

Department Budget Submission Checklist

To be completed by: All departments.

Instructions: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Department Name: REG (Deaprtment of Elections)

- ☒ **Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - ☒ **Proposed GF target reductions**
 - ☒ **Department Budget Summary:** Completed "Form 1B: Department Budget Summary". The submission includes a copy of report 15.50.012.
- ☒ **Revenue Report:** Completed "Form 2A: Revenue Report." (15.30.005 Snapshot Comparison)
- ☒ **Fees & Fines:** Completed "Form 2B: Fees & Fines."
- ☒ **Cost Recovery:** Completed "Form 2C: Cost Recovery."
- ☒ **Expenditure Changes:** Completed "Form 3A: Expenditure Changes." (15.30.005 Snapshot Comparison)
- ☒ **Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A
- ☒ **Position Changes:** Completed "Form 3B: Position Changes." (15.30.004 Position Snapshot Comparison)
- ☒ **Equipment & Fleet Requests:** New General Fund Equipment (Form 4A) and Fleet Requests (Forms 4B.1 and 4B.2) to be made in BFM.
- ☒ **Minimum Compensation Ordinance:** By checking this box, the department confirms that the effects of the MCO in contracting have been considered as part of the budget submission.
- ☒ **Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing and new Prop Js.
- ☒ **Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing Report from BFI
- ☒ **Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect any proposed position changes.
- ☒ **New Legislation:**
 - ☒ Included draft legislation that department would like to submit with the budget; or,
 - ☒ Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by 3/1/23 and final submission by 5/1/23.
- ☒ **Other Requests:** Submitted requests for the following item:
 - ☒ COIT (through a separate form - see page 31 of the budget instructions MS Word document)
 - ☒ Capital - CPC funded capital requests are made through the new budget system, BFM by 1/20/23

For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: Mayank Patel



Signature: _____

**BUDGET FORM 1A: Summary of Major Changes
FY 2023-24 and FY 2024-25**

Department of Elections	
Major Changes	Department Response to Major Changes
<p>1. SUMMARY. What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. Alternatively, you may submit a 1-2 page memo with your budget submission summarizing the major changes.</p>	<p>Although the Department's budget proposals show decreases in many accounts, it is not the case that the Department is proposing to cut any election programs or services, all of which are critical. The Department is unable to make any major changes to its previously budgeted programs and services because the Department is bound by its mission to continue providing a high level of service to all City voters and prospective voters in a manner that is both equitable and convenient. The savings in the current budget proposals are instead driven mainly by the fact that the Department will conduct only one election in each of the upcoming fiscal years rather than the two elections previously budgeted in the base budget.</p> <p>Given the four-year cyclical nature of elections, it is typical for the Department's revenues and expenditures to fluctuate from year to-year. Thus, as is the case in every budget cycle, the changes to the Department's budget proposals relative to the approved base budget are informed in large part by the number and type of elections scheduled to occur in the next two fiscal years. What is different about the Department's proposed changes this year is that they are driven mainly by the passage of Proposition H, through which local voters moved local elections to even-numbered years. Consequently, the costs of the San Francisco's next municipal election, originally scheduled for 2023, will be shifted to 2024, a change that is expected to yield a net savings of approximately \$6.9 million, after other factors, such as a longer ballot and Voter Information Pamphlet, are considered. However, it must be emphasized that the costs to conduct an election overall have increased in recent years and are likely to continue to increase due to several factors outside of the Department's control. These factors include a number of mandatory wage increases under the new 2022-2024 Memorandum of Understanding between SEIU Local 1021 and the City, which impact nearly all permanent and seasonal staffing outlays, recent changes to election laws which will increase production and wage costs, and economic factors such as inflation, which are expected to continue to result in increased expenses in the form of, for example rising transportation and delivery costs. In response to these factors, the Department plans to mitigate rising expenditures by introducing new efficiencies wherever legal and logistically feasible.</p> <p>The second significant legislative change (after Proposition H) which prompted changes in the current budget proposals is Assembly Bill (AB) 1416, through which the state legislature directed the Secretary of State to include the names of supporters and opponents on ballot labels for statewide ballot measures and permitted county Boards of Supervisors to direct local elections officials to do the same for local ballot measures (provided the Board made that decision for all local ballot measures and did so at least 30 days before the local ballot measure submission deadline). The Department anticipates this new law will increase the length of San Francisco ballot measure cards by approximately 50%, increasing costs accordingly across several accounts for all future elections, including paper, postage, and staffing (e.g., for translation and proofing).</p>
<p>2. GENERAL FUND TARGET. How did the department meet its target in each year? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction? For non-GFS departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund?</p>	<p>The Department's FY 2023-24 and FY 2024-25 budget proposal show a decrease of \$6,431,260 million and increase of \$1,023,678 million, respectively as compared to the base budget of \$30,857,235 and \$27,254,247.</p> <p>The decrease in the revised FY 2023-24 budget proposal primarily results from the passage of Proposition H in the November 2022 election, through which San Francisco voters amended the City Charter to move local elections to even-numbered years. Accordingly, the Department's revised FY 2023-24 budget proposal reflects the expenses the Department will incur for conducting one election, namely the March 2024 Presidential Primary Election, rather than two elections funded during the last year's budget cycle. In FY 2024-25, the Department will also conduct one election, namely the November 2024 General Election.</p> <p>In consideration of San Francisco's projected budget shortfall, the Department has also proactively sought to identify strategies through which the introduction of efficiencies would be logistically feasible and equitable. Such strategies will include 1) optimizing certain hiring practices to reduce some of the human resources costs associated with hiring nearly 200 seasonal employees for each election; 2) consolidating various tasks to realize savings in vehicle rental expenditures; 3) developing new plans and schedules to allow for ballot processing without leasing additional space; and 4) expanding the repository of digital vote self-help tools to realize cost savings while providing local voters with easy and convenient access to essential elections information.</p>
<p>3. POSITIONS. How are current year staffing levels and vacancies factored into your budget submission? What position changes is the department proposing to prioritize core service delivery while meeting the General Fund reduction target or NGF revenue reductions? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, and provide details in Form 3B.</p>	<p>In every election, the Department must hire many temporary workers to assist full-time staff in performing a variety of election-related duties in a timely manner, releasing all of them at the end of each election cycle. The Department's current budget proposals thus reflect the hiring of temporary staff to assist in the March 2024 and November 2024 elections, which will occur in FY 2023-24 and FY 2024-25, respectively.</p> <p>For reasons explained above, the net reduction in temporary salaries compared to the base results mainly from the fact that the Department will conduct only one election in each of the upcoming fiscal years, rather than two elections as previously budgeted. As also noted above, these savings will be partially offset by 1) new increases in wages under the Memorandum of Understanding between SEIU Local 1021 and the City, 2) the anticipated length of the ballot and the Voter Information Pamphlet in the March 2024 and November 2024 elections, and 3) the high turnout and administrative complexity associated with presidential elections. The Department does not propose adding any permanent positions to the classification structure approved under last year's Annual Salary Ordinance. The Department does seek to substitute one 1222 Senior Payroll and Personnel Clerk for one 1241 Human Resources Analyst in order to better align the tasks expected to be performed by the person in this position. The Department also proposes attrition savings by transferring the workload associated with a vacant 1062 IS Programmer Analyst position to other two employees in the same classification.</p>

