

**BUDGET FORM 1A: Summary of Major Changes
FY 2020-21 and FY 2021-22**

REG	
Major Changes	Department Response
<p>1. SUMMARY. What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.</p>	<p>The Department's FY2020-21 and FY2021-22 budget proposals contemplate funding for fixed and variable operating expenses of two elections, the November 3, 2020, Consolidated General Election and the March 8, 2022, Consolidated Statewide Direct Primary Election, as well as revenues and reimbursements the Department expects to receive.</p> <p>To expand access to services amongst all City residents eligible to participate in these elections, the proposals also include the Department's plans to expand voting centers into at least two neighborhoods with turnout below the City's historical average, and to continue outreach partnerships with nonprofits working with vulnerable residents and hard-to-reach populations across the City. The proposals also contain plans to support the City's Redistricting Task Force, following the release of 2020 census data, through securing a consultant with expertise working with census data. Each of these new projects was developed with the Mayor's goals and priorities for the coming years in mind, namely to address the challenges faced by those struggling on the streets, to provide City services for those most in need, and to help maintain safe, healthy, and vibrant neighborhoods. For additional details, please refer to pages 3-6 of the enclosed Department of Elections' Budget Proposals: Fiscal Year 2020-21 and Fiscal Year 2021-22 memorandum (memo).</p>
<p>2. EXPENDITURES. What expenditure changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund. (This should match an Audit Trail, as shown in form 3A Expenditure Changes).</p>	<p>In FY2020-21, the Department will conduct the November 3, 2020, Consolidated General Election, which is projected to be one of the highest turnout elections in the City's history. Accordingly, the Department expects that public demand for election-related services, and resulting costs of providing these services, to be higher in the next fiscal year, relative to previous years. The Department projects an increase in expenses in most of its major accounts that will require General Fund support. For a detailed breakdown of expenditure changes in FY2020-21 and FY2021-22 as compared to the base budget approved during the last year's cycle, please refer to pages 10-12 of the enclosed memo.</p>
<p>3. REVENUE. What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund. (This should match an Audit Trail, as shown in form 2A Revenue Report).</p>	<p>The Department's projected revenue and recoveries in FY2020-21 total \$2,586,568 and \$876,628 for FY2021-2022, and reflect revenues the Department expects to receive from 1) candidate filing fees and paid ballot argument fees, 2) revenue recoveries from scheduled district elections, and 3) state grant. For additional details, please refer to pages 9-10 of the enclosed memo.</p>
<p>4. TARGET. How did the department meet its target? What are the programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>Due to the cyclical nature and timing of the upcoming elections, the Department is not able to propose such reductions at this time while still maintaining core elections-related services.</p> <p>However, the Department did identify several areas of operations in which the introduction of efficiencies would be feasible and would result in some cost savings. For additional details, please refer to pages 7-9 of the enclosed memo.</p>
<p>5. POSITIONS. Did the department include changes to positions or special classes? What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section. (Reminder: No increases to General Fund supported FTE should be loaded in the system. Include reference numbers for all position changes).</p>	<p>The Department does not propose adding any permanent positions already approved under the last year's Annual Salary Ordinance and only seeks one substitution. For additional details, please refer to pages 13-15 of the enclosed memo.</p>
<p>6. INTERDEPARTMENTAL SERVICES (IDS). Is the department proposing any discretionary changes to IDS workorders (excluding those that are centrally loaded by the Mayor's Office)? If so, describe the changes, including the change amount, the corresponding requesting/performing department, and whether those departments are in agreement with the change. (Reminder: A new IDS balancing report (15.20.012 3.b.2) is available in CFO Dashboards > Enterprise Planning in BI).</p>	<p>The Department maintains several interdepartmental services that are specific to election services and fluctuate based on the number of scheduled elections in a FY. Variable interdepartmental charges include those incurred for services from the Reproduction and Mail Services Division (for printing and reproduction of mailers and other election materials); the Sheriff's Department (for ballot security and collection services); and the Municipal Transportation Agency (for Election Night collection of results data). For additional details, please refer to page 17 of the enclosed memo.</p>
<p>7. 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? If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected date of submission, if still in progress.</p>	<p>The Department is not seeking to submit any legislation with the budget, nor does the Department's submission assume any revenues/expenditures that require a legislative change.</p>
<p>8. PROP J: Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.</p>	<p>The Department has received approval to contract out the assembly and mailing of its vote-by-mail ballot packets every year since FY2007-08 and now seeks approval to contract out the same services for the March 2022 election. The Department is not proposing any new contracting out of work previously done by City workers.</p>
<p>9. TRANSFER OF FUNCTION: Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>The Department is not requesting any Transfer of Functions of positions between departments.</p>

**BUDGET FORM 1A: Summary of Major Changes
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REG

10. INTERIM EXCEPTIONS: Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.77)? If so, for what reason are the request being made?

