




Memorandum

To: Elections Commission
From: John Arntz, Director 
Date: June 12, 2020
RE: Director's Report: June 17, 2020, 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 May 27, 2020.

- I. **The Department is taking steps to prepare for organizing in-person voting locations for the November 3, 2020, election as required under the Governor's Executive Order N-67-20.**
 - A. On June 3, 2020, Governor Newsom issued Executive Order N-67-20 (Appendix 1) requiring California elections officials to provide sufficient in-person voting opportunities for the November 3, 2020, election.
 - B. This Order requires non-Voter's Choice Act counties (counties that use traditional polling places) to provide at least one polling place per 10,000 registered voters made available for voting three days before Election Day and on Election Day. The Order waives this requirement for counties that comply with all existing statutory requirements applicable to in-person voting locations and hours (e.g., the same amount of polling places as were available in the March 3, 2020, Presidential Primary Election, and open only on Election Day).
 - C. In accordance with the Order, in addition to mailing ballots to all registered voters for the November 3 election, the Department will maintain 588 neighborhood polling places and will organize several voting centers, and ballot pickup and delivery services.
 - D. To date, the Department has secured 119 facilities to serve as polling places on Election Day, and has tentatively secured 341 additional sites. To expand the number of early voting and ballot drop off options for voters, the Department is working to identify at least two new additional voting center sites. In assessing the suitability of new sites, the Department is evaluating the potential impact to language minority voters, seniors, voters with disabilities, residents of neighborhoods with turnout below the City average, and other voters with specific needs, and is therefore considering Census data, data obtained through the American Community Survey, and data provided by local community partners.
 - E. The Department has been working on identifying COVID-19 related changes to polling place and other in-person voting location procedures.
 - i. To mitigate unnecessary contact between poll workers and voters, the Department will introduce social distancing measures at all polling places. For the same reason, the Department will establish limits on the number of individuals allowed in each polling place at any given time, based on the size of the facility and CDC recommendations. The Department will comply with recommended social distancing policies by reconfiguring polling place layouts that allow for sufficient space between the election table, voting booths, voting equipment, poll workers, and voters. All new layout and reconfiguration plans will take the particular

needs of voters with disabilities into account, protecting the rights of such voters to move through a polling place freely and to vote privately and independently.

- ii. To assist poll workers in setting up safe and accessible polling places, the Department will create several diagrams showing recommended placements for hand-sanitizing stations, election tables, voting equipment and marked voter pathways.
- iii. The Department will staff each site with Polling Place Ambassadors, responsible for maintaining health-related protocol. Polling Place Ambassadors will be stationed at site entrances so that they can distribute facemasks and hand sanitizer, answer voter questions, remind voters to maintain sufficient distances from one another, and limit the number of voters entering a voting area at any one time. Polling Place Ambassadors at each site will also be tasked with sanitation of frequently touched areas and carrying out other cleanliness and sanitization protocols.
- iv. The Department will develop and provide multilingual signs to be posted at in-person voting facilities reminding voters about health and safety protocols.
- v. The Department will collaborate with the Department of Public Health in ensuring that safety procedures and practices established at in-person voting locations are in line with the current local health guidelines.

F. The Executive Order requests the Legislature and the Secretary of State to continue working on ensuring that the November 3 election is safe, secure, and accessible for all. Currently, two bills are pending before the legislature: Assembly Bill 860, which among other things would require California elections officials to permit all registered voters to access ballots via a remote accessible vote-by-mail system for the November 3 election (currently, the system is limited to voters with disabilities and military and overseas voters) and Senate Bill 423 that would further clarify in-person voting options.

II. The Department has been engaged in planning and executing the many processes required to conduct the November 3 election while protecting the health and safety of election workers, voters, and the general public.

- A. The Department has commenced the hiring of temporary staff to assist the Department in conducting the November 3 election cycle, with several job announcements currently posted on the City's Department of Human Resources' website.
 - i. As part of its health and safety response to the COVID-19 pandemic, the Department has developed a remote Interview Program, under which the Department will use Zoom video conferencing for interviewing applicants to fill many seasonal positions.
 - ii. The Department is revising its Employee Orientation Program (EOP), which will now be delivered digitally, to include an overview of the many new pandemic-related resources available to employees and safety measures that the Department implemented at its worksites. All employees will be required to view the new EOP presentation.

