

**BUDGET FORM 1A: Summary of Major Changes
FY 2021-22 and FY 2022-23**

DEPT NAME HERE

Major Changes	Department Response to Major Changes	Equity Lens: Explain what populations are benefited by these changes and how they are benefited. How will the department know those were successful?	Equity Lens: Explain what populations are negatively impacted by these changes and how they are impacted. Describe what strategies your Department recommends to mitigate any potential adverse impacts.
<p>1. SUMMARY. What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.</p>	<p>The Department's FY 2021-22 and FY 2022-23 budget proposals detail funding for fixed costs as well as variable operating expenses for the June 7, 2022, Statewide Direct Primary Election and the November 8, 2022, Consolidated General Election. These budget proposals also detail expected revenues and revenue recoveries.</p> <p>The Department's budget proposals reflect three significant changes, all of which are aligned with the Mayor's directive to fund core City services that demonstrate meaningful and equitable outcomes for its residents:</p> <ol style="list-style-type: none"> 1. Create a data-driven grant program to provide outreach to San Francisco's most vulnerable and hard to reach communities, with a focus on newly eligible residents involved with the justice system. 2. Expand and distribute vote center and ballot drop-off location infrastructure to encourage voters of color and people living in neighborhoods with voter turnout below the City's average to participate in elections. 3. Provide staff equity training using the City's Racial Equity Framework, and develop a regular staff survey protocol to monitor the Department's progress towards meeting its Phase One equity goals. <p>The Department plans to fund these changes by reprioritizing existing funds and introducing new efficiencies, primarily in temporary hiring and vendor costs and will measure their success by tracking voter usage and by continually evaluating and incorporating voter, grantee, and community feedback.</p>	<p>The Department's budget proposals includes funding to continue delivering core services to the public at large while providing supplemental services to potentially marginalized communities:</p> <ol style="list-style-type: none"> 1. Outreach to vulnerable and hard to reach communities, with a focus on newly eligible residents involved with the justice system will benefit members of these communities as well as the electorate at large. 2. Availability of additional ballot dropoff boxes and vote centers will create a more equitable distribution of core services, particularly benefiting voters living in neighborhoods relatively far from the City Hall Vote Center. 3. Racial equity and professional development training will benefit both Department staff and the wider public served by the Department by improving internal equity and promoting racial awareness. 	<p>The Department's budget proposals were developed in the context of the Department's mission to conduct free, fair, and functional elections and have no known anticipated negative impacts on any group in San Francisco.</p>

<p>2. TARGET. How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>The Department met and exceeded target reductions through a combination of reallocating current staffing resources, rebalancing its already approved FY 2021-22 budget, identifying areas of operations in which the introduction of efficiencies would be feasible (e.g., incorporating remote hiring and training strategies, leveraging the skills and experience of the Department’s workforce to perform services that were previously contracted out such as translations of election materials, the redrawing of San Francisco’s precinct lines, etc.), and aligning its projected expenses more closely with certain anticipated characteristics of upcoming elections such as voter turnout, ballot length, etc.</p> <p>More specifically, the Department plans to reduce the costs associated with operating polling places on Election Day by strategically reducing the number of poll workers where feasible, thus reducing total poll worker stipends. The Department also plans to reduce the costs associated with the administration of its vote-by-mail ballot program, particularly those related to postage, professional services, printing, and facility lease expenditures, as a result of the reversion of Assembly Bill 860 universal ballot mailing rule.</p>	<p>The proposed budget aims to benefit all City voters and potential registrants by incorporating reduction strategies that prevent cuts to key services.</p> <p>The Department will continue to exercise fiscal discipline by developing new efficiencies wherever feasible and legal and evaluate program outcomes against expenditures to ensure that target efforts are successful in meeting City goals.</p>	<p>Given that the Department's target reduction strategies include plans to reduce the number of poll workers recruited for the next two elections, some poll worker applicants may be negatively affected (the Department does not, however, plan to reduce the number of bilingual poll workers).</p> <p>To offset any potential negative impacts on poll worker applicants who might have benefited from monetary stipends and/or the satisfaction of participating in election processes, the Department plans to advertise its seasonal job opportunities more widely to former poll workers and the public.</p>
<p>3. EXPENDITURE CHANGES. What major expenditure 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. What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.</p>	<p>Through reallocating funds and seeking new efficiencies, the Department's budget proposals reflect overall reduction in General Fund support, while increasing expenses in some areas to continue providing and expanding key services and promoting equitable outcomes. These areas include outreach partner grants, expansion early voting and ballot dropoff options, and equity training.</p> <p>These budget proposals also include the purchase of two servers to replace two of the Department's oldest servers and a floor sweeper to be used in the Department's warehouse.</p> <p>Categories in which the Department has identified reductions include payments to poll workers, professional services, printing, postage, and facility rentals.</p>	<p>Expenditure increases in the Department's proposed budgets will benefit the City's most vulnerable communities as well as the public at large.</p> <p>Proposed increases in temporary staffing support the Department's efforts to provide equitable and accessible services at voting sites and ballot dropoff stations in upcoming elections. These changes are also necessary for the Department to perform several legally mandated reprecincting activities. Temporary salary changes also reflect the 3.5% annual salary increase under the current Memoranda of Understanding.</p> <p>Proposed increases related to grant funding and staff training have been made with a primary goal of supporting the Department's efforts to benefit all City populations by developing and maintaining internal and external knowledge to carry out the Department's mission to provide free, fair, and functional elections.</p>	<p>Expenditure reductions in the Department's proposed budgets related to the vote-by-mail program are driven by an anticipated reduction in vote-by-mail usage during the upcoming elections. (Passage of Assembly Bill 37 would negate this.)</p> <p>Some populations of voters will be impacted by the legally-mandated transition back to a traditional elections model. That is, voters who do not have permanent vote-by-mail status will not be mailed ballots automatically. To prevent potential adverse impacts, the Department's budget contemplates allocating funding towards educating the community and facilitating accessible and convenient ways to apply to vote by mail.</p>
<p>4. REVENUE. What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.</p> <p>(This should match an Audit Trail, as shown in form 2A Revenue Report).</p>	<p>The Department's budget proposals reflect revenues the Department expects to receive from candidate filing fees and paid ballot argument fees, and revenue recoveries from scheduled District and Agency elections.</p>	<p>The changes to the Department's projected revenues from filing and paid ballot argument fees and revenue recoveries will not directly impact any populations served by the Department.</p>	<p>The changes to the Department's projected revenues from filing and paid ballot argument fees and revenue recoveries will not directly impact any populations served by the Department.</p>