The Department is not requesting any interim exceptions.

11. FELLOWSHIP PROGRAMS: Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?

The Department is not applying or planning to apply to any citywide fellowship programs.

Reminder for AIR, PRT, PUC and SFMTA, please also address FY 21/22, including the 1249 HR Analyst Trainee program.

Select a Report
15.40.001 GFS Target & Non GFS Balance - Dept Detail

Budget Year
2021
Snapshot
Current
Department
REG

CY 2020 Phase CY 2019-2020 Phase BY 2020-2021 Phase BY+1 2021-2022 BY+1 2022

Due to the cyclical nature and timing of the upcoming elections, the Department is not able to propose such reductions at this time while still maintaining core elections-related services. However, the Department did identify several areas of operations in which the introduction of creative fiscal solutions would be feasible and would result in some cost savings. While these efforts will result in cost reductions, other factors will still control the Department's proposed budget over the next two years. Specifically, the reductions described in this section will be more than offset by costs incurred by the Department in preparing for multiple large elections, including the 2020 Presidential Election, which will likely be the most complex and time-consuming in the City's history.

15.40.001 GFS Target & Non GFS Balance
Time run: 1/30/2020 1:12:23 PM

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	45,000	9,765	54,765	0	41,230	41,230
	City Grant Program	0	250,000	250,000	0	250,000	250,000
	Redistricting	0	150,000	150,000	0	175,000	175,000
	Mandatory Fringe Benefits	1,936,537	129,564	2,066,101	1,961,283	105,866	2,067,149
	Materials & Supplies	278,745	136,500	415,245	278,745	74,500	353,245
	Non-Personnel Services	10,504,861	862,281	11,367,142	10,504,861	(60,532)	10,444,329
	Programmatic Projects	0	0	0	0	0	0
	Salaries	6,592,170	906,548	7,498,718	6,717,386	606,202	7,323,588
	Services Of Other Depts	1,518,993	31,004	1,549,997	1,518,993	62,958	1,581,951
		20,876,306	2,475,662	23,351,968	20,981,268	1,255,224	22,236,492
REVENUE	Charges for Services	820,916	(43,398)	777,518	55,402	2,726	58,128
	Expenditure Recovery	140,000	0	140,000	70,000	0	70,000
	InterGovernmental Rev-Federal	0	0	0	0	0	0
	Intergovernmental Rev-State	900,000	768,750	1,668,750	0	748,500	748,500
		1,860,916	725,352	2,586,268	125,402	751,226	876,628

Category	BY Base Amt	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
GFS	19,015,390	1,750,310	20,765,700	20,855,866	503,998	21,359,864

General Fund Support - BY Target vs Mayor Proposed

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	(223,146)	18,792,244	20,765,700
			1,973,456

General Fund Support - BY+ 1 Target vs Mayor Proposed

BY+1 Department	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
Reduction Target	(446,293)	20,409,573	21,359,864
			950,291

Form 1C

REG Elections

Authorized Positions	2019-2020 Original Budget	2020-2021 Proposed Budget	Change From 2019-2020	2021-2022 Proposed Budget	Change From 2020-2021
Total Authorized	75.97	63.38	(12.59)	59.78	(3.60)
Non-Operating Positions (cap/other)					
Net Operating Positions	75.97	63.38	(12.59)	59.78	(3.60)

Sources

InterGovernmental Rev-Federal	100,000		(100,000)		
Intergovernmental Rev-State	2,100,000	1,668,750	(431,250)	748,500	(920,250)
Charges for Services	641,709	777,518	135,809	58,128	(719,390)
Expenditure Recovery	140,000	140,000		70,000	(70,000)
General Fund Support	23,699,410	20,765,700	(2,933,710)	21,359,864	594,164
Sources Total	26,681,119	23,351,968	(3,329,151)	22,236,492	(1,115,476)

