



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: September 15, 2022
RE: Director's Report: September 21, 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 July 20, 2022.

I. The Department continues to fulfill various administrative, human resources, and procurement tasks.

- A. The Department continues to procure all of the supplies and vendor services necessary for the upcoming election.
- B. The Department has been hiring seasonal employees to assist its full-time staff in completing essential tasks for the November 8 election. In the next two months, the Department expects to hire and onboard nearly 150 employees to assist with vote-by-mail ballot envelope signature comparisons, poll worker recruitment and training, preparation of supplies, provision of early voting services, and Election Day support.
- C. In conformity with its current Racial Equity Action Plan, the Department has been curating a list of professional development training courses offered by the City, which will be distributed this fall to both year-round and temporary employees. *All* employees will be encouraged to take courses they believe could aid in advancing their careers, gaining new skills, etc. At the same time, the Department is working to select topics and training partners for next year's staff training programs, with a special focus on topics related to diversity and inclusion in the workplace.
- D. Earlier this year, the Department executed contracts with and conducted training for ten non-profit grantees selected to assist in conducting voter outreach to vulnerable and hard-to-reach populations in the November 8 election cycle. Earlier this month, the Department executed contracts with and conducted training for five more non-profit grantees: the Philip Randolph Institute of San Francisco; Allen Chapel AME Church; Bayview Hill Neighborhood Association; the League of Women Voters of California; and the National Coalition of 100 Black Women, Inc., SF Chapter.
- E. On August 12 and September 9, the Secretary of State's office held conference calls with vendor VotingWorks, Board President Shamann Walton's office, Elections Commissioner Chris Jerdonek, and the Department regarding the application process for conducting a pilot program for an open source voting system.

II. The Department has been preparing to provide a full array of services for the November 8, 2022 Election.

- A. The Department has been laying out and proofing the official November 8 election ballot, which will consist of five double-sided cards, listing federal, state, and local offices as well as 7 state and 14 local ballot measures. Each ballot card will include marking instructions for the type(s) of contests appearing on that particular card (e.g., ranked-choice voting contest instructions, voter nominated contest instructions, etc.). In addition to the paper ballot, 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 to transmit voter roll extracts to its ballot printing and assembly vendor so that the vendor can begin assembling vote-by-mail ballot packets. The Department must transmit ballots to the approximately 10,000 San Francisco voters serving in the military or residing overseas no later than September 24, 2022 via the voters' selected method of delivery (email, postal mail, or fax). The Department must also mail vote-by-mail packets to nearly 500,000 locally registered voters by October 10, 2022.
- C. The Department has been developing the November 8, 2022 Voter Information Pamphlet (VIP) and is on schedule to distribute VIPs to voters in early October. This development process includes the assembly and formatting of candidate information, statements, and ballot measure legal text, the proofreading of submitted materials to ensure they match official filings, and the sending of files to the contractor who lays out, typesets, and translates VIP pages.
- D. Due to the number of local measures, the paper version of this VIP will be over 250 pages. The Department recently sent a digital notice to the nearly 250,000 local voters with email addresses on file informing them that they can opt out from receiving the paper VIP and instead receive a link to a digital version.
- E. The Department is preparing to operate 501 polling places on Election Day, each of which will provide in-person voting and ballot drop off services. Due to reprecincting, the Department had to locate more new facilities to serve as polling places in the November 8 Election than in any other recent election. To date, the Department has secured 496 facilities to serve as polling places and intends to secure all remaining facilities next week.
- F. The Department has been preparing for early voting to commence on October 11, 2022 at the City Hall Voting Center. The City Hall 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.
- G. The Department is working to secure the services of over 2,200 volunteers to staff all of San Francisco's 501 polling places with at least one Inspector and three Clerks in the upcoming election. To date, the Department has recruited nearly 2,000 poll workers and plans to continue its poll worker recruitment efforts through October. Such efforts include distribution of flyers at community events and job fairs, mail and email notifications to voters, placement of newspaper ads, posting of messages via the Department's social media accounts, collaboration with public and private schools, and the inclusion of a page in the November 8 Voter Information Pamphlet (VIP) with information about serving as a poll worker and how to apply, along with testimonials from several people who have volunteered in previous elections.
- H. To prepare poll workers for their Election Day service, the Department will launch its poll worker training program, offering classes online, at City Hall, and at various off-site locations, in October. The Department's new off-site training option was created with racial equity goals in mind and was designed to make poll worker training as convenient as possible. Based on a recent analysis of poll worker data, the Department selected the following neighborhoods for off-site poll worker classes: Bayview, Hunters Point, Excelsior, Portola, Visitacion Valley, Sunset, and the Tenderloin. Since the Department can continue training poll workers residing in the Tenderloin at City Hall, it plans to organize off-site training at sites serving the other six areas: Lincoln High School (Sunset), Thurgood

Marshall High School (Bayview/Hunters Point), Balboa High School (Excelsior), and Burton High School (Portola/Visitacion Valley).

