



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: April 17, 2017
RE: Director's Report: April 19, 2017, Elections Commission Meeting

Following is a brief statement of the work in which the Department of Elections (Department) has been engaged since the previous Elections Commission meeting on March 15, 2017.

A. In consideration of the City developing its own highly accessible voting system whose software is open source:

1. The Department of Human Resources posted the job announcement on its website for the 1823 Senior Administrative Analyst position which will assist the Department in tasks associated with voting systems.
2. The Department drafted a request for proposal (RFP) to identify and hire a contractor who will prepare a business case by January, 2018, for developing the new system. After receiving feedback on the draft RFP the Department will issue final RFP possibly at the end of April, 2017.

B. To implement Proposition N which allows certain non-citizens to vote in school board elections, the Department is considering the procedural and operational aspects of conducting elections to include such voters:

1. The Department continued to participate in meetings with the Deputy City Attorney from the San Francisco City Attorney's Office, District 1 Supervisor Sandra Lee Fewer, and community members to discuss incorporating noncitizen voting into current election processes.
2. Through collaboration with the City Attorney's Office, the Board of Supervisors, and community members, the Department is considering outreach message and mechanisms for implementing an outreach campaign, including possible voter education materials, for School Board-only voters.

C. In an effort to improve the customer experience and make services more accessible, the Department has launched a redesign of its website to better meet user needs:

1. The Department's working group of staff subject matter experts continued collaborating to redesign the website with the goal of easing navigation to desired services and information, simplifying content, improving usability for desktop and mobile users, and expanding access for limited-English speakers.
2. The working group moved forward with its plan for the redesign of the website:
 - a. Phase 1 - COMPLETED: The team completed its review of informational resources (user feedback, best practices and guidelines for website development and presentation of information) and, from this research, drafted recommendations and an implementation plan and timelines
 - b. Phase 2 - UNDERWAY: Guided by the recommendations identified in Phase 1, the team has begun to develop website content, a translation plan, and the new website design.
 - c. Phase 3 – TO FOLLOW: Test new website to ensure proper functionality for both desktop and mobile users, and launch new website; establish best practices for subsequent website reviews and maintenance.
3. The Department intends to complete the website redesign in June of this year.

D. The Department has taken several steps to prepare for the relocation of its warehouse from Pier 48 to Pier 31:

1. The Department met with representatives from the Department of Public Works (DPW), which is organizing the renovations at Pier 31, to discuss timelines associated with the warehouse project.
2. DPW and the Department expect to finalize the Memorandum of Understanding between the two agencies in April 2017 regarding the renovation of Pier 31.