



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: February 9, 2022
RE: Director's Report: February 14, 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 January 19, 2022.

I. The Department continues to execute administrative reporting, human resources, and procurement tasks.

- A. In accordance with California Elections Code (CAEC) §19209(d), on February 8, 2022, the Department submitted its Open Source Voting System Pilot Program plan for November 8, 2022 Election (please see Attachment A that includes the application and supporting documents) to the California Secretary of State (SOS). The SOS is expected to approve or reject this Open Source Voting System Pilot Program plan within three months, or by May 8, 2022.
- B. In accordance with City Charter §13.103.5, the Department presented its FY2022-2023 and 2023-24 budget requests to the Budget and Oversight of Public Elections Committee of the Elections Commission on January 28, 2022. The latest submissions (please see Attachments B-C) include these relatively small changes: 1) a request to implement the \$55-65 poll worker stipend increase beginning in FY2022-23 rather than in FY2023-24, 2) a revision to the table on page 6 of the memorandum (which illustrates timelines associated with the voting system contracting process), 3) a removal of proposed funding for a purchase of sheet counter equipment, and 4) revisions to Interdepartmental Services proposals to reflect estimates provided by requesting and performing departments.
- C. In accordance with Ordinance No. 188-19 (passed by the Board of Supervisors in 2019), the Department must submit its annual Racial Equity (RE) Progress Report to the Office of Racial Equity (ORE), the Mayor, and the Board of Supervisors by March 1, 2022. (The ORE has recently indicated that their office is seeking a deadline extension). To this end, the Department has been working on completing the RE Progress Report template developed and provided by the ORE (please see Attachment D.) Please note that: 1) *Part A, Item 7, Boards and Commissions* requires the Elections Commission to provide an update to be included with the Department's submission.
- D. This month, the Department finished hiring and onboarding a sufficient number of temporary employees to aid its full-time staff in completing the many tasks necessary to administer the February 2022 election. The Department continues to develop staffing plans for the possible April and regularly scheduled June 2022 elections, which involve overlapping processes including candidate filing, poll worker recruitment, and ballot production.
- E. The Department continues to procure all of the supplies and vendor services necessary for upcoming 2022 elections.

II. The Department has been working on completing a number of legally-mandated pre-election processes for the February 15, 2022 Election.

- A. This month, the Department delivered over 500,000 vote-by-mail (VBM) ballot packets to San Francisco voters. To date, the Department has received and processed approximately 96,000 returned vote-by-mail ballots, accepting approximately 95,710 of them, and challenging approximately 290. As it does in all elections, the Department has

provided a notification, along with cure instructions, to all voters with signature-challenged ballots, and will continue to do so as long as the state law allows, or 2 days before certification. Per Assembly Bill 37, the Department will continue counting vote-by-mail ballots received in the mail and postmarked or dated on or before Election Day until February 21.

- B. On January 18, the Department opened 34 ballot drop boxes across the City, all of which will remain open up through 8 p.m. on February 15. As recorded by members of the Department's phone bank, this expanded vote-by-mail infrastructure has been well-received by San Francisco voters, both with regards to box availability and design; to date over 7,000 voters have returned ballots for the current election using drop boxes.
- C. The Department began facilitating in-person voting at the City Hall Voting Center on January 18, and will continue to do so every day up through Election Day. On Election Day, the Department will also facilitate in-person voting at 314 polling places, staffing each site with at least one Inspector and three Clerks, all of whom, in accordance with San Francisco's COVID-19 Vaccination Policy, have provided proof of vaccination. In addition to securing all polling places for the February 15 election, the Department has also secured 183 facilities for the possible April 19 election.
- D. This month, the Department adjusted its schedules and staffing levels as necessary to timely complete all post-election ballot processing and canvass activities in accordance with the deadlines associated with the February 15 election (while the state law generally allows 30 days to complete canvass, the Department has only 9 days to certify results of the February 15 election). More specifically, the Department will begin canvass activities on February 17 and certify results no later than February 24. The random selection of precincts and batches for all required one percent manual tallies will take place on Sunday, February 20 at 10 a.m., with the tallying process occurring the following day, February 21.

