



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: May 14, 2021
RE: Director's Report: May 19, 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 April 21, 2021.

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

- A. On May 12, 2021, Mayor London N. Breed announced the schedule for reopening City Hall to the public. Starting, June 7, 2021, City Hall will reopen for in-person services and general public access. As of June 7, the Department will no longer require those seeking elections services to schedule an appointment and will staff its public counter Monday through Friday, 9 a.m. – 5 p.m.
- B. The Department's Racial Equity Team continues to work on various projects to advance equity in internal programs and practices.
 - i. In alignment with the goals established in the Department's Racial Equity Action Plan, the Racial Equity Team has developed several new resources, including: 1) a *Recruitment Experience Survey* that will be administered to all job applicants for seasonal positions with the goal of assessing their experiences through interview and hiring processes; 2) an *Employee Training and Professional Development Assessment Survey*, the results of which will be used to organize trainings, workshops, and other professional development activities for Department employees; 3) a list of recruitment partners among non-traditional outlets, community-based organizations, re-entry programs, and community colleges intended to reach potential job seekers within the City's most vulnerable populations.
 - ii. As part of its work, the Racial Equity Team has begun considering revisions to the Department's Employee Resource Portal with the focus on expanding information about health, safety, and well-being programs available to city employees; commuting and telecommuting resources; various leave request processes; and other HR related topics.
- C. The Department's website working group continues to 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. In an effort to help guide voters to desired services and inform website visitors about the availability of election materials in various languages and formats, the website working group undertook a reorganization of the Voter Portal, introducing two new tabs. The first tab, "Submit My Language Preference", informs voters about the availability of translated state and local election materials and allows voters to submit their language preferences to receive translated election materials. The second tab, "Stop/Resume the Mailing of My Voter Guides" informs voters about the availability of election materials in accessible and digital formats and allows voters to request to stop or resume mailing of their local Voter Information Pamphlet and state Voter

Information Guide. The description of services available via the Voter Portal featured in the "Topics in Focus" on the homepage of *sfelections.org* has also been revised to more explicitly state those services.

- ii. In alignment with goals established in the Department's Racial Equity Action Plan, the website working group has launched a new *Employment Opportunities* page, available at <https://sfelections.sfgov.org/employment-opportunities>, that features seasonal employment opportunities with the Department and allows job seekers to sign up to receive automated job alerts when a new position opens. During a hiring period for each election, this page will be routinely updated to list open positions and advertised through various channels such as outreach materials, outreach presentations, and correspondence with community partners.
 - iii. To provide a convenient location for the public to access elections forms and tools, the website working group has begun developing a new *Forms and Tools* page. This new page will contain links and descriptions of the Departments' digital and PDF forms and self-help tools, and denote which forms require a pen-to-paper signature and which can be submitted digitally. Website visitors will continue to be able to attain elections forms and tools from other pages of *sfelections.org* while the new *Forms and Tools* page will provide an alternative means for accessing various documents.
- D. Due to approaching Board of Supervisors' phase of the FY2021-23 two-year budget review and in response to the request by the Board's Budget and Legislative Analyst, the Department has begun compiling information on its current and proposed budgets.

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

- A. On March 26, 2021, 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 Department received two responses to the RFP. Following the review of responses, the Selection Panel selected the Q2 Data and Research, LLC. On May 10, 2021, the Department issued a Notice of Intent to Award Contract to the Q2 Data and Research, LLC.
 - ii. In accordance with the City's policies, the Department has initiated the review and approval of the Personal Services Contract (PSC) for redistricting services by the Civil Service Commission. This process includes several steps, including a 60-day affected employee Union notification; review of PSC by the Department of Human Resources to determine if it complies with the established policies; a 7-day public posting period; and review of PSC by the Civil Service Commission.
- B. On April 28, 2021, on behalf of the Elections Commission, the Department issued a press release, inviting members of the public to apply for open seats on the 2021 Redistricting Task Force; this press release was also forwarded to nearly 250 partner community-based organizations.
 - i. Department's Outreach Coordinators has been announcing the opportunity to apply to serve on the 2021 Redistricting Task Force at several outreach events, including meetings with the League of Women Voters of San Francisco, the Latino Task Force, and the Shanghai Association.

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

- A. On April 26, 2021, the California Secretary of State reported that enough signatures appear to have been collected to initiate a gubernatorial recall election. The next phase of the recall process is the 30-business day period in which voters may request county elections officials to remove their names from recall petitions.
 - i. The Department has posted a notice on *sfelections.org* informing San Francisco residents who signed the petition to initiate a recall election and would now like to withdraw their signatures to submit their names, San Francisco residential address, and signature to the Department of Elections by June 8, 2021.
- B. On May 27, 2021, Supervisor Hillary Ronen introduced [Resolution File NO. 210465](#), declaring the Board of Supervisors' intent to call a special municipal election, to be consolidated with a prospective statewide recall election.

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

- A. The Department continues to conduct in-person transactions in its office and respond to public inquiries received through email and its main phone line on a daily basis.
- B. The Department has been conducting a scheduled charging of all voting equipment and archival of election materials at its warehouse.
- C. 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.