

**BUDGET FORM 1A: Summary of Major Changes
FY 2019-20 and FY 2020-21**

Department of Elections

Major Changes	Department Response
<p>EXPENDITURES. What expenditure changes did your department submit from base? Please differentiate between General Fund and non-General Fund.</p> <p>(This can be pulled from an Audit Trail, as shown in form 3A Expenditure Changes).</p>	<p>The Department's proposed FY2019-20 (BY) and FY2020-21 (BY+1) budget contemplates funding for fixed and variable operating expenses of three elections: the November 5, 2019, Consolidated Municipal Election; the March 3, 2020, Consolidated Presidential Primary Election; and the November 3, 2020, Consolidated General Election.</p> <p>Generally, the Department's fixed operating costs undergo minimal changes from one fiscal year to the next. However, this year's budget submission includes increases in fixed operating costs in both FY2019-20 and FY2020-21, totaling \$326,818 and \$136,321 respectively. These increases are due in large part to recently determined leasing costs for the new voting system and the Department's new warehouse facility.</p> <p>The Department's variable expenditures and revenues are dependent on the number and type of elections held in each fiscal year (e.g., statewide general, statewide primary, local). Net costs are affected by many fluctuating factors, including the impact of new election laws and regulations; public interest in upcoming elections; the number of candidates and measures expected to appear on a ballot and in the Voter Information Pamphlet, as well as actual voter turnout, which determines the number of cast ballots the Department must process. Additionally, factors related to the ever-changing electorate (e.g., increases in the number of registered voters or those who vote by mail, new language requirements, etc.) may necessitate modifications to Department processes.</p> <p>This year's (FY2019-20) budget submission includes a one-time increase in variable operating costs totaling \$3,607,469, and on-going reduction in FY2020-21 totaling \$1,036,523. The upcoming election schedule dictates most variances from the base budget; there are two elections scheduled for FY2019-20: the November 5, 2019, Consolidated Municipal Election and the March 3, 2020, Consolidated Presidential Primary Election. Major factors contributing to the increase in variable operating costs follow. All estimates for variable expenses were calculated with expected ballot content and voter turnout in mind.</p>
<p>REVENUE. What revenue changes did your department submit from base? Please differentiate between General Fund and non-General Fund.</p> <p>(This can be pulled from an Audit Trail, as shown in form 2A Revenue Report).</p>	<p>Projected expenses will be partially offset by projected revenue, thereby decreasing the General Fund contribution to the Department. In each election cycle, the Department generates revenue primarily through candidate filing, statement, and paid ballot argument fees, all of which are imposed by state or local laws. In even-numbered years, when the San Francisco Unified School District (SFUSD), Community College District (CCD), and Bay Area Rapid Transit District (BART) consolidate their elections with the November general election, the Department realizes additional revenue for election administration. The Department's revenue will thus fluctuate significantly between FY2019-20 and FY2020-21.</p> <p>The Department is projecting an increase in revenues for FY2019-20 resulting from the administration of elections SFUSD and CCD will hold to fill unexpected vacancies on the Board of Education and Community College Board.</p>
<p>SUSTAINABILITY AND EFFICIENCY PROPOSALS. Did your department meet your Sustainability and Efficiency target? If yes, how? If not, why not?</p> <p>Please note, contingency savings proposals should not be loaded into the budget submission and should be reflected in Form 4 Contingency Proposal.</p>	<p>Although the Department is requesting a one-time increase in FY2019-20 in order to conduct two elections, the Department was still able to meet the goal of identifying a 2% on-going reduction in FY2019-20 (\$122,924) as described on Form 3A and will surpass the cumulative 4% on-going target reduction for FY2020-21 (\$245,848).</p>
<p>MAJOR CHANGES/INITIATIVES. What major changes is your department proposing? Please include the fiscal impact of any proposal. Include detail related to position changes in section below.</p> <p>The Mayor's Office may require additional information through the new Accountability and Equitable Outcomes form, post-departmental budget submission.</p>	<p>One of the Department's major objectives for 2019-20 is to provide San Francisco voters with information on the new ranked-choice voting (RCV) ballot format, which allows for selection of up to ten candidates in each contest. Outreach on this topic will begin in 2019 with a robust, comprehensive voter education campaign that alerts voters of the new RCV ballot and information on how to correctly mark the ballot. The outreach campaign will include mailings to every household in the City; advertising on Muni buses and bus stops; and announcements prepared for radio, newspapers, public service announcements, media interviews, social media postings, press releases; and the development of printed instructional materials that will appear in the voter information pamphlet, in all voting booths, and the Department's website. Past experience indicates that the adequate amount for such a campaign is on the order of approximately \$700,000, which amount is reflected in the current budget proposal.</p>
<p>POSITION CHANGES. Did your department include changes to positions or special classes? Please highlight any related to Major Changes/Initiatives.</p> <p>What is the overall General Fund cost impact of substitutions and/or deleted FTE?</p> <p>Details of changes should be reflected on Form 3B and in the updated org chart reflecting changes.</p> <p>(Reminder: No increases to FTE should be loaded in to the system)</p>	<p>In BY, the Department seeks to substitute two positions to align the tasks expected to be performed by the positions within the City's classification structure. The intent for substituting these positions is in relation to the Department implementing a new voting system and to create a workforce whose role is to oversee the acceptance and operation of the new system; and find process efficiencies with the new system that were not available with prior systems. The Department has initiated the formation of a team to facilitate the Department's understanding of the capabilities of the new system and how to best align our activities for greater efficiency. The 1842 and 1840 positions provide the Department the opportunity to formally establish the new team and to place its supervisor and staff members in an appropriate classification.</p> <p>In BY, the Department's temporary salaries budget request is increased to support staffing plans required to conduct two elections during the fiscal year. The Department will organize personnel's responsibilities to simultaneously support both the November 2019 and March 2020 elections.</p>
<p>INTERDEPARTMENTAL SERVICES. Is your department proposing any increases/decreases to interdepartmental services/workorders? Please explain these changes. (Reminder: Departments should not change Centrally Loaded Interdepartmental Services as outlined in Budget Instructions).</p> <p>Is the partner department (recipient or sender of funds) in agreement?</p>	<p>The Department's Interdepartmental Services fluctuate based on the number and type of elections the conducted during the fiscal year.</p> <p>In BY and BY+1, the Department will incur one-time increase in reproduction and mailing services provided by the Reproduction Division of the City Administrator's Office directly related to the Department conducting an additional election for the Retirement System. This cost is offset by a corresponding recovery from the Retirement System.</p> <p>In BY+1, the Department is projecting decreased expenditures from the base amount for services provided by San Francisco Municipal Transit Authority (SFMTA) and the Sheriff's Department related to election security due to conducting one election in the year.</p>

