

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: _____

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal. (Generate from BFM Budget Submission Report)
 - Proposed GF target reductions**
 - Department Budget Summary:** Completed "Form 1B: Department Budget Summary." (Generate from BFM Budget Submission Report)
 - Contingency:** Completed "Form 1C: Contingency."
- Revenue Report:** Completed "Form 2A: Revenue Report." (Generate from BFM Budget Submission Report)
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes." (Generate from BFM Budget Submission Report)
- 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." (Generate from BFM Budget Submission Report)
- Equipment & Fleet Requests:** Completed "Form 4A: Equipment Request" and "Form 4B: Fleet Request." (Generate from BFM Budget Submission Report)
- 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 Proposition J projects.
- Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing I
- 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
- 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
- Other Requests:** Submitted requests for the following item:
 - COIT (through a separate form)
 - Capital - CPC funded capital requests are made through BFM by 1/19/24

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: _____

Signature:  _____

BUDGET FORM 1A: Summary of Major Changes

FY 2024-25 and FY 2025-26

DEPARTMENT: REG Elections

	Major Changes	Department Response to Major Changes
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.	Please refer to page 12 of the Department of Elections’ Memorandum regarding its Budget Proposals: Fiscal Years 2024-25 and 2025-26 that accompanies the Budget Forms.
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.	As detailed on Form 3A, these include reductions in expenditures for data processing equipment, materials and supplies, professional services, security, and vehicle rentals. Although the Department was able to identify savings in several accounts, it must be emphasized that the costs of conducting elections have not decreased; both fixed and variable costs are expected to continue to increase in the near term due to factors outside of the Department’s control, such as inflation and rising wages. In developing its budget proposals for FY 2024-25 and FY 2025-26, the Department made a concerted effort to strike a careful balance between supporting the City in its efforts to close a large projected budget shortfall and continuing to meet its mission. This mission is to provide equitable access to voting and election-related services to San Franciscans and to conduct free, fair, and functional elections. Given the magnitude of the projected budget deficit, the Department recognizes the need to implement cost-saving strategies and efficiencies whenever possible, but must, above all else, preserve the vital election services and programs all San Francisco voters are entitled to by law. These proposals thus reflect the Department’s ongoing dedication to maintaining robust voter outreach and education programs as well as the provision of multilingual and barrier-free voter programs and services, all in the context of maximally cost-efficient and well-organized operations.
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.	The Department does not propose any changes to the position classification structure approved under last year’s Annual Salary Ordinance. The \$235,048 decrease in salary and fringe expenditures shown in FY 2025-26 is due mainly to the Department’s needing to hire fewer seasonal employees to assist with the June 2, 2026 election as compared to the November 5, 2024 election. This decrease in temporary staffing is mainly reflective of the type of the election scheduled and the historical workload in similar past elections. There is also a \$88,422 decrease in overtime expenditures in FY 2025-26. Because, in every election cycle, overtime costs strongly correlate with staffing levels, the projected decreases in temporary staffing strongly suggest overtime costs will also decrease.
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.	While the Department proposes both a \$280,658 decrease in its expenditures in FY 2024-25 and a parallel \$555,728 decrease in FY 2025-26, neither of those proposed decreases reflects a plan to cut any key election programs or services critical to fulfilling the Department’s mission and legally-mandated responsibilities. Per the Mayor’s directive, the Department has not proposed any new initiatives in this budget cycle, and has instead prioritized identifying areas where efficiencies and funding reductions can be found while maintaining current levels of service. For more information on this topic, please refer to the enclosed memo.
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.	The Department’s projected revenue and revenue recoveries total \$1,038,909 for FY 2024-25 and \$197,248 for FY 2025-26; these totals reflect revenues the Department expects to receive from the following sources: 1. Candidate Filing and Paid Ballot Argument Fee Collections. A combination of state and local law prescribe collection procedures and fee amounts for candidate filing and submission of paid ballot argument fees. In estimating revenues for elections in FY 2024-25 and FY 2025-26, 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. 2. District and Agency Elections Revenue Recoveries. Per state law, the Department may conduct district and agency elections and recoup the costs associated with administering such elections. The Department expects to realize such revenue recoveries from conducting two agency elections in both FY 2024-25 and FY 2025-26, namely the San Francisco Retirement Board Elections and the Retiree Health Care Trust Fund Board Elections. 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) will consolidate their elections with the November 2, 2026 General Election.

