



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: January 14, 2022
RE: Director's Report: January 19, 2022, 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 December 15, 2021.

I. The Department continues to carry out general administrative functions, human resource management and procurement activities.

- A. The Department has been preparing its FY2022-2023 and FY2023-24 budget requests and will submit the budget proposals to the Elections Commission on January 25. In accordance with San Francisco Administrative Code §3.3, the budget proposals must be reviewed at two public meetings.
- B. The Department has been hiring and onboarding temporary employees necessary to aid its full-time staff with various election tasks, including maintenance of voter records, poll worker recruitment and assignment, early in-person voting, ballot processing and ballot envelope signature comparison, and post-election canvass work. The Department expects nearly 350 temporary employees to join its workforce by the end of January.
 - i. In adhering to the public health guidelines and rules, the Department has been maintaining an ongoing internal communication about updates to the citywide Safer Together COVID-19 Health Order, informing all of its employees about the recently revised guidance on quarantine and isolation periods, booster requirements, and returning to work after COVID-19 illness or exposure.
- C. The Department continues to purchase materials and supplies and procure vendor services in support of the upcoming election.

II. The Department has been executing the many processes required to conduct the February 15 election.

- A. This week, the Department delivered over 500,000 vote-by-mail (VBM) ballot packets to the United States Postal Service for distribution to all locally registered voters, including non-citizen voters eligible to participate in School Board recall contests. The Department will continue mailing VBM packets to new registrants up through the January 31 registration deadline and those who need replacement ballots through February 10.
- B. The Department is preparing to open its online Accessible Vote-by-Mail system at the commencement of the early voting period, through which any registered local voter can download, mark and print their VBM ballot.
- C. The Department completed an installation of 34 new ballot drop boxes across the City, all of which will be unlocked and available for use beginning January 18 through 8 p.m. on Election Day, February 15. To inform voters about this new infrastructure, the Department has launched a webpage, entitled ["New Service! Return Your Ballot to an Official Ballot Drop Box"](#); this page provides information on how voters can identify the official ballot boxes and where they will be located as well as drop box security and accessibility. Voters can also find information about ballot boxes in their Voter Information Pamphlets and voting instructions enclosed with their VBM ballot packets.
- D. On January 18, the Department will open the City Hall Voting Center, which will offer registration, voting and ballot drop-off services to all local voters 8 a.m. to 5 p.m. on weekdays between Tuesday, January 18 and Monday, February

14 as well as 10 a.m. to 4 p.m. on the two weekends before the election, February 5-6 and February 12-13, and 7 a.m. to 8 p.m. on Election Day, February 15.

- i. The Voting Center has been set up to offer 43 ballot-issuing stations and 150 voting booths. Since the number of voters tends to increase in the later days of the early voting period, the Department will use a staggered approach to staffing, with 13 ballot-issuing stations being available during the first three weeks of voting, 12 additional stations opening a week before Election Day, and 18 more stations opening four days before Election Day.
 - ii. The Department will continue to observe health-related practices at the Voting Center, making hand sanitizer, gloves, and facial coverings available to all visitors, maintaining plexiglass partitions at ballot-issuing stations, and administering "curbside" voting to any voter who requests to cast their ballot outside, either via a paper ballot or an accessible ballot on the ballot-marking device.
- E. To date, the Department has recruited over 1,600 poll workers for the upcoming election, all of whom, in accordance with San Francisco's COVID-19 Vaccination Policy, have provided proof of vaccination. Although the Department met its poll worker recruitment goal to staff each polling place with four poll workers, the Department will continue to accept new applicants to counteract expected poll worker cancellations and to strengthen its bilingual services.
- F. Next week, the Department will launch online training to prepare poll workers for their service on Election Day and will commence in-person training classes on January 20 and voting equipment practice labs on February 5. The Poll Worker Manual is now available online at sfelections.org/pw/manual and in hard copy at poll worker request.
- G. The Department has secured all 314 facilities to serve as polling places on Election Day, February 15, as well as 183 facilities in Assembly District 17 to be utilized in the potential April 19, 2022 election.

