



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: April 16, 2021
RE: Director's Report: April 21, 2021, 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 March 17, 2021.

I. The Department continues to carry out various administrative activities and processes.

- A. Most of the Department's employees continue telecommuting. In the near future, most employees will continue to work remotely, with two employees now at City Hall every weekday, as well as between 4-10 additional staff at City Hall and between 1-2 additional staff at the warehouse working on an as-needed basis.
- B. The Department continues to facilitate remote meetings with members of its Racial Equity Team to review progress on tasks that are currently being undertaken by the Department to advance equity in internal programs and practices.
 - i. Among the projects scheduled in the second quarter of 2021 are conducting a review of the Department's database of community partners and contacts, and expanding both its contact list and partnership programs to include additional community colleges, trade schools, training programs, and re-entry programs; enrolling hiring managers and supervisors in *Fairness in Hiring* and *Recognizing Implicit Bias* training courses offered by the Department of Human Resources; and developing an *Applicant Barriers Assessment* tool to assess experiences of applicants for temporary jobs with the Department.
 - ii. In alignment with the goal to sustain an explicit and ongoing commitment to advancing racial equity, the Department has adopted equity as a core value of the Department's mission and incorporated equity-centric initiatives into the Department's Strategic Plan for 2021-2023. The Strategic Plan has been posted on the Department's website and can be viewed at <https://sfelections.sfgov.org/department-elections-mission-and-responsibilities>.
- C. The Department convened a working group to review its website and consider any changes that would make it easier for all users to find the information they are seeking; streamline website text so it is up to date, informative, and concise; and enhance graphics and photos used on website pages to reflect the communities served by the Department.
 - i. The website working group continues to make progress on goals previously established for the website review, which include removing and/or archiving November 2020 election content; developing guidelines for ensuring inclusivity and cultural competency of content shared; and conducting review of all visual elements to ensure equity, inclusivity, and accessibility.
 - ii. In alignment with goals established in the Department's Racial Equity Action Plan and to expand access to employment opportunities, the website working group has begun developing a new *Careers* page that will feature seasonal employment opportunities with the Department and provide information about application process.

- iii. The Department launched a new page addressing frequently asked questions about the 2020 Census and Redistricting, which can be viewed at <https://sfelections.sfgov.org/2020-census-and-redistricting-faqs>. This page is also intended to host links to the City's Redistricting Task Force website and other redistricting materials.

II. The Department has been engaged in assisting the City with future elections planning.

- A. On March 26, the Department issued a Request for Proposals (RFP) seeking to identify a contractor to support the City's Redistricting Task Force (RTF) in completing the specialized work of analyzing the Census, demographic, and geographic data relevant to considering the boundaries for San Francisco's 11 Supervisorial districts.
 - i. The RFP has been posted on sfcitypartner.sfgov.org/pages/index.aspx with announcement about the RFP featured on the homepage of sfelections.org and sent to approximately 220 community-based organizations as well as responders to the Request for Information (RFI) regarding redistricting services the Department issued last year.
 - ii. The anticipated schedule for selecting a proposal and executing the contract follows:

EVENT	DATE
Department Issues RFP	3/26/2021
Department Conducts Pre-Proposal Conference	4/1/2021
Deadline for Submission of Written Questions/Requests for Clarification	4/6/2021
Department Issues Responses to Questions/Requests for Clarification	4/8/2021
RFP Proposals Due	4/22/2021
Oral Interviews	TBD
Department Issues Notice of Intent to Award Contract by	5/7/2021

III. The Department has been considering the impacts of potential statewide and local recall elections on its operational schedules.

- A. On March 17, 2021, the Secretary of State (SOS) issued a cumulative statewide signature summary associated with California's Governor recall. As of that date, 1,834,770 petition signatures have been received, of which 1,454,710 have been verified, with 1,188,073 deemed valid.
 - i. The minimum number of valid signatures required to qualify the recall is 1,495,709. The deadline for county elections official to complete signature verifications and report to the SOS is April 29, 2021.

IV. The Department continues to provide information to the general public and to undertake the many routine activities.

- A. The Department contacted approximately 350 community partners alerting them to modified requirements to register and vote in California resulting from the passage of Proposition 17. The Department has also shared informational resources that organizations may find helpful as they organize their outreach activities for residents currently or formerly involved in the justice system.
 - i. The office of the California Secretary of State (SOS) has updated both online and paper versions of the state voter registration applications to reflect the modified eligibility requirements. The updated paper voter registration applications will become available this summer.

- B. The Department is in the final stages of completing full signature verification on the two statewide ballot initiative petitions (approximately 36,000 signatures) required by the SOS based on the random sample verification results from the 58 counties.
- C. The Department has been conducting in-person transactions in its office, by appointment only, and responding to public inquiries received through email and its main phone line on a daily basis.
- D. The Department continues the many activities associated with the maintenance of the voter roll. These include the processing of registration affidavits received by mail, dropped off in person, or submitted online; updating voter records based on notification received through official sources, such as the USPS, Department of Motor Vehicles, and the state Department of Public Health; and other ongoing activities that ensure the continual accuracy of the voter roll in accordance with relevant laws. The Department continues to provide outreach, including mailing of voter notification cards and address confirmation postcards, to voters who register or update their information on file.