	Major Changes	Department Response to Major Changes
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?	The Department is not seeking to submit any legislation with the budget.
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.	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 November 2024 election in its FY 2024-25 budget proposal. The Department is not proposing to outsource any other work done by City workers.
Transfer of Function	Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	The Department is not requesting any Transfer of Functions of positions between departments.
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 is the request being made?	The Department is not requesting any Interim Exceptions.
Budget Equity	How has the department considered equity in its budget proposal?	<p>Prioritizing equity in the provision of election services and programs is the key part of the Department's mission that reads, "To provide equitable access to voting and election-related services and to conduct free, fair, and functional elections in the City and County of San Francisco." Consequently, and in the spirit of "equity begins at home," the Department's budget proposals incorporate on-going funding to support many internal programs which promote equity in hiring and onboarding practices and the recruitment of poll workers, including, e.g., the provision of bonuses to bilingual poll workers who can serve voters in multiple languages.</p> <p>These budget proposals also reflect the Department's commitment to equity in terms of how funding for its externally facing programs has been balanced. That is, some funding requests are allocated specifically to notification, registration, or voting programs designed with the goals of informing and assisting members of the City's vulnerable communities and those who have been statistically less engaged with elections processes. The first step in developing most of these equity-based programs is to analyze registration and voting turnout statistics on a neighborhood-by-neighborhood and community-by-community basis. With this data in mind, the Department can then allocate more resources to certain neighborhoods and communities.</p> <p>Over the next couple of fiscal years, and as part of its ongoing commitment to voting equity, the Department plans to continue to provide robust, multilingual, multi-format outreach and services to all of the following City populations and communities: residents of lower-turnout and lower-registration neighborhoods, residents of hospitals or other healthcare facilities, residents experiencing housing insecurity or homelessness, residents involved with criminal justice system, including those serving jail sentences, and residents whose primary or only language is not English. The Department's proposed budgets also include funding to support the continuation of San Francisco's election outreach grant program, which serves as a critical link between the Department's services and residents who may be less engaged with or aware of elections processes.</p>

BUDGET FORM 1B: Department Budget Summary

FY 2024-25 and FY 2025-26

DEPARTMENT: REG Elections

GFS Details

Account Lvl 2	Account Lvl 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
EXPENDITURE	SALARIES	8,258,836	8,258,836	0	8,442,071	8,144,355	-297,716
	MAND_FRING_BEN	1,933,911	1,933,911	0	1,989,801	1,964,047	-25,754
	NON_PERS_SVCS	13,514,621	13,293,326	-221,295	11,248,212	11,025,317	-222,895
	CITY_GR_PROG	200,000	200,000	0	100,000	100,000	0
	MTL_SUPP	374,788	315,425	-59,363	374,788	365,425	-9,363
	CAP_OUTLAY	21,726	21,726	0	0	0	0
	SVCS_OTHER_DEPTS	2,042,419	2,043,008	589	2,042,419	2,043,617	1,198
EXPENDITURE		26,346,301	26,066,232	-280,069	24,197,291	23,642,761	-554,530
GFS	General Fund Support	25,607,392	24,957,323	-650,069	23,958,000	23,515,513	-442,487
Account Lvl 2	Account Lvl 3	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base
REVENUE	CHGS_FOR_SERVICES	598,909	898,909	300,000	99,291	57,248	-42,043
	EXP_RECOVERY	140,000	210,000	70,000	140,000	70,000	-70,000
REVENUE		738,909	1,108,909	370,000	239,291	127,248	-112,043
GFS	General Fund Support	25,607,392	24,957,323	-650,069	23,958,000	23,515,513	-442,487

