



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: July 11, 2025
RE: Director's Report: July 16, 2025, Elections Commission Meeting – Cancelled

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 May 28, 2025.

I. The Department is preparing to conduct the Recall Election.

- A. On May 29, 2025, the Department certified the petition to recall the Member of the Board of Supervisors representing District 4. The petition, submitted on May 22, was found to contain 10,523 valid signatures, meeting the required threshold of 9,911 signatures. With the petition deemed sufficient, the Director scheduled a Special Recall Election for Tuesday, September 16, 2025. Only voters registered in District 4 will be eligible to participate in this election.
- B. Under the San Francisco Charter, a recall is considered a ballot measure. Accordingly, last month the Department convened the Ballot Simplification Committee to prepare a digest of the recall measure for inclusion in the Voter Information Pamphlet. The Committee held public meetings from June 11 to June 13 to complete this work.
- C. The Department facilitated the paid ballot argument submission process, which concluded on Monday, June 30. Voters registered in District 4 were eligible to submit arguments for or against the recall measure for inclusion in the Voter Information Pamphlet. The Department received a total of 19 paid ballot arguments.
- D. The Department has been preparing official election materials.
 - i. The recall election ballot will consist of a single quadrilingual card in English, Chinese, Spanish, and Filipino, and will contain one contest: a recall measure concerning the District 4 Supervisor. Voters will be asked whether the Supervisor should be removed from office.
 - ii. The Voter Information Pamphlet (VIP) will be produced in a digest-size format (5.5" x 8.5"), allowing the pamphlet to be included in each vote-by-mail packet, thus reducing mailing costs.
- E. The Department has been coordinating with its vote-by-mail ballot packet assembly and mailing vendor to distribute election materials to all registered voters in District 4. To comply with election law, the Department will mail ballots to overseas and military voters by August 2 and will begin mailing to local voters in mid-August.
- F. In addition to mailing ballots, the Department will open its Accessible Vote-by-Mail (AVBM) system on August 18. The Department has updated the system's logic to ensure that only voters registered in District 4 can access their ballot. Voters from other districts who attempt to access the AVBM portal will see a notice explaining that only District 4 voters can participate in the recall election, as well as an invitation to participate in the City's next regularly scheduled election in June 2026.

- G. The Department is finalizing logistics to offer early voting at its office beginning August 18. Voting hours will be weekdays from 8 a.m. to 5 p.m., the weekend of September 13–14 from 10 a.m. to 4 p.m., and on Election Day, September 16, from 7 a.m. to 8 p.m.
- H. The Department has secured polling places to facilitate in-person voting, with 20 locations to open throughout District 4 on Election Day.
 - i. In accordance with state election law, which permits the consolidation of voting precincts in local elections, the Department considered several criteria when determining precinct consolidations. These included limiting each polling place to no more than two precincts, ensuring accessibility, avoiding locations that require voters to cross major thoroughfares or geographic barriers, and confirming that polling places serving two precincts offer at least 350 square feet of usable space to accommodate voters efficiently.
- I. The Department is recruiting poll workers, with priority given to those residing in District 4. Each of the 20 polling places will be staffed with one inspector and at least three clerks. The Department will consider bilingual poll worker requirements during polling place assignments to ensure language accessibility for voters.
- J. As required by the San Francisco Charter §13.103.5, the Department developed an Election Plan for the September 16 Special Recall Election (see Attachment 1).
 - i. The Plan outlines how the Department will conduct the election in a free, fair, and functional manner, and details several modifications to existing practices and procedures for this election.

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

- A. The Department is facilitating two Benefit District elections: the Ocean Avenue Community Benefit District Election and the Dogpatch & Northwest Potrero Hill Green CBD District Election.
 - i. On July 8, the Department counted all valid ballots received and announced the final election results for the Ocean Avenue Community Benefit District Election.
 - ii. On July 22, the Department will count all valid ballots received and announce the final election results for the Dogpatch & Northwest Potrero Hill Green Benefit District Election.
 - iii. The Department posted additional information about these elections at: <https://www.sf.gov/future>
- B. The Office of Racial Equity (ORE) has issued instructions (see Attachment 2) and a template (see Attachment 3) for the annual Racial Equity Progress Report. City departments must submit their completed reports to both ORE and their assigned Deputy City Attorney by the end of the day on September 30, for joint review.
 - i. If the Commission wishes to provide an update for inclusion in the Department's Progress Report, it must submit the updates to the Director by September 26, using the template provided by ORE.
- C. The Department continues its voter roll maintenance 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.