Uses - Operating Expenditures

Salaries	8,381,690	7,498,718	(882,972)	7,323,588	(175,130)
Mandatory Fringe Benefits	1,959,696	2,066,101	106,405	2,067,149	1,048
Non-Personnel Services	12,967,275	11,367,142	(1,600,133)	10,444,329	(922,813)
City Grant Program	250,000	250,000		250,000	
Redistricting		150,000	150,000	175,000	25,000
Capital Outlay	230,225	54,765	(175,460)	41,230	(13,535)
Materials & Supplies	413,814	415,245	1,431	353,245	(62,000)
Programmatic Projects	712,000		(712,000)		
Services Of Other Depts	1,766,419	1,549,997	(216,422)	1,581,951	31,954
Uses Total	26,681,119	23,351,968	(3,329,151)	22,236,492	(1,115,476)

Uses - Division Description

REG Elections Services	26,588,861	23,255,289	(3,333,572)	22,137,276	(1,118,013)
REG Elections-Commission	92,258	96,679	4,421	99,216	2,537
Uses by Division Total	26,681,119	23,351,968	(3,329,151)	22,236,492	(1,115,476)

BUDGET FORM 2A: Revenue Report

DEPARTMENT: REG

Please identify proposed revenue changes from the FY 2020-21 and FY 2021-22 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: **2021**

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										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
				Total BY Revenue Variance:		725,352.00	Total BY+1 Revenue Variance:		751,226.00		
GFS	460136	County Candidate Filing Fee	One-Time	\$15,514	\$0	(\$15,514)				YES	State and local laws detail fee amounts and the process via which the Department must collect candidate filing and submission of paid ballot argument fees. In estimating these revenues, the Department also considers historical filing data in elections similar to those occurring in the next budget cycle.
GFS	460136	County Candidate Filing Fee	On-Going	\$44,036	\$16,013	(\$28,023)	\$44,036	\$46,623	\$2,587	YES	
GFS	460199	Other General Government Chrg	On-Going	\$1,366	\$1,505	\$139	\$1,366	\$1,505	\$139	YES	
GFS	448999	Other State Grants & Subventns	One-Time	\$900,000	\$1,668,750	\$768,750	\$0	\$748,500	\$748,500	YES	

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

DEPARTMENT: REG

Inflation Factor for FY 2020-21 Fee Auto Increase as per Code Section **	
Inflation Factor for FY 2021-22 Fee Auto Increase as per Code Section **	

CPI will be updated in January 2020. 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 2019-20 Fee	FY 2019-20 Revenue Units (Est.)	FY 2019-20 Revenue Proposed	FY 2019-20 Cost Recovery (Est.)	FY 2020-21 Fee **	FY 2020-21 Revenue Units (Est.)	FY 2020-21 Revenue Proposed	FY 2020-21 Cost Recovery (Est.)	FY 2021-22 Fee **	FY 2021-22 Revenue Units (Est.)	FY 2021-22 Revenue Proposed	FY 2021-22 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 2019-20 Fee	FY 2019-20 Revenue Units (Est.)	FY 2019-20 Revenue Proposed	FY 2019-20 Cost Recovery (Est.)	FY 2020-21 Fee **	FY 2020-21 Revenue Units (Est.)	FY 2020-21 Revenue Proposed	FY 2020-21 Cost Recovery (Est.)	FY 2021-22 Fee **	FY 2021-22 Revenue Units (Est.)	FY 2021-22 Revenue Proposed	FY 2021-22 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	\$ 2,000	\$ 500.00	4	\$ 2,000.00	\$ 2,000.00	\$ 500.00						\$ -