GFS Target Status

FY 2024-25 Reduction Targets	FY 2024-25 Baseline Target	FY 2024-25 Dept Submission	FY 2024-25 Amt Over (Under) Target	FY 2025-26 Reduction Targets	FY 2025-26 Baseline Target	FY 2025-26 Dept Submission	FY 2025-26 Amt Over (Under) Target
(680,000)	24,927,392	24,957,323	29,931	(680,000)	23,278,000	23,515,513	237,513
			Target Not Met				Target Not Met

NGFS - Self Supporting

BUDGET FORM 1C: Contingency

FY 2024-25 and FY 2025-26

DEPARTMENT: REG Elections

General Fund departments must also propose additional ongoing contingency reductions. Departments are not expected to load the contingency target. Please describe the proposal(s) below.

Description	FY 2024-25 \$ Savings	FY 2025-26 \$Savings
522020 - Training Costs Paid To Vendors (one-time) This reduction may lead to reduced opportunities for Department staff to attend workshops dedicated to professional development, personal well-being, inclusion and bias prevention.		\$ 50,000
Total	-	\$ 50,000

BUDGET FORM 2A: Revenue Report

DEPARTMENT: REG Elections

																				Total BY Revenue Change		370,000		Total BY1 Revenue		-112,043		Budget Justification	
GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	TRIO	Agency Use	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base	Revenue Description and Explanation of Change			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	4600C4Svcs	460136	County Candidate Filing Fee			107,499	107,499	0	57,881	15,838	-42,043	State and local laws prescribe the collection procedures and amounts for candidate filing fees. In BY, the Department will conduct the November 5, 2024 Consolidated General Election, and in BY+1, will conduct the June 2, 2026 Statewide Primary Election. To estimate fee collection for these elections, the Department considers historical filing data in similar past elections, as well as the impact of Proposition H, passed in 2022, that moved local contests to presidential election years. Because the Department expects to collect less revenue from candidate filing fees for the June 2026 election compared to the November 2024 election, the budget proposals reflect a reduction in this account in BY+1.			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	4600C4Svcs	469999	Other Operating Revenue			450,000	750,000	300,000	0	0	0	Per state law, the Department may conduct district and agency elections and seek reimbursement to recoup the costs associated with administering such elections. The Department anticipates to collect \$750,000 in revenue recoveries in BY, when the San Francisco Unified School District, Community College District, and Bay Area Rapid Transit District consolidate their elections with the November 5, 2024 Consolidated General Election. This projected revenue commensurate the costs of conducting these elections. There are no district or agency elections 0 scheduled in BY+1.			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	4860ExpRec	486410	Exp Rec Fr Hss (AAO)			0	70,000	70,000	0	0	0	0	HSS will be conducting a HSS board election for one HSS board commissioner, whose term is expiring in FY24-25.		
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	4860ExpRec	486620	Exp Rec Fr Retre Hlth Trst Brd			70,000	70,000	0	70,000	0	-70,000				

Budget Form 2C: Fee Cost Recovery

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

DEPARTMENT:

Fee Name: Fee XYZ

Department Providing Service:
 Fee Administrator:
 Code Authorization/
 Proposed Fee Ordinance/File No:

Department ABC
Jane Smart
Admin Code Section X.X

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	
XXXXXXXXX	
XXXXX	
XXXXXX	

Proposed Fee (FY 2025-26):
 Proposed Fee (FY 2024-25):
 Current Fee (FY 2023-24):

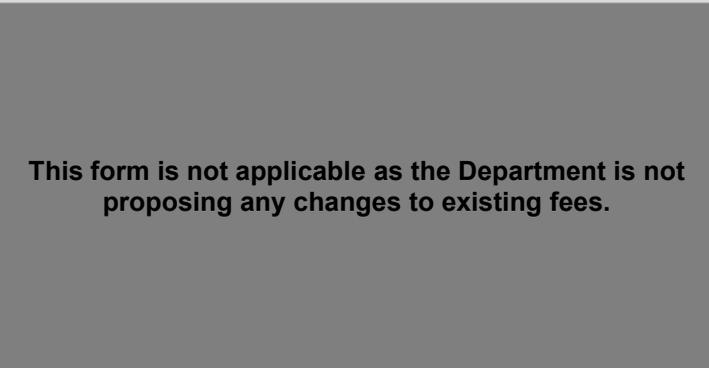
\$ 44.00	(1)
\$ 42.00	(2)
\$ 40.00	(3)

