



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: March 11, 2022
RE: Director's Report: March 16, 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 February 14, 2022.

I. The Department certified the February 15, 2022, Consolidated Special Municipal Election.

- A. During the official canvass period (February 17-23), the Department issued seven multiformat preliminary election results reports, along with daily press releases, all of which have been posted on *sfelections.org*.
- B. On February 23, 2022, the Department certified the results of the February 15, 2022 Consolidated Special Municipal Election. Final turnout was 36.01%, with 179,981 of San Francisco's 499,771 registered voters casting their ballots.
- C. Following certification, the Department posted several detailed election results reports, as well as voting equipment transaction logs, images of cast ballot cards, and the Statement of the Vote, on *sfelections.org*.

II. The Department continued to execute various reporting, human resources, and procurement tasks.

- A. The Department has been working on completing its annual Racial Equity (RE) Progress Report. Per local law and a recent deadline extension, all City Departments must submit their RE Progress Reports to the Office of Racial Equity, the Mayor, and the Board of Supervisors by May 2, 2022. As previously indicated, the RE Progress report template requires the Elections Commission to provide an update to be included with the Department's May 2 submission.
- B. The Department has now hired a sufficient number of temporary employees to aid its full-time staff with the tasks necessary to administer the April 19 Election. However, given that some Department divisions will require additional support to complete certain tasks because of the overlapping timelines for the April and June elections, the Department will still need to onboard at least 80 additional temporary employees to assist with June 7 Election tasks.
- C. The Department continues to procure all of the supplies and vendor services necessary for upcoming 2022 elections.
- D. The Department continues to support the Redistricting Task Force by fulfilling its translation and staffing requests and distributing print and digital information about opportunities to participate in San Francisco's redistricting process.

III. The Department has been working on a number of pre-election processes for the April 19, 2022 Election.

- A. The Department worked to maintain its ballot production schedule despite a legal action related to a ballot designation filed with the Secretary of State's office by one of the candidates running in the April 19 Election. The judge presiding over the case upheld the challenge, approving a revised version of the designation in question and ordering changes to the ballot. Because this ruling was made after the Department's deadline to submit ballots to the ballot printer, the Department had to collaborate with its ballot printing and mailing vendors to adjust timelines and staffing resources.

- B. On March 4, the Department transmitted vote-by-mail ballots to 6,322 local Uniform and Overseas Citizens Absentee Voting Act (UOCAVA) voters eligible to vote in Assembly District (AD) 17 via email, postal mail, or fax. This week, the Department will mail vote-by-mail ballots to the nearly 290,000 remaining voters registered in AD 17.
- C. The Department has secured all 183 facilities to serve as polling places for the April election and is currently working on securing 588 polling places for the June 8 Election. (Per CAEC §12241, consolidation will not be permitted for San Francisco's June 7 and November 8, 2022 elections, thus the Department plans to operate all 588 polling places).
- D. On March 21, the Department will open 34 ballot drop boxes across the City, all of which will remain open up through the close of polls on Election Day, April 19, and commence early voting at the City Hall Voting Center. The Voting Center will be open weekdays 8 a.m. to 5 p.m. up through Monday, April 18, as well as 10 a.m. to 4 p.m. on the last two weekends of the voting period, April 9-10 and April 16-17, and 7 a.m. to 8 p.m. on Election Day, April 19.
- E. During the April election voting period, only Assembly District (AD) 17 voters will be able to cast ballots, use accessible voting equipment, or request replacement ballots at the Voting Center (all San Francisco voters will be able to register to vote). Accordingly, the Department has revised its training for Voting Center representatives to help staff ascertain whether each voter they assist resides in AD 17 or in AD 19, to read a simple script explaining eligibility to participate in the April 19 election to AD 19 voters, and to facilitate voting for AD 17 voters.
- F. To date, the Department has recruited over 700 poll workers necessary to staff each polling place with at least one Inspector and three Clerks. Since all poll workers recruited for the April election served in the February election, the Department will mail each poll worker an updated Poll Worker Manual and explanatory letter highlighting any procedural changes rather than retraining them. Given that the Department will need to secure the services of over 2,200 volunteers to staff all of San Francisco's 588 polling places in the June 7 election, the Department continues to accept new poll worker applications for that election.
- G. The Department has adjusted numerous schedules and staffing levels as necessary to timely complete all post April 19 election ballot processing and canvass activities in accordance with legal deadlines -- while state law generally allows 30 days for these processes, in this case, the Secretary of State has allowed only 10 days. Consequently, the Department will begin canvass activities on April 21 and certify results no later than April 29, 2022.