2	C	CANDIDATE FILING FEE - COMMUNITY COLLEGE BOARD	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500	4	\$ 2,000	\$ 2,000	\$ 500.00	4	\$ 2,000.00	\$ 2,000.00	\$ 500.00						\$ -
3	C	BOARD OF SUPERVISOR # 1	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500	3	\$ 1,500	\$ 1,500	\$ 500.00				\$ 500.00						\$ -
4	C	BOARD OF SUPERVISOR # 2	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -	\$ 500.00				\$ 500.00	2	\$ 1,000.00	\$ 1,000.00			\$ -
5	C	BOARD OF SUPERVISOR # 3	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500	2	\$ 1,000	\$ 1,000	\$ 500.00				\$ 500.00						\$ -
6	C	BOARD OF SUPERVISOR # 4	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -	\$ 500.00				\$ 500.00	2	\$ 1,000.00	\$ 1,000.00			\$ -
7	C	BOARD OF SUPERVISOR # 5	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500	2	\$ 1,000	\$ 1,000	\$ 500.00				\$ 500.00						\$ -
8	C	BOARD OF SUPERVISOR # 6	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -	\$ 500.00				\$ 500.00	2	\$ 1,000.00	\$ 1,000.00			\$ -
9	C	BOARD OF SUPERVISOR # 7	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500	3	\$ 1,500	\$ 1,500	\$ 500.00				\$ 500.00						\$ -
10	C	BOARD OF SUPERVISOR # 8	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -	\$ 500.00				\$ 500.00	2	\$ 1,000.00	\$ 1,000.00			\$ -
11	C	BOARD OF SUPERVISOR # 9	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500	2	\$ 1,000	\$ 1,000	\$ 500.00				\$ 500.00						\$ -
12	C	BOARD OF SUPERVISOR # 10	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500		\$ -	\$ -	\$ 500.00				\$ 500.00	2	\$ 1,000.00	\$ 1,000.00			\$ -
13	C	BOARD OF SUPERVISOR # 11	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 500	3	\$ 1,500	\$ 1,500	\$ 500.00				\$ 500.00						\$ -
14	C	MAYOR	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 6,719		\$ -	\$ -	\$ 6,719.00				\$ 6,719.00						\$ -
15	C	DISTRICT ATTORNEY	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 5,886	1	\$ 5,886	\$ 5,886	\$ 5,886.00				\$ 5,886.00						\$ -
16	C	SHERIFF	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 5,015	1	\$ 5,015	\$ 5,015	\$ 5,015.00				\$ 5,015.00						\$ -
17	C	CITY ATTORNEY	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 5,546	1	\$ 5,546	\$ 5,546	\$ 5,546.00				\$ 5,546.00						\$ -
18	C	TREASURER	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 3,950	1	\$ 3,950	\$ 3,950	\$ 3,950.00				\$ 3,950.00						\$ -
19	C	ASSESSOR-RECORDER	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 4,065		\$ -	\$ -	\$ 4,065.00				\$ 4,065.00						\$ -
20	C	PUBLIC DEFENDER	SF MEC § 810	No	460136	County Candidate Filing Fee	Per Candidate	\$ 4,958		\$ -	\$ -	\$ 4,958.00				\$ 4,958.00						\$ -