<p>4. EXPENDITURES. What major spending changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.</p>	<p>The Department's projected expenditures total \$24,265,112 in FY 2023-24 and \$28,267,062 in FY 2024-25</p> <p>As is the case in every budget cycle, any changes to the Department's proposed expenditures relative to the approved base budget are informed in large part by the number and type of elections scheduled to occur in the next two fiscal years. In this cycle, however, three new laws will also impact the Department's budget, namely: a) Proposition H, which is expected to reduce overall expenditures by eliminating local odd-year elections from the City's election calendar while also necessitating additional funding to facilitate what will become larger elections in presidential election years, b) AB 1416, which is expected to increase the length of future ballot measure cards by approximately 50% in most elections, increasing costs to produce the ballot accordingly, and c) AB 2815, which requires the City to expand its drop box availability to cover certain college campuses.</p> <p>These recent legislative changes have ushered in a myriad of changes to the Department's projected variable expenditures. In BY, for example, several large reductions are seen across variable expenditure accounts because the Department will now only conduct one election instead of two elections – some of the decreases itemized on Form 3A include payments to poll workers, temporary salaries and fringe benefits, overtime, printing and postage, professional services, and interdepartmental services. On the other hand, a portion of the aforementioned savings in BY will shift to BY+1 because the November 2024 general election will now include additional local contests. Furthermore, as detailed in Form 3A, the variable costs of administering a given election in San Francisco have increased in recent years and are expected to continue to increase due to factors such as rising wages, the costs of complying with mandates such as AB 1416, and inflation.</p> <p>In addition to these large changes to variable costs accounts, some of the Department's fixed operating costs – those independent of the election calendar – will also increase, albeit only slightly, across certain accounts, including salaries and fringe benefits costs (due to wage increases under the 2022-2024 Memorandum of Understanding).</p> <p>Given that the Department will have to implement and incorporate the changes required by recent legislative changes into its processes going forward, most of the proposed changes in the Department's current budget proposals should be considered ongoing increases or decreases. That being said, the Department is also proposing a potentially one-time increase in FY 2023-24 to support installation of 17 additional ballot drop boxes, for a total of 51 such boxes across the City, or one for every 10,000 voters. (This expansion would incorporate the cost of implementing AB 2815, which requires the Department to maintain at least three more ballot boxes.)</p>
<p>5. REVENUES. What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.</p>	<p>The Department's projected General Fund revenue and revenue recoveries total \$154,229 in FY 2023-24 and \$668,909 in FY 2024-25 and will be realized from two sources: 1) the collection of candidate and paid ballot argument filing fees and 2) the recouping of costs associated with administering district and agency elections, with each of these two sources briefly described below.</p> <p>1.Candidate Filing and Paid Ballot Argument Fee Collections.</p> <p>State and local laws prescribe the collection procedures and fee amounts for candidate filing and submission of paid ballot argument fees. In estimating these revenues for elections scheduled in FY 2023-24 and FY 2024-25, the Department considered historical filing data in similar past elections, as well as the impact of Proposition H, passed in 2022, on the elections schedule.</p> <p>2.District and Agency Elections.</p> <p>Per state law, the Department may conduct district and agency elections and seek reimbursement to recoup costs associated with administering such elections. The Department expects to realize revenue recoveries from conducting one agency election in FY 2023-24, namely the San Francisco Retiree Health Care Trust Fund Board election, and one agency election in FY 2024-25, namely the San Francisco Retirement Board Election. In addition, the Department expects to receive revenue recoveries in FY 2024-25, when the San Francisco Unified School District (SFUSD), Community College District (CCD), and Bay Area Rapid Transit District (BART) consolidate their elections with the November 8, 2024 General Election.</p>
<p>6. LEGISLATION. Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?</p>	<p>The Department is not seeking to submit any legislation with the budget.</p>
<p>7. PROP J. Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.</p>	<p>The Department has received approval to outsource the assembly and mailing of vote-by-mail ballot packets every year since FY 2007-08 and now seeks approval to obtain the same service for the March 2024 election in its FY 2023-24 budget proposal. The Department is not proposing to outsource any other work done by City workers.</p>
<p>8. TRANSFER OF FUNCTION. Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>The Department is not requesting any Transfer of Functions of positions between departments.</p>
<p>9. INTERIM EXCEPTIONS. Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason are the request being made?</p>	<p>The Department is not requesting any Interim Exceptions.</p>

<p>10. BUDGET EQUITY. How has the department considered equity in its budget proposal?</p>	<p>With equity being a central focus of the Department’s mission – To provide equitable access to voting and election-related service and to conduct free, fair, and functional elections – the budget proposals for FY 2023-24 and FY 2024-25 reflect a focus on equity in all projected expenses related to carrying out that mission. Accordingly, the Department’s budget priorities continue to center on delivering election services and programs designed to serve all City residents, including its most vulnerable residents, such as those who do not speak English fluently, those with disabilities, those experiencing homelessness or housing insecurity, those confined to hospitals or care facilities, those involved in the justice system, and those living in historically low-turnout communities. More specifically, these current budget proposals fund both programs required by state law and designed to advance equity in the administration of elections, as well as programs unique to San Francisco, but designed to serve the same purpose for specific City communities. Examples of legally required programs include universal vote-by-mail programs, in-person voting programs, emergency ballot delivery to homebound or hospitalized voters. Examples of programs unique to San Francisco include ballot delivery to voters who are incarcerated and the expansion of availability of ballot drop boxes from the legal minimum to better serve local voters. These proposals also include funding for robust voter outreach and education programs, via both direct methods (e.g., attendance of community events and distribution of materials by Department staff) and in collaboration with community-based organizations through grants.</p>
---	--

BUDGET FORM 1B: Department Budget Summary

FY 2023-24 and FY 2024-25

Please run Department Total Budget Historical Comparison Report saved to the 3 Department Reports folder in BFM Reporting and include with budget submission. Example Report is shown below.

[BFM Report: 15.50.012](#)

REG Elections

Authorized Positions	2022-2023 Original Budget	2023-2024 Proposed Budget	Changes from 2022-2023	2024-2025 Proposed Budget	Changes from 2023-2024
Total Funded	58.42	59.18	0.76	64.72	5.54
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
Net Operating Positions	58.42	59.18	0.76	64.72	5.54

Sources

Charges for Services	519,291	84,229	(435,062)	598,909	514,680
Expenditure Recovery	70,000	210,000	140,000	140,000	(70,000)
General Funds	22,716,987	24,296,156	1,579,169	27,899,426	3,603,270
Sources Total	23,306,278	24,590,385	1,284,107	28,638,335	4,047,950

Uses - Operating Expenditures

Salaries	7,502,265	7,910,089	407,824	9,049,802	1,139,713
Mandatory Fringe Benefits	2,007,372	1,957,735	(49,637)	2,029,983	72,248
Non-Personnel Services	11,085,903	11,876,328	790,425	14,792,817	2,916,489
City Grant Program	300,000	400,000	100,000	400,000	0
Capital Outlay	41,700	0	(41,700)	0	0
Materials & Supplies	490,401	501,194	10,793	420,694	(80,500)
Services Of Other Depts	1,878,637	1,945,039	66,402	1,945,039	0
Uses Total	23,306,278	24,590,385	1,284,107	28,638,335	4,047,950

Uses - By Division Description

REG Elections-Commission	72,048	76,617	4,569	74,622	(1,995)
REG Elections Services	23,234,230	24,513,768	1,279,538	28,563,713	4,049,945
Uses by Division Total	23,306,278	24,590,385	1,284,107	28,638,335	4,047,950

BUDGET FORM 2A: Revenue Report

DEPARTMENT: REG

Please identify proposed revenue changes from the FY 2023-24 and FY 2024-25 Base Budget at the account level.

Note: To submit this information, run the **15.30.005c - Snapshot to Current Comparison by Stage (audit trail)** report from the budget system.

Select the following criteria before running the report:

- Snapshot: **Start of Dept**
- Budget Stages: **M2 Department Phase**
- Account Lvl 5: Filter for all Revenue Account Lvl 5 codes beginning with "4"
- GFS Type: Do not select a value.
- Do not select values for any other prompts.

For any proposed changes, provide an explanation in the **"Revenue Description & Explanation of Change"** column.

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Budget System Report 15.30.005 filtered on Regular Revenues

				Total BY Revenue Variance: 140,576.00			Total BY+1 Revenue Variance: 599,618.00				
				FY 2023-24			FY 2024-25			FORMULA	FILL IN
GFS Type	Dept ID Title	Account Lvl 5 Title	Account - Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted ?	Revenue Description & Explanation of Change
GFS	REG Elections Services	4600C4Svcs	460136 - County Candidate Filing Fee	\$72,243	\$42,819	(\$29,424)	\$57,881	\$107,499	\$49,618	YES	State and local laws prescribe the collection procedures and fee amounts for candidate filing and submission of paid ballot argument fees. In estimating these revenues for elections scheduled in BY and BY+1, the Department considered historical filing data in similar past elections, as well as the impact of Proposition H, passed in 2022, on the elections schedule. Due to the elimination of San Francisco's municipal election in 2023, the Department's budget proposals reflect a reduction in revenue from candidate and paid ballot argument filing fees in BY, compared to the base budget. However, since these contests will be shifted to the November 2024 ballot, BY+1 reflects a parallel increase in revenue from such fees.
GFS	REG Elections Services	4600C4Svcs	460149 - Paid Ballot Argument Fee	\$10,000	\$40,000	\$30,000	\$10,000	\$40,000	\$30,000	YES	Increases in revenue in this account are due to Proposition H, a charter amendment mandating that contests for local offices be held in presidential elections and that local ballot measure contests be held only in even-numbered years or special elections, and that also reduced the signature requirements for ballot initiatives from 5% of votes cast for mayor to 2% of registered voters. As a result of Proposition H, the Department expects that there will be an increase in the number of measures submitted to appear on both the March 2024 and November 2024 election ballots, and a corresponding increase in the collection of paid ballot argument fees.
GFS	REG Elections Services	4600C4Svcs	469999 - Other Operating Revenue	0	\$0	\$0	0	\$450,000	\$450,000	YES	In BY+1, the Department is projecting a one-time increase in General Fund revenue resulting from conducting district elections for the San Francisco Unified School District (SFUSD), Community College District (CCD), and BART Board of Directors during the November 2024 election.
GFS	REG Elections Services	4860ExpRec	486410 - Exp Rec Fr Hss (AAO)	0	\$70,000	\$70,000	0	\$0	\$0	YES	In BY, the Department is projecting a one-time increase in revenue resulting from conducting an agency election for the San Francisco Health Service System.
GFS	REG Elections Services	4860ExpRec	486640 - Exp Rec Fr Retirement Sys AAO	0	\$70,000	\$70,000	0	\$70,000	\$70,000	YES	In BY and BY+1, the Department is projecting a one-time increase in revenue resulting from conducting an agency election for the San Francisco Retirement Board.

