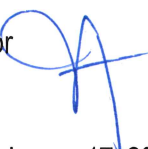




Memorandum

To: Elections Commission
From: John Arntz, Director 
Date: February 12, 2016
RE: Director's Report: February 17, 2016, Elections Commission Meeting

Following is a brief statement of the work in which the Department of Elections (Department) is engaged relevant to the June and November 2016 elections. This information is presented to indicate the associated or underlying policy or statutory basis for the Department's actions. This report is the first such summary issued in accordance with the resolution the Elections Commission passed at its January 20, 2016, meeting regarding the manner by which Director of Elections is to report to the Commission.

- A. To ensure the Department can properly conduct the upcoming elections, the Department continued to identify the necessary resources to procure and personnel to hire.**
1. Following procedures set by the Department of Human Resources, the Department hired temporary personnel to assist with current workloads such as processing records in preparation of syncing to the statewide registration database (VoteCal) on February 16, repairing voting booths, and translating English-language content to Chinese, Filipino, and Spanish.
 2. The Department continued the planning necessary to hire nearly 200 additional temporary as-needed personnel to assist with the June election.
 3. Provided City Hall Building Management with proposed plans for election activities taking place in and around City Hall during the June election cycle such as poll worker training, ballot distribution to inspectors, work occurring during weekends and evenings, voting center operations, and ballot drop off stations so that Building Management can accommodate these election activities amidst upcoming events simultaneously occurring in City Hall.
 4. Following the procedures set by the Office of Contract Administration, the Department is continuing its preparations to rent approximately 200 vehicles.
 5. Continued preparing the ballot order and continued working with the voting system vendor to format a potential 2,700 versions of ballots for the June election when combining paper, audio, and touch screen formats.
 6. Continued receiving and processing polling place availability responses from site owners for the upcoming June and November elections. Currently 258 sites have confirmed that they will host polling places, 29 sites have declined, and the Department will be contacting 108 privately owned sites that have not yet responded to an initial letter regarding their availability.
 7. Developed a comprehensive draft budget for Fiscal Years 2016/2017 and 2017/2018 for entry into the City's budget system by February 22, 2016.

B. To provide appropriate services to voters, the Department continued reviewing and updating plans regarding the City Hall Voting Center and polling place processes and continued preparing associated materials and supplies.

1. Finalizing recruitment materials such as a mailer and poster and prepared to open the City Hall Recruitment Office one day each week.
2. Worked on staffing and poll worker assignment plans to provide services to voters in languages other than English.
3. Began recruiting poll workers while Department personnel are in the field such as during outreach events.
4. Reconsidering the placement, layout, and operation of the City Hall Voting Center, which includes consulting with City Hall Building Management, to facilitate expected larger voter turnouts for the June primary election and, especially, the November general election.
5. Developing signage for the polls regarding the issuing of ballots according to voters' party preferences and indicating that ballots are available in Chinese, Spanish, and Filipino versions and that facsimile ballots are available in Vietnamese, Korean, and Japanese.

C. To facilitate the engagement of voters to participate in elections and to provide voters with information regarding the primary election, as well as the Department's services, the Department continued outreach and registration-related activities.

1. Organized a meeting with the Department of Children, Youth, and their Families, the Public Library, and the Youth Commission to consider effective methodologies to engage younger voters.
2. Collaborated with the American Civil Liberties Union, the California Secretary of State's Office, Disability Rights California, and the San Francisco Human Services Agency in organizing and participating in a workshop, in accordance with California Elections Code section 2197, to train personnel from social services agencies to register their clients to vote or to update their registration records.
3. Preparing a mailer to inform newly registered voters that the Department provides election information in Chinese, Spanish, and Filipino. Voters who did not respond to a similar mailer prior to the November 2015 election and who did not vote will also receive this current version of the notice.
4. Preparing a mailer and notice in accordance with California Elections Codes section 3205(b) to be sent to voters with permanent vote-by-mail status and who have no party affiliations that will inform these voters that they can request a ballot that lists candidates from the American Independent, Democratic, and Libertarian parties since these parties are permitting "cross-over" voting by non-affiliated voters.
5. Preparing to assist the California Secretary of State's office as part of the Translation Advisory Group which reviews translations of state ballot measures that millions of California receive in the state Voter Information Guide.
6. Participating in the Filipino Translation Advisory Group organized by the Office of Civic Engagement and Immigrant Affairs to support the establishment of a style guide that will facilitate standard Filipino translations citywide.
7. Received recognition in the 2016 Annual Language Access Summary Compliance Report issued by the Office of Civic Engagement and Immigrant Affairs for the Department's work in implementing Filipino. The report evaluated City departments' compliance levels to the Language Access Ordinance and noted that the Department of Elections' efforts represent examples of best practices for other agencies to consider and adopt.