coudsy <nick.coudsy@dominionvoting.com>
Subject: RE: Ballot Templates

Hi, Travis,
Thank you for checking in! The review process is complete, Cat and I are just waiting to sit down with John and Nataliya to go over some pieces of the ballot layout before passing it on to you. My hope would be to have you the Change Log by mid-afternoon today.
Best,
Tisa Ambrosino
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From: Travis Kester <travis.kester@dominionvoting.com>
Sent: Tuesday, July 28, 2020 8:39 AM
To: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>; Lee, Catherine (REG) <catherine.lee1@sfgov.org>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>; Nick Coudsy <nick.coudsy@dominionvoting.com>
Subject: RE: Ballot Templates

Hi Tisa,

I hope all is well! Just wanted to check in – how are things going in the review process?

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From: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>
Sent: Friday, July 24, 2020 12:51 PM
To: Travis Kester <travis.kester@dominionvoting.com>; Lee, Catherine (REG) <catherine.lee1@sfgov.org>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>; Nick Coudsy <nick.coudsy@dominionvoting.com>

Subject: RE: Ballot Templates

Hi Travis,
Thank you very much! I will document everything in the change log. And thank you for the updated content authorization form.
Best,
Tisa Ambrosino
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From: Travis Kester <travis.kester@dominionvoting.com>
Sent: Friday, July 24, 2020 12:35 PM
To: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>; Lee, Catherine (REG) <catherine.lee1@sfgov.org>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>; Nick Coudsy <nick.coudsy@dominionvoting.com>
Subject: RE: Ballot Templates

Hey Tisa,

Apologies for the delay – we have a new round of proofs to review. Additionally, I've included our updated content authorization form. This too is a work in progress, so please feel free to offer any additional feedback in ways it could be better improved. As a general reminder, please capture any and all feedback within the change log since this will be the most efficient way to convey information to the team. You can, of course, still send general inquiries my way too and I will help to the best of my ability.

Please follow the link below for access to the new proofs – I believe your concerns from the last round have been addressed, but please let us know if there are other large items. Thanks!

https://dvsfileshare.dominionvoting.com/?ShareToken=EC42FD1DF6278B6AFAE8836F370621385B3C89FD

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From: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>
Sent: Wednesday, July 22, 2020 4:19 PM
To: Travis Kester <travis.kester@dominionvoting.com>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>
Subject: RE: Ballot Templates

Hi Travis,
Thank you very much! I look forward to receiving those files.
Best,
Tisa Ambrosino
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From: Travis Kester <travis.kester@dominionvoting.com>
Sent: Wednesday, July 22, 2020 4:17 PM
To: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>
Subject: RE: Ballot Templates

Apologies for the delayed response, Tisa. Thank you for the additions to the sheet – all very helpful! I've reiterated to the team the importance of following the master spreadsheet. Regarding your question about the BOX matrix instructions, I have reached out and let you know if I get any explanation.

We are hoping to have new proofs ready to review and sent by late tonight, or sometime tomorrow if everything falls into place. I'll be out of office tomorrow, so the file sharing link + materials would likely come from Nick. Thanks!

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From: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>
Sent: Tuesday, July 21, 2020 4:45 PM
To: Travis Kester <travis.kester@dominionvoting.com>
Subject: RE: Ballot Templates

Hi Travis,
Thank you for the quick follow up!
The turnaround sounds good and we look forward to hearing an update about it tomorrow.
I have just gone through the change log and made sure what is in the email is in the change log and updated it to reflect everything that was also in the PDFs. For issues with significant changes or added new ones, I have filled the lines with blue. For minor changes, words added for clarification, I highlighted the words in blue.
I realize I also moved a few issue items around so they could share an image because they speak of related issues. I only realized after saving over the original file that I should keep the corresponding numbers – sorry if this is an inconvenience. Lesson learned for next time!
A screenshot column is a great idea. Thank you for thinking of that! I have gone back and added screenshots to almost all of the issues logged.

Also, though it was in the spreadsheet, I did not elaborate on it well and it was a piece I forgot to highlight that Cat reminded me about. We were curious about the fact that there are instructions that are a part of the BOS matrix and in past elections, we have not had instructions within the matrix. So, the instructions should be deleted. But we are also just curious as to how they got there. If anyone is able to shed light on this, that would be appreciated.

And again, we just want to reiterate that the Master Spreadsheet should be used step-by step and it follows the order of the ballot so it can be used to go down in order of each contest. And each piece is specified under headers for that particular contest that will be on the ballot.
Please let me know if you have any questions or comments!

Thanks,
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From: Travis Kester <travis.kester@dominionvoting.com>
Sent: Tuesday, July 21, 2020 3:12 PM
To: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>

Cc: Arntz, John (REG) <john.arntz@sfgov.org>; Lee, Catherine (REG) <catherine.lee1@sfgov.org>
Subject: RE: Ballot Templates

Hi Tisa & Cat,

Thanks again for your feedback. A couple of things:

- We are *hoping* to have a new round of proofs by Thursday. I'll be receiving a status update tomorrow on the timeline.
- Regarding the fixes – I just want to confirm that items you noted in the body of your email also appear on the change log. Combing through the log I see some, but just confirming to make sure *everything* is there, even larger general inquiries about the ballot.
- When we return the change log along with a new round of fixes, we are going to include a "screenshot" column – the team appreciated the notes, but has also said that taking screenshots for more complex items would be tremendously helpful so they can more easily identify where the fix needs to be made. You've included these in email before, but it would also be great to go on the tracker as well.