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 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.)	FY 2021-22 Fee **	FY 2021-22 Units (Est.)	FY 2021-22 Revenue Proposed	FY 2021-22 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	\$ 2,074	21	\$ 43,554	\$ 43,554	\$ 2,074.00				\$ 2,074.00	15	\$ 31,110.00	\$ 31,110.00		\$ -
22	C	SUPERIOR COURT JUDGES CANDIDATE STATEMENT	CAEC § 13307 (c)	No	460136	County Candidate Filing Fee	Per Statement	\$ 2,710		\$ -	\$ -	\$ 2,710.00				\$ 2,710.00	0				\$ -
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	\$ 1,572.00	1	\$ 1,572.00	\$ 1,572.00	\$ 1,572.00	1	\$ 1,572.00	\$ 1,572.00		\$ -
24	C	STATE ASSEMBLY 19 CANDIDATE STATEMENT	CAEC § 13307 (c)	No	460136	County Candidate Filing Fee	Per Statement	\$ 1,138	1	\$ 1,138	\$ 1,138	\$ 1,138.00	1	\$ 1,138.00	\$ 1,138.00	\$ 1,138.00	1	\$ 1,138.00	\$ 1,138.00		\$ -
25	C	STATE SENATE 11 CANDIDATE STATEMENT	CAEC § 13307 (c)	No	460136	County Candidate Filing Fee	Per Statement	\$ 2,710	1	\$ 2,710	\$ 2,710	\$ 2,710.00	1	\$ 2,710.00	\$ 2,710.00	\$ 2,710.00	1	\$ 2,710.00	\$ 2,710.00		\$ -
26	C	CONGRESSIONAL 12 CANDIDATE STATEMENT	CAEC § 13307 (c)	No	460136	County Candidate Filing Fee	Per Statement	\$ 2,384	1	\$ 2,384	\$ 2,384	\$ 2,384.00	2	\$ 4,768.00	\$ 4,768.00	\$ 2,384.00	2	\$ 4,768.00	\$ 4,768.00		\$ -
27	C	CONGRESSIONAL 14 CANDIDATE STATEMENT	CAEC § 13307 (c)	No	460136	County Candidate Filing Fee	Per Statement	\$ 325	1	\$ 325	\$ 325	\$ 325.00	1	\$ 325.00	\$ 325.00	\$ 325.00	1	\$ 325.00	\$ 325.00		\$ -
28	C	BART DISTRICT 7 CANDIDATE STATEMENT	BART Resolution	No	460136	County Candidate Filing Fee	Per Statement	\$ 750		\$ -	\$ -	\$ 750.00	1	\$ 750.00	\$ 750.00	\$ 750.00					\$ -
29	C	BART DISTRICT 8 CANDIDATE STATEMENT	BART Resolution	No	460136	County Candidate Filing Fee	Per Statement	\$ 750		\$ -	\$ -	\$ 750.00				\$ 750.00					\$ -
30	C	BART DISTRICT 9 CANDIDATE STATEMENT	BART Resolution	No	460136	County Candidate Filing Fee	Per Statement	\$ 750		\$ -	\$ -	\$ 750.00	1	\$ 750.00	\$ 750.00	\$ 750.00					\$ -
31	C	PAID BALLOT ARGUMENTS	SF MEC § 830	No	460149	Paid Ballot Argument Fee	Per Argument (plus \$2 per word after 200 words)	\$ 200	50	\$ 10,000	\$ 10,000	\$ 200.00	50	\$ 10,000.00	\$ 10,000.00	\$ 200.00	50	\$ 10,000.00	\$ 10,000.00		\$ -
32	C	ORDINANCE SUBMISSION	SF MEC § 820	No	460199	Other General Government Charge	Per Measure	\$ 200	1	\$ 200	\$ 200	\$ 200.00	2	\$ 400.00	\$ 400.00	\$ 200.00	2	\$ 400.00	\$ 400.00		\$ -
33	C	CHARTER AMENDMENT SUBMISSION	SF MEC § 820	No	460199	Other General Government Charge	Per Measure	\$ 200	1	\$ 200	\$ 200	\$ 200.00	0			\$ 200.00	0				\$ -
34	C	DECLARATION OF POLICY SUBMISSION	SF MEC § 820	No	460199	Other General Government Charge	Per Measure	\$ 200	1	\$ 200	\$ 200	\$ 200.00	1	\$ 200.00	\$ 200.00	\$ 200.00	1	\$ 200.00	\$ 200.00		\$ -
35	C	CDs Master Voter File/AV File/Voter File/Precinct Districts/GIS File	SF Admin Code § 67.28	No	460199	Other General Government Charge	Per File	\$0.75	75	\$ 56	\$ 56	\$ 0.75	100	\$ 75.00	\$ 75.00	\$ 0.75	100	\$ 75.00	\$ 75.00		\$ -
36	C	CERTIFICATES OF REGISTRATION	CAEC § 2167	No	460199	Other General Government Charge	Per Certificate	\$1.50	120	\$ 180	\$ 180	\$ 1.50	200	\$ 300.00	\$ 300.00	\$ 1.50	200	\$ 300.00	\$ 300.00		\$ -
37	C	Maps - CCSF Supervisorial districts/precincts	SF Admin Code § 67.28	No	460199	Other General Government Charge	Per Map	\$5.00	100	\$ 500	\$ 500	\$ 5.00	100	\$ 500.00	\$ 500.00	\$ 5.00	100	\$ 500.00	\$ 500.00		\$ -
38	C	Document copies	SF Admin Code § 67.28	No	460199	Other General Government Charge	Per Copy	\$0.10	300	\$ 30	\$ 30	\$ 0.10	300	\$ 30.00	\$ 30.00	\$ 0.10	300	\$ 30.00	\$ 30.00		\$ -
39	C	DISTRICT REIMBURSEMENT (CCD, SFUSD, BART)	CEC 10002 & 10520	No	469999	Other Operating Revenue	Per Fiscal Year	\$550,000.00	1	\$ 550,000	\$ 550,000	\$ 750,000.00	1	\$ 750,000.00	\$ 750,000.00						\$ -