Budget Form 2B: Schedule of Licenses, Permits, Fines & Service Charges
DEPARTMENT: REG

Inflation Factor for FY 2023-24 Fee Auto Increase as per Code Section **	
Inflation Factor for FY 2024-25 Fee Auto Increase as per Code Section **	

CPI will be updated in January 2023. Call Controller's Budget Office to confirm CPI before submitting.

TABLE 1 - FEES TO BE CERTIFIED BY CON

Item	Fee Status M/N	Description	Code Authorization	Unit Basis (e.g., per sq. ft.)	FY 2022-23 Fee **	FY 2022-23 Units (Est.)	FY 2022-23 Revenue Proposed	FY 2022-23 Cost Recovery (Est.)		FY 2023-24 Fee	FY 2023-24 Units (Est.)	FY 2023-24 Revenue Proposed	FY 2023-24 Cost Recovery (Est.)		FY 2024-25 Fee **	FY 2024-25 Units (Est.)	FY 2024-25 Revenue Proposed	FY 2024-25 Cost Recovery (Est.)		Fiscal Year of Last Increase	Fee Prior to Last Increase
------	----------------	-------------	--------------------	--------------------------------	-------------------	-------------------------	-----------------------------	---------------------------------	--	----------------	-------------------------	-----------------------------	---------------------------------	--	-------------------	-------------------------	-----------------------------	---------------------------------	--	------------------------------	----------------------------

TABLE 2 - MODIFIED AND NEW FEES

Item	Fee Status M/N	Description	Code Authorization	Unit Basis (e.g., per sq. ft.)	FY 2022-23 Fee **	FY 2022-23 Units (Est.)	FY 2022-23 Revenue Proposed	FY 2022-23 Cost Recovery (Est.)		FY 2023-24 Fee	FY 2023-24 Units (Est.)	FY 2023-24 Revenue Proposed	FY 2023-24 Cost Recovery (Est.)		FY 2024-25 Fee **	FY 2024-25 Units (Est.)	FY 2024-25 Revenue Proposed	FY 2024-25 Cost Recovery (Est.)		Fiscal Year of Last Increase	Fee Prior to Last Increase
------	----------------	-------------	--------------------	--------------------------------	-------------------	-------------------------	-----------------------------	---------------------------------	--	----------------	-------------------------	-----------------------------	---------------------------------	--	-------------------	-------------------------	-----------------------------	---------------------------------	--	------------------------------	----------------------------

TABLE 3 - CONTINUING FEES

Item	Fee Status	Description	Code Authorization	Unit Basis (e.g., per sq. ft.)	FY 2022-23 Fee **	FY 2022-23 Units (Est.)	FY 2022-23 Revenue Proposed	FY 2022-23 Cost Recovery (Est.)		FY 2023-24 Fee	FY 2023-24 Units (Est.)	FY 2023-24 Revenue Proposed	FY 2023-24 Cost Recovery (Est.)		FY 2024-25 Fee **	FY 2024-25 Units (Est.)	FY 2024-25 Revenue Proposed	FY 2024-25 Cost Recovery (Est.)		Fiscal Year of Last Increase	Fee Prior to Last Increase
1	C	CANDIDATE FILING FEE - SCHOOL BOARD	SF MEC § 810	Per Candidate	\$ 500					\$ 500		\$ -			\$ 500	6	\$ 3,000				\$ -
2	C	CANDIDATE FILING FEE - COMMUNITY COLLEGE BOARD	SF MEC § 810	Per Candidate	\$ 500					\$ 500		\$ -			\$ 500	6	\$ 3,000				\$ -
3	C	BOARD OF SUPERVISOR # 1	SF MEC § 810	Per Candidate	\$ 500					\$ 500		\$ -			\$ 500	3	\$ 1,500				\$ -
4	C	BOARD OF SUPERVISOR # 2	SF MEC § 810	Per Candidate	\$ 500	2	\$ 1,000			\$ 500		\$ -			\$ 500		\$ -				\$ -
5	C	BOARD OF SUPERVISOR # 3	SF MEC § 810	Per Candidate	\$ 500					\$ 500		\$ -			\$ 500	4	\$ 2,000				\$ -
6	C	BOARD OF SUPERVISOR # 4	SF MEC § 810	Per Candidate	\$ 500	2	\$ 1,000			\$ 500		\$ -			\$ 500		\$ -				\$ -
7	C	BOARD OF SUPERVISOR # 5	SF MEC § 810	Per Candidate	\$ 500					\$ 500		\$ -			\$ 500	3	\$ 1,500				\$ -
8	C	BOARD OF SUPERVISOR # 6	SF MEC § 810	Per Candidate	\$ 500	2	\$ 1,000			\$ 500		\$ -			\$ 500		\$ -				\$ -
9	C	BOARD OF SUPERVISOR # 7	SF MEC § 810	Per Candidate	\$ 500					\$ 500		\$ -			\$ 500	3	\$ 1,500				\$ -
10	C	BOARD OF SUPERVISOR # 8	SF MEC § 810	Per Candidate	\$ 500	2	\$ 1,000			\$ 500		\$ -			\$ 500		\$ -				\$ -
11	C	BOARD OF SUPERVISOR # 9	SF MEC § 810	Per Candidate	\$ 500					\$ 500		\$ -			\$ 500	4	\$ 2,000				\$ -
12	C	BOARD OF SUPERVISOR # 10	SF MEC § 810	Per Candidate	\$ 500	2	\$ 1,000			\$ 500		\$ -			\$ 500		\$ -				\$ -
13	C	BOARD OF SUPERVISOR # 11	SF MEC § 810	Per Candidate	\$ 500					\$ 500		\$ -			\$ 500	4	\$ 2,000				\$ -
14	C	MAYOR	SF MEC § 810	Per Candidate	\$ 6,719					\$ 6,719		\$ -			\$ 6,719	4	\$ 26,876				\$ -
15	C	DISTRICT ATTORNEY	SF MEC § 810	Per Candidate	\$ 6,255	1	\$ 5,886			\$ 6,255		\$ -			\$ 6,255	2	\$ 12,510				\$ -
16	C	SHERIFF	SF MEC § 810	Per Candidate	\$ 5,015	1	\$ 5,015			\$ 5,015		\$ -			\$ 5,015	2	\$ 10,030				\$ -
17	C	CITY ATTORNEY	SF MEC § 810	Per Candidate	\$ 5,546	1	\$ 5,546			\$ 5,546		\$ -			\$ 5,546	1	\$ 5,546				\$ -
18	C	TREASURER	SF MEC § 810	Per Candidate	\$ 3,950	1	\$ 3,950			\$ 3,950		\$ -			\$ 3,950	2	\$ 7,900				\$ -
19	C	ASSESSOR-RECORDER	SF MEC § 810	Per Candidate	\$ 4,065					\$ 4,065		\$ -			\$ 4,065		\$ -				\$ -
20	C	PUBLIC DEFENDER	SF MEC § 810	Per Candidate	\$ 4,958					\$ 4,958		\$ -			\$ 4,958		\$ -				\$ -
21	C	SUPERIOR COURT JUDGES	CAEC § 8104 (b)	Per Candidate	\$ 2,074	15	\$ 33,761			\$ 2,074	7	\$ 16,037			\$ 2,074		\$ -				\$ -
22	C	SUPERIOR COURT JUDGES CANDIDATE STATEMENT	CAEC § 13307 (c)	Per Statement	\$ 2,710					\$ 2,710	7	\$ 18,970			\$ 2,710		\$ -				\$ -
23	C	STATE ASSEMBLY 17 CANDIDATE STATEMENT	CAEC § 13307 (c)	Per Statement	\$ 1,572	2	\$ 3,144			\$ 1,572	2	\$ 3,144			\$ 1,572	2	\$ 3,144				\$ -
24	C	STATE ASSEMBLY 19 CANDIDATE STATEMENT	CAEC § 13307 (c)	Per Statement	\$ 1,138	1	\$ 1,138			\$ 1,138	3	\$ 3,558			\$ 1,138	2	\$ 2,276				\$ -
25	C	STATE SENATE 11 CANDIDATE STATEMENT	CAEC § 13307 (c)	Per Statement	\$ 2,710					\$ 2,710		\$ -			\$ 2,710	4	\$ 10,840				\$ -
26	C	CONGRESSIONAL 11 CANDIDATE STATEMENT	CAEC § 13307 (c)	Per Statement	\$ 2,384	1	\$ 2,710			\$ 2,384					\$ 2,384	3	\$ 7,152				\$ -
27	C	CONGRESSIONAL 15 CANDIDATE STATEMENT	CAEC § 13307 (c)	Per Statement	\$ 325					\$ 325	3	\$ 1,110			\$ 325	3	\$ 975				\$ -
28	C	BART DISTRICT 7 CANDIDATE STATEMENT	BART Resolution	Per Statement	\$ 750					\$ 750		\$ -			\$ 750	3	\$ 2,250				\$ -
29	C	BART DISTRICT 8 CANDIDATE STATEMENT	BART Resolution	Per Statement	\$ 750					\$ 750		\$ -			\$ 750		\$ -				\$ -
30	C	BART DISTRICT 9 CANDIDATE STATEMENT	BART Resolution	Per Statement	\$ 750					\$ 750		\$ -			\$ 750	2	\$ 1,500				\$ -
31	C	PAID BALLOT ARGUMENTS	SF MEC § 830	Per Argument	\$ 200	50	\$ 10,000			\$ 200	200	\$ 40,000			\$ 200	200	\$ 40,000				\$ -
32	C	ORDINANCE SUBMISSION	SF MEC § 820	Per Measure	\$ 200	2	\$ 400			\$ 200	2	\$ 400			\$ 200		\$ -				\$ -
33	C	CHARTER AMENDMENT SUBMISSION	SF MEC § 820	Per Measure	\$ 200					\$ 200		\$ -			\$ 200		\$ -				\$ -
34	C	DECLARATION OF POLICY SUBMISSION	SF MEC § 820	Per Measure	\$ 200	1	\$ 200			\$ 200		\$ -			\$ 200		\$ -				\$ -
35	C	CDs Master Voter File/AV File/ Voter File/Precinct Districts/GIS File	SF Admin Code § 67.28	Per File	\$ 1	100	\$ 75			\$ 1	100	\$ 75			\$ 1	100	\$ 75				\$ -
36	C	CERTIFICATES OF REGISTRATION	CAEC § 2167	Per Certificate	\$ 2	200	\$ 300			\$ 2	200	\$ 300			\$ 2	200	\$ 300				\$ -
37	C	Maps - CCSF Supervisorial districts/precincts	SF Admin Code § 67.28	Per Map	\$ 5	75	\$ 375			\$ 5	75	\$ 375			\$ 5	75	\$ 375				\$ -
38	C	Document copies	SF Admin Code § 67.28	Per Copy	\$ 0	200	\$ 20			\$ 0	200	\$ 20			\$ 0	200	\$ 20				\$ -
39	C	Ballot Images on USB Flash Drive	SF Admin Code § 67.28	Per File	\$ 20	2	\$ 40			\$ 20	2	\$ 40			\$ 20	2	\$ 40				\$ -

