



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: July 14, 2022
RE: Director's Report: July 20, 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 June 15, 2022.

I. The Department conducted and certified the June 7, 2022 Consolidated Statewide Direct Primary Election.

- A. In the last election cycle, the Department carried out all legally-mandated activities and adhered to all applicable legal deadlines, as described in the June 7 Election Plan. Such activities included the filing of candidate nomination and ballot measure papers; the dissemination of outreach messages to the general public and hard-to-reach populations; the production of official ballots and the Voter Information Pamphlet; the facilitation of universal vote-by-mail services; the procurement of accessible polling places throughout the City; the recruitment and training of poll workers; the facilitation of early and Election Day in-person voting services; the organization of secure ballot collection on Election Night; the reporting of preliminary and final election results; and the complete performance of canvassing duties.
- B. In this election cycle, the Department continued to both enhance its existing programs and adopt new and effective ways to serve San Francisco's voters, all while carefully managing the Department's budget and resources. The Department conducted the June 7 Election in a free, fair and functional manner, maintaining transparent operations, providing multilingual, barrier-free voter outreach, registration, and ballot delivery services to approximately half a million registered voters, and timely reporting all election results to the public. In short, the Department conducted this third of 2022's four elections successfully and delivered a high level of service to voters of San Francisco.
- C. On June 22, 2022, the Department certified results for the June 7 Election. Final turnout was 46.37%, with 229,760 of San Francisco's 495,498 registered voters casting their ballots. Following certification, the Department posted several detailed election results reports, along with voting equipment transaction logs, images of cast ballot cards, and the *Statement of the Vote*, on sfelections.org. As requested by the Elections Commission, enclosed with this report are the following June 7 documents: a) VBM Ballot Report, b) CVR Ballot Report, c) PV Ballot Report, d) IRIS Report, and e) Election Numbers of Interest Report.

II. The Department continues to execute various administrative, human resources, and procurement tasks.

- A. The Department is preparing staffing plans and hiring timelines for seasonal employees to aid its full-time staff in completing essential election tasks in the next election cycle. Over the next two months, the Department expects to hire approximately 200 temporary employees to assist with vote-by-mail ballot envelope signature comparison tasks, poll worker recruitment and training, preparation of supplies, and provision of services during the early voting period.

- B. The Department has begun procuring all necessary services and materials for the upcoming election.
- C. The Department convened meetings of its Racial Equity Team— a working group comprised of management and direct service employees— to review a series of projects the team will undertake over the course of this year to advance equity in internal programs and practices, including the following current projects:
 - i. Development of a new *Seasonal Employee Exit Survey* to be administered to temporary employees following the conclusion of their election assignments. This optional survey, which employees may fill out anonymously using paper or digital formats, will contain several questions intended to gather information on employees' experience working in the Department as well as their suggestions and feedback on future policies and practices.
 - ii. Finalization of a *New Employee Orientation Video* to be used in the onboarding of November 8 election seasonal staff. This video introduces the Department, describes its mission, services, and organizational structure, reviews the legal and ethical duties of elections officials, points out some documents related to those duties; and takes a close look at the *Employee Resources Portal*, which contains many resources for Department employees. As reflected in the Department's *2021-2023 Racial Equity Action Plan*, the main focus of the latest series of revisions to this video was to "*reflect a greater commitment to racial equity and inclusion and anti-bias training*".
 - iii. Expansion of the website pages currently used to support staff and poll worker career advancement. This project will involve revision of the *Employment and Opportunities* and *Poll Worker and Field Support Career Resources* pages as well as development of a new *Seasonal Employee Career Resources* page.
 - iv. Review of 2021 Racial Equity Progress Reports completed by other City Departments to gain additional insight into the collective progress made to transition the City as a whole towards a more equitable and just workforce.
- D. The Department has finished reprecincting, i.e., adjustment of City's precinct boundary lines, in response to changes made this year by state and local redistricting committees to the voting district boundaries, for the upcoming election. As of today, San Francisco's total number of precincts with polling places is 503.
 - i. During this process, the Department had to adjust precinct boundary lines using GIS mapping software and then place voters in their newly established precincts in its Election Information Management System (EIMS). While drawing the new precinct boundaries, the Department adhered to all criterion set forth in state law, which, among other things, requires new precinct boundaries to conform to representative district boundaries and to be drawn, to the extent possible and practical, with voter convenience in mind.
 - ii. Voter convenience factors include: 1) avoidance of natural barriers (e.g., reservoirs, parks) and artificial barriers (e.g., freeways, playgrounds), 2) maintenance of walkable distances within precincts, 3) preservation of polling places with long histories, 4) maintenance or improvement in the level of voting services for neighborhoods with many people whose primary language is not English, unhoused or housing insecure individuals, and other vulnerable populations, and 5) conservation of whole census blocks as defined by the U.S. Census Bureau.
 - iii. Following the redrawing of precinct boundaries, the Department assigned new precinct numbers in such a way as to indicate the assembly and supervisorial district in which each precinct falls. Once these precinct numbers

were assigned in GIS, precinct polygon shape files with representative district data were exported from GIS into EIMS. In EIMS, the addresses falling into the new precincts were automatically updated with new district data.

- E. On July 8, the Secretary of State's office held the first of the monthly conference calls with the vendor VotingWorks, Elections Commissioner Chris Jerdonek, Board President Shamann Walton's Office, and the Department regarding the pilot program using components of the vendor's open source voting system.