Fee Status: C Continuing
M Modified
N New
D Discontinued

Note:

** If Auto CPI adjustment = Yes, FY 2020-21 and FY 2021-22 Fee will be automatically generated based on the inflation factor determined by the Controller.
If Auto CPI adjustment = No, FY 2020-21 and FY 2021-22 Fee will remain the same as previous year or entered by dept according to Code Authorization.

BUDGET FORM 3A: Expenditure Changes

DEPARTMENT: REG

Please identify proposed expenditure changes from the FY 2020-21 and FY 2021-22 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: **2021**
- 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:	2,475,662	Total BY+1 Expenditure Variance:	1,255,224
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Budget System Report 15.30.005 filtered on Gross Expenditures										
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	On-Going	\$3,494,220	\$3,657,195	\$162,975	\$3,617,110	\$3,785,817	\$168,707	The Department does not propose adding any permanent positions. The Department seeks to substitute a 1095 IT Operations Support V position, currently approved in the Annual Salary Ordinance, for a 1042 IS Engineer-Senior position to align the tasks expected to be performed by a person in this position with the City's classification structure. The 1042 IS Engineer-Senior will serve as the Department's lead technology and security officer, coordinating with local, state, and federal government officials, including the Department of Homeland Security, California Secretary of State's office, San Francisco Department of Technology, and county elections officials. This substitution will result in increase in permanent salaries: \$19,567 in FY2020-21 and \$20,255 in FY2021-22. In early 2020, a position of the Assistant Deputy Director became vacant. The Department seeks to fill a similar 0951 Deputy Director position to manage several new programs, with a focus on the ongoing expansion of satellite voting centers. The filling of this position will result in \$143,408 reduction in attrition savings while still allowing for \$252,286 in attrition savings in FY2020-21 and FY2021-22.
GFS	505010	Temp Misc Regular Salaries	On-Going	\$2,289,210	\$2,880,335	\$591,145	\$2,289,210	\$2,574,277	\$285,067	For the November 3, 2020, Consolidated General Election and the March 8, 2022, Consolidated Statewide Direct Primary Election, in addition to operating the City Hall Voting Center, the SFSU Voting Center, and the Joseph Lee Voting Center, the Department proposes to open a fourth voting center in a neighborhood below City average voter-turnout (location is yet to be identified). The Department also plans to expand the capacity of the City Hall Voting Center, in anticipation of increased demand for election-related services during the 2020 election cycles. In FY2020-21, the Department estimates it will need to hire, onboard, and train approximately 479 temporary personnel to staff four voting centers in the presidential election and to carry out the new procedures mandated by state election law. This will result in additional personnel costs. In FY2021-22, the Department will conduct the March 8, 2022 primary midterm election and, due to lower projected voter turnout rates for the primary, the Department plans to constrict its temporary staffing from the levels necessary to administer the presidential election in the previous fiscal year. However, due to the need to continue staffing early voting locations and to continue administering CVR at polling places, the Department still proposes an increase from the base budget. The City's most recent Memoranda of Understanding (MOUs) contributed to a slight increase in this account.
GFS	511010	Overtime - Scheduled Misc	On-Going	\$643,572	\$750,000	\$106,428	\$643,572	\$750,000	\$106,428	In every election cycle, overtime costs strongly correlate with staffing levels. Given the proposed increases in temporary staffing, the Department projects corresponding overtime cost increase of \$106,428. To minimize overtime costs, the Department has moved some tasks related to the processing of CVR provisional envelopes until after the official Canvass period. These tasks include scanning envelopes for inclusion in each voter's record and mailing voter notification cards to the new registrants. However, to ensure the Department can comply with all legal election deadlines and issue final election results on time, considerable amount of overtime will still be required.
GFS	501070	Holiday Pay - Misc	On-Going	\$66,000	\$75,000	\$9,000	\$66,000	\$75,000	\$9,000	As with overtime pay, compliance with statutory deadlines will necessitate work on holidays, resulting in an increase in holiday pay.
GFS	509010	Premium Pay - Misc	On-Going	\$33,000	\$70,000	\$37,000	\$33,000	\$70,000	\$37,000	Bilingual pay terms in the City's most recent SEIU Local 1021 MOU contributed to a slight increase in this account.
GFS	513010	Retire City Misc	On-Going	\$778,474	\$810,424	\$31,950	\$754,659	\$785,632	\$30,973	Based on the requested changes to salaries noted above, a corresponding change to mandatory fringe benefits costs is noted here.
GFS	514010	Social Security (Oasdi & Hi)	On-Going	\$393,598	\$448,139	\$54,541	\$400,859	\$436,721	\$35,862	
GFS	514020	Social Sec-Medicare(HI Only)	On-Going	\$93,508	\$106,324	\$12,816	\$95,250	\$103,699	\$8,449	
GFS	515010	Health Service-City Match	On-Going	\$155,776	\$162,167	\$6,391	\$164,835	\$171,597	\$6,762	
GFS	515710	Dependent Coverage	On-Going	\$339,106	\$353,018	\$13,912	\$358,779	\$373,498	\$14,719	
GFS	516010	Dental Coverage	On-Going	\$42,420	\$44,160	\$1,740	\$43,278	\$45,054	\$1,776	
GFS	517010	Unemployment Insurance	On-Going	\$17,621	\$20,015	\$2,394	\$17,951	\$19,533	\$1,582	
GFS	519110	Flexible Benefit Package	On-Going	\$13,621	\$14,180	\$559	\$14,413	\$15,004	\$591	
GFS	519120	Long Term Disability Insurance	On-Going	\$11,567	\$12,042	\$475	\$11,973	\$12,464	\$491	