<p>5. 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>If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected date of submission, if still in progress.</p>	<p>The Department is not seeking to submit any legislation with the budget, nor does the Department's submission assume any revenues/expenditures that require a legislative change.</p>	<p>Not Applicable - The Department is not seeking to submit any legislation with the budget, nor does the Department's submission assume any revenues/expenditures that require a legislative change.</p>	<p>Not Applicable - The Department is not seeking to submit any legislation with the budget, nor does the Department's submission assume any revenues/expenditures that require a legislative change.</p>
<p>6. 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 contract out the assembly and mailing of its vote-by-mail ballot packets every year since FY 2007-08 and now seeks approval to contract out the same services for the November 2022 election. The Department is not proposing any new contracting out of work previously done by City workers.</p>		
<p>7. 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>8. INTERIM EXCEPTIONS. Is the department</p>	<p>The Department is not requesting any interim exceptions.</p>		
<p>9. FELLOWSHIP PROGRAMS. Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?</p>	<p>The Department is not applying or planning to apply to any citywide fellowship programs.</p>	<p>Not Applicable - The Department is not applying or planning to apply to any citywide fellowship programs.</p>	<p>Not Applicable - The Department is not applying or planning to apply to any citywide fellowship programs.</p>
<p>10. BUDGET EQUITY. How will your department support advancing racial equity through its services to the community and within your organization, including the goals and actions identified in the Racial Equity Action Plan?</p>	<p>The Department's proposed budget reflects the Department's commitment to embedding principles of racial equity into its internal and external programs and supporting all Department employees in carrying out the Department's mission of administering free, fair, and functional elections in San Francisco.</p> <p>While the Department intends to accomplish many of the short-term and long-term goals in its Racial Equity Action Plan, Phase 1, by reallocating staff time and resources in the upcoming fiscal years, the Department must nevertheless seek funding to accomplish several equity-related actions, including the expansion of training and professional development opportunities for all Department staff.</p>		

BUDGET FORM 1B: Target Proposal

Select a Report

15.40.001 GFS Target & Non GFS Balance - Dept Detail
CY

Budget Year

2022
2021

Snapshot

Current
Phase CY

Department

REG
2020-2021

Phase BY 2021-2022

Phase BY+1

2022-2023

BY+1

2023

Department: REG Elections

(General Fund Supported)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
EXPENDITURE	Capital Outlay	0	34,340	34,340	0	21,700	21,700
	City Grant Program	250,000	50,000	300,000	250,000	50,000	300,000
	Mandatory Fringe Benefits	2,040,999	39,015	2,080,014	2,058,293	45,736	2,104,029
	Materials & Supplies	490,401	0	490,401	490,401	0	490,401
	Non-Personnel Services	12,147,290	(1,290,660)	10,856,630	11,972,290	(1,018,185)	10,954,105
	Programmatic Projects	0	0	0	0	0	0
	Salaries	6,967,373	535,167	7,502,540	7,154,440	624,248	7,778,688
	Services Of Other Depts	1,568,087	60,811	1,628,898	1,568,087	89,049	1,657,136
		23,464,150	(571,327)	22,892,823	23,493,511	(187,452)	23,306,059
REVENUE	Charges for Services	58,128	3,844	61,972	58,128	461,163	519,291
	Expenditure Recovery	70,000	0	70,000	70,000	(70,000)	0
	Intergovernmental: Federal	0	0	0	0	0	0
	Intergovernmental: State	748,500	0	748,500	0	0	0
		876,628	3,844	880,472	128,128	391,163	519,291

Error generating document:

General Fund Support - BY Target vs Mayor Proposed

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	(504,347)	22,012,351	(70,824)

General Fund Support - BY+ 1 Target vs Mayor Proposed

BY+1 Department	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
Reduction Target	(504,347)	22,861,036	(74,268)

**BUDGET FORM 1C: Department Budget Summary
FY 2021-22 and FY 2022-23**

REG Elections

Authorized Positions	2020-2021 Original Budget	2021-2022 Proposed Budget	Change From 2020-2021	2022-2023 Proposed Budget	Change From 2021-2022
Total Authorized	61.20	62.61	1.41	62.57	(0.04)
Non-Operating Positions (cap/other)					
Net Operating Positions	61.20	62.61	1.41	62.57	(0.04)

Sources

Intergovernmental: State	2,668,750	748,500	(1,920,250)		(748,500)
Charges for Services	777,518	61,972	(715,546)	519,291	457,319
Expenditure Recovery	70,000	70,000			(70,000)
General Fund Support	20,872,061	22,012,351	1,140,290	22,786,768	774,417
Sources Total	24,388,329	22,892,823	(1,495,506)	23,306,059	413,236

Uses - Operating Expenditures

Salaries	6,976,682	7,502,540	525,858	7,778,688	276,148
Mandatory Fringe Benefits	2,004,547	2,080,014	75,467	2,104,029	24,015
Non-Personnel Services	13,179,906	10,856,630	(2,323,276)	10,954,105	97,475
City Grant Program	250,000	300,000	50,000	300,000	
Capital Outlay	31,465	34,340	2,875	21,700	(12,640)
Materials & Supplies	413,001	490,401	77,400	490,401	
Services Of Other Depts	1,532,728	1,628,898	96,170	1,657,136	28,238
Uses Total	24,388,329	22,892,823	(1,495,506)	23,306,059	413,236

Uses - Division Description

REG Elections Services	24,294,798	22,824,057	(1,470,741)	23,234,883	410,826
REG Elections-Commission	93,531	68,766	(24,765)	71,176	2,410
Uses by Division Total	24,388,329	22,892,823	(1,495,506)	23,306,059	413,236

**BUDGET FORM 1D: IDS Detail
FY 2021-22 and FY 2022-23**

Work Order Changes - If any departmental Inter-Departmental Service (IDS) changes are proposed within the mandatory reductions described in Form 1A, please highlight below

Proposed IDS Changes (486XXX) *If recovery changes will impact GF requesting department budgets, please specify that impact in columns B-C	FY 21-22 GF Savings (Please specify GF impact)	FY 22-23 GF Savings (Please specify GF impact)	Partner Department Code	Confirm here that partner department is in agreement:	Please briefly describe justification for the change and the impact on your department
Proposed IDS Changes (581XXX)	FY 21-22 GF Savings (Please specify GF impact)	FY 22-23 GF Savings (Please specify GF impact)	Partner Department Code	Confirm here that partner department is in agreement:	Please briefly describe justification for the change and the impact on your department
581170 GF-Risk Management Svcs (AAO)	1,906	(1,560)	228860	Yes	The decrease in BY are based on discussions and estimates provided by the Office of Risk Management from on insurance industry trends. There is no significant impact on our department.
581470 GF-HR-Client Svc-Recrut-Assess	100,000	-		Yes	The decrease in BY are based on discussions and estimates provided by the Department of Human Resources. DHR is developing a new system and could recover a portion of the cost in BY. There is no significant impact on our department.
581740 Is-Purch-CentrI Shop-FuelStock	1,873	1,873	232178	Yes	The decrease in BY and BY+1 are based on discussions and estimates provided by Central Shops from recent year average. There is no significant impact on our department.