III. The Department continues to deliver multilingual, barrier-free voter outreach.

- A. The Department has begun transmitting Voter Information Pamphlets to all locally registered voters and expects to complete mail and email delivery by the end of this week. All voters will receive the pamphlet in English, and those who requested election materials in Chinese, Spanish, or Filipino will also receive a copy in their preferred language. Voters may also access the pamphlet in PDF, HTML, XML, and audio MP3 formats on sfelections.org. As in previous elections, the Department will provide, by request, the pamphlet in accessible formats, including large print and audio on USB flash drive, National Library Service cartridge, and compact disc.
- B. The Department has also mailed Voter Information Booklets to all locally registered non-citizen voters. (The Voter Information Booklet includes voting information and a sample ballot in English, Chinese, Spanish, and Filipino.)
- C. The Department expanded its public phone bank to a 25-member team tasked specifically with answering telephone inquiries and managing email correspondence up through Election Day. The Department's phone bank lines will be open during regular business hours as well as the last two weekends before Election Day.
- D. The Department's outreach team continues to participate in neighborhood events throughout the City as well as virtual presentations to provide information about safe registration and voting options in the upcoming election.
- E. In collaboration with the Prisoner Legal Services unit of the Sheriff's Department, the Department has been providing election-related services, such as voter registration and delivery of Voter Information Pamphlets and VBM ballot packets to eligible voters in the City's jail.

IV. Logistical and legislative updates that impact the Department's operations and services.

- A. State and Local Redistricting
After completing the work of redrawing lines for California's political jurisdictions, the California Citizens Redistricting Commission (CCRC) released the new Board of Equalization, Congress, State Senate, and Assembly District maps

on December 27, 2021. The Department will begin using the CRC's new state district maps beginning with the June 7, 2022, Statewide Primary Election in compliance with Senate Bill (SB) 594.

San Francisco's Redistricting Task Force (RTF) is expected to release new local Supervisorial District maps by April 15, 2022. The Department will begin using the RTF's new supervisorial district maps beginning with the November 8, 2022, Consolidated General Election in compliance with SF Charter §13.110(d)).

Per Secretary of State guidance and SB 594, any county conducting a special election to fill a legislative vacancy in early 2022 must hold it using the "old" district lines. The Department will therefore conduct its February and possible April 2022 elections using the 2011 lines but its June and November 2022 elections using the 2021 lines.

Given that the Congressional, State Assembly, State Senate, Board of Equalization, Supervisorial districts and/or precincts for some voters will likely change following the redistricting and reprecincting processes, the Department is currently working on a plan to provide direct and indirect voter outreach on these topics. Among other strategies, the Department plans to post FAQs and information about the new maps on its webpage; update its Voter Portal with new district maps and information about when the new maps will go into effect; launch a new lookup tool to provide a quick and simple way for voters to view their Districts; revise outreach materials and presentations to inform voters that their political representatives may change; and notify all of its outreach partners.

B. New State Minority Language Determinations

In accordance with California Elections Code § 14201(f), the Secretary of State (SOS) issued new language minority determinations on December 31, 2021. (Such determinations identify precincts in which 3% or more of the voting-age residents are members of a "single language minority" and lack sufficient skills in English to vote without assistance.) The recent determinations were based upon data provided to the SOS by the California Statewide Database at U.C. Berkeley, which in turn relied upon a special tabulation provided by the Census Data Review Board.

For each specified precinct, elections officials must provide translated facsimile ballot and related instructions and bilingual poll workers in the designated language(s). Under the new determinations, San Francisco is no longer required to provide translated materials and assistance in Burmese, Japanese, Korean, and Thai, and Vietnamese remains the only CAEC 14201 required language. (Chinese and Spanish are still San Francisco's Voting Rights Act Section 203 required languages and Filipino is still a required language under the local Language Access Ordinance.)

Despite this reduction in required languages, the Department plans to continue making a good faith effort to recruit and provide bilingual poll workers in all previously required languages, working closely with its community partners to determine if a need exists for any translated materials of the previously covered languages.

C. Open Source Voting Pilot Program

On January 11, 2022, the Board of Supervisors passed Ordinance, FILE NO. 211303, amending the Municipal Elections Code to require the Director of Elections to submit information documenting the City's intended open source voting pilot program to the California Secretary of State, on behalf of the Board of Supervisors, and, upon approval of the Secretary of State, to implement such a program at the November 8, 2022, Consolidated General Election.

This law requires the pilot program to consist "of a minimum of one open source ballot marking device that the City wishes to use at the City Hall Voting Center for the November 8, 2022 Consolidated General Election." The Department has therefore begun to create a plan for the intended open source voting pilot program and intends to submit it for approval to the Secretary of State by February 8, 2022. (An initial draft is attached to this report.)