Fee Status: C Continuing
M Modified
N New
D Discontinued

Budget Form 2C: Fee Cost Recovery

PLEASE FILL OUT HIGHLIGHTED AREAS AND PROVIDE A DETAILED DESCRIPTION OF THE SERVICE

DEPARTMENT: REG

Fee Name: Fee XYZ

PS Department of Proposed Revenue:

PS Fund of Proposed Revenue:

PS Authority of Proposed Revenue:

PS Project of Proposed Revenue:

PS Activity of Proposed Revenue:

PS Account of Proposed Revenue:

Numeric Code

Title

XXXXXX

XXXXX

XXXXX

XXXXXXXX

XXXXX

XXXXXX

Department Providing Service: Department ABC

Fee Administrator: Jane Smart

Code Authorization/ Admin Code Section X.X

Proposed Fee Ordinance/File No:

Proposed Fee (FY 2024-25):

\$ 44.00

\$ 42.00

\$ 40.00

(1)

(2)

(3)

Fee Status (New/Modified): New

Fee Status (New/Modified): New

Detailed Service Description:

Please provide description of service

Proposed Fee (FY 2024-25):

Proposed Fee (FY 2022-24):

Current Fee (FY 2022-23):

Fee Prior to Current:

Current Fee Increase/Decrease from Prior Fee:

This form is not applicable as the Department is not proposing any changes to existing fees.

24 Fee:

\$ 2.00

4.76%

Fee:

\$ 2.00

5.00%

2010-11

5.26%

ESTIMATED REVENUE DERIVED FROM SERVICE			ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 22-23, BELOW		
			FY 2022-23		
A	Quantity Estimated (# of Units of Service Provided)	5,000	D	Direct Costs	Estimated Cost % of Total
				Productive Labor & Benefits (0.75 of 2022-23 Salary & MFB)	\$ 313,702 59.25%
				Leave & Non-Productive Time (0.25 of FY 2022-23 Salary & MFB)	\$ 104,567 19.75%
				Space Rental Equivalent	\$ 15,000 2.83%
				Materials & Supplies	\$ - 0.00%
				Other (Please Describe on Worksheet)	\$ - 0.00%
B	Fee per Unit (Proposed)	\$ 42	E	Indirect Costs	Rate
				Departmental Overhead	20.00% \$ 83,654 15.80%
				Central Services Overhead	3.00% \$ 12,548 2.37%
C	FY 2023-24 Revenue Budgeted (A x B)	\$ 210,000	F	FY 2023-24 Direct & Indirect Costs	\$ 529,471 100.00%
G	FY 2023-24 Revenue Recovery Rate (C/F):	39.66%			
H	Required Fee For 100% Cost Recovery (F/A)	\$ 105.89			
I	Over (+) or Under (-) 100% Cost Recovery (B-H)	(\$63.89)			
J	FY 2023-24 Estimated Revenue [(2) x A]:				\$ 210,000.00
K	FY 2022-23 Estimated Revenue [(3) x A]:				\$ 200,000.00
L	FY 2023-24 Estimated Revenue Increase/Decrease Based on Proposed Fee [J -K]:				\$ 10,000.00

ESTIMATED REVENUE DERIVED FROM SERVICE			ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 23-24, BELOW		
			FY 2023-24		
A	Quantity Estimated (# of Units of Service Provided)	5,000	D	Direct Costs	Estimated Cost % of Total
				Productive Labor & Benefits (0.75 of 2023-24 Salary & MFB)	\$ - #DIV/0!
				Leave & Non-Productive Time (0.25 of FY 2024-25 Salary & MFB)	\$ - #DIV/0!
				Space Rental Equivalent	\$ - #DIV/0!
				Materials & Supplies	\$ - #DIV/0!
				Other (Please Describe on Worksheet)	\$ - 0.00%
B	Fee per Unit (Proposed)	\$ 44	E	Indirect Costs	Rate
				Departmental Overhead	0.00% \$ - #DIV/0!
				Central Services Overhead	3.00% \$ - #DIV/0!
C	FY 2024-25 Revenue Budgeted (A x B)	\$ 220,000	F	FY 2024-25 Direct & Indirect Costs	\$ - #DIV/0!
G	FY 2024-25 Revenue Recovery Rate (C/F):	#DIV/0!			
H	Required Fee For 100% Cost Recovery (F/A):	\$ -			
I	Over (+) or Under (-) 100% Cost Recovery (B-H):	\$44.00			
J	FY 2024-25 Estimated Revenue [(1) x A]:				\$ 220,000.00
K	FY 2023-24 Estimated Revenue [(2) x A]:				\$ 210,000.00
L	FY 2024-25 Estimated Revenue Increase/Decrease Based on Proposed Fee [J - K]:				\$ 10,000.00

Estimated Costs Worksheet FY 2023-24

Direct Costs

Labor and Benefits

Please use the worksheet below to list all job classes necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.

Please also provide a description of the work and the estimated hours for each job class.

Job Class	Job Class Title	
1234	Test	Processes Payment

This form is not applicable as the Department is not proposing any changes to existing fees.

Please fill out the Salary and Benefits Amount per FTE column

Job Class	Job Class Title	Salary and Benefits Amount per FTE			
1234	Test	\$145,000			
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
0	0		0.0	\$0.00	\$0.00
Total:				\$418,269.23	

Space Rental Equivalent

Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.

Cost	Description
1	15000 Payment facility
2	
3	
Total:	\$15,000.00

Materials and Supplies

Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.

Cost	Description
1	
2	
3	
Total:	\$0.00

Other Costs

Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.

Cost	Description
1	
2	
3	
Total:	\$0.00

Indirect Costs

Rate	Source
------	--------

20.0% Please provide supporting documentation for how Departmental overhead rate was derived.

Estimated Costs Worksheet FY 2024-25

Direct Costs

Labor and Benefits

Please use the worksheet below to list all job classes necessary to support the services provided.

Please also provide a description of the work and the estimated hours for each job class.

Job Class	Job Class Title	Estimated Hours

This form is not applicable as the Department is not proposing any changes to existing fees.

Please fill out the Salary and Benefits Amount per FTE column

Job Class	Job Class Title	Salary and Benefits Amount per FTE
0	0	
0	0	0.0
0	0	0.0
0	0	0.0
Total:		\$0.00

Space Rental Equivalent

Cost	Description
1	
2	
3	
Total:	\$0.00

Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.

Materials and Supplies

Cost	Description
1	
2	
3	
Total:	\$0.00

Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.

Other Costs

Cost	Description
1	
2	
3	
Total:	\$0.00

Please list and describe the costs of space/facility rental necessary to support the services provided. Add rows as necessary. Ensure that the 'Total' includes the sum of all rows with cost information.

Indirect Costs

Rate	Source

Please provide supporting documentation for how Departmental overhead rate was derived.

BUDGET FORM 3A: Expenditure Changes

DEPARTMENT: REG

Please identify proposed expenditure changes from the FY 2023-24 and FY 2024-25 Base Budget at the account level.

Note: To submit this information, run the 15.30.005c - Snapshot to Current Comparison by Stage (Audit Trail) report from BFM Reporting.

Select the following criteria before running the report:

Snapshot: Start of Dept

Budget Stages: M2 Department Phase

GFS Type: Do not select a value.