BUDGET FORM 2A: Revenue Report

DEPARTMENT: REG

Please identify proposed revenue changes from the FY 2021-22 and FY 2022-23 Base Budget at the account level.

Note: To submit this information, run the **15.30.005 Snapshot Comparison (Audit Trail)** report from the budget system.

Select the following criteria before running the report:

Budget Year: **2022**

Before Snapshot: **Start of Dept**

After Snapshot: **Current**

GFS Type: Do not select a value.

Filter report on "AO Title" field to only display "Regular Revenues".

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: 3,844.00			Total BY+1 Revenue Variance: 391,163.00			Revenue Description & Explanation of Change
				FY 2021-22			FY 2022-23			
GFS Type	Account ID	Account Title	Change Type Code	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	
GFS	486640	Exp Rec Fr Retirement Sys	Ongoing	\$70,000	\$70,000	-	\$70,000	\$0	(\$70,000)	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 2022 election. State and local laws detail fee amounts and the process via which the Department must collect candidate filing and submission of paid ballot argument fees. In BY, the Department will be conducting the June 2022 Statewide Direct Primary Election. In BY+1, the Department will be conducting the November 2022 Consolidated General Election. In estimating the revenues for elections scheduled to occur in the next budget cycle, the Department considers historical filing data in elections similar to those scheduled to occur. The Department has also increased projected revenue in BY, relative to last year's projection, resulting from a vacancy in the Assessor-Recorder's office; this contest will appear on the June 2022 election ballot. The Department made minor adjustments to miscellaneous fees projections in both BY and BY+1. This projection is based on analysis of current revenue trends.
GFS	4699990	Other Operating Revenue	One-Time	\$0	\$0	\$0	\$0	\$450,000	\$450,000	
GFS	460136	County Candidate Filing Fee	Ongoing	\$46,623	\$52,762	\$6,139	\$46,623	\$57,881	\$11,258	
GFS	460149	Paid Ballot Argument Fee	Ongoing	\$10,000	\$8,000	(\$2,000)	\$10,000	\$10,000	\$0	
GFS	460199	Other General Government Chrg	Ongoing	\$1,505	\$1,210	(\$295)	\$1,505	\$1,410	(\$95)	

Budget Form 2C: Fee Cost Recovery

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

DEPARTMENT: **REG**

This form is not applicable, as the Department is not submitting any new or modified fees, fines, or service charges in the instant budget proposals.

Fee Name: Fee XYZ

Department Providing Service:

Department ABC

Fee Administrator:

Jane Smart

Code Authorization/

Admin Code Section X.X

Proposed Fee Ordinance/File No:

	Numeric Code	Title
PS Department of Proposed Revenue:	XXXXXX	
PS Fund of Proposed Revenue:	XXXXX	
PS Authority of Proposed Revenue:	XXXXX	
PS Project of Proposed Revenue:	XXXXXXXXXX	
PS Activity of Proposed Revenue:	XXXX	
PS Account of Proposed Revenue:	XXXXXX	

Proposed Fee (FY 2022-23):

\$ 44.00 (1)

Proposed Fee (FY 2021-22):

\$ 42.00 (2)

Current Fee (FY 2020-21):

\$ 40.00 (3)

Fee Status (New/Modified): New

Fee Status (New/Modified): New

Detailed Service Description:

Please provide description of service

Proposed Fee (FY 2022-23):	\$	44.00
Proposed Fee (FY 2021-22):	\$	42.00
Current Fee (FY 2020-21):	\$	40.00

FY 2022-23 Proposed Fee Increase/Decrease: \$ 2.00

FY 2022-23 % Proposed Fee Change from FY 2020-21 Fee: 4.76%

FY 2021-22 Proposed Fee Increase/Decrease: \$ 2.00

FY 2021-22 % Proposed Fee Change from Current Fee: 5.00%

Fee Prior to Current:	\$	38.00
Current Fee Increase/Decrease from Prior Fee:	\$	2.00

Fiscal Year of Prior Fee Change: 2010-11

% Current Fee Change from Prior Fee: 5.26%

FY2021-22

ESTIMATED REVENUE DERIVED FROM SERVICE			ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 21-22, BELOW		
A	Quantity Estimated (# of Units of Service Provided)	5,000	D	Direct Costs	FY 2021-22 Estimated Cost % of Total
B	Fee per Unit (Proposed)	\$ 42		Productive Labor & Benefits (0.75 of 2021-22 Salary & MFB)	\$ 313,702 59.25%
C	FY 2021-22 Revenue Budgeted (A x B)	\$ 210,000		Leave & Non-Productive Time (0.25 of FY 2021-22 Salary & MFB)	\$ 104,567 19.75%
G	FY 2021-22 Revenue Recovery Rate (C/F):	39.66%		Space Rental Equivalent	\$ 15,000 2.83%
H	Required Fee For 100% Cost Recovery (F/A):	\$ 105.89		Materials & Supplies	\$ - 0.00%
I	Over (+) or Under (-) 100% Cost Recovery (B-H):	(\$63.89)		Other (Please Describe on Worksheet)	\$ - 0.00%
J	FY 2020-21 Estimated Revenue [(2) x A]:	\$ 210,000.00	E	Indirect Costs	Rate
K	FY 2019-20 Estimated Revenue [(3) x A]:	\$ 200,000.00		Departmental Overhead	20.00% \$ 83,654 15.80%
L	FY 2010-21 Estimated Revenue Increase/Decrease Based on Proposed Fee [J - K]:	\$ 10,000.00		Central Services Overhead	3.00% \$ 12,548 2.37%
			F	FY 2021-22 Direct & Indirect Costs	\$ 529,471 100.00%

