



Memorandum

To: Elections Commission
From: John Arntz, Director
Date: August 15, 2017
RE: Director's Report: August 16, 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 June 21, 2017.

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

1. The selection panel completed its review of the three bids submitted in response to the RFP the Department issued to identify and hire a contractor who will prepare a business case by January, 2018, regarding the feasibility of the City options to possibly develop an accessible, open source voting system. All of the proposers were notified this week of the results of selection panel's review.
2. The personal services contract associated with the RFP to prepare the business case will be placed on the Civil Service Commission's agenda for its September 18, 2017, meeting for consideration for approval.
3. The Department again posted the job announcement to fill 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 projects associated with the City possibly developing an open source voting system. If the Department is unable to fill the position in this most recent round of interviews, I will prepare the Request for Proposal (RFP) for bids to lease a voting system that replaces the City's current system.

B. The Department continued to prepare to implement new laws and programs:

1. **Remote Accessible Vote-By-Mail System:** Before the June 2018 election, the Department must implement a remote accessible vote-by-mail system (AB 2252) to allow voters with disabilities to receive and electronically mark a ballot remotely, and then print and return the voted ballot to the Department. The applications and systems for several remote accessible vote-by-mail systems are in various stages of review by the Secretary of State's Office. Counties must use a system that the Secretary of State has approved for use in California.
2. **California New Motor Voter Program:** The Secretary of State's website posted notice that the proposed amendments to the regulations to implement the California New Motor Voter Program have been approved by the state's Office of Administrative Law on July 12, 2017, and will be effective October 1, 2017. The amendments focused primarily on the processes and noticing associated with "inadvertent registrants" who were ineligible to be registered to vote and those who fail to attest that they are eligible during a qualifying transaction with the Department of Motor Vehicles.
3. **Conditional Voter Registration:** The Department has begun considering the implementation for the June 2018 election of Conditional Voter Registration (AB 1436) which gives people the ability to register and to vote a provisional ballot at the county elections office after the close of the regular registration period 15 days before Election Day and through Election Night. For San Francisco, Conditional Voter Registration will include not only regular voters, but also must include non-citizen voters who want to vote for candidates for the Board of Education.

4. **Non-Citizen Voting:** The Department has continued considering the incorporation of non-citizens voting in Board of Education elections into existing procedural and operational aspects of administering elections (Proposition N). Non-citizen voting will be available at the next election for members of the Board of Education, scheduled for November 6, 2018.
 5. **Voting System Replacement:** The Department has conducted interviews to fill a temporary 1823 Senior Administrative Analyst position to assist in preparing an RFP to obtain bids regarding the leasing of a replacement voting system. The Department will most likely issue this RFP before the end of the calendar year since the contract for the current voting system expires at the end of 2018.
- C. The Department has taken several steps to prepare for the relocation of its warehouse from Pier 48 to Pier 31:**
1. The Department of Public Works (DPW) has indicated that a draft Memorandum of Understanding (MOU) will be completed within a few weeks regarding the renovation of Pier 31.
 2. The Department and DPW have held several planning meetings during the past few months and most details associated with the renovations have been finalized.
 3. After the MOU is executed, DPW will issue requests for bids to contractors to perform the work in Pier 31 to ready the site for the warehouse relocation, as well as in Pier 48 to move the Department's items to the new site and remove the infrastructure that the Department installed before using Pier 48.
- D. To improve the effectiveness of its website in providing information and services to voters and the public, the Department completed its website redesign and "soft launched" the site on August 9:**
1. The Department's internal working group completed the redesign of the website so users can more readily find content, navigate the site efficiently, access services more quickly, while improving usability for desktop and mobile users, and expanding access to information and services for limited-English speakers.
 2. Since the launch of the site, over 600 unique users visited the site and have not indicated that information was missing or that services were unavailable.
 3. The Department intends to finish all the translations for the new site in the next month as well as transition most of its forms and applications from PDFs to fillable forms.
 4. Among the key features now included on the site:
 - a. Intuitive navigation: Key election dates and contact information appear on every page and clearly stated headings guide users to their desired destination and the page structure. Expandable panels allow users to identify the content most relevant to their needs, with as much or as little detail as they want.
 - b. Simplified content: The Department reviewed all information posted on its website and edited much content while focusing on using plain language and clearly providing direct pathways to content and services.
 - c. Cross-platform usability: To provide content and services to users accessing the website using various tools, the Department designed the site to be compatible with many types of devices, browsers, and operating systems. To ease navigation, external links open in new browser windows. Visually distinct headings improve readability for users on various-sized screens and monitors.
 - d. Increased access to content in languages other than English speakers: Additional content and pages were translated into Chinese, Spanish, and Filipino. Existing translations were reviewed to ensure accuracy, consistency, and cultural sensitivity. To improve readability, Chinese fonts were refined and enlarged. For bilingual users, prominent, consistently displayed language options allow for easy toggling between languages.