**BUDGET FORM 1A: Summary of Major Changes
FY 2019-20 and FY 2020-21**

Department of Elections

<p>LEGISLATION: Is your department seeking to submit any legislation with the budget? Does your department's budget assume any revenues/expenditures that require a legislative change?</p> <p>If so, please submit drafts of legislation along with your 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>PROP J: Does your department's budget propose any NEW contracting out of work previously done by City workers?</p>	<p>The Department budget request does not propose any new contracting out of work previously done by City workers.</p>
<p>TRANSFER OF FUNCTION: Is your department requesting any Transfer of Functions of positions between departments? If so, explain.</p>	<p>The Department is not requesting any Transfer of Functions of positions between departments.</p>
<p>INTERIM EXCEPTIONS: Is your department requesting any interim exceptions? (new positions that are 1.0 FTE rather than 0.77). If so, for what reason are you making this request?</p>	<p>The Department is not requesting any interim exceptions.</p>
<p>FELLOWSHIP PROGRAMS: Did your department apply or plan to apply to any citywide fellowship programs?</p>	<p>The Department is not applying or planning to apply to any citywide fellowship programs.</p>

Select a Report

15.40.001 GFS Target & Non GFS Balance - Dept Detail

Budget Year

2020

Snapshot

Current

Department

REG

15.40.001 GFS Target & Non GFS Balance

Time run: 2/1/2019 9:10:35 AM

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	27,900	70,000	97,900	0	10,000	10,000
	Mandatory Fringe Benefits	1,856,748	88,569	1,945,317	1,942,423	(50,451)	1,891,972
	Materials & Supplies	222,994	190,820	413,814	222,994	55,751	278,745
	Non-Personnel Services	11,555,300	2,026,975	13,582,275	11,555,300	(703,439)	10,851,861
	Programmatic Projects	595,000	0	595,000	0	0	0
	Salaries	6,834,942	1,488,613	8,323,555	6,926,320	(380,919)	6,545,401
	Services Of Other Depts	1,518,594	69,310	1,587,904	1,518,594	(71,786)	1,446,808
		22,611,478	3,934,287	26,545,765	22,165,631	(1,140,844)	21,024,787
REVENUE	Charges for Services	55,402	586,307	641,709	0	820,916	820,916
	Expenditure Recovery	70,000	70,000	140,000	0	140,000	140,000
	InterGovernmental Rev-Federal	0	100,000	100,000	0	0	0
		125,402	756,307	881,709	0	960,916	960,916

Account Lvl 2 Code	Category	BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
GFS	General Fund Support	22,486,076	3,177,980	25,664,056	22,165,631	(2,101,760)	20,063,871

General Fund Support - BY Target vs Mayor Proposed

Department Reduction Target: (122,924)

Baseline Target: 22,363,152

MYR Proposed GFS: 25,360,056

Amt Under (Over) Target: (2,996,904)

General Fund Support - BY+ 1
Target vs Mayor Proposed

Department Reduction Target: (245,848)

Baseline Target: 21,794,381

MYR Proposed GFS: 19,728,079

Amt Under (Over) Target: 2,066,302

Form 1B: Sustainability and Efficiency Targets

Although the Department is requesting a one-time increase in FY2019-20 in order to conduct two elections, the Department was still able to meet the goal of identifying a 2% on-going reduction in FY2019-20 (\$122,924) as described on Form 3A and will surpass the cumulative 4% on-going target reduction for FY2020-21 (\$245,848).

Form 1C – Department Budget Summary

REG Elections

Authorized Positions	2017-2018 Original Budget	2018-2019 Proposed Budget	Chg From 2017-2018	2019-2020 Proposed Budget	Chg From 2018-2019
Total Authorized	49.04	75.51	26.47	56.94	(18.57)
Non-Operating Positions (cap/other)					
Net Operating Positions	49.04	75.51	26.47	56.94	(18.57)

Sources

InterGovernmental Rev-Federal		100,000	100,000		(100,000)
Charges for Services	835,465	641,709	(193,756)	820,916	179,207
Expenditure Recovery	140,000	140,000		140,000	
General Fund Support		0		0	
Sources Total	975,465	881,709	(93,756)	960,916	79,207

Uses - Operating Expenditures

Salaries	5,079,042	8,323,555	3,244,513	6,545,401	(1,778,154)
Mandatory Fringe Benefits	1,602,100	1,945,317	343,217	1,891,972	(53,345)
Non-Personnel Services	10,232,023	13,582,275	3,350,252	10,851,861	(2,730,414)
Capital Outlay	9,982	97,900	87,918	10,000	(87,900)
Materials & Supplies	222,994	413,814	190,820	278,745	(135,069)
Programmatic Projects	960,000	595,000	(365,000)		(595,000)
Services Of Other Depts	1,174,605	1,587,904	413,299	1,446,808	(141,096)
Uses Total	19,280,746	26,545,765	7,265,019	21,024,787	(5,520,978)

Uses - Division Description

REG Elections Services	19,193,570	26,453,985	7,260,415	20,929,939	(5,524,046)
REG Elections-Commission	87,176	91,780	4,604	94,848	3,068
Uses by Division Total	19,280,746	26,545,765	7,265,019	21,024,787	(5,520,978)

BUDGET FORM 2A: Revenue Report

DEPARTMENT: REG

Please identify proposed revenue changes from the FY 2019-20 and FY 2020-21 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: **2020**
- Before Snapshot: **Start of Dept**
- After Snapshot: **Current**
- GFS Type: Do not select a value.

Filter report on "AAO 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:		756,307.00		Total BY+1 Revenue Variance:		835,514.00		FORMULA	FILL IN
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	Change submitted?	Revenue Description & Explanation of Change		
GFS	460136	County Candidate Filing Fee	On-Going	\$ 44,036	\$ 80,343	\$ 36,307	\$ 44,036	\$ 59,550	\$ 15,514	YES	The Department is projecting increased revenues from Candidate Filing Fees based on the current projected contests to appear on upcoming ballots and the number of candidates expected to file for offices.		
GFS	460149	Paid Ballot Argument Fee	On-Going	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	NO			
GFS	460199	Other General Government Chrge	On-Going	\$ 1,366	\$ 1,366	\$ -	\$ 1,366	\$ 1,366	\$ -	NO			
GFS	469999	Other Operating Revenue	One-Time	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ 750,000	\$ 750,000	YES	In BY, the Department is projecting a one-time increase in General Fund revenue resulting from conducting a district election for the San Francisco Unified School District (SFUSD) and the Community College District (CCD) during the November 2019 election to fill a vacancy on the Board of Education and a vacancy on the Community College Board. In BY+1, the Department is projecting a one-time increase in General Fund revenue resulting from conducting district elections for SFUSD, CCD, and the Bay Area Rapid Transit District (BART) during the November 2020 election.		
GFS	486640	Exp Rec Fr Retirement Sys AAO Interdepartmental Recovery	One-Time	\$ 70,000	\$ 140,000	\$ 70,000	\$ 70,000	\$ 140,000	\$ 70,000		The Retirement System has informed the Department it plans to request services for conducting two elections in both BY and BY+1 - Retirement Board Election and Retiree Health Care Trust Fund Board Election. The Department has increased its projected revenue for this recovery accordingly.		
GFS	444931	HAVA Grant Funding	One-Time	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -		The Department expects to recover funding from federal grants, which allow for the reimbursement of expenses related to improving physical access to polling places, such as polling place signage, traffic cones, and other ADA accessible items, and improving cyber security and infrastructure related to the statewide voter registration database, VoteCal.		