FY2022-23

ESTIMATED REVENUE DERIVED FROM SERVICE			ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 22-23, BELOW		
A	Quantity Estimated (# of Units of Service Provided)	5,000	D	Direct Costs	FY 2021-22 Estimated Cost % of Total
B	Fee per Unit (Proposed)	\$ 44		Productive Labor & Benefits (0.75 of 2022-23 Salary & MFB)	\$ - #DIV/0!
C	FY 2021-22 Revenue Budgeted (A x B)	\$ 220,000		Leave & Non-Productive Time (0.25 of FY 2022-23 Salary & MFB)	\$ - #DIV/0!
G	FY 2022-23 Revenue Recovery Rate (C/F):	#DIV/0!		Space Rental Equivalent	\$ - #DIV/0!
H	Required Fee For 100% Cost Recovery (F/A):	\$ -		Materials & Supplies	\$ - #DIV/0!
I	Over (+) or Under (-) 100% Cost Recovery (B-H):	\$44.00		Other (Please Describe on Worksheet)	\$ - 0.00%
J	FY 2022-23 Estimated Revenue [(1) x A]:	\$ 220,000.00	E	Indirect Costs	Rate
K	FY 2021-22 Estimated Revenue [(2) x A]:	\$ 210,000.00		Departmental Overhead	0.00% \$ - #DIV/0!
L	FY 2022-23 Estimated Revenue Increase/Decrease Based on Proposed Fee [J - K]:	\$ 10,000.00		Central Services Overhead	3.00% \$ - #DIV/0!
			F	FY 2022-23 Direct & Indirect Costs	\$ - #DIV/0!

Estimated Costs Worksheet FY 2021-22

Direct Costs

Labor and Benefits

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

Please also provide a description of the work and the estimated hours for each job class required to perform each unit of service

JobClasses	Job Class Title	Description of Work	Hours per Unit of Service
1234	Test	Processes Payment	1.20

Please fill out the Salary and Benefits Amount per FTE column

Job Class	Job Class Title	Salary and Benefits Amount per FTE	Hours Worked	Hourly Rate	Salary and Benefits Amount
1234	Test	\$145,000.00	6000.0	\$69.71	\$418,269.23
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 Cost

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 Cost

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 Cost

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 2022-23

Direct Costs

Labor and Benefits

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

Please also provide a description of the work and the estimated hours for each job class required to perform each unit of service

JobClasses	Job Class Title	Description of Work	Hours per Unit of Service

Please fill out the Salary and Benefits Amount per FTE column

Job Class	Job Class Title	Salary and Benefits Amount per FTE	Hours Worked	Hourly Rate	Salary and Benefits Amount
0	0		0.0	\$0.00	\$0.00
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: \$0.00