Fee Status (New/Modified):
 Fee Status (New/Modified):

New
 New

Detailed Service Description:

Please provide description of service



Proposed Fee (FY 2025-26):
 Proposed Fee (FY 2024-25):
 Current Fee (FY 2023-24):

Proposed Fee:	\$ 2.00
FY 2023-24 Fee:	4.76%
Current Fee:	\$ 2.00
Current Fee:	5.00%

Fee Prior to Current:
 Current Fee Increase/Decrease from Prior Fee:

2010-11
 5.26%

ESTIMATED REVENUE DERIVED FROM SERVICE		ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 24-25, BELOW	
		FY 2024-25	
A	Quantity Estimated (# of Units of Service Provided)	Estimated Cost	% of Total
		of 2024-25 Salary & MFB)	\$ 313,702 59.25%
		5 of FY 2024-25 Salary & MFB)	\$ 104,567 19.75%
			\$ 15,000 2.83%
			\$ - 0.00%
			\$ - 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 2024-25 Revenue Budgeted (A x B) \$ 210,000	F	FY 2024-25 Direct & Indirect Costs \$ 529,471 100.00%
G	FY 2024-25 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 2024-25 Estimated Revenue [(2) x A]:		\$ 210,000.00
K	FY 2023-24 Estimated Revenue [(3) x A]:		\$ 200,000.00
L	FY 2024-25 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 25-26, BELOW	
		FY 2025-26	
A	Quantity Estimated (# of Units of Service Provided)	Estimated Cost	% of Total
	5,000	D Direct Costs	
		Productive Labor & Benefits (0.75 of 2025-26 Salary & MFB)	\$ - #DIV/0!
		Leave & Non-Productive Time (0.25 of FY 2025-26 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 2025-26 Revenue Budgeted (A x B) \$ 220,000	F	FY 2025-26 Direct & Indirect Costs \$ - #DIV/0!
G	FY 2025-26 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 2025-26 Estimated Revenue [(1) x A]:		\$ 220,000.00
K	FY 2024-25 Estimated Revenue [(2) x A]:		\$ 210,000.00
L	FY 2025-26 Estimated Revenue Increase/Decrease Based on Proposed Fee [J - K]:		\$ 10,000.00

