



OFFICE OF
**ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS**
COUNTY OF SAN MATEO

MARK CHURCH
CHIEF ELECTIONS OFFICER &
ASSESSOR-COUNTY CLERK-RECORDER

January 22, 2018

Hon. Rosa Govea Acosta
City Clerk, City of South San Francisco
P.O. Box 711
South San Francisco, CA 94083

Re: Transition to District Elections

Dear City Clerk Acosta,

Our office has been informed that your jurisdiction is transitioning to a district-based election system. In order to implement these changes, the Registration & Elections Division will be needing specific information from your jurisdiction.

The following documentation is requested to ensure that our office can continue to properly and accurately administer your elections:

1. A signed copy of the Resolution changing your jurisdiction's elections from at large to by district;
2. The GIS Shapefile showing the boundaries of the new districts. This Shapefile must also show the correct boundaries of your jurisdiction;
3. The contact name, phone number and email of authorized person that can answer any questions;
4. A signed document stating the following:
 - a. The names of each district (ex: "Zone 1", "Trustee Area A", etc.)
 - b. The election cycle of each district (ex: Trustee Area 1 is a 4 year term beginning in 2018, Trustee Area 2 is a 4 year term beginning in 2020)
 - c. Any residency requirements for candidates
 - d. The election that these boundaries will go into effect
 - e. Written confirmation that the Shapefile contains the correct boundaries
 - f. Any other rule or regulation pertaining to your new system (ex: if one district goes to ballot, all districts go to the Ballot or the Mayor is elected at large while Council Members are by district)

In order for your new district-based elections to take effect for the November 5, 2019 election, we must receive the above information **on or before July 3, 2019**. If you do not have an election scheduled in November 2019, we would appreciate receiving the information as soon as possible so we can begin the process of making the required updates in our system.

Please note that your jurisdiction will be charged administrative costs and staff time to implement your proposed changes into our election software, records, and materials.

Thank you in advance for your prompt attention to this matter. Please send all of the requested information to Michelle Yue at myue@smcacre.org. If you have any questions or require any additional information, please feel free to contact Michelle Yue at 650.312.5293.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mark Church". The signature is fluid and cursive, with the first name "Mark" and last name "Church" clearly distinguishable.

Mark Church