- D. As part of its Employee Wellbeing Initiative, the Department continues to prioritize staff wellness through its partnership with the San Francisco Health Service System, supporting both mental and physical health programs.
 - i. On June 3, the Department hosted a wellness webinar, titled *"Desk Workers."* The session focused on healthy habits and ergonomic practices tailored to employees in desk-based roles.

III. The Department continues its outreach to distribute information about the Recall Election and promote voter registration and election services.

- A. To provide voters with information about the Recall Election, the Department updated several of its digital resources.
 - i. The Department created a dedicated webpage, accessible from its homepage and via the following link: <https://www.sf.gov/member-board-of-supervisors-district-4-recall-election>. This page serves as the central hub for recall-related information and includes an overview of the election, key dates, eligibility criteria, and links to voter registration, voting options, polling place lookup, and accessible voting resources.
 - ii. The Department tailored its Voter Portal, which provides personalized election information including registration status, vote-by-mail ballot tracking, and polling place details to display recall-specific content only to voters registered in District 4. Voters from other districts who access the portal see a message explaining that the next election in which they will be able to participate is scheduled for June 2026.
 - iii. The Department also modified its Voting Site Wait Times Lookup Tool to display real-time wait times and location information only for the 20 polling places open in District 4 on Election Day.
- B. The Department's outreach team continues to engage vulnerable and hard-to-reach communities, including individuals with disabilities, language-diverse populations, justice-involved residents, people experiencing housing insecurity, and youth.
 - i. In May, recognition of Asian American and Pacific Islander Heritage Month, staff partnered with local organizations to provide voter registration assistance and share information about language resources at events such as APACC's AAPI Heritage Celebration and CYC's AAPI Youth Summit. Staff also delivered presentations to the California State Council on Developmental Disabilities and the Chinese Newcomers Service Center, and participated in outreach events at Glide Memorial, Sunday Streets Tenderloin, and the Pathways to Citizenship Workshop.
 - ii. In June, outreach efforts continued at the Fillmore Juneteenth Festival and the CASC Juneteenth Celebration, where staff facilitated voter registration and promoted participation in poll worker and youth civic engagement programs.
- C. The Department continues to collaborate with its advisory committees to refine language access programs and enhance voting accessibility for all communities.

- i. On June 5, the Department held its second Voting Accessibility Advisory Committee (VAAC) meeting of 2025, bringing together members of the public and representatives from nonprofit and government agencies to review accessible election services and voter resources and discuss strategies to enhance voting access for residents with disabilities. The meeting included highlights of recent outreach events with partner organizations serving individuals with disabilities, updates from the Secretary of State's VAAC meetings, and a review of plans to establish a Voting Accessibility and Usability Subcommittee, which will provide recommendations to improve the accessibility of polling places and voting equipment.
- D. The Department continues to engage with community partners through its monthly *Outreach Community Newsletter*.
 - i. The May 2025 edition includes highlights from recent outreach events and the Spring High School Elections Ambassador Program, a partner spotlight on the Asian Pacific American Community Center, a long-standing partner in providing outreach to local communities, and an election topic spotlight on online Voter Portal, which serves as a centralized resource for voters to access personalized election information. The May newsletter is available at <https://www.sf.gov/outreach-community-newsletter-may-2025>.
 - ii. The June 2025 edition is dedicated to accessibility, highlighting the many ways the Department works to ensure that local elections are inclusive and welcoming to all. The newsletter includes an overview of accessible resources and services, a behind-the-scenes look at the Department's efforts to ensure polling places are accessible, and a partner spotlight on a dedicated accessibility advocate and longtime poll worker who has served in over forty elections. The June newsletter is available at <https://www.sf.gov/outreach-community-newsletter-june-2025>.

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 May 1 and June 30, the Department processed a total of 3,900 affidavits of new registrants. The new registrants reside in the following Supervisorial Districts (SD): SD 1 – 269, SD 2 – 447, SD 3 – 407, SD 4 – 294, SD 5 – 400, SD 6 – 461, SD 7 – 320, SD 8 – 385, SD 9 – 338, SD 10 – 304, and SD 11 – 275.
- B. Between May 1 and June 30, the Department conducted 28 outreach events, reaching an estimated 15,875 attendees. These events were distributed across Supervisorial Districts (SD) as follows: SD 3 – 3, SD 5 – 8, SD 6 – 2, SD 8 – 1, SD 9 – 11, and SD 10 – 3.