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	
2	
3	

Total: \$0.00

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

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

GFS	RG Elections	522020	Training Costs Paid To Vendors	On-Going	\$0	\$100,000	\$100,000	\$0	\$100,000	\$100,000	The Department's Racial Equity Action Plan, Phase 1, submitted to the City's Office of Racial Equity (ORE) in December 2020 and guided by the ORE's Citywide Racial Equity Framework, outlines the Department's internal racial equity goals for the next three calendar years. While the Department intends to accomplish many of its short-term and long-term racial equity goals by reallocating staff time and resources in the upcoming fiscal years, the Department seeks funds to accomplish several near-term actions in its Racial Equity Action Plan, particularly funds necessary to expand training opportunities for Department staff. More specifically, the Department is requesting \$100,000 annually to facilitate trainings provided by other City Departments and external vendors. These trainings will range from implicit bias trainings, to leadership trainings to promote staff development, to professional skills trainings such as GIS software trainings.	
GFS	RG Elections	524010	Membership Fees	On-Going	\$0	\$1,200	\$1,200	\$0	\$1,200	\$1,200	The Department seeks funding to cover costs of staff membership in the California Association of Clerks and Elections Officials (CACEO), which requires a small annual fee. CACEO membership would provide staff with the opportunity to build their understanding of relevant election topics, network with individuals who perform similar functions in other counties, stay up-to-date on changes to election administration, and attend regional conferences. CACEO membership would further the Department's Racial Equity Action Plan action items to offer opportunities for continual and extended learning and participation in conferences and assist staff in making contact with the greater elections community in the State.	
GFS	RG Elections	527100	Payments To Poll Workers	On-Going	\$605,000	\$437,420	(\$167,580)	\$605,000	\$437,420	(\$167,580)	Assuming the City does not make a transition to the Voter's Choice Act model elections in the near future, which would replace polling places with vote centers, the Department's budget must include the costs of maintaining a full range of multilingual and accessible services at all of the City's polling places. However, as part of its effort to reduce election costs overall, the Department anticipates capturing savings as a result of improved efficiencies in poll worker placement strategies, thus reducing the total payments made to poll workers. These efficiencies involve reducing the number of poll workers at each site (assuming that COVID-19 will no longer be a factor in future elections, the role of "Greeter" will no longer be needed) and aligning poll worker staffing with anticipated demand for in-person services each Election Day.	
GFS	RG Elections	530310	Misc Facilities Rental	On-Going	\$2,332,007	\$1,906,872	(\$425,135)	\$2,332,007	\$1,949,015	(\$382,992)	The Department's base budget contemplates facility rental space to conduct ballot processing activities for the November 2020 election. Due to both the need for social distancing and an increased volume of vote-by-mail ballots, the Department needed to lease a larger space for ballot processing activities. Assuming that COVID-19 will no longer impact space considerations in future elections, and in anticipation of a reduction in vote-by-mail ballot returns, the Department is able to reduce the costs associated with leasing smaller space for ballot processing. The slight reduction in savings in BY+1 reflects contractual yearly lease increases for warehouse on Pier 31 as required by the Port of SF.	
GFS	RG Elections	527990	Other Professional Services	On-Going	\$3,460,407	\$3,283,847	(\$176,560)	\$3,460,407	\$3,299,819	(\$160,588)	To maintain safe access to essential voter services during the COVID-19 pandemic, several temporary state and local legislative mandates went into effect for the November 3, 2020 election, mandating universal ballot mailing. Assuming these changes will not be made permanent by the state legislature before the City's next two scheduled election cycles begin, San Francisco voters will once again need to request vote-by-mail ballots.	
GFS	RG Elections	535520	Printing	On-Going	\$3,003,120	\$2,808,604	(\$194,516)	\$3,003,120	\$2,817,340	(\$185,780)	Reversion of the law regarding vote-by-mail ballot mailing usage is likely to result in a reduction in printing, assembly and mailing cost for the June 2022 and November 2022 elections, as reflected in reductions to several accounts.	
GFS	RG Elections	535610	Postage	On-Going	\$1,678,050	\$1,274,981	(\$403,069)	\$1,678,050	\$1,455,605	(\$222,445)		
GFS	RG Elections	538000	CBO Services - Budget	On-Going	\$250,000	\$300,000	\$50,000	\$250,000	\$300,000	\$50,000	To supplement its outreach efforts, the Department issued Request for Proposals (RFPs) in 2019 and 2020 seeking to identify partners willing and able to assist in disseminating information about upcoming elections using effective and engaging outreach strategies. To continue providing focused outreach to vulnerable and hard-to-reach populations with education about forthcoming changes to election administration, the Department requests \$50,000 in additional funding to provide Voter Outreach Partnership grants to partner with community based organizations. The Department intends to provide trainings and ready-to-use outreach materials to grantees as well as other interested organizations on topics such as voter registration for voting options, language and accessibility resources, new voter district and precinct lines resulting from Redistricting, and general election administration. As a core part of this plan, the Department will seek partners who can provide focused outreach to individuals who are on parole and who are newly eligible to vote per Prop 17.	
GFS	RG Elections	560000	Equipment Purchase-Budget	Ongoing	\$0	\$21,700	\$21,700	\$0	\$21,700	\$21,700	In BY and BY+1, the Department is requesting the purchase of two servers to replace 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.	
GFS	RG Elections	560290	Automotive & Other Vehicles	One-Time	\$0	\$12,640	\$12,640	\$0	\$0	\$0	In BY and BY+1, the Department is requesting the purchase of two servers to replace existing servers that have reached their lifespan. These servers host business critical applications, including the Election Management System (EMS) database as well as 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.	
GFS	RG Elections	581170	GF-Risk Management Svcs (AAO)	On-Going	\$38,219	\$36,313	(\$1,906)	\$38,219	\$39,779	\$1,560	Amounts noted in these accounts reflect changes to the Department's inter-departmental services accounts. These amounts are either centrally loaded by the Mayor's Office or based on revised estimates provided by the performing departments. Of these, the most significant change is an increase to the work order for janitorial services provided by the City's Real Estate Division.	
GFS	RG Elections	581410	GF-GSA-Facilities Mgmt Svcs	On-Going	\$28,000	\$83,000	\$55,000	\$28,000	\$83,000	\$55,000		
GFS	RG Elections	581470	GF-HR-Client Svc-Recruit-Assess	On-Going	\$210,437	\$110,437	(\$100,000)	\$210,437	\$210,437	\$0		
GFS	RG Elections	581710	Is-Purch-Centrl Shop-AutoMaint	On-Going	\$7,672	\$11,262	\$3,590	\$7,672	\$11,262	\$3,590		
GFS	RG Elections	581740	Is-Purch-Centrl Shop-FuelStock	On-Going	\$7,041	\$5,168	(\$1,873)	\$7,041	\$5,168	(\$1,873)		
GFS	RG Elections	581770	GF-Parking & Traffic	On-Going	\$72,450	\$72,450	\$0	\$72,450	\$75,348	\$2,898		
GFS	RG Elections	581880	GF-Rec & Park-Gardener	On-Going	\$0	\$6,000	\$6,000	\$0	\$6,000	\$6,000		
GFS	RG Elections	581930	GF-Sheriff	On-Going	\$437,478	\$437,478	\$0	\$437,478	\$459,352	\$21,874		
GFS	Redistricting	527990	Other Professional Services	One-Time	\$175,000	\$250,000	\$75,000	-	-	-		In the last budget cycle, the Department requested \$175,000 to cover costs associated with the upcoming Redistricting Task Force. This amount was based on the funding for the previous Redistricting Task Force following the 2010 Census, adjusted for inflation. This previously budgeted request did not include funding for associated public outreach in FY2021-2022 under the assumption that the majority of this outreach work would occur in the subsequent fiscal year. However, based on information gathered recently, the Department
		581070	GF-Board of Supervisors									

BUDGET FORM 3B: Position Changes

DEPARTMENT: **REG**

Please identify proposed position changes from the FY 2021-22 and FY 2022-23 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 budget system.

Select the following criteria before running the report:

Budget Year: **2022**

Before Snapshot: **Start of Dept**

After Snapshot: **Current**

GFS Type: Do not select a value.

Select dropdown option **"Department Phase"** after report has loaded.

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.

Additionally, layoffs should be further detailed on form 3C.