Budget System Report 15.30.005 filtered on Gross Expenditures

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	535810	Advertising	On-Going	\$73,243	\$98,243	\$25,000	\$73,243	\$98,243	\$25,000	As part of its continuing effort to provide residents with information about the features of San Francisco's voting system and the recent changes to the ballot format for ranked-choice voting contests, the Department plans to place ads on 17 television channels through Comcast, AT&T U-verse, or other major cable companies. Such advertisements result in \$25,000 increase in each FY.
GFS	530210	Garage Rent	On-Going	\$32,560	\$92,180	\$59,620	\$32,560	\$92,180	\$59,620	The Department is requesting additional funding for parking expenses due to increased numbers of vans, trucks, and other vehicles to support the remote voting centers and the new warehouse.
GFS	549250	Minor Data Processing Equipment	On-Going	\$104,263	\$116,263	\$12,000	\$104,263	\$104,263	\$0	The Department is requesting funding for the purchase of new remote desktop server licenses to allow access to the Department's computers via secured remote voter database connections. Microsoft no longer supports the Department's current software, Windows Server 2008, and the purchase of Windows Server 2019 licenses will bring the Department's remote access system up to date. The Department is also planning to purchase external SSD drives, flash drives, network switches, cellular network devices, network cables, and other peripheral supplies to replace the old supplies currently in use in the City Hall Voting Center. Finally, the purchase of Nest cameras would allow the Department to record and broadcast elections operations on sselections.org, leading to expanded transparency in the elections processes. These purchases would result in an increase of \$12,000 in FY2020-21.
GFS	530310	Misc Facilities Rental	On-Going	\$1,420,824	\$1,531,453	\$110,629	\$1,420,824	\$1,574,607	\$153,783	The \$110,629 increase in FY2020-21 and \$153,783 increase in FY2021-22 is primarily due to increases in payments under contractual obligations with the Port of San Francisco, for the storage of voting equipment and other vital election documents at the Pier 31 warehouse, as well as rental and service costs incurred while operating three satellite voting centers. In FY2020-21, the City is likely to redraw its district lines and in FY2021-22, the Department will likely redraw precinct lines as well. Consequently, the Department expects the number of polling places to increase, resulting in higher facilities costs.
GFS	549510	Other Office Supplies	On-Going	\$142,707	\$266,207	\$123,500	\$142,707	\$216,207	\$73,500	The \$73,500 increase in each FY is primarily due to the need to purchase supplies such as privacy screens, ballot boxes, pens, and papers for three satellite voting centers. Additionally, the Department's polling place transport bags have gone through many elections and are now showing signs of wear and tear. These wheeled bags carry heavy loads of polling place supplies such as ballots, voter guides, privacy folders, signage, poll worker manuals, roster books, etc. The Department plans to purchase 50 new bags in each FY. The accessible voting equipment that allows voters to mark and print ballots using an accessible interface requires printer paper for which the Department will incur costs. With the opening of additional satellite voting centers and the implementation of conditional voter registration in polling places, the Department expects to begin processing a higher volume of registration affidavits and provisional ballots. During the next FY, as part of a plan to increase workstation capacity, hire more temporary staff, and speed up high volume processing tasks, the Department plans to modify the layout of the northern end of its office space at City Hall, which contributes to the increase in FY2020-21.
GFS	535610	Postage	On-Going	\$871,800	\$911,800	\$40,000	\$871,800	\$871,800	\$0	For the November 2020 presidential election, the Department expects an increase of \$40,000 in postage costs associated with mailing vote-by-mail ballot packets as well as in-house mailing costs. In-house mailings will include voter notifications, special request ballots, voter guides, and large-print/audio materials.
GFS	535520	Printing	On-Going	\$3,561,267	\$3,984,185	\$422,918	\$3,561,267	\$3,054,185	(\$507,082)	The cyclical nature of elections, fluctuations in voter turnout, and the length of ballots all influence printing costs. As the Department expects a 5-card ballot and a very high turnout in the November 2020 presidential election, overall printing costs are expected to rise. In addition, the Department also increased the frequency of two legally-mandated notices, the Address Change Confirmation Card and the Move Out Confirmation Card, to match the frequency of Voter Notification Card postcards mailings. Maintaining the new mailing schedule will increase printing costs. Taking these facts and vendor quotes into consideration, the Department anticipates an increase in printing costs of \$422,918 in FY2020-21. There will be no increase in FY2021-22.
GFS	528110	Security	On-Going	\$12,000	\$57,000	\$45,000	\$12,000	\$57,000	\$45,000	During voting periods, the Department will need to procure security services to safeguard voting equipment and vital election materials at satellite voting centers, resulting in a \$45,000 increase in each FY.