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

Inflation Factor for FY 2019-20 Fee Auto Increase as per Code Section **	
Inflation Factor for FY 2020-21 Fee Auto Increase as per Code Section **	

CPI will be updated in January 2019. Call Controller's Budget Office to confirm CPI before submitting.

TABLE 1 - MODIFIED AND NEW FEES

Item	Fee Status M/N	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Unit Basis (e.g., per sq. ft.)	FY 2018-19 Fee	FY 2018-19 Units (Est.)	FY 2018-19 Revenue Budgeted	FY 2018-19 Cost Recovery (Est.)		FY 2019-20 Fee **	FY 2019-20 Units (Est.)	FY 2019-20 Revenue Proposed	FY 2019-20 Cost Recovery (Est.)		FY 2020-21 Fee **	FY 2020-21 Units (Est.)	FY 2020-21 Revenue Proposed	FY 2020-21 Cost Recovery (Est.)		Fiscal Year of Last Increase	Fee Prior to Last Increase
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TABLE 2 - CONTINUING FEES

Item	Fee Status	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Unit Basis (e.g., per sq. ft.)	FY 2018-19 Fee	FY 2018-19 Units (Est.)	FY 2018-19 Revenue Budgeted	FY 2018-19 Cost Recovery (Est.)		FY 2019-20 Fee **	FY 2019-20 Units (Est.)	FY 2019-20 Revenue Proposed	FY 2019-20 Cost Recovery (Est.)		FY 2020-21 Fee **	FY 2020-21 Units (Est.)	FY 2020-21 Revenue Proposed	FY 2020-21 Cost Recovery (Est.)		Fiscal Year of Last Increase	Fee Prior to Last Increase
1	C	CANDIDATE FILING FEE - SCHOOL BOARD	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500	4	\$ 2,000	\$ 6,514		\$ 500	4	\$ 2,000	\$ 2,000		\$ 500		\$ -	\$ -			\$ -
2	C	CANDIDATE FILING FEE - COMMUNITY COLLEGE BOARD	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500	3	\$ 1,500	\$ 1,227		\$ 500	4	\$ 2,000	\$ 2,000		\$ 500		\$ -	\$ -			\$ -
3	C	BOARD OF SUPERVISOR # 1	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -		\$ 500	3	\$ 1,500	\$ 1,500		\$ 500		\$ -	\$ -			\$ -
4	C	BOARD OF SUPERVISOR # 2	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -		\$ 500		\$ -	\$ -		\$ 500		\$ -	\$ -			\$ -
5	C	BOARD OF SUPERVISOR # 3	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -		\$ 500	2	\$ 1,000	\$ 1,000		\$ 500		\$ -	\$ -			\$ -
6	C	BOARD OF SUPERVISOR # 4	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -		\$ 500		\$ -	\$ -		\$ 500		\$ -	\$ -			\$ -
7	C	BOARD OF SUPERVISOR # 5	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ 1,000		\$ 500	2	\$ 1,000	\$ 1,000		\$ 500		\$ -	\$ -			\$ -
8	C	BOARD OF SUPERVISOR # 6	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -		\$ 500		\$ -	\$ -		\$ 500		\$ -	\$ -			\$ -
9	C	BOARD OF SUPERVISOR # 7	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -		\$ 500	3	\$ 1,500	\$ 1,500		\$ 500		\$ -	\$ -			\$ -
10	C	BOARD OF SUPERVISOR # 8	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -		\$ 500		\$ -	\$ -		\$ 500		\$ -	\$ -			\$ -
11	C	BOARD OF SUPERVISOR # 9	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -		\$ 500	2	\$ 1,000	\$ 1,000		\$ 500		\$ -	\$ -			\$ -
12	C	BOARD OF SUPERVISOR # 10	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -		\$ 500		\$ -	\$ -		\$ 500		\$ -	\$ -			\$ -
13	C	BOARD OF SUPERVISOR # 11	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -		\$ 500	3	\$ 1,500	\$ 1,500		\$ 500		\$ -	\$ -			\$ -
14	C	MAYOR	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 6,531	2	\$ 13,062	\$ 13,062		\$ 6,531		\$ -	\$ -		\$ 6,531		\$ -	\$ -			\$ -
15	C	DISTRICT ATTORNEY	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 5,344		\$ -	\$ -		\$ 5,344	1	\$ 5,344	\$ 5,344		\$ 5,344		\$ -	\$ -			\$ -
16	C	SHERIFF	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 4,632		\$ -	\$ -		\$ 4,632	1	\$ 4,632	\$ 4,632		\$ 4,632		\$ -	\$ -			\$ -
17	C	CITY ATTORNEY	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 4,974		\$ -	\$ -		\$ 4,974	1	\$ 4,974	\$ 4,974		\$ 4,974		\$ -	\$ -			\$ -
18	C	TREASURER	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 3,764		\$ -	\$ -		\$ 3,764	1	\$ 3,764	\$ 3,764		\$ 3,764		\$ -	\$ -			\$ -
19	C	ASSESSOR-RECORDER	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 3,862	1	\$ 3,862	\$ 8,003		\$ 3,862		\$ -	\$ -		\$ 3,862		\$ -	\$ -			\$ -
20	C	PUBLIC DEFENDER	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 4,936	1	\$ 4,936	\$ 4,958		\$ 4,936		\$ -	\$ -		\$ 4,936		\$ -	\$ -			\$ -

TABLE 2 - CONTINUING FEES (Continued)

