



## Memorandum

To: Elections Commission  
From: John Arntz, Director  
Date: October 15, 2018  
RE: Director's Report: October 15, 2018, Elections Commission Meeting

Following is a brief listing of the work and related information in which the Department of Elections (Department) has been engaged since the previous report issued in relation to the Elections Commission meeting on September 19, 2018.

- I. **In consideration of the City developing a highly accessible, open source voting system, and other voting system matters.**
  - A. Interviews for candidates for the project manager position who will coordinate the City's efforts in relation to developing an open source voting system will begin this week.
- II. **To ensure the proper conduct of the November 6 election, the Department continued to identify the necessary resources to procure and personnel to hire.**
  - A. Following the procedures set by the Department of Human Resources, the Department hired and onboarded nearly 200 temporary employees to assist with a variety of functions, including maintaining voter rolls, conducting outreach events, poll worker recruitment and training, administering voting at the Voting Center, and conducting testing of the voting equipment. The Department expects to hire nearly 50 additional temporary employees in the next month to assist with providing support to polling places on Election Day, and conducting post-election canvass.
  - B. In accordance with the City's procurement policies, the Department continued to purchase materials and supplies and procure services necessary to conduct the November election.
- III. **To provide appropriate services to voters, the Department continued its preparations for many programs, such as recruiting and training poll workers, issuing and processing of vote-by-mail ballots, facilitating early voting at the City Hall Voting Center, and conducting Logic and Accuracy testing of voting equipment.**
  - A. In accordance with California Elections Code Division 3, the Department issued approximately 330,000 ballots to permanent vote-by-mail voters and those who requested to vote by mail only in the November election, and over 8,000 ballots to voters serving in the military or residing overseas. The Department began processing and reviewing signatures on the returned ballot envelopes (approximately 6,000 ballot envelopes have been received to date).
  - B. To provide early voting opportunities, the Department opened its City Hall Voting Center where all San Francisco residents, including eligible non-citizens who wish to register to vote in the Board of Education Election, can cast a ballot prior to and on Election Day. The Voting Center features a giant-sized image of the iconic "I Voted" sticker where people can take "selfies" and then post on social media, reminding or encouraging others to also vote in the November election. In addition to regular business hours, the Voting Center will be open during the two weekends before the election, and during voting hours on Election Day.
  - C. The Department has begun the Logic and Accuracy testing of all voting equipment to be used in the November election and expects to complete the testing by October 19.

- D. To date, the Department recruited nearly 2,200 poll workers and commenced poll worker training to prepare volunteers in approximately 100 classes and training labs for their service on Election Day; training for 85 Election Day Field Support personnel has also begun.
- E. In accordance with California Elections Code section 12286, the Department designated polling places for each of the City's 583 precincts, and is preparing resources and personnel to deliver and retrieve voting equipment and supplies to and from polling places.
- F. To ensure expeditious assistance to voters and to address the increased volume of telephone and email inquiries, the Department expanded its phone and email assistance staff with a ten-member team tasked specifically with answering public inquiries through Election Day. In addition to regular business hours, the Department's telephone lines will be open during the three weekends before the election.

**IV. To facilitate the engagement of voters to participate in the November 6 election, the Department continued to provide voters with information regarding the Department's services and programs, and key election dates.**

- A. In accordance with San Francisco Municipal Elections Code section 502, the Department mailed the Voter Information Pamphlet (VIP) to nearly 500,000 voters. To provide election information in accessible formats, the Department produced the large-print and audio versions of the VIP and posted PDF versions of the VIP in English, Chinese, Filipino, and Spanish as well as HTML and XML versions; distributed the large-print and audio VIPs to the San Francisco Library for the Blind and Print Disabled and voters who have requested them.
- B. The Department is working with the Prisoner Legal Services unit of the San Francisco Sheriff's Department to provide eligible inmates with voter services for the November election through the Inmate Voter Program, including facilitating the voter registration process, processing vote-by-mail applications, issuing and collecting vote-by-mail ballots, and providing inmates with voting information.
- C. To disseminate information about the November election, the Department continued to issue press releases addressed to various organizations, interested members of the public, and media representatives; maintained an active social medial presence, regularly issuing tweets and Facebook updates; and distributed outreach materials at events, fairs, and festivals across the City, posting informational materials inside Muni vehicles, in Muni and BART stations, and on the exterior of Muni vehicles and placing ads in local newspapers such as SF Weekly, Bay Area Reporter, the Asian Journal, Philippine News, Vietnam Daily News, Sing Tao, World Journal, La Opinion de la Bahia, El Tecolote, Nichi Bei Weekly, and the Korean Times.
- D. To continue to educate voters and potential voters about ranked-choice voting, key election dates, and the opportunity for certain non-citizens to vote in the Board of Education election, the Department sent a citywide mailer to approximately 400,000 households in San Francisco featuring the aforementioned topics.
- E. The Department hosted an Open House on October 12, from 1 p.m. to 4 p.m. to facilitate the opportunity to meet Department personnel, learn and ask questions about election programs and services, including poll worker recruitment, acquisition of polling places, outreach, ballot production, ballot processing, and more. Attendees will be invited to sit in on a poll worker training class, take part in an outreach presentation and a presentation about how candidates and measures get on the ballot, view a demonstration about how Department personnel survey polling places for accessibility, examine some tools used to proof ballots, and participate in a walkthrough of the ballot envelope processing room. The Open House will also feature a discussion of the Department activities livestreamed at [sfelections.org/observe](http://sfelections.org/observe).