



## Memorandum

**To:** Elections Commission  
**From:** John Arntz, Director  
**Date:** April 11, 2025  
**RE:** Director's Report: April 16, 2025, Elections Commission Meeting

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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 19, 2025.

### I. The Department continues to carry out its operations and administrative functions.

- A. Following the recent transition to the redesigned and re-platformed SF.gov website, now built on Wagtail, Department staff responsible for maintaining *sfelections.gov* continued participating in training and informational sessions led by the Digital and Data Services (DDS) Team. These sessions provide ongoing guidance to help staff navigate the new content management system (CMS), ensuring they are well-equipped to update and manage website content. The sessions also offer insight into DDS continuous efforts to refine SF.gov's functionality, enhance user experience, and address issues identified during the transition.
- i. As part of post-election website maintenance, Department staff conducted an audit of all *sfelections.gov* pages and online voter tools, such as the Voter Portal. This process involved reviewing and identifying outdated content and implementing necessary updates to ensure all information remains current and relevant.
  - ii. Since the Department opted for human translations for the translated versions of *sfelections.gov* instead of relying on automated Google translations, which may lack precision and accuracy, staff ensured that all updates to the English content were translated and reflected in the Chinese, Spanish, and Filipino versions of *sfelections.gov*.
  - iii. As of March, SF.gov offers machine translation in Vietnamese across all pages, with human translation expected to be available by fall 2025. This update precedes the latest amendment to the Language Access Ordinance, which designates Vietnamese as a required language in 2026.
- B. The Department completed the integration of its warehouse key card access system with the City Hall access system. As a result of linking the two systems, the Department can now control warehouse access directly from City Hall, allowing for more efficient monitoring, authorization, and restriction of entry as needed. This month, the Department completed functional testing and received final administrative approval for the integration.
- C. As part of its post-election review, the Department has been conducting an evaluation of its custody protocols for transferring election materials, including ballots and voting equipment. These protocols cover the movement of materials within the Department, the transfer of ballots and voting equipment to and from polling places, and the secure collection and transportation of ballots from drop boxes and voting sites. The Department is assessing the

effectiveness of its chain-of-custody procedures, identifying opportunities to enhance security measures, and ensuring that all election materials are properly tracked and safeguarded at every stage of the process.

- D. The Department continues its voter roll maintenance efforts to ensure that voter records remain accurate and up to date. This work includes processing registration updates and cancellations, issuing voter notices and address confirmation postcards, and integrating data from state and local agencies. As part of this process, the Department incorporates updates from the Department of Motor Vehicles (DMV), which captures address changes and new voter registrations, information from the National Change of Address (NCOA) system, which provides address updates for voters who have moved, reports from the Department of Public Health that identify records of deceased individuals, and weekly updates from the Secretary of State that include information on prison commitments and conservatorships.
  - i. Recently, Department staff overseeing voter roll maintenance attended a training webinar on the National Voter Registration Act (NVRA) List Maintenance, conducted by the Secretary of State. The training serves as a compliance refresher, covering voter roll maintenance requirements under federal and state laws, along with actions that local election officials must take to adhere to these requirements.
- E. The Director's report for the February 19, 2025, Elections Commission meeting noted that the Office of Racial Equity (ORE) had announced a May 19 deadline for departments to submit their annual Racial Progress Reports and indicated that a reporting template would be provided shortly. Since then, ORE has issued an update stating that the release of the 2025 template has been delayed. The template is now expected in late April, with the submission deadline adjusted to four months following its release—likely by the end of August, rather than the original May date.

**II. The Department continues voter outreach to promote voter registration, election services, and voter programs.**

- A. The Department's outreach team continues to host and participate in events focused on engaging vulnerable and hard-to-reach populations, including individuals with disabilities, limited English-proficient communities, residents involved in the justice system or experiencing housing insecurity, and youth. Most recently, outreach staff participated in several events serving such populations including Catholic Charities' inaugural Restorative Justice Leadership Summit, Project Homeless Connect's 84<sup>th</sup> Community Day of Service, and the 2025 Information and Resource Fair for Families of Children with Disabilities.
- B. With Earth Day approaching on April 22, the Department is expanding its outreach efforts to encourage local voters to go green by opting out of receiving a mailed Voter Information Pamphlet. As part of this initiative, the Department plans to send an email to approximately 250,000 local voters with email addresses on file, providing instructions on how to switch to digital delivery. Additionally, the Department will host resource tables at several Earth Day-related events, including the 2025 Climate Action Youth Summit, the Yerba Buena Gardens Earth Day Festival, the EcoCenter's 15<sup>th</sup> Anniversary Celebration, and USF Earth Day, to promote this eco-friendly option, issue a press release to raise awareness, and invite community partners to help amplify the message and encourage broader participation in reducing paper usage.
- C. The Department continues to collaborate with its advisory committees to refine language access programs and enhance voting accessibility for all communities.