Account Lvl 5: Filter for all Expenditure Account Lvl 5 codes beginning with "5"

Do not select values for any other prompts.

For any proposed changes, provide an explanation in the "Explanation of Change" for each Budget Year column.

Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.

All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Budget System Report 15.30.005 filtered on Gross Expenditures				Total BY Expenditure Variance: (6,266,850.00)			Total BY+1 Expenditure Variance: 1,384,088.00				
				FY 2023-24			FY 2024-25			FORMULA	FILL IN
GFS Type	Dept ID Title	Account Lvl 5 Title	Account - Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change
GFS	REG Elections Services	5010Salary	501010 - Perm Salaries-Misc-Regular	\$4,137,798	\$4,166,406	\$28,608	\$4,323,764	\$4,353,574	\$29,810	YES	
GFS	REG Elections Services	5010Salary	505010 - Temp Misc Regular Salaries	\$4,848,457	\$2,808,438	(\$2,040,019)	\$4,867,105	\$3,508,855	(\$1,358,250)	YES	In the months leading up to each election, the Department hires several hundred temporary employees to assist with a number of election tasks. The number of temporary employees hired in each election varies based on specific factors of that election, such as the length of the ballot and projected voter turnout. As a result of Proposition H, the Department will no longer conduct a local election in November 2023. Rather, the Department will conduct two historic, high profile elections in the 2024 calendar year. The decreases in temporary salaries in BY and BY+1 thus result from hiring seasonal personnel for only one election instead of two in BY, but is partially offset by the need to hire more employees for the later, combined election in BY+1.
GFS	REG Elections Services	5010Salary	511010 - Overtime - Scheduled Misc	\$1,095,072	\$750,000	(\$345,072)	\$1,095,074	\$1,000,000	(\$95,074)	YES	In every election cycle, overtime costs strongly correlate with staffing levels. Given the proposed decreases in temporary staffing in BY and BY+1, the Department projects corresponding decreases in overtime.
GFS	REG Elections Services	5130Fringe	513010 - Retire City Misc	\$615,683	\$619,966	\$4,283	\$547,305	\$551,106	\$3,801	YES	These accounts list staffing Fringe Benefits expenditures -- the numbers provided are automatically generated by the Budget Formulation and Management System in response to increases in Permanent Salaries and Temporary Salaries and reflect mandatory benefits the City must provide to both permanent and temporary staff.
GFS	REG Elections Services	5130Fringe	514010 - Social Security (OASDI & HI)	\$626,182	\$480,081	(\$146,101)	\$640,064	\$551,806	(\$88,258)	YES	
GFS	REG Elections Services	5130Fringe	514020 - Social Sec-Medicare(HI Only)	\$148,122	\$113,954	(\$34,168)	\$151,088	\$130,445	(\$20,643)	YES	
GFS	REG Elections Services	5130Fringe	515010 - Health Service-City Match	\$194,126	\$193,585	(\$541)	\$207,209	\$206,632	(\$577)	YES	
GFS	REG Elections Services	5130Fringe	515020 - Retiree Health-Match-Prop B	\$63,303	\$48,701	(\$14,602)	\$64,565	\$55,743	(\$8,822)	YES	
GFS	REG Elections Services	5130Fringe	515030 - RetireeHlthCare-CityMatchPropC	\$38,874	\$29,907	(\$8,967)	\$39,640	\$34,227	(\$5,413)	YES	
GFS	REG Elections Services	5130Fringe	515710 - Dependent Coverage	\$381,896	\$381,801	(\$95)	\$407,657	\$407,556	(\$101)	YES	
GFS	REG Elections Services	5130Fringe	516010 - Dental Coverage	\$41,262	\$41,242	(\$20)	\$42,525	\$42,503	(\$22)	YES	
GFS	REG Elections Services	5130Fringe	519120 - Long Term Disability Insurance	\$13,493	\$13,605	\$112	\$14,109	\$14,226	\$117	YES	
GFS	REG Elections Services	5210NPSvcs	522020 - Training Costs Paid To Vendors	\$100,000	\$50,000	(\$50,000)	\$100,000	\$50,000	(\$50,000)	YES	The Department has been able to find efficiencies in this account with several lower-cost and free training opportunities.
GFS	REG Elections Services	5210NPSvcs	527100 - Payments To Poll Workers	\$742,350	\$623,280	(\$119,070)	\$623,280	\$623,280	\$0	YES	The Department's base budget for BY contemplated the cost of providing stipends to poll workers for two elections, while the base budget for BY+1 contemplated the cost for one election. Now, however, as required by Proposition H, there will be only one election in BY. Because the number of poll workers serving in each of these elections, in combination with their stipend rates, would be almost the same, the Department will realize significant savings in this category.
GFS	REG Elections Services	5210NPSvcs	527990 - Other Professional Services	\$4,196,136	\$3,135,100	(\$1,061,036)	\$3,414,407	\$3,135,100	(\$279,307)	YES	Professional service costs incurred in a fiscal year correlate with the number of elections conducted. Changes are primarily due to Proposition H and the reduction in number of scheduled elections.
GFS	REG Elections Services	5210NPSvcs	528110 - Security	\$54,000	\$27,000	(\$27,000)	\$37,000	\$27,000	(\$10,000)	YES	In recent elections, the Department has paid for private security at certain polling places at the request of polling place providers. This year, the Department decided to mitigate these costs by assigning one or more additional poll workers to some sites in lieu of paying for private security.
GFS	REG Elections Services	5210NPSvcs	530210 - Garage Rent	\$65,120	\$65,120	\$0	\$32,560	\$75,200	\$42,640	YES	These expenditures cover the cost of renting garage space for election operations and are dependent on both the number and nature of the elections being held. While one election will occur in both BY and BY+1, the paper ballots and Voter Information Pamphlets for the election held in BY+1 are expected to be significantly longer. Because more paper takes up more space, the Department will need to rent additional garage space to accommodate larger and/or additional vehicles, resulting in an increase in BY+1.

Budget System Report 15.30.005 filtered on Gross Expenditures				FY 2023-24			FY 2024-25			FORMULA	FILL IN
GFS	REG Elections Services	5210NPSvcs	530310 - Misc Facilities Rental	\$1,962,088	\$1,708,222	(\$253,866)	\$1,962,088	\$1,708,222	(\$253,866)	YES	The net decreases in these accounts result from the decreases in payments to SFUSD for use of their facilities as polling places due to reduction of elections per Proposition H.
GFS	REG Elections Services	5210NPSvcs	530510 - Payments For Polling Locations	\$45,878	\$91,000	\$45,122	\$26,878	\$91,000	\$64,122	YES	While neither the total number of payments to polling place providers nor the stipend rates paid to those providers in each election is expected to change, those made to SFUSD as a polling place provider (reflected above and not covered in this account) have decreased, while those made to owners of other sites have increased. These increases are thus reflected in this account, with parallel decreases shown in the account including payments to SFUSD above.
GFS	REG Elections Services	5210NPSvcs	531210 - Vehicle Rental	\$354,560	\$271,795	(\$82,765)	\$177,235	\$271,795	\$94,560	YES	The Department rents vehicles during an election to perform a variety of critical functions, such as retrieving vote-by-mail ballots from drop boxes, delivering supplies and support personnel to polling places on Election Day, and transporting staff and materials to outreach events. The Department's base budget for BY contemplates vehicle rentals to conduct two elections, while the base budget for BY+1 contemplates vehicle rentals to conduct one election. Now, as a result of Proposition H, only one scheduled election will occur in each of these fiscal years. While there are equal number of elections occurring in BY and BY+1, the ballot and Voter Information Pamphlet for the November 5, 2024 election, occurring in BY+1, are expected to be significantly larger than those for the March 5, 2024 election. Because longer materials take up more space, the Department will need to rent larger and/or additional vehicles, resulting in an increase in BY+1.
GFS	REG Elections Services	5210NPSvcs	531990 - Other Equipment Rentals	\$58,408	\$49,000	(\$9,408)	\$29,204	\$49,000	\$19,796	YES	In each election, the Department rents equipment such as forklifts, dollies, and transport carts to efficiently transport hundreds of pallets of voting materials, including ballots, envelopes, and voter pamphlets. Since only one election is now scheduled for each of these fiscal years, the Department expects equipment rental costs to decrease in BY, with increases in BY+1 reflecting the actual costs of equipment rentals incurred in the November 2023 election.
GFS	REG Elections Services	5210NPSvcs	535520 - Printing	\$5,259,660	\$4,137,194	(\$1,122,466)	\$2,949,120	\$6,993,603	\$4,044,483	YES	Changes in this account result from 1) Proposition H's reduction in the number of scheduled elections from two elections to one election (reducing total printing expenditures) in BY, 2) AB 1416's requirement to print additional text with some or all ballot measures (increasing the length of the ballot and associated printing costs) in both BY and BY+1 and 3) the need to include local contests on the ballot for the election in BY +1 (also increasing the length of the ballot and associated printing costs). The Department is projecting the BY + 1 ballot will consist of seven cards, the longest in the City's history, and the most expensive. Projected costs to print a seven-card ballot are based on quotes provided by the Department's ballot printing vendor.
GFS	REG Elections Services	5210NPSvcs	535610 - Postage	\$1,455,605	\$856,188	(\$599,417)	\$1,455,605	\$856,188	(\$599,417)	YES	Postage costs incurred in any given fiscal year correlate with the number of elections conducted. Changes are primarily due to Proposition H and the reduction in number of scheduled elections.
GFS	REG Elections Services	5210NPSvcs	535710 - Subscriptions	\$22,858	\$18,258	(\$4,600)	\$22,858	\$18,258	(\$4,600)	YES	These expenditures cover subscription costs to host the online version of the Voter Information Pamphlet. Changes are primarily due to Proposition H and the reduction in number of scheduled elections.
GFS	REG Elections Services	5210NPSvcs	535810 - Advertising	\$196,486	\$348,243	\$151,757	\$98,243	\$398,243	\$300,000	YES	Increases in the Department's advertising budget will help to secure additional radio, television, print, and social media advertisements to effectively educate City voters about key election-related topics, including Presidential Primary rules and the consolidation of local offices to the November 2024 election ballot, and to encourage all eligible San Francisco residents to participate in upcoming elections.
GFS	REG Elections Services	5210NPSvcs	552210 - Fees Licenses Permits	\$34,256	\$17,128	(\$17,128)	\$17,128	\$17,128	\$0	YES	These expenditures cover permit payments to place porta potties outside of polling places that require them as well as permit fees that cover the Department's participation in outreach events (i.e., festivals, job fairs.) The Department's base budget in this account for BY contemplates costs to conduct two elections, while the base budget for BY+1 contemplates costs to conduct one election. Now, as a result of Proposition H, only one scheduled election will be occurring in each of these fiscal years, and the Department expects that costs in this account will be consistent for each of these elections. Proposed decreases in BY thus reflect the reduction in the number of scheduled elections.
GFS	REG Elections Services	5380CityGP	538000 - CBO Services - Budget	\$300,000	\$400,000	\$100,000	\$300,000	\$400,000	\$100,000	YES	To supplement the Department's direct efforts to educate San Franciscans about key election topics, the Department seeks additional grant funding to provide to organizations that are well-situated to provide effective outreach to members of the City's hard-to-reach and vulnerable populations.
GFS	REG Elections Services	5400Mat&Su	542210 - Hardware	\$621	\$77,121	\$76,500	\$621	\$621	\$0	YES	The current budget proposals include the funding necessary to support installation of an additional 17 ballot boxes – this would bring the citywide total up from 34 boxes to 51 ballot boxes, or one for every 10,000 voters. This proposed expansion would also incorporate the provisions of Assembly Bill 2815, which became operative in 2023, requiring the Department to maintain at least three more ballot boxes, including a ballot box on the main campus of any California State University within the jurisdiction and to request permission to maintain a ballot box on any University of California campus within the jurisdiction.