Item	Fee Status	Description	Code Authorization	Auto CPI Adjust Yes/No	460136	County Candidate Filing Fee	Unit Basis (e.g., per sq. ft./)	FY 2018-19 Fee	FY 2018-19 Units (Est.)	FY 2018-19 Revenue Budgeted	FY 2018-19 Cost Recovery (Est.)		FY 2019-20 Fee **	FY 2019-20 Units (Est.)	FY 2019-20 Revenue Proposed	FY 2019-20 Cost Recovery (Est.)		FY 2020-21 Fee **	FY 2020-21 Units (Est.)	FY 2020-21 Revenue Proposed	FY 2020-21 Cost Recovery (Est.)		Fiscal Year of Last Increase	Fee Prior to Last Increase
21	C	SUPERIOR COURT JUDGES	CAEC § 8104 (b)	No	460136	County Candidate Filing Fee	Per Candidate	\$ 2,000		\$ -	\$ -		\$ 2,000	21	\$ 42,000	\$ 42,000		\$ 2,000	23	\$ 46,000	\$ 46,000			\$ -
22	C	SUPERIOR COURT JUDGES CANDIDATE STATEMENT	CAEC § 13307 (c)	No	460136	County Candidate Filing Fee	Per Statement	\$ 2,710	0	\$ -	\$ -		\$ 2,710		\$ -	\$ -		\$ 2,710	2	\$ 5,420	\$ 5,420			\$ -
23	C	STATE ASSEMBLY 17 CANDIDATE STATEMENT	CAEC § 13307 (c)	No	460136	County Candidate Filing Fee	Per Statement	\$ 1,572	1	\$ 1,572	\$ 1,572		\$ 1,572	1	\$ 1,572	\$ 1,572		\$ 1,572	3	\$ 4,716	\$ 4,716			\$ -
24	C	STATE ASSEMBLY 19 CANDIDATE STATEMENT	CAEC § 13307 (c)	No	460136	County Candidate Filing Fee	Per Statement	\$ 1,138	1	\$ 1,138	\$ 2,276		\$ 1,138	1	\$ 1,138	\$ 1,138		\$ 1,138	3	\$ 3,414	\$ 3,414			\$ -
25	C	STATE SENATE 11 CANDIDATE STATEMENT	CAEC § 13307 (c)	No	460136	County Candidate Filing Fee	Per Statement	\$ 2,710		\$ -	\$ -		\$ 2,710	1	\$ 2,710	\$ 2,710		\$ 2,710		\$ -	\$ -			\$ -
26	C	CONGRESSIONAL 12 CANDIDATE STATEMENT	CAEC § 13307 (c)	No	460136	County Candidate Filing Fee	Per Statement	\$ 2,384	1	\$ 2,384	\$ 4,768		\$ 2,384	1	\$ 2,384	\$ 2,384		\$ 2,384		\$ -	\$ -			\$ -
27	C	CONGRESSIONAL 14 CANDIDATE STATEMENT	CAEC § 13307 (c)	No	460136	County Candidate Filing Fee	Per Statement	\$ 325	1	\$ 325	\$ 650		\$ 325	1	\$ 325	\$ 325		\$ 325		\$ -	\$ -			\$ -
28	C	BART DISTRICT 7 CANDIDATE STATEMENT	BART Resolution	No	460136	County Candidate Filing Fee	Per Statement	\$ 750		\$ -	\$ -		\$ 750		\$ -	\$ -		\$ 750		\$ -	\$ -			\$ -
29	C	BART DISTRICT 8 CANDIDATE STATEMENT	BART Resolution	No	460136	County Candidate Filing Fee	Per Statement	\$ 750	2	\$ 1,500	\$ 3,750		\$ 750		\$ -	\$ -		\$ 750		\$ -	\$ -			\$ -
30	C	BART DISTRICT 9 CANDIDATE STATEMENT	BART Resolution	No	460136	County Candidate Filing Fee	Per Statement	\$ 750		\$ -	\$ -		\$ 750		\$ -	\$ -		\$ 750		\$ -	\$ -			\$ -
31	C	PAID BALLOT ARGUMENTS	SF MEC § 830	No	460149	Paid Ballot Argument Fee	Per Argument (plus \$2 per word after 200 words)	\$ 200	30	\$ 6,000	\$ 28,502		\$ 200	50	\$ 10,000	\$ 10,000		\$ 200	50	\$ 10,000	\$ 10,000			\$ -
32	C	ORDINANCE SUBMISSION	SF MEC § 820	No	460199	Other General Government Chrge	Per Measure	\$ 200	1	\$ 200	\$ 200		\$ 200	1	\$ 200	\$ 200		\$ 200	1	\$ 200	\$ 200			\$ -
33	C	CHARTER AMENDMENT SUBMISSION	SF MEC § 820	No	460199	Other General Government Chrge	Per Measure	\$ 200	1	\$ 200	\$ 200		\$ 200	1	\$ 200	\$ 200		\$ 200	1	\$ 200	\$ 200			\$ -
34	C	DECLARATION OF POLICY SUBMISSION	SF MEC § 820	No	460199	Other General Government Chrge	Per Measure	\$ 200	1	\$ 200	\$ 200		\$ 200	1	\$ 200	\$ 200		\$ 200	1	\$ 200	\$ 200			\$ -
35	C	CDs Master Voter File/AV File/Voter File/Precinct Districts/GIS File	SF Admin Code § 67.28	No	460199	Other General Government Chrge	Per File	\$ 0.75	75	\$ 56	\$ 56		\$ 0.75	75	\$ 56	\$ 56		\$ 0.75	75	\$ 56	\$ 56			\$ -
36	C	CERTIFICATES OF REGISTRATION	CAEC § 2167	No	460199	Other General Government Chrge	Per Certificate	\$ 1.50	120	\$ 180	\$ 180		\$ 1.50	120	\$ 180	\$ 180		\$ 1.50	120	\$ 180	\$ 180			\$ -
37	C	Maps - CCSF Supervisorial districts/precincts	SF Admin Code § 67.28	No	460199	Other General Government Chrge	Per Map	\$ 5.00	100	\$ 500	\$ 495		\$ 5.00	100	\$ 500	\$ 500		\$ 5.00	100	\$ 500	\$ 500			\$ -
38	C	Document copies	SF Admin Code § 67.28	No	460199	Other General Government Chrge	Per Copy	\$ 0.10	300	\$ 30	\$ 30		\$ 0.10	300	\$ 30	\$ 30		\$ 0.10	300	\$ 30	\$ 30			\$ -
39	C	DISTRICT REIMBURSEMENT (CCD, SFUSD, BART)	CEC 10002 & 10520	No	469999	Other Operating Revenue	Per Fiscal Year	\$ 808,500	1	\$ 808,500	\$ 808,500		\$ 550,000	1	\$ 550,000	\$ 550,000		\$ 750,000	1	\$ 750,000	\$ 750,000			\$ -

Fee Status: C Continuing
M Modified
N New
D Discontinued

Note:
** If Auto CPI adjustment = Yes, FY 2019-20 and FY 2020-21 Fee will be automatically generated based on the inflation factor determined by the Controller.
If Auto CPI adjustment = No, FY 2019-20 and FY 2020-21 Fee will remain the same as previous year or entered by dept according to Code Authorization.

Budget Form 2C: Fee Cost Recovery

DEPARTMENT:

Fee Name:

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:

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

Fee XYZ

Numeric Code

Title

XXXXXX

XXXXX

XXXXXX

XXXXXXXXX

XXXXX

XXXXXX

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

Department Fee:
Jane Smart
Admin Code Section X.X

Proposed Fee (FY 2020-21):
Proposed Fee (FY 2019-20):
Current Fee (FY 2018-19):

\$ 44.00
\$ 42.00
\$ 40.00

(1)
(2)
(3)

Detailed Service Description:
Please provide description of service

Proposed Fee (FY 2020-21):	\$	44.00	FY 2020-21 Proposed Fee Increase/Decrease:	\$	2.00
Proposed Fee (FY 2019-20):	\$	42.00	FY 2020-21 % Proposed Fee Change from FY 2019-20 Fee:		4.76%
Current Fee (FY 2018-19):	\$	40.00	FY 2019-20 Proposed Fee Increase/Decrease:	\$	2.00
			FY 2019-20 % Proposed Fee Change from Current Fee:		5.00%
Fee Prior to Current:	\$	38.00	Fiscal Year of Prior Fee Change:		2010-11
Current Fee Increase/Decrease from Prior Fee:	\$	2.00	% Current Fee Change from Prior Fee:		5.26%