BUDGET FORM 3A: Expenditure Change

DEPARTMENT: REG Elections

																	Total BY Expenditure		-280,069		Total BY1 Expenditure		-554,530					
GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	Equipment #	TRIO	Agency Use	FY 2024-25 Base	FY 2024-25 Department	FY 2024-25 Dept - Base	FY 2025-26 Base	FY 2025-26 Department	FY 2025-26 Dept - Base	Explanation of Change	
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5010Salary	505010	Temp Misc Regular Salaries				3,216,330	3,216,330	0	3,216,330	2,999,996	-216,334	See Form 3B	
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5010Salary	511010	Overtime - Scheduled Misc				981,382	981,382	0	981,382	900,000	-81,382	See Form 3B	
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	514010	Social Security (OASDI & HI)				501,583	501,583	0	513,551	495,092	-18,459	See Form 3B	
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	514020	Social Sec-Medicare(HI Only)				118,991	118,991	0	121,619	117,302	-4,317	See Form 3B	
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	515020	Retiree Health-Match-Prop B				58,673	58,673	0	59,969	57,840	-2,129	See Form 3B	
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	515030	RetireeHlthCare-CityMatchPropC				23,398	23,398	0	23,908	23,059	-849	See Form 3B	
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5210NPSvcs	527990	Other Professional Services				3,085,100	2,900,000	-185,100	3,085,100	2,900,000	-185,100	This reduction to professional services funding reflects new savings in the production of official election materials. More specifically, the Department is leveraging the skills and experience of its own personnel to complete some services that were previously contracted out (i.e., translation, production of the digital Voter Information Pamphlet).	
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5210NPSvcs	528110	Security				27,000	20,000	-7,000	27,000	20,000	-7,000	This reduction in security costs results in part from the minimization of the number of school sites utilized as polling places relative to other types of facilities used for in-person voting, which tend to have lower security requirements. It also results in part from a better coordination of schedules for security at these sites with the schedule of tasks that require security (e.g., protecting vehicles after voted ballots have been collected and loaded).	
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5210NPSvcs	531210	Vehicle Rental				250,795	220,000	-30,795	250,795	220,000	-30,795	This reduction will result from an adjustment to timelines for completing certain tasks that involve rental vehicles. (Rental is necessary because, although the Department has access to a small fleet of City-owned vehicles year-round, it must augment this fleet in the weeks surrounding election day to carry out various necessary tasks, such as deploying field personnel to provide support to 501 polling places, and collecting ballots from drop boxes.) For example, to reduce the costs associated with the rental of box trucks, the Department will consolidate deliveries of large items from its warehouse into as few deliveries as possible.	
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5210NPSvcs	554610	Revolving Fund Activities				0	100	100	0	0	0	0	The Department plans to create a revolving fund for dispensing change during the collection of service charges.
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5400Mat&Su	549250	Minor Data Processing Equipmnt				90,000	40,000	-50,000	90,000	90,000	0	The one-time decrease in this account reflects reductions in previously anticipated purchases of laptops and related equipment, e.g., keyboards, mice, and monitors. Most of these reductions were made possible due to reversions to in-person office work. The Department will continue to make a concerted effort to use existing hardware for its full lifespan before replacing equipment, in order to maximize this type of return on investment.	
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5400Mat&Su	549500	Office Supply-Citywide Contrac				52,363	43,000	-9,363	52,363	43,000	-9,363	The ongoing decreases in this account reflect reductions in the purchase of our general office supplies (e.g., printer paper, toner, banker boxes, etc.). The Department created these various efficiencies by reusing existing supplies where possible instead of replacing them, and by encouraging staff to be resourceful and "green" in their activities.	
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	58100thDep	581067	Sr-DPW-Building Repair				12,875	13,326	451	12,875	13,792	917	The Department also anticipates reducing purchases of sanitation supplies and personal protective equipment (e.g., masks, face shields, gloves, thermometers).	
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	58100thDep	581068	Sr-DPW-Street Cleaning				3,939	4,077	138	3,939	4,220	281	Although the Department continues to make such items readily available to staff by request, the number of these requests has been steadily decreasing over the last year.	
GFS	REG	246641	REG Elections-Commission	246641	REG Elections-Commission	246641	REG Elections-Commission	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5210NPSvcs	527990	Other Professional Services				0	1,500	1,500	0	0	0	0	This increase is due to the request of the Elections Commission. The Elections Commission is seeking to digitize its paper records by utilizing services of GSL Data Solutions.

BUDGET FORM 3B: Position Change

DEPARTMENT: REG Elections

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority Title	Account Lvl 5	Agency Use	Job Class	Job Title	Status	Action	Position	Total BY FTE Change			Total BY Amount Change			Total BY1 FTE Change			Total BY1 Amount Change			Explanation of Change					
																					FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY		FY	FY	FY	FY	FY
																					2024-25 Base	2024-25 Dept - FTE	2024-25 Dept - Base	2024-25 Base Amount	2024-25 Dept - Amount	2024-25 Dept - Base	2025-26 Base	2025-26 Dept - FTE	2025-26 Dept - Base	2025-26 Base	2025-26 Dept - Amount	2025-26 Dept - Base		2025-26 Base	2025-26 Dept - Amount	2025-26 Dept - Base	2025-26 Base	2025-26 Dept - Amount
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5010Salary	OVERM_E	Overtime - Miscellaneous	S	H	NEWP731270	0	0	0	0	0	0	0	0	-81,382	-81,382								
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	OVERM_E	Overtime - Miscellaneous	S	H	NEWP731270	0	0	0	0	0	0	0	0	-7,040	-7,040								
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5010Salary	TEMPM_E	Temporary - Miscellaneous	S	H	NEWP418826	0	0	0	0	0	0	-1.67	-1.67	0	-216,334	-216,334		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 200-300 seasonal staff for a period of 1-3 months for each of the scheduled elections in BY and BY+1. Decreases in temporary staffing in BY+1 compared to BY reflect the types of elections being held and the historical workload in similar past elections. The Department anticipates requiring fewer staffing resources for the June 2, 2026 election compared to the November 5, 2024 election, due to the anticipated differences in ballot length, page count of the Voter Information Pamphlet, and participation rates for these elections.					
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	TEMPM_E	Temporary - Miscellaneous	S	H	NEWP418826	0	0	0	0	0	0	0	0	-18,714	-18,714								

