



## Memorandum

To: Elections Commission  
From: John Arntz, Director  
Date: May 15, 2017  
RE: Director's Report: May 17, 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 April 19, 2017.

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

1. The Department will begin interviewing candidates for the 1823 Senior Administrative Analyst position. The person who fills this position will assist the Department with projects related to obtaining a replacement voting system and the City's consideration in developing an open source voting system.
2. The Department has nearly completed drafting a request for proposal (RFP) to identify and hire a contractor who will prepare a business case in January, 2018, for developing the an open source system. The Department expects to post the RFP this week or early next week.
3. The Department has begun the process of seeking the Civil Service Commission's approval for the City's hiring of a contractor to prepare the business case assessing the City's options for developing an open source voting system.

**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 met with its assigned Deputy City Attorney and a legislative aide for District 1 Supervisor Sandra Lee Fewer regarding the implementation of Prop N allowing non-citizens to vote in School Board elections.
2. The Department, through its collaboration with the City Attorney's Office, the Board of Supervisors, and community members, expects to finalize in the near term the outreach message for the School Board-only voters.

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

1. The Department is finalizing the layout of the structures and improvements to be built inside Pier 31.
2. The Department continued to collaborate 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.
3. DPW and the Department finalized and executed a Memorandum of Understanding between the two agencies regarding the renovation of Pier 31.
4. The San Francisco Port indicated, however, that Pier 31 may require additional structural work, which would delay the Department's move by several months. If the additional work does occur, the Port stated the Department will continue to operate in Pier 48 and would not be asked to move during an election cycle.

**D. In an effort to improve the customer experience and make services more accessible for all, 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 various informational resources, including previously compiled user feedback, best practices and guidelines for website development, SFGOV accessibility guidelines, and Federal Plain Language Guidelines and, from this review, drafted recommendations and an implementation plan and timelines.
  - b. Phase 2 - UNDERWAY: Guided by the recommendations identified in Phase 1, the team has been developing new content, working on translating new content in Chinese, Spanish, and Filipino, and designing a home page and landing pages.
  - 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.