III. The Department continues to deliver multilingual, barrier-free voter outreach for the City's 2022 elections.

- A. The Department's outreach team continues to participate in neighborhood events, give virtual outreach presentations, and host resource tables throughout the City. The main purpose of all of these events is twofold: 1) to encourage San Franciscans to cast their vote in the February 15 election, and 2) to promote broad poll worker engagement in the upcoming June and November 2022 elections. As of this writing, Department outreach staff had scheduled approximately 30 outreach events across the City for the first two weeks of February. (A digital copy of the outreach calendar is available at sfelections.org/outreach/calendar.html.)
- B. On February 9, 2022, the Department issued its 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. The RFP seeks to identify partners able to assist in disseminating information on pertinent outreach topics to one or more of the following populations: a) seniors and people with disabilities, b) people whose primary language is not English, c) unhoused or housing insecure individuals, d) individuals involved in the criminal justice system, including those on parole and eligible to vote under Proposition 17, e) residents of neighborhoods with below average turnout, and f) non-citizens eligible to vote in School Board elections under local law. Voter outreach topics the Department expects grantees to cover (using ready-made materials) include: Universal Mail Ballots, Accessible Tools and Services, Bilingual Materials and Assistance, Registration and Voting Options for Residents Experiencing Homelessness, Parolee Voting Rights, Non-Citizen Voting Rights, Census and Redistricting, and Poll Worker Recruitment. The RFP is publicly available on the City's bidding website at

https://sfcitypartner.sfgov.org/pages/Events-BS3/event-details.aspx?AUC_ID=0000006523&AUC_ROUND=1&AUC_VERSION=1&BIDDER_ID=0000000001&BIDDER_LO=1&BIDDER_SETID=SHARE&BIDDER_TYPE=B&BUSINESS_UNIT=SFGOV&PAGE=AUC_RESP_INQ_DTL and sfelections.org/RFP2022, and was also sent to nearly 200 local non-profit and community-based organizations.

The anticipated schedule for selecting grantees follows:

EVENT	DATE
RFP issued; posted on sfelections.org/RFP2022	2/9/2022
Written questions from interested parties due	2/15/2022
Department answers posted on sfelections.org/RFP2022	2/17/2022
Grant proposals due by 5 p.m.	2/23/2022
Department grant proposal review period ends	3/3/2022
Department issues notices of non-responsiveness and intent to award grants	3/4/2022
Protest period ends	3/11/2022
Grant negotiations and final Outreach Plan submissions period	3/14/2022-4/22/2022
Grant term begins	4/25/2022
Department conducts training for grantees	4/25/2022-4/28/2022
Grantees begin outreach; grantees provide biweekly reports	4/29/2022
End of grant term	11/7/2022
Final grantee outreach report due	11/21/2022

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

- A. Regularly scheduled ballot contests for the June election include: Governor, Lieutenant Governor, Secretary of State, Controller, State Treasurer, Attorney General, Insurance Commissioner, Board of Equalization Member, District 2, United States Senator, United States Representative in Congress, District 11 and 15, Member of the State Assembly, District 17 and 19, Judges of the Superior Court of San Francisco, and State Superintendent of Public Instruction. In addition to regularly scheduled contests, the June ballot will also list both the City Attorney contest and the District Attorney recall measure. The first special contest results from the temporary mayoral appointment of former State Assembly Member, District 17 to fill the vacant City Attorney's office in September 2021, and the second results from certification of a recall petition for the District Attorney in November 2021. Regardless of the outcome of these contests, City Attorney and District Attorney contests will appear again on the ballot in the November 7, 2023 Election.
- B. Department staff prepared for the signatures-in-lieu of filing fees period for the June 2022 election up through February 9, 2022; during this period candidates may circulate petitions to collect signatures from registered voters to

pay for all or part of their filing fees to run for office. Next, staff will facilitate local candidate nomination filings for the June 2022 election between February 14 and March 11.

- C. This month, the Department began preparing for the Ballot Simplification Committee (BSC) meetings scheduled to begin on Monday, February 28, which will likely continue through Monday, March 14. Pursuant to the 41st Supplement to the Mayoral Proclamation Declaring the Existence of a Local Emergency, the BSC will resume holding in-person meetings and also ensure that members of the public may observe the meetings remotely by electronic means.