Budget System Report 15.30.004 filtered on Gross Expenditures				Total BY FTE Variance: 4.72			Total BY Amount Variance: 574,182.32			Total BY+1 FTE Variance: 5.33			Total BY+1 Amount Variance: 669,984.35			Explanation of FTE and/or Amount Change
GFS Type	Account Lvl 5 Name	Class	Job Class Title	FY 2021-22			FY 2022-23			FY 2022-23			FILL IN			
				Start Dept FTE	End Dept FTE	Var Dept FTE	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept FTE	End BY+1 Dept FTE	Var BY+1 Dept FTE	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	
GFS	5010Salary	1095_C	IT Operations Support Administrator V	1	0	-1	\$144,143	\$0	(\$144,143)	1	0	-1	\$151,329	\$0	(\$151,329)	Position Substitution. The Department seeks to substitute a 1095 IT Operations Support V position, currently approved in the Annual Salary Ordinance, for a 1043 IS Engineer-Senior position 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 increase in permanent salaries: \$8,112 in FY2021-22. The reason for the substitution is the duties associated with the 1095 classification do not encompass the responsibilities the IT Manager fulfills in support of the Department of Elections and the conduct of elections in the City. The 1095 classification aligns more with positions assigned to personnel who are unit leaders, responsible for the more technical aspects of the unit's duties. The 1095 classification indicates the unit leader would be responsible for help desk support functions and oversee a team's resolutions of service requests. The Department's IT Manager is responsible for the full range of technologies, software, and infrastructure needed to support over 400 personnel in multiple locations, using various proprietary and in-house platforms and applications, while ensuring the Department's systems meet all cybersecurity requirements and while anticipating the Department's continuous need to adopt new technologies to meet the needs of the City's 500,000 voters. As the Department's lead technology and security officer, coordinating with local, state, and federal government officials, including the Department of Homeland Security, California Secretary of State's office, San Francisco Department of Technology, and county elections officials. Among other tasks, the person in this position will work to enhance cyber attack prevention capabilities and protocols for protecting election infrastructure, voting systems and other sensitive hardware, and confidential voter data; develop cybersecurity trainings and conduct security drills for elections personnel; assess, integrate, document, and implement prudent maintenance and upgrades to hardware and software used for sensitive and high volume elections-related processes. Additionally, this position requires the development of applications using several languages and support of website and online voter tools.
GFS	5010Salary	1043_C	IS Engineer-Senior	0	1	1	\$0	\$164,043	\$164,043	0	1	1	\$0	\$172,220	\$172,220	
GFS	5010Salary	AC35_C	Board/Commission Secretary 3	0.5	0	-0.5	\$67,136	\$0	(\$67,136)	0.5	0	-0.5	\$70,483	\$0	(\$70,483)	AC35 is no longer being utilized as a classification. DHR requested that AC35 be substituted with 1450.
GFS	5010Salary	1450_C	Executive Secretary I	0	0.5	0.5	\$0	\$45,640	\$45,640	0	0.5	0.5	\$0	\$47,916	\$47,916	
GFS	5010Salary	TEMPM_E	Temporary - Miscellaneous	20.98	25.70	4.72	\$2,384,989	\$2,921,752	\$536,763	20.33	25.66	5.33	\$2,384,989	\$3,010,913	\$625,924	For the June 2022 Statewide Direct Primary Election and the November 2022 Consolidated General Election, the Department plans to set up three Auxiliary Voting Centers beside the City Hall Voting Center to provide full service to voters. The Department has provided Auxiliary Voting Centers back in the November 2019 and March 2020 elections but was unable to do during the November 2020 election due to the special circumstances surrounding that election. Since the budget for the Auxiliary Voting Center has been removed from the Department's base budget, the Department is requesting to add this budget back. Auxiliary Voting Centers are functionally different from polling places in that Auxiliary Voting Centers open for a longer period of four days, including the weekend before Election Day, compared to one day for polling places; Auxiliary Voting Centers house all ballot types in all languages so voters from all precincts in the City can get their correct ballot type while polling places only provide the ballot type specific to that precinct; Auxiliary Voting Centers maintains a realtime connection to the voter database and allow voters to update certain registration information on the spot; Auxiliary Voting Centers also allows issuing of replacement vote-by-mail ballots. Auxiliary Voting Centers provides all services that a voter might need access to in terms of their voter registration and casting their ballot. The largest expenditure for these Auxiliary Voting Centers are the temporary staffing. Among the \$536,763 increase in Temporary Salaries, around \$350,000 will be used to provide staffing at these Voting Centers. During the November 2020 election, the Department for the first time offered staffed drop-off stations across the City for four days during election times. These drop-off locations allow voters to return their vote-by-mail ballots directly to the Department and has been well received by the public. The Department plans to continue this service for future elections. The Department has purchased all necessary materials for these drop-off stations during the November 2020 election so the biggest ongoing expense for these stations would be temporary staffing costs. Among the \$536,763 increase in staffing costs, around \$100,000 will be used to provide staffing at these eleven drop-off locations. The remainder of the increases in Temporary Staffing goes to internal redistricting work and annual union wage increases. The Department will be doing internal work related to the redistricting projected lead by the Redistricting Task Force to be convened by the Board of Supervisors. These internal work will require extra temporary staff to work on mapping and districting tasks. And, due to the fact that unlike Permanent Salaries which automatically scales with mandatory union wage increases, Temporary Salaries budgeting would require manual requests to meet the same mandatory union wage increases. As a result, the Department is requesting additional Temporary Staffing expenditure in BY+1 due to cover these mandatory increases. The displayed FTE difference is calculated automatically by the Budget and Performance Measure System as a response to the increase in Temporary Salaries. The Department is not proposing to hire any additional full-time permanent staff or looking to increase its total number of permanent full-time staff. The Department is looking to hire more than 100 temporary staff working from a week to three months and the system calculated it as equivalent to around 5 full-time staff.
GFS	5130Fringe	Fringe Benefits	Total Changes in Mandatory Fringe Benefits	-	-	-	\$2,040,999	\$2,080,014	\$39,015	-	-	-	\$2,058,293	\$2,104,029	\$45,736	These accounts belongs to staffing Fringe Benefits expenditure. The number provided here are automatically generated by the Budget and Performance Measure System as a response to the requested increase in Permanent Salaries and Temporary Salaries. These expenditure cover mandatory benefits that the Department has to provide to its staff, including permanent and temporary staff.

BUDGET FORM 3D: Contingency Reductions

DEPARTMENT: REG

Please identify proposed contingency expenditure and revenue changes from the FY 2021-22 and FY 2022-23 base budget at the account level.

Note: There is a required 2.5% contingency reduction in FY 2021-22 and an additional 2.5% contingency reduction in FY 2022-23. These changes should not be loaded in BPMS and should only be outlined in the below table.