Once more, although there were many fixes I'd like to reiterate that generally this process does tend to be messy, especially during the first few rounds. Please keep the good feedback coming and capture as much as possible in the change log, this will be our team's primary method for reviewing fixes. If you'd like to add additional clarification on any particular item, please include it on the log itself or make a note of it and the corresponding change log item # so I can pass this info along.

The team is at work on your highlighted fixes and I'll have another update soon!

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From: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>
Sent: Tuesday, July 21, 2020 10:45 AM
To: Travis Kester <travis.kester@dominionvoting.com>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>; Lee, Catherine (REG) <catherine.lee1@sfgov.org>
Subject: RE: Ballot Templates

Hi Travis,
Thank you for letting us know!
We look forward to hearing from you.
Best,
Tisa Ambrosino
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From: Travis Kester <travis.kester@dominionvoting.com>
Sent: Tuesday, July 21, 2020 10:34 AM
To: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>; Lee, Catherine (REG) <catherine.lee1@sfgov.org>
Subject: RE: Ballot Templates

Thank you for your understanding, Tisa – we certainly want to make this process smooth. I'll be setting up an internal meeting to discuss with our team the open items you noted, as well as timelines.

Currently I cannot offer a concrete estimate on return of templates, I hope to get this information after our meeting. Thanks!

Regarding

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From: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>
Sent: Tuesday, July 21, 2020 9:28 AM
To: Travis Kester <travis.kester@dominionvoting.com>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>; Lee, Catherine (REG) <catherine.lee1@sfgov.org>
Subject: RE: Ballot Templates

Hi Travis,

Thank you for the explanation and taking the feedback to incorporate it! It seems that with this new system, we are all a bit more unfamiliar with how this process should and will look as we go through these rounds of proofing.
Do we have an estimate on the return of templates?
Best,
Tisa Ambrosino
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From: Travis Kester <travis.kester@dominionvoting.com>
Sent: Tuesday, July 21, 2020 8:43 AM
To: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>; Lee, Catherine (REG) <catherine.lee1@sfgov.org>
Subject: RE: Ballot Templates

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Hi Tisa,

Thank you for your thoroughness and your notes! Although I know you may be alarmed, this is why we go through multiple rounds of review during this process as we fully anticipate there will be issues, big and small, especially on a complex ballot. These notes you've made are precisely the reason why we are starting so early as well, at least relative to when everyone else is getting started.

Regardless, we definitely want to get these issues taken care of before you proceed and we appreciate the feedback. I'll get this over to our team, thanks!

Best,

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From: Ambrosino, Santisia (REG) <santisia.ambrosino@sfgov.org>
Sent: Monday, July 20, 2020 6:01 PM
To: Travis Kester <travis.kester@dominionvoting.com>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>; Lee, Catherine (REG) <catherine.lee1@sfgov.org>
Subject: Ballot Templates

Hi Travis,

I wanted to follow up on the ballot templates that were sent and the ones you highlighted for us to review. We have found some large and concerning errors in the templates and we do not feel comfortable proceeding with proofing the templates until these can be fixed.
The main concern here is that we are finding that there are large errors that show up inconsistently throughout the different precinct and ballot types. We do not feel that we can be confident in knowing that these errors will not be inconsistently showing up on other ballots that we will not be able to proof due to the sheer volume.
We want to make sure that the Ballot Master Spreadsheet is being used to create these templates. There seems to be phantom data in these templates from the March 3rd election that should not be there and missing instructions for the general election that should be included that are in the Ballot Master and not in the templates.
A brief overview of our concerns regarding the templates are as follows:

- The date March 3rd, 2020 comes up inconsistently on the ballot in the English text of all language ballots.
- Instructions such as "Write-in candidates are not permitted at the general election for a voter-nominated office," are in the Instructions to Voters section of the Master Spreadsheet but missing from the template.
    - Additionally, the ballot templates seem to be using the March 3rd text for the Party Nominated Offices information provided below the Instructions to Voters.
- On the topic of write-in candidates not being permitted for voter nominated offices, I may have misunderstood earlier and given you the wrong instructions in regard to the write-in candidate information. I apologize and it is as follows below:
    - Senator District 11 , CD 12 & 14, and AD 17 & 19 do not have write-ins.
- Additionally, there should be no extra column in the BOS RCV for a ranked choice for the write-in candidate. For example, if there are 4 candidates, there should only be an RCV up to 4 even though there is a fifth row for a write-in.
    - This does not apply to District 9 as there is only one candidate and so, there will be an RCV of 3 and two write-ins.

I have attached a change log that documents more of the issues we came across. I also added a column to specify the precincts of the ballots in which the issues were found. This circles back to the worry that these issues may be in other ballots due to the inconsistency of the issues cropping up. I was also not able to go through all of the ballots that were provided back to me.
I have also attached two PDFs, a Spanish and Chinese version of Precinct 1101. The Spanish PDF has the most markups that apply to all ballots, but the Chinese ballot also has a few and more that are specific to the language concerns of that ballot. If you would like more examples of issues we're seeing, please let me know.

If you are able, we would appreciate that the changes be implemented and a new batch of templates be created. I realize that these are a lot of big changes. If you are able to provide us with a timeline of when these issues might be able to be implemented, that would be great.

Thank you,
Tisa Ambrosino
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