BUDGET FORM 4A: New General Fund Equipment Request - 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.

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	Rollover Total Cost
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	N	2	10,863	21,726
2025	Forklift - Battery Powered	The Department will need to upgrade its current propane powered forklift to an electric forklift. This forklift is to be used at the Department's warehouse, currently leased by the Port of San Francisco at Pier 31.	10026787	RG Elections	REG25003	REPLACE	2	75,000	150,000	Y	0	0	0
2026	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	REG26001	REPLACE	2	10,863	21,726	Y	0	0	0

BUDGET FORM 4B: Fleet

DEPARTMENT REG _____

Note:

All departments requesting to purchase new or replacement vehicles must fill out this form, whether requesting Gene 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. Please contact Camilla 1

Point of Contact	Source of Funds	Dept	Fiscal Year	Equipment#	Vehicle Type	New Vehicle Specifications				Justification of Need	Term Contract Information			Cost Information		Replacement Vehicle Information				
						Brief description of Vehicle Type if "Other"	Fuel Type	Special Requirements Comments	If purchasing a sedan that is not battery electric, provide justification		# of Unit default to 1. Please create multiple equipment number entries if requesting multiple units.	Purchasing from Term Contract?	If purchasing from a Term Contract, which contract and spec #?	If NOT purchasing from a Term Contract, provide a description of the required vehicle, including make and model	Base Cost per Unit	Description of Supplemental Cost	Supplemental Cost per Unit (e.g. additional vehicle options, outfitting, charging infrastructure if purchasing EV, freight if not purchasing from term contracts, etc.)	Estimated per unit cost (base cost, supplemental cost, # of units and 8.63% tax)	Vehicle to be replaced - Asset#	Vehicle to be replaced - Licence Plate#

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

Prop J Summary FY25

Note: All departments should complete Prop J Analyses for FY 24/25
 Fixed departments AIR, PRT, MTA, and PUC should also complete Prop J Analysis for FY 25-26.

PROP J ANALYSIS SUMMARY

REG Elections
 Assembly and mailing of vote-by-mail ballot packets for FY25

FISCAL YEAR 2024-25

City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>
Total Annual Salary	\$ 1,769,992	\$	2,150,398
Total Other Pay	\$ -	\$	-
Total Fringe Benefits	\$ 989,697	\$	1,094,287
Additional City Costs	\$ -	\$	-
	\$ 2,759,689	\$	3,244,685

City cost if services are contracted out

Contract Cost	\$ 537,600	\$	733,600
City Contract Monitoring	\$ 14,841	\$	17,675
	\$ 552,441	\$	751,275

City Savings from Contracting Out, Savings/(Cost)	\$ 2,207,247	\$	2,493,410
	80%		77%

Prop J CITY est Cost Temp FY25

REG
 080-Department of Elections
 Insert name of the contract's main purpose here
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2024-25