Budget System Report 15.30.005 filtered on Gross Expenditures				FY 2023-24			FY 2024-25			FORMULA	FILL IN
GFS	REG Elections Services	5400Mat&Su	549510 - Other Office Supplies	\$519,707	\$250,000	(\$269,707)	\$319,707	\$250,000	(\$69,707)	YES	Supply costs incurred in a fiscal year correlate with the number of elections conducted. Changes are primarily due to Proposition H and the reduction in the number of scheduled elections. However, some savings are due to the introduction of new efficiencies, including the repair of certain damaged materials (i.e., voting booths) rather than the purchase of replacements, and the repurposing of existing materials when feasible (i.e., using recycled cardboard boxes to store materials rather instead of purchasing new banker boxes).
GFS	REG Elections Services	5810OthDep	581470 - GF-HR-Client Svc-Recrut-Assess	\$223,773	\$280,689	\$56,916	\$223,773	\$280,689	\$56,916	YES	This account covers services provided by the Department of Human Resources related to the recruitment, hiring, and onboarding processes for election personnel.
GFS	REG Elections Services	5810OthDep	581660 - GF-Chf-Youth Works	\$12,600	\$25,200	\$12,600	\$12,600	\$25,200	\$12,600	YES	Increases in this account in BY and BY+1 would allow the Department to expand the scope of its partnership with San Francisco YouthWorks and offer additional work-based learning opportunities to high school students.
GFS	REG Elections Services	5810OthDep	581770 - GF-Parking & Traffic	\$150,696	\$75,348	(\$75,348)	\$150,696	\$75,348	(\$75,348)	YES	Changes to these expenditures, which cover IDS payments to the Municipal Transportation Agency for transport of voter data from polling places to City Hall on Election Night, are primarily due to Proposition H and the reduction in number of scheduled elections.
GFS	REG Elections Services	5810OthDep	581880 - GF-Rec & Park-Gardener	\$12,000	\$6,000	(\$6,000)	\$12,000	\$6,000	(\$6,000)	YES	Changes to these expenditures, which cover IDS payments to the Recreation and Park Department for providing their facilities to serve as polling places, are primarily due to Proposition H and the reduction in number of scheduled elections.
GFS	REG Elections Services	5810OthDep	581930 - GF-Sheriff	\$918,704	\$459,352	(\$459,352)	\$918,704	\$459,352	(\$459,352)	YES	Changes to these expenditures, which cover IDS payments to the Sheriff's Department for security of elections processes and transport of ballots from polling places to the Department's processing center on Election Night, are primarily due to Proposition H and the reduction in number of scheduled elections.
GFS	REG Elections-Commission	5400Mat&Su	549250 - Minor Data Processing Equipmnt	\$0	\$4,000	\$4,000	\$0	\$0	\$0	YES	San Francisco Election Commissioners are currently using their personal computers for Commission business. If there is a request for public information, commission members risk having their personal computers reviewed or worse, confiscated because commission information is stored on their personal computers. The Elections Commission is requesting laptop computers for its seven members and secretary to conduct City Commission business and use in Commission meetings.

BUDGET FORM 3B: Position Changes

DEPARTMENT: REG

Please identify proposed position changes from the FY 2023-24 and FY 2024-25 Base Budget at the account level (reflecting both salary and discretionary special class changes).

Note: To submit this information, run the 15.30.004 Position Snapshot Comparison (Audit Trail) report from the BFM Reporting.

Select the following criteria before running the report:

Snapshot: Start of Dept
Budget Stages: M2 Department Phase
GFS Type: Do not select a value.
Do not select values for any other prompts.