- i. In February, the Department held the first Voting Accessibility Advisory Committee (VAAC) meeting of 2025, bringing together stakeholders dedicated to advancing voting accessibility. The agenda included a review of accessible services for the November 2024 election, outreach efforts to organizations serving residents with disabilities, and discussion on plans and priorities for 2025. Additionally, members discussed the newly formed Voting Accessibility and Usability Subcommittee, which will focus on identifying desirable accessible features for voting systems and advising the State VAAC on improving both accessibility and usability of voting systems.
    - ii. The next meeting of the Language Accessibility Advisory Committee is scheduled for May 7. The agenda will include a review of new outreach materials and updates on the implementation of the Vietnamese language programs and services, among other items.
  - D. The Department continues to strengthen engagement with community partners through its newly launched monthly *Outreach Community Newsletter*.
    - i. The February 2025 edition centers on language accessibility, highlighting the availability of ballots and Voter Information Pamphlets in English, Chinese, Spanish, and Filipino—along with the planned addition of Vietnamese in 2026. It also encourages voters to update their language preferences to ensure they receive translated election materials in future elections. The February newsletter is available at: <https://www.sf.gov/outreach-community-newsletter-february-2025>.
    - ii. The March 2025 edition highlights the Department's efforts to conserve resources and reduce costs by encouraging voters to opt out of receiving the paper Voter Information Pamphlet. The newsletter also addresses misconceptions about voter registration eligibility, emphasizing that prior felony convictions, housing insecurity, and lack of a government-issued photo ID do not prevent individuals from registering or voting in California. The March newsletter is available at: <https://www.sf.gov/outreach-community-newsletter-march-2025>.
  - E. The Department is currently hosting the Spring 2025 High School Elections Ambassador Program, with 40 students from 12 public and private schools participating, including Abraham Lincoln, Balboa, Convent of the Sacred Heart, Gateway, George Washington, Independence School, Lick-Wilmerding, Lowell, Philip & Sala Burton, Proof School, University High School, and Waldorf High School. As part of this program, the Department held a training workshop where participants began developing their outreach plans in preparation for California's Spring 2025 High School Voter Education Weeks, taking place April 14–25. At the conclusion of the program, the Department will host a Celebration Ceremony to recognize students' contributions.

### III. The Department provides an update on recent federal actions related to election administration.

- A. On March 25, 2025, President Trump signed an Executive Order titled "Preserving and Protecting the Integrity of American Elections." The order mandates that the federal Election Assistance Commission require documentary proof of U.S. citizenship for voter registration in federal elections. The order also directs federal agencies to provide states with access to federal databases to verify voter eligibility and citizenship status. The order also conditions federal election-related funds on states' compliance with these measures. Following are links to the Executive Order and its accompanying Fact Sheet, respectively: [Preserving and Protecting the Integrity of American Elections – The White House](#), [Fact Sheet: President Donald J. Trump Protects the Integrity of American Elections – The White House](#).

- i. This Executive Order is currently facing legal challenges, as nineteen states have filed a lawsuit arguing that the order unlawfully overrides states' constitutional authority to regulate election procedures.
- B. On April 10, 2025, the U.S. House of Representatives passed the [Safeguard American Voter Eligibility \(SAVE\) Act](#), a bill that would require individuals to present documentary proof of U.S. citizenship such as a valid passport, a birth certificate or other forms of identification when registering to vote in federal elections.
  - i. The bill will next be considered by the U.S. Senate.

**IV. Responses to the Commission's request for information to be included in the Director's monthly report.**

*Data on registration rates and outreach events: 1) Total new registrations, 2) New registrations by supervisory districts, 3) Tactics employed (outreach, community engagement, grant funding, etc.) and in which districts, 4) Tactics employed by districts.*

- A. Between February 1 and March 31, the Department processed a total of 3,114 affidavits of registrants—1,522 in February and 1,592 in March. The registrants resided in the following Supervisorial Districts (SD): SD 1 – 108 in February and 128 in March, SD 2 – 189 and 182, SD 3 – 153 and 171, SD 4 – 92 and 110, SD 5 – 162 and 168, SD 6 – 196 and 183, SD 7 – 119 and 109, SD 8 – 145 and 154, SD 9 – 126 and 140, SD 10 – 129 and 129, and SD 11 – 103 and 118.
- B. Between February 1 and March 31, the Department conducted a total of 19 outreach events, reaching approximately 156,160 people collectively.
  - i. In February, the Department held 10 events with an estimated 155,000 people in attendance. These events were distributed across Supervisorial Districts as follows: 1 event in SD 2, 3 in SD 3, 1 in SD 5, 1 in SD 6, 3 in SD 9, and 1 event held out of county.
  - ii. In March, the Department held 9 events with approximately 1,160 attendees. These included 3 events in SD 2, 1 in SD 5, 1 in SD 6, and 4 in SD 9.