IV. The Department continues to deliver multilingual, barrier-free voter outreach and education.

- A. The Department has begun transmitting Voter Information Pamphlets (VIPs) to all voters registered in AD 17 and expects to complete these mail and email deliveries by the end of next week. All voters will receive the VIP in English, and those who have requested their election materials in Chinese, Spanish, or Filipino will also receive a VIP copy in their preferred language. All voters may also access the VIP in PDF, HTML, XML, and audio MP3 formats on the Department's website and, as in previous elections, the Department will provide the VIP in large print, audio on USB flash drive, National Library Service cartridge, or compact disc to any voter on request.
- B. The Department's outreach team continues to participate in neighborhood events throughout the city and to conduct presentations about registration and voting options in all upcoming 2022 elections. Given that the April 19 election includes only a single AD 17 contest, Department outreach materials feature a short, simple theme: "*Live in AD 17? Vote by April 19!*", along with the AD 17 map and an "I Voted!" sticker. The graphics used in this theme were designed to remind those living in AD 17 to vote while reassuring those living in AD 19 that they need not take any action.

- C. On February 9, the Department issued the *2022 Voter Outreach Partnership Request for Proposals* (RFP) as part of an on-going effort to provide supplemental outreach to members of San Francisco's vulnerable and hard-to-reach populations. In March, upon completion of evaluation of proposals, the RFP selection panel chose four local non-profit organizations: 1) Asian Pacific American Community Center, 2) Chinatown Community Development Center, 3) Chinese Newcomers Service Center, and 4) Mission Economic Development Agency. After completing grant negotiations in late April, the Department will commence training to prepare grantees to begin outreach activities on April 29 through November 7.
- D. In an effort to further expand the reach of its 2022 grant program, on March 8, the Department issued a second RFP seeking local organizations able to assist in disseminating election information to: a) BIPOC residents, b) unhoused or housing insecure individuals, and, c) individuals involved in the criminal justice system, including those currently on parole. This RFP is now publicly available at <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx> and sfelections.org/RFP2022, and was also sent to nearly 350 local non-profit and community-based organizations.

V. The Department continues to facilitate candidate and measure filings for the June 7, 2022 Election.

- A. On March 4, the Ballot Simplification Committee concluded the public meetings in which the Committee prepared a fair and impartial summary of each June 7 ballot measure for publication in the June Voter Information Pamphlet.
- B. On March 11, the Department concluded intake of local candidate nomination paperwork for the June 7 election.
- C. On Monday, March 14, at 11 a.m., the Department must, by law, assign a letter to each June 7 election ballot measure. Members of the public may view this process in the Department's office or on online via sfelections.org/observe.
- D. At noon on Thursday, March 17, the Department will conclude intake of proponent and opponent ballot arguments and at noon on Monday, March 21, the Department will conclude intake of rebuttal and paid arguments. Each of these submission deadlines for the June election will be followed by a 10-day public examination period.
- E. On April 11, the Department will begin facilitating the filing of local write-in candidate paperwork. The end of this last filing period, which will conclude on May 24, will constitute the last submission deadline for the June 7 election.

VI. The Department continues to incorporate legislative changes into its operations and services.

- A. As indicated in the January 14, 2022 Director's Report, the California Secretary of State (SOS) issued new language minority determinations on December 31, 2021, determining that San Francisco – along with 43 other counties in the state – would no longer be required to provide elections materials or assistance in Burmese, Japanese, Korean, or Thai. However, the Department still planned to continue providing materials and assistance in those languages and on March 1, 2022, the SOS reinstated those languages. Thus, in the upcoming elections, the Department will provide facsimile ballots in Burmese, Japanese, Korean, Thai, and Vietnamese to all voters with those language preferences.
- B. To continue to increase awareness of the availability of translated election materials, and to provide an additional avenue for voters to add a language preference to their voter registration records, the Department will mail multilingual notices several weeks in advance of the June 7 election to the nearly 40,000 local voters whose registration records either indicate they were born in a Chinese, Filipino, Spanish, Burmese, Hindi, Japanese, Khmer, Korean, Thai, or Vietnamese-speaking country and do not have a language preference on file, or who did not identify their country of origin when registering to vote. These multilingual notices will advise voters that election materials are available in multiple languages and formats and explain the different options for updating language preference.