III. The Department has begun preparing for the November 8, 2022 Election.

- A. With re-precincting completed, the has begun assembling a team of poll locating personnel to secure polling places for the November 2022 election.
- B. The Department has begun work on the November 8 Election Voter Information Pamphlet (VIP), with a focus on the content to be included in its common pages. In addition to covering regular topics such as voting options, key election dates, contests on the ballots, the availability of translated and accessible voting information, the November 8 edition VIP will highlight key redistricting and reprecincting information and note useful resources related to those topics.
- C. The Department is finalizing its November 8 Election Voter Outreach and Education Plan (VOEP) and, after gathering feedback and comments from its community partners, will begin implementing the plan in early August.
 - i. As in all recent elections, the primary objective of this VOEP will be to provide San Franciscans with essential information about registration and voting, including 1) how to register to vote, 2) which contests will appear on the ballot, 3) how to cast a ballot by mail or in person, 4) which language and accessible voting resources are available, 5) how to serve as a poll worker, and 6) how members of the public can observe elections processes.
 - ii. A secondary objective of the November 8 VOEP will be to educate San Franciscans about the City's new voting districts and precincts, with an emphasis on the new Supervisorial District map that voters in even-numbered (i.e. 2, 4, 6, 8, 10) districts will use for the first time in the November 8 election to elect their supervisors. To that end, the Department will utilize a two-pronged approach to educate both 1) the general public (i.e., all residents) about the City's new voting districts and precincts, and 2) the approximately 47,000 registered voters in the City who live in altered Supervisorial Districts and who have been most immediately impacted by these changes.
 - iii. The Department will send a multilingual notice on the topic of redistricting to every City residence (approximately 380,000 households). Each notice will specify the Supervisorial District of the address to which it was mailed and provide general information about San Francisco's new districts and precincts.
 - iv. The Department will continue to disseminate redistricting information to the general public via in-person events, presentations and community outreach partners. During in-person engagements, the Department will provide multilingual versions of a New Voting District Lines Brochure and New Voting District Lines in 2022 Presentation, both of which provide answers to questions most likely be of interest to the general public.
 - v. To personalize voter interactions at in-person events, the Department will bring a large banner with a QR Code that event attendees can scan to access the Department's Voting District Lookup Tool. (The Lookup Tool, available at sfelections.org/myvotingdistricts, provides voters an easy way to find out if, when, and how their

voting districts have changed. In addition to presenting the voter's old and new districts, the tool invites voters to learn more about their new districts and representatives by exploring other relevant pages of sfelections.org.)

- vi. Outreach efforts to reach immediately impacted residents will include sending a mailer to every registered voter in a new Supervisorial District, informing them that their district has changed and noting whether a Supervisorial contest will appear on their November 8 ballot (for voters in even-numbered districts) or not (for voters in odd-numbered districts). The Department will further educate areas of the City experiencing Supervisorial District changes by placing door hangers and posters at all residences and businesses and affix posters to utility poles and other infrastructure. These printed materials will alert residents and passers-by that a particular block is within a new Supervisorial District and let voters on that block know whether or not they will elect their Supervisor in the upcoming election.

IV. The Department continues to facilitate candidate, measure, and petition filings for the November 8, 2022 election.

- A. Between May 20 and June 14, the Department facilitated the filing of nomination documents for Board of Supervisors candidates running in the November 8 election, posting a final candidate list on its website shortly thereafter.
- B. Between May 19 and July 13, the Department facilitated the filing of signatures-in-lieu of filing fees petitions for any Assessor-Recorder, District Attorney, Public Defender, Community College Board, or Board of Education candidates running in the November 8 election who wished to partially or completely offset the cost of nomination filings.
- C. Between July 18 and August 12, the Department will facilitate the filing of nomination documents for any Assessor-Recorder, District Attorney, Public Defender, Community College Board, Board of Education, or BART Board candidates running in the November 8 election.
- D. Last month, the Department began facilitating the intake of November 8 election ballot measure paperwork. These measures may be submitted to the Department by the Mayor, four or more members of the Board of Supervisors, by voters through the initiative petition process, or certain other agencies including the Board of Education or BART Board. Ballot measure paperwork submission deadlines vary, with most falling in July and early August.
- E. On August 15, the Department will assign a letter, per the provisions of state and local law, to identify each local measure that will appear on the November 8 ballot. The assignment of letters will occur at the Department's office in City Hall, Room 48. The Department will also livestream this process and post a recording on its website.
- F. This month, the Department began preparing for the Ballot Simplification Committee (BSC) meetings scheduled to begin on Monday, July 25, and which may continue through Monday, August 15. In these meetings, the Committee will prepare a fair and impartial summary of each November 8 local ballot measure for publication in the Voter Information Pamphlet. (Also in August, the Department will facilitate the intake of proponents', opponents', rebuttal, and paid ballot arguments for inclusion in the November 8 Voter Information Pamphlet.)
- G. The Department is currently in receipt of five local and one state petitions, each of which may or may not qualify to appear on the November 8 election ballot. In making this determination, the Department must first conduct an initial review or "raw count" of petition signatures; only if a petition meets the minimum threshold of signatures will the

petition proceed to random selection of 5% of signatures on that petition. Then, if more than 110% of such signatures are deemed valid, the Department will certify the sufficiency of the petition; if between 90% and 110% of such signatures are deemed valid, the Department will examine every signature affixed to the petition before determining whether or not the petition should be deemed sufficient or insufficient; and if less than 90% of such signatures are deemed valid, the Department will find the petition insufficient. Per state law, the Department has 30 business days from the date of filing to complete this process, with the deadlines for the six petitions currently in receipt all falling in late July or early August.