



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: December 13, 2021
RE: Director's Report: December 15, 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 November 17, 2021.

- I. The Department continues to carry out human resource management and procurement activities necessary to conduct the February 15 election.**
 - A. In partnership with the Department of Human Resources, the Department has been hiring and onboarding temporary employees to aid the full-time staff with maintenance of voter records, signature comparison on vote-by-mail ballot envelopes, poll worker recruitment and assignment, facilitating voting during the early voting period, and ballot processing. In the next month, the Department expects to hire an additional 200 temporary employees to facilitate emergency ballot deliveries, support polling places on Election Day, and assist with conducting of post-election Official Canvass.
 - i. The Department revised its staffing plans to address anticipated increased workloads and the facts that some temporary workers will not be able to move from one time-sensitive task to another and that some full-time personnel will require additional support to complete their typical tasks because of overlapping duties for three separate elections: February 2022, possible April 2022, and June 2022 elections.
 - B. The Department continues to purchase materials and supplies, and procure services in support of the upcoming election's programs and processes.
- II. The Department has been engaged in planning and executing the many operations required to conduct the 2022 elections.**
 - A. The Department has been working on layout and proofing of the official ballot. The February 15 election ballot will be a single double-sided card, listing the Assessor-Recorder contest and three Board of Education Member recall measures. Voters who live in State Assembly District 17 will also have that contest on their ballot.
 - i. The Department is finalizing a separate official ballot for non-citizen (EDU) voters. The EDU ballot will be a single card printed in English, Chinese, Filipino, and Spanish and will contain only the School Board recall measures.
 - ii. In addition to paper ballots, the Department has been working on producing touchscreen and audio versions of the ballot for voters using the accessible ballot-marking devices and screen readable versions for voters using the accessible vote-by-mail system.
 - B. The Department has been preparing its voter roll for transmission of voter extracts to the ballot printing and assembly vendor to commence the preparation of vote-by-mail ballot packets.
 - i. The Department will transmit ballots to approximately 11,000 voters serving in the military or residing overseas no later than January 1, 2022 via the voters' selected method of delivery (email, postal mail, or fax).

- ii. The Department will mail vote-by-mail packets to over 500,000 locally registered voters by January 17, 2022.
- C. The Department has been working on developing the Voter Information Pamphlet and is on schedule to mail pamphlets to voters by January 17, 2022. The Department has begun assembling and formatting candidate information and statements submitted to date, proofreading the materials against the official submissions, and sending the files to the contractor who lays out, typesets, and translates the materials.
- D. The Department has secured all 314 facilities to serve as polling places on Election Day and is currently working on securing commitment of polling place providers for the potential April 12, 2022 election.
 - i. Given that precinct consolidation would also be permitted for the potential April 2022 election and given that only voters residing in Assembly District (AD) 17 would be eligible to participate, the Department plans to operate approximately 183 polling places, all on the eastside of the City in AD 17, for that election.
- E. The Department has been planning for early voting activities to commence on January 18, 2022 at the City Hall Voting Center. The Voting Center will serve all City residents—including eligible non-citizens—who wish to obtain personal assistance, use accessible voting equipment, pick up or drop off ballots, obtain replacement ballots, cast their ballots in person, or, after the registration deadline, register conditionally and vote provisionally.
- F. To date, the Department has recruited over 1,500 poll workers to assist voters at the polls and will soon launch its online poll worker training program to prepare volunteers for their service on Election Day.
- G. The Department has identified 34 sites for placement of ballot drop boxes and continues discussing agreements and/or permits for the requisite 34 sites. In identifying potential sites, the Department utilized SOS criteria that include considerations of population density, geography, voter convenience, and proximity to public transportation as well as local criteria established as follows: 1) each supervisorial district would host at least two drop boxes, 2) the distance between any two drop boxes would be considered within the context of the City's particular geography, and 3) public landmarks and community facilities, such as those maintained by the City College of San Francisco (CCSF), the San Francisco Recreation and Park Department (SFRPD), and the San Francisco Public Library (SFPL), would be utilized as much as possible.
 - i. To ensure the ballot boxes are easily recognizable and resemble those San Francisco voters are used to seeing at their polling places, they will be red, white, and blue, bear an American flag on all sides, and feature the words, "OFFICIAL BALLOT DROP BOX". All instructions and notices will be printed in English, Chinese, Spanish, Filipino, Burmese, Japanese, Korean, Thai, and Vietnamese in a high-contrast, anti-glare, large-print font, with the ballot deposit slot featuring Braille-embossed instructions.
 - ii. Ballot boxes will be manufactured of durable steel, with a tamper-proof design and locking mechanisms made to withstand vandalism, removal, and inclement weather. Each box will be firmly fastened to the ground, weigh about 200 pounds, and stand 32"W x 32"L x 56"H. To make the ballot drop box installation process as efficient and error-free as possible, the Department has conducted a thorough survey of each site and created a detailed installation diagram specific to each location. To further facilitate proper installation, the Department partnered with the Department of Public Works, creating an interdepartmental service agreement and an installation schedule designed to ensure that all boxes be fully operational and available to voters on January 18, 2022.

- H. The Department has revised its Canvass staffing plan and schedule, including the drawing of precincts for and conducting one percent manual tally, to reflect the earlier certification deadline set by the Secretary of State (SOS). As required by the SOS, the Department will complete all Canvass-related activities and certify February 15, 2022, election results by February 24, 2022.
- I. The Department has begun working on preparing requests for funding for FY2022-2023 and FY2023-24 budget period. This month, Department fiscal staff will be attending a meeting organized by the Mayor's Office of Public Policy and Finance to provide an overview of the Mayor's budget instructions and priorities.

III. The Department continues to provide information to the public and undertake other routine activities.

- A. The Department continues to conduct in-person public transactions at its City Hall office and respond to public inquiries received through email and its main phone line.
- B. The Department mailed a multilingual notice (printed in English, Chinese, Spanish, and Filipino) to approximately 388,000 San Francisco households, alerting both registered voters and eligible City residents to the upcoming election and explaining their voting options. This notice also provides key information and pertinent dates related to each method of voting, advises registered voters to double-check the information in their voter records, and informs those who are not yet registered about available registration options, and features a message about EDU registration and voting. The Department will also send digital versions of this notice to the nearly 250,000 voters who provided email addresses as part of their registration records.
- C. The Department's outreach team continues to participate in neighborhood events, host resource tables, and distribute outreach materials throughout the City to provide information about registration, voting options, and non-citizen registration and voting in School Board recall contests.
 - i. To engage community partners in reviewing and commenting on the Department's planned outreach goals and strategies for the February 2022 election, the Department prepared and made publically available its Voter Education and Outreach Plan (VEOP). The VEOP was shared with approximately 300 local organizations and can be viewed at:
https://sfelections.sfgov.org/sites/default/files/Documents/VoterEducation/2022February/F22_VOEP_202111.pdf
 - ii. The Department hosted a series of virtual meetings with the members of its Language Accessibility Advisory Committee, representatives of the Immigrant Parent Voting Collaborative and the San Francisco Unified School District with the primary focus on outreach efforts to inform non-citizen residents about the opportunity to register and vote in School Board recall contests.