FY2019-20					
ESTIMATED REVENUE DERIVED FROM SERVICE			ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 19-20, BELOW		
A	Quantity Estimated (# of Units of Service Provided)	5,000	D	Direct Costs	FY 2019-20 Estimated Cost % of Total
				Productive Labor & Benefits (0.75 of 2019-20 Salary & MFB)	\$ 313,702 59.25%
				Leave & Non-Productive Time (0.25 of FY 2019-20 Salary & MFB)	\$ 104,567 19.75%
				Space Rental Equivalent	\$ 15,000 2.83%
				Materials & Supplies	\$ - 0.00%
				Other (Please Describe on Worksheet)	\$ - 0.00%
B	Fee per Unit (Proposed)	\$ 42	E	Indirect Costs	Rate
				Departmental Overhead	20.00% \$ 83,654 15.80%
				Central Services Overhead	3.00% \$ 12,548 2.37%
C	FY 2019-20 Revenue Budgeted (A x B)	\$ 210,000	F	FY 2019-20 Direct & Indirect Costs	\$ 529,471 100.00%
G	FY 2019-20 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 2019-20 Estimated Revenue [(2) x A]:				\$ 210,000.00
K	FY 2018-19 Estimated Revenue [(3) x A]:				\$ 200,000.00
L	FY 2019-20 Estimated Revenue Increase/Decrease Based on Proposed Fee [J -K]:				\$ 10,000.00

FY2020-21					
ESTIMATED REVENUE DERIVED FROM SERVICE			ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 20-21, BELOW		
A	Quantity Estimated (# of Units of Service Provided)	5,000	D	Direct Costs	FY 2020-21 Estimated Cost % of Total
				Productive Labor & Benefits (0.75 of 2020-21 Salary & MFB)	\$ - #DIV/0!
				Leave & Non-Productive Time (0.25 of FY 2020-21 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 2020-21 Revenue Budgeted (A x B)	\$ 220,000	F	FY 2020-21 Direct & Indirect Costs	\$ - #DIV/0!
G	FY 2020-21 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 2020-21 Estimated Revenue [(1) x A]:				\$ 220,000.00
K	FY 2019-20 Estimated Revenue [(2) x A]:				\$ 210,000.00
L	FY 2020-21 Estimated Revenue Increase/Decrease Based on Proposed Fee [J - K]:				\$ 10,000.00

BUDGET FORM 3A: Expenditure Changes

DEPARTMENT: REG

Please identify proposed expenditure changes from the FY 2019-20 and FY 2020-21 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: **2020**
- Before Snapshot: **Start of Dept**
- After Snapshot: **Current**
- GFS Type: Do not select a value.

Filter report on "AAO Title" field to only display "Gross Expenditures".

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

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

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

				Total BY Expenditure Variance:			Total BY+1 Expenditure Variance:			
Budget System Report 15.30.005 filtered on Gross Expenditures				3,934,287.00			(1,172,844.00)			FILL IN
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	Explanation of Change
GFS	501010	Perm Salaries-Misc-Regular	One-Time	\$ -	\$ (20,233)	\$ (20,233)	\$ -	\$ 20,892	\$ 20,892	In BY (FY2019-20), the Department is requesting a one-time increase in salaries and fringe benefits above the base amount to support staffing levels to meet the workload projected for the two elections in the fiscal year. Two district elections, which were previously unscheduled, are now contemplated in the Department's staffing plans. Adding these two district contests to the November 2019 ballot increases the projected number of cards for each ballot from four to five, effectively increasing the projected workload to process the voted ballots by 25%. Additionally, with the implementation of Conditional Voter Registration starting in the June 2018 election, the Department has seen an increasing trend of voters who choose to visit City Hall to cast their ballots. The Department must plan on increasing its Voting Center personnel to adequately prepare for the elections conducted during the year.
GFS	501010	Perm Salaries-Misc-Regular	One-Time	\$ 6,028,780	\$ 7,537,626	\$ 1,508,846	\$ 6,118,449	\$ 5,716,638	\$ (401,811)	
GFS	513010	Retire City Misc	One-Time	\$ -	\$ (17,711)	\$ (17,711)	\$ -	\$ (13,876)	\$ (13,876)	
GFS	514010	Social Security (Oasdi & Hi)	One-Time	\$ -	\$ (5,199)	\$ (5,199)	\$ -	\$ (3,964)	\$ (3,964)	
GFS	514010	Social Security (Oasdi & Hi)	On-Going	\$ 414,574	\$ 508,122	\$ 93,548	\$ 420,297	\$ 395,385	\$ (24,912)	
GFS	514020	Social Sec-Medicare(HI Only)	One-Time	\$ -	\$ (1,216)	\$ (1,216)	\$ -	\$ (927)	\$ (927)	
GFS	514020	Social Sec-Medicare(HI Only)	On-Going	\$ 98,186	\$ 120,064	\$ 21,878	\$ 99,488	\$ 93,662	\$ (5,826)	
GFS	515010	Health Service-City Match	One-Time	\$ -	\$ (2,084)	\$ (2,084)	\$ -	\$ -	\$ -	
GFS	515710	Dependent Coverage	One-Time	\$ -	\$ (4,044)	\$ (4,044)	\$ -	\$ -	\$ -	
GFS	516010	Dental Coverage	One-Time	\$ -	\$ (544)	\$ (544)	\$ -	\$ -	\$ -	
GFS	517010	Unemployment Insurance	One-Time	\$ -	\$ (54)	\$ (54)	\$ -	\$ 56	\$ 56	In BY+1 (FY2020-21), the Department projects an on-going reduction of \$431,000 in salaries and fringe benefits related to staffing levels required to conduct one election in the year.
GFS	517010	Unemployment Insurance	On-Going	\$ 18,282	\$ 22,356	\$ 4,074	\$ 18,524	\$ 17,439	\$ (1,085)	
GFS	519120	Long Term Disability Insurance	One-Time	\$ -	\$ (79)	\$ (79)	\$ -	\$ 83	\$ 83	In BY+1, the Department will conduct one election resulting in a decrease in this account.
GFS	526990	Other Fees	On-Going	\$ 12,966	\$ 12,966	\$ -	\$ 12,966	\$ 5,850	\$ (7,116)	
GFS	527100	Payments To Poll Workers	One-Time	\$ 635,000	\$ 1,050,000	\$ 415,000	\$ 635,000	\$ 625,000	\$ (10,000)	In BY, the Department will transition to a new voting system that will require additional training for all poll workers and must adjust stipends accordingly. Additionally, this increase is in response to the increased difficulty recruiting poll workers in each successive election and provides comparable compensation paid to poll workers of neighboring counties. In BY+1, the Department plans to recruit and train 3,000 poll workers to serve on Election Day for the November 2020 Presidential election, which represents 20% more than most elections. The election will likely be the largest in the City's history and will be high voter turnout. This level of coverage, combined with the proposed increase in stipends, results in a reduction that is less than the Department would have typically submitted when transitioning from a two-election year to a one-election year.
GFS	527610	Systems Consulting Services	On-Going	\$ 238,405	\$ 225,405	\$ (13,000)	\$ 238,405	\$ 225,405	\$ (13,000)	In BY and BY+1, to meet the sustainability and efficiency targets, the Department will organize additional training to personnel that will allow for troubleshooting and maintaining envelope sorting and extracting equipment, reducing the amount of as-needed services requested from vendors during election cycles.
GFS	527990	Other Professional Services	One-Time	\$ 3,092,349	\$ 3,466,736	\$ 374,387	\$ 3,092,349	\$ 3,302,209	\$ 209,860	In BY, as mentioned above, the November 2019 ballot is now projected to be five cards instead of four, which increases costs in several operations. Relatedly, BY increase in Other Professional Services is partially attributed to the 20% unit cost increase for the mailing and assembly of larger Vote-By-Mail ballot packets. Additionally, costs for translation services will increase 5% to provide all ballot and informational materials in translated languages in accordance with federal, state, and local election laws. Unscheduled contests for Board of Education, College Community Board, and Board of Supervisors District 5 will increase the number of pages included in each VIP, increasing the required translation services. In BY+1, the increase is partially due to the number of pages expected during the November 2020 Presidential election. As the number of pages in a VIP exceeds 300, production costs to assemble and bind increase almost 50% as compared to smaller pamphlets. In BY and BY+1, the Department's proposed contract for its new voting system is \$100,000 higher than the amount included in last year's budget submission.
GFS	528010	Scavenger Services	On-Going	\$ 17,080	\$ 13,080	\$ (4,000)	\$ 17,080	\$ 13,080	\$ (4,000)	In BY and BY+1, to meet the sustainability and efficiency targets, the Department identified on-going reduction in services related to the destruction of materials that have passed their retention period. The Department has identified a vendor that, confidentially, recycles unvoted and voted ballots. Instead of the City incurring costs for the destruction, the vendor will issue a payment to the City for the recycled ballots. The vendor recycles the ballots and sells the paper for the next generation of ballots.