Project, program, expenditure, or revenue description	FY 21-22 GF Savings	FY 21-22 # FTE impacted, if applicable	FY 22-23 GF Savings	FY 21-22 # FTE impacted, if applicable	Please briefly describe impact of this change on department
Combined mailing	\$ 50,000.00	-	\$ 50,000.00	-	The Department typically conducts multiple mailings to voters in the weeks leading up to each election, sending essential information about the upcoming election such as how to register to vote and voting options. The timing of these mailings typically corresponds with important dates and deadlines, such as the registration deadline or the deadline to request a vote-by-mail ballot. As a contingency to reduce mailing costs, the Department could combine some of these mailings. Although the recipients would still receive all notifications under this plan, they would receive fewer contacts and it is therefore more likely that some messages would be missed.
VIP non-certified translation	\$ 35,000.00	-	\$ 35,000.00	-	The Department utilizes the services of a certified translation vendor to provide Chinese, Spanish, and Filipino translations of the content printed in the Voter Information Pamphlet and to provide graphic design work, such as typesetting and illustrations. Although the Department is required by law to continue utilizing a certified translation vendor to provide translations of legal text, as a contingency, the Department could transition some of the other content development, such as the non-election specific "common pages" and graphic design work of the Voter Information Pamphlet (VIP) to its bilingual employees. Given that Department staff currently review all vendor VIP work, adopting this plan would mean that fewer people would review VIP content before it is printed and mailed to voters in each election.
VBM processing equipment on call support	\$ 30,000.00	-	\$ 30,000.00	-	To provide support for the processing of ballots during each election cycle, the Department arranges for vendors to provide nightly, on-call support to assist any Department staff who encounter processing equipment issues during non-business hours. Without this nightly support, the Department would still be able to fulfil all processing duties, but the potential for processing delays would increase during non-business hours. To mitigate this issue, the Department could partially reduce its on-call night support.
Reduced cost with poll worker manuals	\$ 30,000.00		\$ 30,000.00		As part of its Poll Worker Training program, the Department typically prints and distributes poll worker manuals to all clerks and inspectors. Poll workers can review, jot down notes on, and bring these hard copies to their polling places on Election Day. As a contingency to reduce the costs associated with printing poll worker manuals, the Department could instead disseminate digital copies of the procedures to all poll workers, and provide physical copies only by request. The Department would continue to stock all polling places with one copy of the paper manual, so that all polling places have access to these procedures on Election Day.
Utilizing vehicles from other City agencies	\$ 20,000.00	-	\$ 20,000.00	-	The Department will seek to expand the use of City vehicles from other City agencies, including from the Sheriff's Department, to reduce the usage of rental vehicles. This could lead to delays in completing field work at in-person voting sites due to truncated vehicle rental schedule.
Emergency Supply Kit replenishment	\$ 4,000.00		\$ 4,000.00		The Department maintains its own stock of emergency supply kits (non-COVID-19 related) and provides them in each divisional office area. These kits are replenished on an ongoing basis to ensure adequate supplies. Although the Department depleted some of this stock and would like to replenish it, the Department could instead rely on its existing stock as a contingency. Although this would have some minor impacts on the Department's emergency response planning, it would not likely introduce any major risks.

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

DEPARTMENT: REG

Departments that are making General Fund equipment requests should complete this form.
 Do not load General Fund equipment requests in the budget system - they will be loaded centrally in Mayor phase.
 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 in the tables below.

Equipment Numbers: First two characters are two-letter code for department, next two are second half of fiscal year (i.e. 22), last to are sequencing numbers (i.e. 01, 02)

Fiscal Year (dropdown)	Equipment Description	Justification of Need	Project ID	Project Title	Equipment Number	New / Replace (dropdown)	Number of Units	Cost Per Unit	Total Cost w/ Tax (auto-fill)
BY	Dell Power Edge Rack Server	The Department is requesting the purchase of two servers to replace 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.	10026787	RG Elections	RG2201	Replace	2.00	10,000	21,700
BY+1	Dell Power Edge Rack Server	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	RG2301	Replace	2.00	10,000	21,700

BUDGET FORM 4B: Fleet
DEPARTMENT: REG

All departments requesting to purchase new or replacement vehicles must fill out this form, whether requesting General Fund support or not.
Requests will be reviewed by Fleet Management and MBO.

Equipment Numbers: First two characters are two-letter code for department, next two are second half of fiscal year (i.e. 22), last two are sequencing numbers (i.e. 01, 02)

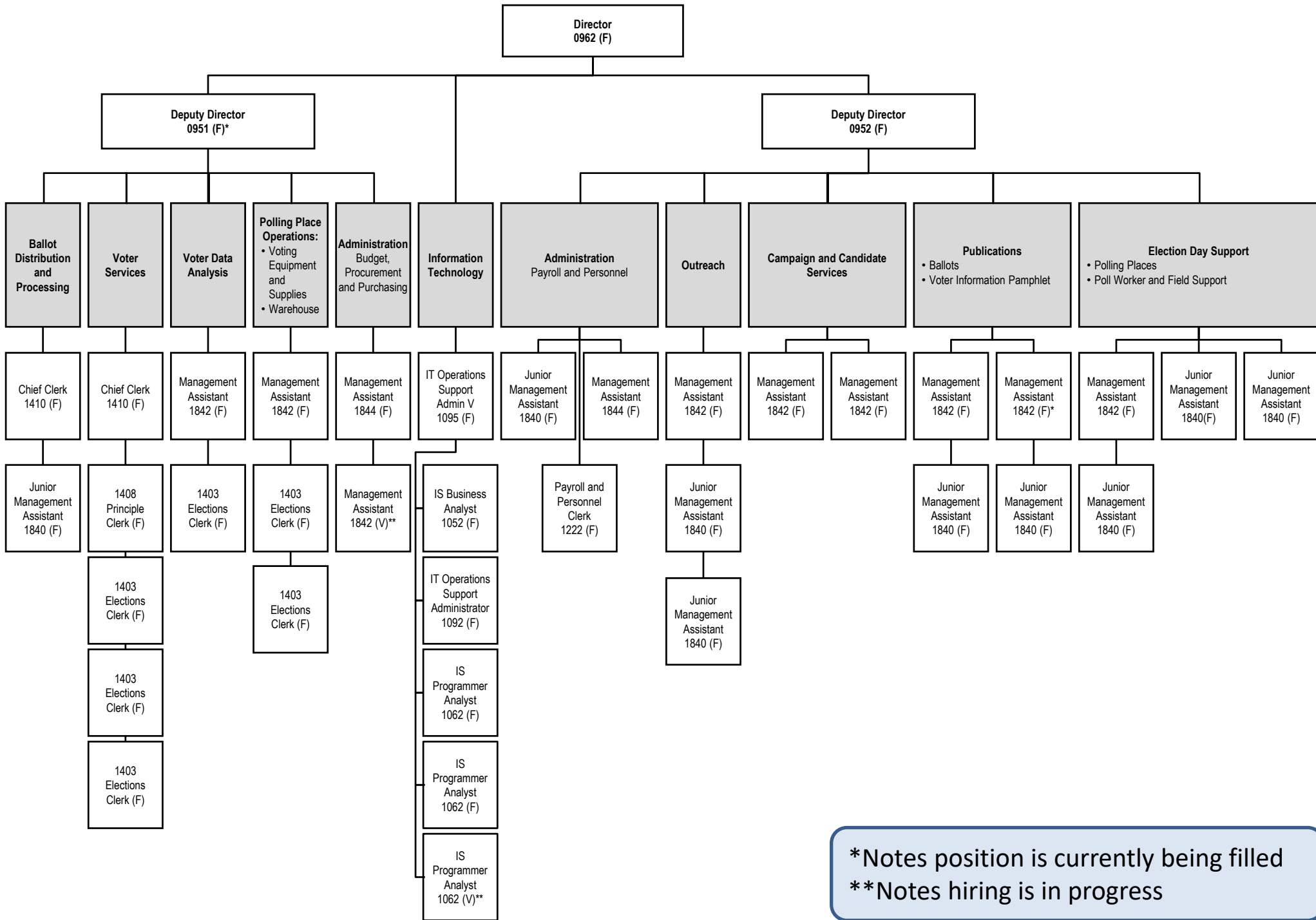
NOTE: The Office of Contract Administration, Purchasing Division, is currently in the process of making a new vehicle purchase term contract available for departments. As of December 29, 2020, TC72503, for pickup trucks, SUVs, and vans, a new contract award & execution is expected by early January 2021.