B. To supplement its outreach efforts, on June 9, the Department issued a Request for Proposals (RFP) seeking to identify partners willing and able to assist in disseminating information about the November 3 election. The Department will collaborate with and provide funding to local non-profit and community-based organizations who can assist in educating members of the City's vulnerable or hard-to-reach populations about how they can participate in the November 3 election, providing information about voter registration, voting by mail and other voting options, the ranked-choice ballot format, language and accessibility resources, key dates and deadlines, and other election topics.

i. The RFP was issued to nearly 200 local non-profit and community-based organizations. The Department created a new page, sfelections.org/RFP2020, on its website with information about the RFP. The homepage of sfelections.org features an announcement regarding the issuance of the RFP.

ii. The anticipated schedule for selecting grantees follows:

EVENT	DATE
RFP issued; posted on sfelections.org/RFP2020	6/09/2020
Written questions from interested parties due	6/16/2020
DOE answers posted on sfelections.org/RFP2020	6/18/2020
Grant proposals due by 5 p.m.	6/23/2020
DOE grant proposal review period ends	7/30/2020
DOE issues notices of non-responsiveness and intent to award grants	7/02/2020
Protest period ends	7/10/2020
Grant negotiations and final Work Plan submissions period	7/11/2020-8/14/2020
Grant term begins	8/17/2020
DOE conducts training for grantees	8/17/2020-8/21/2020
Grantees begin outreach; grantees provide biweekly reports	8/21/2020
End of grant term	11/15/2020
Final grantee outreach report due	11/20/2020

C. The Department continues to facilitate the candidate and measure filings for the November 3 election. With the access to City Hall continues to be limited, the Department has been conducting in-person transactions in its office, by appointment.

i. The Department facilitated the filing of nomination papers for candidates running for the offices of Board of Supervisors. The nomination deadline for candidates for District 1 office of Board of Supervisors was extended through Monday, June 15, because the incumbent did not file nomination papers by the June 9 nomination deadline.

ii. The period for signatures in lieu of filing fee for candidates for the offices of Board of Education and Community College Board commenced on May 14 and will close on July 8.

- D. The Department is currently facilitating two Community Benefit District (CBD) elections: The 2020 Fisherman's Wharf CBD Election and the 2020 Castro CBD Election. On May 29, the Department mailed ballot packets to voting members in these CBDs, commencing the 45-day election period.
 - E. The Department is monitoring updates regarding the continuity of international mail operations, and preparing to send notices to approximately 3,300 voters who are currently residing overseas or serving in the military, and have not requested electronic (email or fax) ballot delivery. These notices will inform voters that they are entitled to receive their ballots electronically, and encourage them to consider updating their ballot delivery preferences prior to the November 3 election, to avoid potential issues with international mail delays.
 - F. The Department continues to process registration affidavits, requests for translated materials, and other voter forms, and to conduct many other activities associated with maintaining an accurate and up-to-date voter roll. With the Department of Motor Vehicles (DMV) field offices reopening their operations, the Department has been receiving and processing an increased volume of Motor Voter registration affidavits resulting from voters updating their registration information with the DMV.
 - G. The Department will provide a report on its November 3 planning to the Board of Supervisors (Board) and the Elections Commission by June 30, as required by the Ordinance File No. 200400 enacted by the Board on May 19.
 - i. The report will address the following topics: (1) voter outreach, education, and services, including to limited-English speaking communities and persons with disabilities; (2) staffing needs, hiring strategies, and staff training; (3) voting equipment and capacity; (4) preliminary voting locations and hours, dropbox or curbside drop-off locations and hours; (5) ballot collection and processing; and (6) public health measures and procedures for both voters and poll workers.
- III. The Department has submitted budget reductions to help the City close an anticipated \$1.7 billion deficit.**
- A. The Department submitted a list of potential budget reductions to the Mayor's Office based on the Department's FY 2018/2019 budget, see attachment 1.
 - B. The Mayor's Office will review the potential reductions in consideration of their impact on the Department's ability to conduct the November 2020 election before applying any cuts to the Department's budget.