Budget System Report 15.30.005 filtered on Gross Expenditures										FILL IN
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	Explanation of Change
GFS	528110	Security	On-Going	\$ 34,000	\$ 29,000	\$ (5,000)	\$ 34,000	\$ 12,000	\$ (22,000)	In BY, to meet the sustainability and efficiency target, the Department will revise its November 2019 election precinct consolidation plan to further reduce expenditures related to organizing security for vehicles rented for Election Day Field support. In BY+1, the Department will conduct one election resulting in a decrease in this account.
GFS	530110	Property Rent	On-Going	\$ 106,920	\$ 91,920	\$ (5,000)	\$ 106,920	\$ 59,160	\$ (47,760)	In BY, to meet the sustainability and efficiency target, the Department will revise its November 2019 election precinct consolidation plan to further reduce expenditures by organizing less parking space for vehicles rented for Election Day Field support. In BY+1, the Department will conduct one election resulting in a decrease in this account.
GFS	530210	Garage Rent	On-Going	\$ 56,560	\$ 52,560	\$ (4,000)	\$ 56,560	\$ 52,560	\$ (4,000)	In BY, to meet the sustainability and efficiency target, the Department will revise its November 2019 election precinct consolidation plan to further reduce expenditures by organizing less parking space for vehicles rented for Election Day Field support. In BY+1, the Department will conduct one election resulting in a decrease in this account.
GFS	530310	Misc Facilities Rental	On-Going	\$ 1,222,685	\$ 1,449,503	\$ 226,818	\$ 1,222,685	\$ 1,485,824	\$ 263,139	In BY, the increase is related to lease rates provided by the San Francisco Port Authority for the rental of Pier 31, which will serve as the Department's warehouse facility starting mid-2019. During last year's budget cycle, the future year lease rates were unknown. In BY+1, an additional increase of \$37,000 to account for a standard 3% annual increase.
GFS	530510	Payments For Polling Locations	On-Going	\$ 93,757	\$ 90,757	\$ (3,000)	\$ 93,757	\$ 46,878	\$ (46,879)	In BY, to meet the sustainability and efficiency target, the Department will revise its November 2019 election precinct consolidation plan to further reduce expenditures related to polling locations by organizing less polling places. In BY+1, the Department will conduct one election resulting in a decrease in this account.
GFS	531210	Vehicle Rental	On-Going	\$ 388,470	\$ 376,470	\$ (6,000)	\$ 388,470	\$ 197,235	\$ (191,235)	In BY, to meet the sustainability and efficiency target, the Department will revise its November 2019 election precinct consolidation plan to further reduce expenditures by renting less vehicles for Election Day Field support. In BY+1, the Department will conduct one election resulting in a decrease in this account.
GFS	531990	Other Equipment Rentals	On-Going	\$ 54,318	\$ 44,318	\$ (10,000)	\$ 54,318	\$ 15,951	\$ (38,367)	In BY, the Department requests to purchase two electric forklifts. Assuming this request is approved, the Department can reduce the number of forklifts rented during an election cycle. In BY+1, in addition to projecting to reduce the number of forklifts rented during an election cycle, the Department will conduct one election resulting in a decrease in this account.
GFS	535520	Printing	One-Time	\$ 3,937,730	\$ 4,659,500	\$ 721,770	\$ 3,937,730	\$ 3,601,267	\$ (336,463)	In BY, during the November 2019 Election, the Department projects to print a five-card ballot instead of the four-card ballot previously projected which results in the majority of the one-time increase requested in BY. A five-card ballot is now considered due to the projected number of candidates for Board of Education, Community College Board, and Board of Supervisors contests to be placed on the ballot. These factors also drive an increase in the projected number of pages to be printed for inclusion in the Voter Information Pamphlet which is mailed to nearly every voter in the City. In BY+1, the Department will conduct one election resulting in a decrease in this account.
GFS	535610	Postage	On-Going	\$ 1,378,925	\$ 1,346,925	\$ (4,000)	\$ 1,378,925	\$ 904,800	\$ (474,125)	In BY, to meet the sustainability and efficiency target, the Department will revise its November 2019 election precinct consolidation plan that will allow for reducing the number of poll workers and polling places, resulting in less postage paid for mailers. In BY+1, the Department will conduct one election resulting in a decrease in this account.
GFS	535810	Advertising	One-Time	\$ 93,243	\$ 436,243	\$ 343,000	\$ 93,243	\$ 93,243	\$ -	In BY, leading up to the November 5, 2019, election, one of the major objectives of the Department is to educate San Francisco voters about a new format of a ranked-choice ballot allowing for selection of up to ten candidates for an office. The Department will conduct a robust, comprehensive voter education campaign throughout 2019, and is requesting a one-time increase to its advertising budget. As part of this broad outreach on the new RCV format, the Department seeks approval for a one-time expense of \$250,000; this would allow the Department to develop a grant program for community organizations interested in collaborating on RCV outreach projects, and \$93,000 related to advertisement expenses.
GFS	549250	Minor Data Processing Equipmnt	On-Going	\$ 48,512	\$ 48,512	\$ -	\$ 48,512	\$ 104,263	\$ 55,751	In BY+1, in coordination with the City's PC Refresh Program, the Department is requesting a one-time increase for funding related to replacing department computers that will have reached their useful life. Additionally, this request includes some costs associated with the expansion of the Department's Voting Center operations in preparation for the November 2020 Presidential Election.