PPE FY25 26.0

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost		
			Low	High	Low	High	
Junior Clerk	1402	31.0	\$ 2,173	2,640	\$ 1,751,438	\$ 2,127,840	
Senior Management Assistant	1844	0.1	\$ 4,035	4,905	\$ 10,491.00	\$ 12,753.00	
Junior Management Assistant	1840	0.1	\$ 3,101	3,771	\$ 8,062.60	\$ 9,804.60	
0	0.00		\$ -	0	\$ -	\$ -	
0	0.00		\$ -		\$ -	\$ -	
0	0.00		\$ -		\$ -	\$ -	
0	0.00		\$ -		\$ -	\$ -	
0	0.00		\$ -		\$ -	\$ -	
0	0.00		\$ -		\$ -	\$ -	
0	0.00		\$ -		\$ -	\$ -	
Holiday Pay (if applicable)	n/a	n/a					
Night / Shift Differential (if applicable)	n/a	n/a					
Overtime Pay (if applicable)	n/a	n/a					
Other Pay (if applicable)	n/a	n/a					
Total FTE			31.2				
					Total Salary Costs-->	\$ 1,769,991.60	\$ 2,150,397.60
					Total of Other Compensation-->	\$ -	\$ -

FRINGE BENEFITS

Job Class	\$ Amount	Low	High
Benefits per FTE--Job Class #:	1402	\$35,005	
Benefits per FTE--Job Class #:	1844	\$49,219	
Benefits per FTE--Job Class #:	1840	\$42,101	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Total Fringe Benefits		\$ 989,697.08	\$ 1,094,287.01

ADDITIONAL CITY COSTS

Insert all additional costs, with a description, that the City would incur if providing the service. May include capital costs, materials & supplies, uniforms, technology, as is comparable to the contract components.	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
Total Capital & Operating	\$ -	\$ -

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 2,759,688.68	\$ 3,244,684.61
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 552,441.44	\$ 751,274.90
ESTIMATED SAVINGS	\$ 2,207,247	\$ 2,493,410
% of Savings to City Cost	80%	77%

Comments/Assumptions:
 1. FY 0708 would be/was the first year these services are/were contracted out.
 2. Salary levels reflect proposed salary rates effective January 9, 2024. Costs are represented as annual 12 month costs.
 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term
 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

Salary and Benefits for Each Job Class from BFM Reporting FTE Cost Report

Complete this with the cost of 1.0 FTE; the actual FTE needs will be calculated in the Personnel and Fringe Benefit costs.

Year (BY, aka FY 24/25)	Job Class Number	Job Class Title	FTE	5010 Salary	5130 Benefits	Total Sal & Ben
BY	1402	Junior Clerk	1.00	\$ 69,786	\$ 35,005	\$ 104,791
BY	1844	Senior Management Assistant	1.00	\$129,659	\$ 49,219	\$ 178,878
BY	1840	Junior Management Assistant	1.00	\$ 99,682	\$ 42,101	\$ 141,783
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -

Contract Cost Details

	Low	High
Estimated Contract Cost	\$ 537,600.00	\$ 733,600.00
Estimated Monitoring Cost	\$ 14,841.44	\$ 17,674.90

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.

	Number of Units	Notes	Total Cost - low end est	Total Cost - high end est
1	560,000	Low end estimate assumes 6 ballots cards will be used for November 2024 election; high end estimate assumes 8 ballot cards will be used.	\$537,600.00	\$733,600.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
TOTAL CONTRACT COST			\$ 537,600.00	\$ 733,600.00

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 560,000 Vote-By-Mail ballot packets to be assembled and mailed.
- 2) Each ballot packet is estimated to contain 8 ballot cards. Low estimates assumed 6 ballot cards will be used. The number of ballot cards that will be used depends on various factors including, but not limited to the 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?

December 2023

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
1844	Senior Management Assistant	0.1	\$4,035	\$4,905	\$ 10,491	\$ 12,753	\$ 43,504	\$ 49,219	\$ 4,350	\$ 4,922	\$ 14,841	\$ 17,675
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT MONITORING COST					\$ 10,491	\$ 12,753	\$ 43,504	\$ 49,219	\$ 4,350	\$ 4,922	\$ 14,841	\$ 17,675

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

Prop J Description FY25

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

Department: REG Elections

Contract: Assembly and mailing of vote-by-mail ballot packets for FY25

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 2023-24 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 2024-25. As shown in the Prop J Summary, the City stands to save up to an estimated \$2,493,410 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 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 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 contractor's current labor agreements for employees providing the services covered by the contract:

\$1.31 per Assembled Packet - 8 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 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 employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)