For any proposed changes, provide an explanation in the "Explanation of FTE and/or Amount Change" column.
Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.
All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Budget System Report 15.30.004 filtered on Gross Expenditures						Total BY FTE Variance: (16.17)			Total BY Amount Variance: (2,556,582.00)			Total BY+1 FTE Variance: (10.77)			Total BY+1 Amount Variance: (1,543,432.00)			FORMULA		FILL IN	
GFS Type	Account Lvl 5 Title	Account	Account Title	Class	Job Class Title	Start Dept FTE	End Dept FTE	Var Dept FTE	FY 2023-24 Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	FY 2024-25 Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	FTE Changes Submitted?	Amount Changes Submitted?	Explanation of FTE and/or Amount Change	
GFS	5010Salary	501010	Perm Salaries-Misc-Regular	1222_C	Senior Payroll And Personnel Clerk	2	1	(1)	\$207,426	\$103,713	(\$103,713)	2	1	(1)	\$216,150	\$108,075	(\$108,075)	YES	YES	The Department seeks to substitute a 1222 Senior Payroll and Personnel Clerk for a 1241 Human Resources Analyst to align the tasks expected to be performed by a person in this position with the City's classification structure. This substitution will result in net increase of \$29,810.	
GFS	5010Salary	501010	Perm Salaries-Misc-Regular	1241_C	Human Resources Analyst	0.00	1	1	0	\$132,321	\$132,321	0.00	1	1	0	\$137,885	\$137,885		YES	YES	
GFS	5010Salary	505010	Temp Misc Regular Salaries	TEMPM_E	Temporary - Miscellaneous	38	22	(16)	\$4,848,457	\$2,808,438	(\$2,040,019)	39	28	(11)	\$4,867,105	\$3,508,855	(\$1,358,250)	YES	YES	Although this Form shows temporary salaries in terms of full-time equivalent positions in both fiscal years, these positions will not in fact be full-time. Specifically, the Department intends to hire approximately 200 seasonal staff for a period of 2-3 months for each of the scheduled elections and these costs will equate to hiring approximately 22 full-time staff in FY 2023-24 and 28 full-time staff in FY 2024-25. Decreases in temporary salaries are due to only one election scheduled in each fiscal year.	
GFS	5010Salary	511010	Overtime - Scheduled Misc	OVERM_E	Overtime - Miscellaneous	-	-	-	\$1,095,072	\$750,000	(\$345,072)	-	-	-	\$1,095,074	\$1,000,000	(\$95,074)	NO	YES	In every election cycle, overtime costs strongly correlate with staffing levels. Given the proposed decreases in temporary staffing, the Department projects corresponding overtime cost decrease.	
GFS	5130Fringe	513010	Retire City Misc	1222_C	Senior Payroll And Personnel Clerk	-	-	-	\$31,052	\$15,526	(\$15,526)	-	-	-	\$27,556	\$13,778	(\$13,778)	NO	YES	Fringe benefits in both fiscal years are calculated automatically by the Budget System. These expenditures cover mandatory benefits that the City provides to employees.	
GFS	5130Fringe	513010	Retire City Misc	1241_C	Human Resources Analyst	0.00	-	0	\$19,809	\$19,809		0.00	-	0	\$17,579	\$17,579		NO	YES		
GFS	5130Fringe	514010	Social Security (OASDI & HI)	1222_C	Senior Payroll And Personnel Clerk	-	-	-	\$12,860	\$6,430	(\$6,430)	-	-	-	\$13,402	\$6,701	(\$6,701)	NO	YES		
GFS	5130Fringe	514010	Social Security (OASDI & HI)	1241_C	Human Resources Analyst	0.00	-	0	\$8,204	\$8,204		0.00	-	0	\$8,549	\$8,549		NO	YES		
GFS	5130Fringe	514010	Social Security (OASDI & HI)	OVERM_E	Overtime - Miscellaneous	-	-	-	\$67,894	\$46,500	(\$21,394)	-	-	-	\$67,895	\$62,001	(\$5,894)	NO	YES		
GFS	5130Fringe	514010	Social Security (OASDI & HI)	TEMPM_E	Temporary - Miscellaneous	-	-	-	\$300,604	\$174,123	(\$126,481)	-	-	-	\$301,761	\$217,549	(\$84,212)	NO	YES		
GFS	5130Fringe	514020	Social Sec-Medicare(HI Only)	1222_C	Senior Payroll And Personnel Clerk	-	-	-	\$3,008	\$1,504	(\$1,504)	-	-	-	\$3,134	\$1,567	(\$1,567)	NO	YES		
GFS	5130Fringe	514020	Social Sec-Medicare(HI Only)	1241_C	Human Resources Analyst	0.00	-	0	\$1,919	\$1,919		0.00	-	0	\$1,999	\$1,999		NO	YES		
GFS	5130Fringe	514020	Social Sec-Medicare(HI Only)	OVERM_E	Overtime - Miscellaneous	-	-	-	\$15,879	\$10,875	(\$5,004)	-	-	-	\$15,879	\$14,499	(\$1,380)	NO	YES		
GFS	5130Fringe	514020	Social Sec-Medicare(HI Only)	TEMPM_E	Temporary - Miscellaneous	-	-	-	\$70,303	\$40,724	(\$29,579)	-	-	-	\$70,573	\$50,878	(\$19,695)	NO	YES		
GFS	5130Fringe	515010	Health Service-City Match	1222_C	Senior Payroll And Personnel Clerk	-	-	-	\$10,896	\$5,448	(\$5,448)	-	-	-	\$11,630	\$5,815	(\$5,815)	NO	YES		
GFS	5130Fringe	515010	Health Service-City Match	1241_C	Human Resources Analyst	0.00	-	0	\$4,907	\$4,907		0.00	-	0	\$5,238	\$5,238		NO	YES		
GFS	5130Fringe	515020	Retiree Health-Match-Prop B	1222_C	Senior Payroll And Personnel Clerk	-	-	-	\$1,286	\$643	(\$643)	-	-	-	\$1,340	\$670	(\$670)	NO	YES		
GFS	5130Fringe	515020	Retiree Health-Match-Prop B	1241_C	Human Resources Analyst	0.00	-	0	\$820	\$820		0.00	-	0	\$854	\$854		NO	YES		
GFS	5130Fringe	515020	Retiree Health-Match-Prop B	OVERM_E	Overtime - Miscellaneous	-	-	-	\$6,785	\$4,647	(\$2,138)	-	-	-	\$6,785	\$6,195	(\$590)	NO	YES		
GFS	5130Fringe	515020	Retiree Health-Match-Prop B	TEMPM_E	Temporary - Miscellaneous	-	-	-	\$30,040	\$17,399	(\$12,641)	-	-	-	\$30,156	\$21,740	(\$8,416)	NO	YES		
GFS	5130Fringe	515030	RetireeHtHcCare-CityMatchPropC	1222_C	Senior Payroll And Personnel Clerk	-	-	-	\$790	\$395	(\$395)	-	-	-	\$822	\$411	(\$411)	NO	YES		
GFS	5130Fringe	515030	RetireeHtHcCare-CityMatchPropC	1241_C	Human Resources Analyst	0.00	-	0	\$503	\$503		0.00	-	0	\$525	\$525		NO	YES		
GFS	5130Fringe	515030	RetireeHtHcCare-CityMatchPropC	OVERM_E	Overtime - Miscellaneous	-	-	-	\$4,166	\$2,853	(\$1,313)	-	-	-	\$4,166	\$3,806	(\$360)	NO	YES		
GFS	5130Fringe	515030	RetireeHtHcCare-CityMatchPropC	TEMPM_E	Temporary - Miscellaneous	-	-	-	\$18,445	\$10,683	(\$7,762)	-	-	-	\$18,515	\$13,348	(\$5,167)	NO	YES		
GFS	5130Fringe	515710	Dependent Coverage	1222_C	Senior Payroll And Personnel Clerk	-	-	-	\$20,276	\$10,138	(\$10,138)	-	-	-	\$21,644	\$10,822	(\$10,822)	NO	YES		
GFS	5130Fringe	515710	Dependent Coverage	1241_C	Human Resources Analyst	0.00	-	0	\$10,043	\$10,043		0.00	-	0	\$10,721	\$10,721		NO	YES		
GFS	5130Fringe	516010	Dental Coverage	1222_C	Senior Payroll And Personnel Clerk	-	-	-	\$2,214	\$1,107	(\$1,107)	-	-	-	\$2,282	\$1,141	(\$1,141)	NO	YES		
GFS	5130Fringe	516010	Dental Coverage	1241_C	Human Resources Analyst	0.00	-	0	\$1,087	\$1,087		0.00	-	0	\$1,119	\$1,119		NO	YES		
GFS	5130Fringe	519120	Long Term Disability Insurance	1222_C	Senior Payroll And Personnel Clerk	-	-	-	\$808	\$404	(\$404)	-	-	-	\$842	\$421	(\$421)	NO	YES		
GFS	5130Fringe	519120	Long Term Disability Insurance	1241_C	Human Resources Analyst	0.00	-	0	\$516	\$516		0.00	-	0	\$538	\$538		NO	YES		

BUDGET FORM 4A: New General Fund Equipment Requests - No Vehicles

DEPARTMENT: REG

Departments that are making General Fund equipment requests should complete form 4A in BFM.
Do not load General Fund equipment requests in the budget system - they will be loaded centrally in Mayor phase.
Completing this form in BFM will not load General Fund to departmental budgets.
Equipment numbers will be finalized after the Mayor's Budget Office determines citywide equipment allocations.
Where applicable, include installation/outfitting costs in the same line item budget request.

Equipment Numbers: BFM has prepopulated numbers to be used.
Equipment Numbers in BFM have 8 characters with the format
%dept%budget year%seq (ex. AAM23001).

Fiscal Year	Equipment Description	Justification of Need	Project ID	Project Title	Equipment #	New/Replace	Number of Units	Cost Per Unit	Total Cost	New Request	Rollover Units	Rollover Cost Per Unit	Rollover Total Cost
2024	Dell Power Edge Rack Server	Every fiscal year, the Department of Elections purchases two servers to replace its existing servers that have reached their lifespan. These servers host business critical applications, including the Election Management System (EMS) database and a variety of web applications. Replacing two of the Department's ten servers per fiscal year will allow the Department to stay current with the 5-year equipment life cycle, and aligns with the City's disaster recovery goals by ensuring availability of replacement hardware for servers running mission critical applications.	10026787	RG Elections	REG24001	Replace	2	\$ 10,863	\$ 21,726	N	2	\$ 10,863	\$ 21,726
2024	Election Mail Sorting and Processing System	The Department currently owns two Election Mail Sorting and Processing Systems, and seeks to purchase a third system. These systems aid in the processing of vote-by-mail and provisional ballot envelopes. The speed at which these systems function is partially determined by the thickness of the envelopes. With the November 2024 election expected to have a seven-card ballot, the Department expects that processing rate of each system will decrease significantly. Such decrease in processing speed are compounded by high voter turnout during Presidential elections. Having three systems instead of two will mitigate the reduced capacity of each system, increase capacity overall, and help the Department meet legally mandated certification deadlines.	10026787	RG Elections	REG24002	New	1	\$ 150,000	\$ 150,000	Y	0	0	0
2025	Dell Power Edge Rack Server	Every fiscal year, the Department of Elections purchases two servers to replace its existing servers that have reached their lifespan. These servers host business critical applications, including the Election Management System (EMS) database and a variety of web applications. Replacing two of the Department's ten servers per fiscal year will allow the Department to stay current with the 5-year equipment life cycle, and aligns with the City's disaster recovery goals by ensuring availability of replacement hardware for servers running mission critical applications.	10026787	RG Elections	REG25001	Replace	2	\$ 10,863	\$ 21,726	Y	0	0	0

BUDGET FORM 4B: Fleet**DEPARTMENT: RE**

All departments requesting to purchase new or replacement vehicles must fill out forms 4B.1 and 4B.2 in BFM, whether requesting General Fund support or not. Requests will be reviewed by Fleet Management and MBO.