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	Explanation of Change
										In BY, the Department will conduct its first election with the new voting system. As such the Department is requesting additional funding for the purchase of materials related to implementing a new voting system, such as asset tags, security seals, storage units, and power supply materials. Additionally, the Department will transition to a new warehouse in 2019 and is requesting the purchase of items that improve the ergonomics and efficiency of staff to perform tasks. These items include automatic shrink wrap machines, electric pallet jacks, and electric stackers. All of these items are expected to be less than \$5,000 per unit and therefore do not qualify as equipment.
										Included in this request are items for which the City will seek reimbursement from federal grant funding. The Department has three grants, totaling \$100,000, that would allow for the reimbursement of items that improve physical access to polling places, such as polling place signage, traffic cones, and other ADA accessible items, and improve cyber security and infrastructure related to the statewide voter registration database, VoteCal. The reimbursement revenue from these grants will partially offset the GFS required of the City.
GFS	549510	Other Office Supplies	One-Time	\$ 142,707	\$ 333,527	\$ 190,820	\$ 142,707	\$ 142,707	\$ -	
GFS	552210	Fees Licenses Permits	On-Going	\$ 30,621	\$ 30,621	\$ -	\$ 30,621	\$ 17,128	\$ (13,493)	In BY+1, the Department will conduct one election resulting in a decrease in this account.
										In BY, the Department is requesting a one-time purchase of two electric forklifts for the Department's warehouse facility. Currently, the Department has one propane powered forklift and rents a second forklift during election cycles. As the Department transitions to its new, smaller, warehouse in 2019, which will feature smaller drive lanes and work areas between shelving units, and higher shelving units that surpass the capacity of the Department's current forklift, the Department will need equipment that is suitable for the new environment. Also, since the forklifts are operated mainly indoors, utilizing nearly zero emission, electric forklifts are safer for personnel who work inside the warehouse. The Department has worked with the City's Fleet Manager on specifications for forklifts submitted in this request.
										Additionally, the Department is requesting the purchase of one server in BY. The server will replace the SQL Database server that has been in use for over 8 years and is past end-of-life. This server hosts the voter registration database, Election Day incident response database, and various reporting databases, among others. It is critical to the Department's operations.
										In BY+1, the Department is requesting the purchase of one server. The server will replace the Department's backup voter registration database application server that has been in use for over 8 years and is past end-of-life. This server is used as a backup to the production registration database application server, and can also be used as a backup server for VoteCal test environment, as mandated by the Secretary of State.
GFS	560000	Equipment Purchase-Budget	One-Time	\$ 27,900	\$ 107,900	\$ 70,000	\$ -	\$ 10,000	\$ 10,000	
GFS	581067	Sr-DPW-Building Repair	On-Going	\$ 11,613	\$ 11,613	\$ -	\$ 11,613	\$ 12,019	\$ 406	In BY+1, the performing department projects a 3.5% increase in services due to increasing salary rates.
GFS	581170	GF-Risk Management Svcs (AAO)	On-Going	\$ 29,508	\$ 28,818	\$ (690)	\$ 29,508	\$ 29,599	\$ 91	In BY and BY+1, the budget amounts were provided by the performing department.
GFS	581770	GF-Parking & Traffic	On-Going	\$ 114,733	\$ 114,733	\$ -	\$ 114,733	\$ 72,450	\$ (42,283)	In BY+1, the Department will conduct one election resulting in a decrease in this account.
										In BY and BY+1, the Department will incur one-time increases in mailing services provided by the Reproduction Divison of the City Administrator's Office directly related to the Department conducting an additional election for the Retirement System. This cost is offset by a corresponding recovery from the Retirement System.
GFS	581790	GF-Purch-Mail Services	One-Time	\$ 91,880	\$ 126,880	\$ 35,000	\$ 91,880	\$ 126,880	\$ 35,000	The performing department has agreed to these increases.
										In BY and BY+1, the Department will incur one-time increase in reproduction services provided by the Reproduction Divison of the City Administrator's Office directly related to the Department conducting an additional election for the Retirement System. This cost is offset by a corresponding recovery from the Retirement System.
GFS	581820	Is-Purch-Reproduction	One-Time	\$ 170,000	\$ 205,000	\$ 35,000	\$ 170,000	\$ 205,000	\$ 35,000	The performing department has agreed to these increases.
										In BY+1, the Department will conduct one election resulting in a decrease in this account. Due to increasing Sherriff personnel costs, and the November 2020 Presidential election likely represent one of the largest elections, if not the largest, in the City's history, a higher than tyipcal level of coverage is projected. These factors results in a reduction that is less than the Department would have typically submitted when transitioning from a two-election year to a one-election year.
GFS	581930	GF-Sheriff	One-Time	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	\$ 400,000	\$ (100,000)	

BUDGET FORM 3B: Position Changes

DEPARTMENT: REG

Please identify proposed position changes from the FY 2019-20 and FY 2020-21 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: 2020
Before Snapshot: Start of Dept
After Snapshot: Current

GFS Type: Do not select a value.
For any proposed changes, provide an explanation in the "Explanation of FTE and/or Amount Change" column.
Please contact your Mayor's Office or Controller's Office Analyst if you need assistance running this report.
All submissions must be formatted appropriately so that printed copies are easily readable for the public.