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

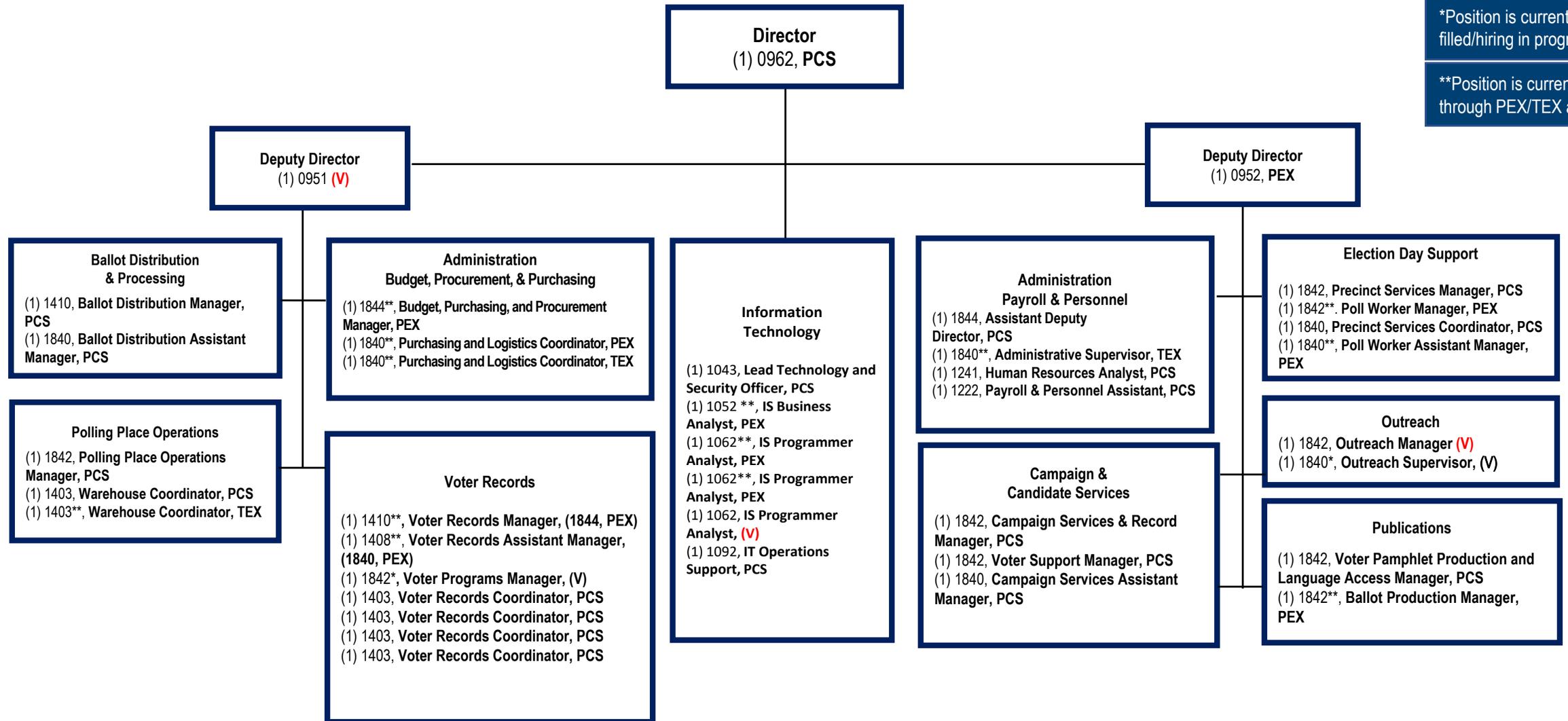
Department - IDS Form Balancing Report

WO Form Balance by Dept Pair

This report is filtered for work orders that are not balanced between requesting and performing departments. To remove or change this filter and view all work orders, go to the "Input Controls" in the navigation pane; change the value under Report Input Controls.

WO is balanced on the forms

Organizational Chart



*Position is currently being filled/hiring in progress

**Position is currently filled through PEX/TEX appointments