- I. This month, the Department revised its November 8, 2022 Election Poll Worker Manual, expanding the section devoted to “demonstrating a respect for diversity and providing unbiased service”. The manual will draw attention to the diversity of San Francisco’s electorate and discuss the most effective ways to exhibit cultural, language, disability, and gender sensitivity while serving voters at the polls. The November 8, 2022 Election Poll Worker Manual also includes a new Guide to De-Escalating Incidents at the Polls in the appendix. This guide covers several situations in which de-escalation techniques might prove useful and provides guidance on how to de-escalate potentially confrontational situations as well as when and how to seek additional help.
- J. As in all recent elections, the Department has been collaborating with the Sheriff’s Prisoner Legal Services (PLS) unit to facilitate its Incarcerated Voting Program (IVP) for the upcoming election. Through this program, the Department provides outreach, registration and voting services to those detained in San Francisco’s jails. Following an equity-focused review of the IVP, the Department decided to implement several program enhancements for the November 8 election. Specifically, the Department will: 1) deliver Your Ballot Status notices to all inmates, confirming that the Department has counted their ballot and providing useful post-release election resources; 2) offer a new outreach video with tailored voting instructions, and 3) deploy official ballot boxes at county jails.
- K. In this election, the Department will offer the same voting options to non-citizen voters it offers to other voters: i.e., voting by mail, early in-person voting at the City Hall Voting Center, and voting at the polls on Election Day.
 - i. Pursuant to a July 29 Superior Court order to halt non-citizen voting in San Francisco, the Department 1) suspended non-citizen voting outreach efforts and asked its outreach partners to do the same, 2) removed non-citizen registration applications and materials from its website and office, 3) replaced non-citizen voting webpages with a notice about the court’s decision, and 4) sent a notice to 35 non-citizen registrants explaining the court’s decision.
 - ii. Pursuant to an August 31 California Court of Appeal stay of the Superior Court’s July 29 order, the Department 1) resumed non-citizen voting outreach efforts and asked its outreach partners to do the same, 2) returned non-citizen registration applications and materials to its website and office, 3) sent a notice to the same 41 non-citizen registrants explaining the reversal, and 4) began production of the official non-citizen ballot and Voter Information Booklet.
- L. September 12 marked the opening of the period during which any persons seeking to run as a write-in candidate in the November 8 Election must file a Statement of Write-in Candidacy and other documentation. The Department will continue to accept such documents until 5:00 p.m. on October 25.

III. The Department continues to deliver multilingual, barrier-free voter outreach for the upcoming election.

- A. In August, the Department sent a multilingual notice to the approximately 30,000 registered voters now living in a new Supervisorial District as a result of redistricting. Each of these notices featured a citywide map with new Supervisorial District boundaries along with a close-up image of the recipient’s Supervisorial District, and notified the recipient that their Supervisorial District had changed. Those recipients living in even-numbered districts were informed that a supervisorial contest will be on their November 2022 ballot, while recipients living in odd-numbered

districts were informed that such a contest will appear on their November 2024 ballot instead. The Department's outreach teams have also been placing door hangers at affected voter addresses throughout the City.

- B. In the week of September 19, the Department will mail a multilingual notice to all of San Francisco's approximately 400,000 households. This notice will 1) explain available voting options in the November 8 election, 2) highlight key election dates and deadlines, 3) provide information about voter registration options, with a focus on current eligibility requirements for non-citizen residents and those on parole for a felony conviction, and 4) feature a message about poll worker service opportunities. Voters with email addresses on file will also receive this notice in a digital format.
- C. Last month, the Department finalized its outreach strategies for the upcoming election and posted its *November 8 2022 Voter Outreach and Education Plan (VOEP)* at https://sfelections.sfgov.org/sites/default/files/Documents/GetInvolved/2022November8Election_VOEP.pdf. The November 8 2022 VOEP describes all current efforts to provide San Franciscans with information on how to participate in the upcoming election, including 1) registration options, 2) contests on the November ballot, 3) voting options, 4) availability of language and accessible voting resources, 5) opportunities for poll worker service, and 6) redistricting impacts. This VOEP was presented at the August 11 *Language Accessibility Advisory Committee* meeting and shared with outreach community partners.
- D. On September 15, the Department held its *Voting Accessibility Advisory Committee* meeting, which focused on reviewing services available to local voters with disabilities in the November 8 election as well as VAAC's recommendations for improvements to accessible voting system that had been previously shared with Dominion Voting Systems.
- E. Department's Outreach staff continued organizing voter resource tables, providing registration opportunities and voter education at National Night Out, Mission Community Market, and numerous public libraries. Outreach staff also recently attended the BMAGIC Backpack Giveaway, the 48th Annual Nihonmachi Street Fair, the 10th Annual Reentry Conference and Resource Fair, and the 2022 Sunset Autumn Moon Festival. The Department will continue to engage with City residents up through Election Day, prioritizing events for neighborhoods with below average turnout, seniors and people with disabilities, first-time voters, monolingual residents, unhoused individuals, and other vulnerable communities.