Term Contract Prices are provided by Fleet Management and will be updated in January for select vehicles. Prices are expected to increase slightly. Please contact Camilla Taufic, Business Manager for Fleet Management- Central Shops, to confirm pricing.

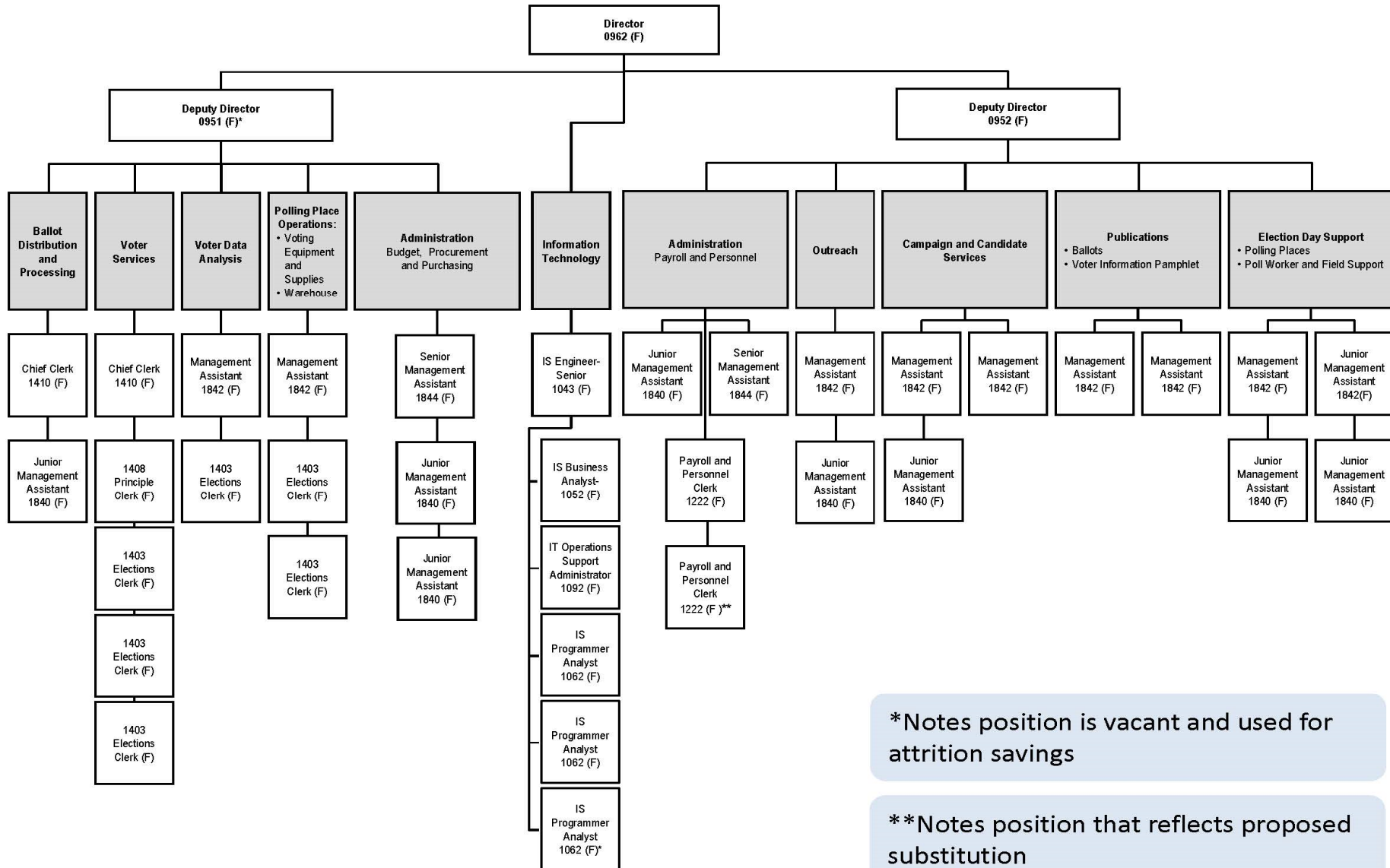
**This form is not applicable as the
Department is not proposing to purchase
any new vehicles.**

BUDGET FORM: Organizational Chart
FY 2023-24 and FY 2024-25



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF ELECTIONS

Organizational Chart



*Notes position is vacant and used for attrition savings

**Notes position that reflects proposed substitution

Please complete all shaded sections in this worksheet, as is required by San Francisco Administrative Code Section 2.15:

Department: REG
Contract: Assembly and mailing of vote-by-mail ballot packets for FY24

SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED

Any officer, department or agency seeking Board approval of a contract for personal services under Charter Section 10.104(15) shall submit a supplemental report to the Board of Supervisors in connection with the contract and the Controller's certification.

The report shall summarize the essential terms of the proposed contract and address the following subjects:

1. The department's basis for proposing the Prop J certification;
The Department's Assembly of Vote-by-Mail Ballot Packets Prop J service for FY 2022-23 was approved during the last year's budget cycle and none of the assumptions used to calculate costs have significantly changed. The Department is seeking approval for the Assembly of Vote-by-Mail Ballot Packets Prop J service for FY 2023-24.
As shown in the Prop J Summary, the City stands to save an estimated \$1,704,461 by outsourcing the assembly of vote-by-mail packets.
2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of
No impact.
3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the
The Department performs a cost analysis that compares the outsourced services with the services received and billed, prior to processing any form of payment.
4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the
0.51 per Assembled Packet - 3 Cards
5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all
The proposed vendor is qualified by the Office of Contract Administration and Contract Monitoring Division for doing business with the City.
6. The department's plan for City employees displaced by the contract; and,
This service will not result in the displacement of City employees.
7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City
Unknown.
- 8 Changes in any elements of the Contractor and/or City side since the prior approved Prop J.
No.

Name and job title of the person completing this questionnaire:
Mayank Patel, Manager of Budget and Operations

Form will autopopulate

Note: All departments, except fixed budget departments, should complete Prop J Analyses for FY 23/24

PROP J ANALYSIS SUMMARY
REG
Assembly and mailing of vote-by-mail ballot packets for FY24

FISCAL YEAR 2023-24

City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>	
Total Annual Salary	\$	1,794,207	\$	2,153,910
Total Other Pay	\$	-	\$	-
Total Fringe Benefits	\$	684,505	\$	757,983
Additional City Costs	\$	-	\$	-
	\$	2,478,712	\$	2,911,892

City cost if services are contracted out

Contract Cost	\$	227,140	\$	282,540
City Contract Monitoring	\$	13,305	\$	15,808
	\$	240,445	\$	298,348

City Savings from Contracting Out,				
Savings/(Cost)	\$	2,238,267	\$	2,613,544
		90%		90%

Contract Cost Details

	Low	High
Estimated Contract Cost	\$ 227,140.00	\$ 282,540.00
Estimated Monitoring Cost	\$ 13,305.11	\$ 15,808.30

Please show all calculations made to estimate contract cost. Describe assumptions and source of data above, and feel free to enter more rows as needed.

List of all contract components	Number of Units	Notes	Total Cost - low end est	Total Cost - high end est
March 2024 Election Main Extract Assemble and Mailing	554,000.00	Low end estimate assumes 2 ballot cards will be used for March 2024 election; high end estimate assumes 3 ballot cards will be used.	\$ 227,140	\$ 282,540
TOTAL CONTRACT COST			\$ 227,140.00	\$ 282,540.00

Does/would contract require monitoring? If yes, fill out the details below. If not, explain why, as this would be unusual.

Job Class	Job Class Title	# of FTEs (can be partial, e.g. a half time employee would be 0.5 FTE)	Biweekly Rate		Annual Salary Expense		Benefits per FTE		Annual Benefit Expense		TOTAL EXPENSES	
			Low	High	Low	High	Low	High	Low	High	Low	High
1,410	Chief Clerk	0	3,544	4,307	\$ 9,214	\$ 11,198	\$ 40,907	\$ 46,101	\$ 4,091	\$ 4,610	\$ 13,305	\$ 15,808
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT MONITORING COST					\$ 9,214	\$ 11,198	\$ 40,907	\$ 46,101	\$ 4,091	\$ 4,610	\$ 13,305	\$ 15,808

Components of contractor labor costs, including but not limited to: fringe benefits, premiums, shift differentials:

Include any private wage rates, population estimates, square footage estimates or other data used in calculating your contract cost. Please insert more lines as needed.

- 1) Main ballot extract is estimated to require 554,000 vote-by-mail ballot packets to be assembled and mailed.
- 2) Each ballot packet is estimated to contain 3 ballot cards. Low estimates assumed 2 ballot cards will be used. The number of ballot cards that will be used depends on various factors including but not limited to number of contests and propositions that will appear on the ballot.

2. What is the source of data used to calculate the contract cost?

Quotes from the vendor.

3. What year is your data from?

2023 January

4. If contract cost is based on an RFP and before a contract has been approved, was the RFP for comparable services?

N/A