Term Contract Prices are provided by Fleet Management and will be updated in January for select vehicles. Please contact Keigo Yoshida to confirm pricing.

Dept Point of Contact (Last Name, First Name)	Source of Funds (dropdown)	Requesting Department (dropdown)	Department Prefix (dropdown)	Division/Program (if applicable)	Fiscal Year (dropdown)	Equipment Number (See note above)	Vehicle Type (dropdown)	New Vehicle Specifications					Justification of Need	Term Contract Information			Cost Information			Replacement Vehicle Information							
								Brief description of Vehicle Type if "Other"	Fuel Type (dropdown)	Special Requirements Comments	If purchasing a sedan that is not battery electric, provide justification	Number of Units Please create multiple rows if requesting multiple units.		Purchasing from Term Contract? (dropdown)	If purchasing from a Term Contract, which contract and spec #? (dropdown)	If NOT purchasing from a Term Contract, provide a description of the required vehicle, including make and model	Total Base Cost per Unit (TC prices are auto-filled, but please overwrite if not purchasing from TC)	Estimated Supplemental Costs per Unit (e.g. additional vehicle options, outfitting, charging infrastructure if purchasing EV, freight if not purchasing from term contracts, etc.)	Brief description of estimated supplemental cost	Estimated Total Cost based on base cost, supplemental cost, number of units and tax (formula)	VEHICLE TO BE REPLACED - Asset # (number decaled on vehicle's doors)	VEHICLE TO BE REPLACED License Plate #	VEHICLE TO BE REPLACED Model Year	VEHICLE TO BE REPLACED Make and Model	VEHICLE TO BE REPLACED Current Mileage / Hours		
Zhu, Fisher	Dept Operating Budget	REG	RG	Warehouse	BY	RG2202	Construction Equipment	Floor sweeper	Battery Electric				1	The Department is requesting the purchase of one battery-powered electric floor sweeper to be primarily used at the Department's warehouse and storage facility at Pier 31. Due to the accumulation of dust and debris at Pier 31 from environmental factors, the facility's floor must be regularly cleaned. The purchase of one floor sweeper, which would be operated by Department staff, is expected to offset the costs of contracting professional cleaning services for the duration of the equipment's lifespan.	No		Global Industrial Auto Ride-On Sweeper WG641327	\$ 11,390.00	260	Freight	\$ 12,640.14						



Organizational Chart



*Notes position is currently being filled
**Notes hiring is in progress

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

Department: Elections
Contract: Assembly and mailing of vote-by-mail ballot packets for the November 2022 election

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 Packets Prop J contract for FY 2021-22 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 Packets Prop J contract for FY 2022-23.

As shown in the Prop J Summary, the City stands to save an estimated \$1,968,139 by contracting 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 service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;

No impact.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:

The Department performs a cost analysis that compares the contracted 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 contractor's current labor agreements for employees providing the services covered by the contract:

0.66 per Assembled Packet - 5 Cards

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);

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 contract 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 employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)

Unknown.

Name and job title of the person completing this questionnaire:

Fisher Zhu, Manager of Budget, Procurement, and Purchasing

Form will autopopulate

Note: All departments, including AIR, PRT and PUC, should complete Prop J Analyses for FY 21/22
SFMTA's Prop Js were approved for two years during last year's budget process
and do not need to be resubmitted unless there are changes

PROP J ANALYSIS SUMMARY

Elections
Assembly and mailing of vote-by-mail ballot packets for the November 2022 election

FISCAL YEAR 2021-22

City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>	
Total Annual Salary	\$	1,239,311	\$	1,487,768
Total Other Pay	\$	-	\$	-
Total Fringe Benefits	\$	792,791	\$	878,955
Additional City Costs	\$	-	\$	-
	\$	2,032,102	\$	2,366,724

City cost if services are contracted out

Contract Cost	\$	325,304	\$	383,394
City Contract Monitoring	\$	12,904	\$	15,191
	\$	338,208	\$	398,585

City Savings from Contracting Out,				
Savings/(Cost)	\$	1,693,893	\$	1,968,139
		83%		83%

Please Fill Out Blue Shaded Areas Only.

FISCAL YEAR 2021-22

Contract Cost Details

	Low	High
Estimated Contract Cost	\$ 325,304.00	\$ 383,394.00
Estimated Monitoring Cost	\$ 12,904.44	\$ 15,190.80

Contract Cost Calculation:

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
1 Main Extract Assemble and Mailing	580900	Low end estimate assumes 4 ballot cards will be used for November 2020 election; high end estimate assumes 5 ballot cards will be used.	\$ 325,304.00	\$ 383,394.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
TOTAL CONTRACT COST			\$ 325,304.00	\$ 383,394.00

1. List all assumptions made in calculating contract cost.

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 713,087 vote-by-mail ballot packets to be assembled and mailed.
- 2) Each ballot packet is estimated to contain 5 ballot cards. Low estimates assumed 4 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?

2020 December

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

N/A

Contract Monitoring Costs:

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

Salary:

Job Class	Job Class Title	# of FTEs <i>(can be partial; e.g. a half time employee would be 0.5 FTE)</i>	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	3,340	4,010	\$ 8,718	\$ 10,466	\$ 41,861	\$ 47,246	\$ 4,186	\$ 4,725	\$ 12,904	\$ 15,191
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT MONITORING COST					\$ 8,718	\$ 10,466	\$ 41,861	\$ 47,246	\$ 4,186	\$ 4,725	\$ 12,904	\$ 15,191