Budget System Report 15.30.004 filtered on Gross Expenditures				Total BY FTE Variance: 14.05			Total BY Amount Variance: 1,577,182.00			Total BY+1 FTE Variance: (3.75)			Total BY+1 Amount Variance: (431,370.00)			
GFS Type	Account Lvl 5 Name	Class	Job Class Title	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	FILL IN
GFS	5010Salary	1403_C	Elections Clerk	0	-1	-1	\$ -	\$ (69,259)	\$ (69,259)	0	-1	-1	\$ -	\$ (71,392)	\$ (71,392)	The Department seeks to substitute these positions to align the tasks expected to be performed by the positions within the City's classification structure. The intent for substituting these positions is in relation to the Department implementing a new voting system and to create a workforce whose role is to oversee the acceptance and operation of the new system; find process efficiencies with the new system that were not available with prior systems. The Department has initiated the formation of a team to facilitate the Department's understanding of the capabilities of the new system and how to best align our activities for greater efficiency. The 1842 and 1840 positions provide the Department the opportunity to formally establish the new division and to place its supervisor and staff members in an appropriate classification.
GFS	5010Salary	1408_C	Principal Clerk	0	-1	-1	\$ -	\$ (85,625)	\$ (85,625)	0	-1	-1	\$ -	\$ (88,262)	\$ (88,262)	
GFS	5010Salary	1840_Z	Junior Management Assistant	0	0.77	0.77	\$ -	\$ 63,130	\$ 63,130	0	1	1	\$ -	\$ 84,513	\$ 84,513	
GFS	5010Salary	1842_C	Management Assistant	0	0.77	0.77	\$ -	\$ 71,676	\$ 71,676	0	1	1	\$ -	\$ 95,952	\$ 95,952	
GFS	5010Salary	9991M_Z	One Day Adjustment - Misc	0	0	0	\$ -	\$ (107)	\$ (107)	0	0	0	\$ -	\$ 30	\$ 30	
GFS	5010Salary	9991M_Z	One Day Adjustment - Misc	0	0	0	\$ -	\$ (533)	\$ (533)	0	0	0	\$ -	\$ (274)	\$ (274)	
GFS	5010Salary	9991M_Z	One Day Adjustment - Misc	0	0	0	\$ -	\$ 485	\$ 485	0	0	0	\$ -	\$ 325	\$ 325	
GFS	5010Salary	TEMPM_E	Temporary - Miscellaneous	25.88	40.39	14.51	\$ 2,691,021	\$ 4,199,867	\$ 1,508,846	25.11	21.36	-3.75	\$ 2,691,021	\$ 2,289,210	\$ (401,811)	One-time increase in BY is associated with additional temporary funding needed to conduct the two elections in Fiscal Year 2019-20-November 2019 and March 2020. In BY, the Department's temporary salaries budget request is increased to support staffing plans required to conduct two elections during the fiscal year. The Department will organize personnel's responsibilities to simultaneously support both the November 2019 and March 2020 elections.
GFS	5130Fringe	Fringe Benefits	Total Changes in Mandatory Fringe Benefits	0	0	0	\$ 213,129.00	\$ 301,698.00	\$ 88,569.00	0	0	0	\$ 213,129.00	\$ 162,678.00	\$ (50,451.00)	Based on the requested changes to salaries noted above, a corresponding change to mandatory fringe benefits costs is noted here.

BUDGET FORM 4: Contingency Proposal

DEPARTMENT: REG

Please identify proposed contingency proposal reductions (expenditures)/ increases (revenues) from the FY 2019-20 and FY 2020-21 Base Amt at the account level.

Note: To submit this information, run the **15.10.001 Chart of Account Query** after loading your Sustainability and Efficiency Proposal into the budget system.

Select the following criteria before running the report:

Budget Year: **2020**

Snapshot: **Current**

Detail the coding and amount of your contingency reduction proposal, and explain the impact of this potential reduction in the **"Explanation of Contingency Proposal"** column. Filter report by "GFS Type" to only include "GFS".

For any position related proposals, please include salary and fringe reductions with a note explaining the specific job classes affected.

For attrition or step savings adjustments as part of the contingency, include salary and benefit changes in a single line.

For all other job classes please show one line with all proposed salary changes, and a separate line for all proposed fringe benefit changes, and note the relevant job classes in the "Explanation of Contingency Savings" 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.

Total BY Contingency:							-	Total BY+1 Contingency:			-
Budget System Report 15.10.001 filtered on Gross Expenditures							FILL IN			FILL IN	FILL IN
GFS Type	Account ID	Account Title	CY Orig Amt	BY Orig Amt	Base Amt	Dept Amt	BY Contingency Change Amt	BY+1 Base Amt	BY+1 Dept Amt	BY+1 Contingency Change Amt	Explanation of Contingency Proposal
											In BY and BY+1, the Department cannot currently identify contingency savings. In the upcoming two years, the Department expects to implement a new voting system, significantly increase outreach and voter education of the new system, which will also focus on the new ballot format for ranked-choice voting contests. Additionally, the Department will conduct the November 2020 Presidential election which will likely be the largest election in the City's history due to expected high voter turnout, a minimum of five ballot cards per ballot, and the production of a voter information pamphlet that will likely require a page count among the highest of any pamphlet in the City's history. Yet, even in consideration of these factors, the Department, still expects the new system to provide the City the opportunity to realize savings since the new system will require less handling and processing steps for ballot counting.

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 2020 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 2019-20 was approved during the last year's budget cycle and none of the assumptions/costs have changed. The Department is seeking approval for the Assembly of Vote-by-Mail Packets Prop J contract for FY 2020-21.

As shown in the Prop J Summary, the City stands to save an estimated \$760,000 by entering into this contract.

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 comparing services listed on the contract, services received, and services 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 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 displacement of City employee's.

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:

Sandro Burgos, Assistant Deputy Director

PROP J ANALYSIS SUMMARY

Elections

Assembly and mailing of vote-by-mail ballot packets for the November 2020 election

FISCAL YEAR 2019-20

City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>	
Total Annual Salary	\$	844,599	\$	1,026,244
Total Other Pay	\$	-	\$	-
Total Fringe Benefits	\$	50,676	\$	61,575
Additional City Costs	\$	-	\$	-
	\$	895,275	\$	1,087,819

City cost if services are contracted out

Contract Cost	\$	278,784	\$	327,218
City Contract Monitoring	\$	-	\$	-
	\$	278,784	\$	327,218

City Savings from Contracting Out,				
Savings/(Cost)	\$	616,491	\$	760,601
		69%		70%

PROJECTED PERSONNEL COSTS

FRINGE BENEFITS			
	Job Class	\$ Amount	
Benefits per FTE--Job Class #	1,402	34417	
Benefits per FTE--Job Class #	1,410	44364	
Benefits per FTE--Job Class #	1,840	39641	
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	
		Low	High
Total Fringe Benefits		\$ 568,644.29	\$ 627,915.11

ADDITIONAL CITY COSTS

COST COMPARISON SUMMARY

Comments/Assumptions

1. FY2007-08 was the first year these services were contracted on.
2. Salary levels reflect proposed salary rates effective July 1, 2018. 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 disability.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
*List any other comments or assumptions:

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

[illegible]

	Low	High
Estimated Contract Cost	\$ -	\$ -
Estimated Monitoring Cost	\$ -	\$ -

List of all contract components	Number of Units	Notes	Total Cost - low end est	Total Cost - high end est
TOTAL CONTRACT COST			\$ -	\$ -

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

Job Class	Job Class Title	# of FTEs (can be partial; e.g. a half time employee would be 0.5 FTE)	Biweekly Rate		Annual Salary Expense		Benefits
			Low	High	Low	High	Low
1,410	Chief Clerk	0	3,282	3,989	\$ -	\$ -	\$ 39,460
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
TOTAL CONTRACT MONITORING COST					\$ -	\$ -	\$ 39,460

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

The Department's Assembly of Vote-by-Mail Packets Prop J contract for FY 2019-20 was approved during the last year's budget cycle and none of the assumptions/costs have changed. The Department is seeking approval for the Assembly of Vote-by-Mail Packets Prop