Budget System Report 15.30.005 filtered on Gross Expenditures

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	527990	Other Professional Services	On-Going	\$3,262,209	\$3,311,209	\$49,000	\$3,262,209	\$3,311,209	\$49,000	The \$49,000 increase in each FY will cover costs for the City's legally mandated online accessible vote-by-mail system that allows voters with disabilities and those serving in the military or living overseas to mark an electronic ballot in an accessible format.
GFS	535710	Subscriptions	On-Going	\$21,300	\$22,858	\$1,558	\$21,300	\$22,858	\$1,558	The Department determined that a subscription to the vehicle route optimization service RouteSolutions will improve the efficiency of polling place locating efforts and Election Day staff dispatching activities, resulting in a \$1,558 increase in each FY.
GFS	527610	System Consulting Services	On-Going	\$208,405	\$295,078	\$86,673	\$208,405	\$299,111	\$90,706	In 2019, the Department acquired a second ballot envelope-processing machine. Dual processing now allows for quicker reporting of preliminary election results. Expected maintenance costs for this machine are \$52,000 per FY, based on cost entries for the other processing machine. The Department will also be renewing contracts of the Election Management System and the other ballot envelope processing machine, resulting in additional increases.
GFS	545310	Uniforms	On-Going	\$300	\$1,300	\$1,000	\$300	\$1,300	\$1,000	The Department seeks increase of \$1,000 in each FY to purchase uniform vests, hats, and shirts for voting center staff, poll workers, and warehouse staff. Such apparel helps members of the public recognize Department employees.
GFS	531990	Other Equipment Rentals	On-Going	\$15,951	\$32,834	\$16,883	\$15,951	\$32,834	\$16,883	The Department plans to rent a reach truck, a forklift, stand lights, dollies, tents, and portable toilets for Canvass, processing, and storage work at the warehouse. The Department also plans to rent portable toilets for some voting centers and polling places. The rental of such equipment results in \$16,883 increase in each FY.
GFS	531210	Vehicle Rental	On-Going	\$177,235	\$182,235	\$5,000	\$177,235	\$182,235	\$5,000	In the recent past, the Department has rented a single box truck to transport supplies between voting facilities and the warehouse. With the launch of additional satellite voting centers, the Department will need at least one more box truck at a cost of \$5,000 in each FY.
GFS	560000	Equipment Purchase-Budget	One-Time	\$45,000	\$54,765	\$9,765	\$0	\$41,230	\$41,230	The Department seeks approval of \$21,700 for the purchase of two servers. Six of the Department's ten servers have exceeded their lifespans. While the typical industry server lifespan is 5 years, with consistent maintenance, the Department has been able keep its servers in use longer. Replacing two servers per fiscal year would allow the Department to reach its 5-year replacement goal. This purchase thus aligns with the City's disaster recovery goals by ensuring availability of replacement hardware for servers running mission critical applications. The first server the Department seeks to replace is a Backup Active Directory server that controls user access within the Department and functions as the Department's DHCP and DNS server, allowing for network control over the devices plugged into Department's network. The second server the Department seeks to replace is an application server that supports the same EIMS system detailed on Form 4A. Both servers reached the end of their useful life and both serve critical functions contemplated by the City's policies on technology. The Department also seeks approval of \$29,295 over the period of the next two fiscal years for the purchase of three production scanners. The Department's current production scanners have exceeded their lifespans and been in operations for more than 10 years. Replacing these production scanners is necessary to continue processing vital election materials (roster pages with voters' signatures, registration affidavits, and provisional envelopes).
GFS	581170	GF-Risk Management Svcs (AAO)	On-Going	\$29,599	\$34,957	\$5,358	\$29,599	\$36,045	\$6,446	In BY and BY+1, the budget amounts were provided by the performing department.
GFS	581770	GF-Parking & Traffic	On-Going	\$72,450	\$71,350	(\$1,100)	\$72,450	\$81,384	\$8,934	
GFS	581930	GF-Sheriff	On-Going	\$389,900	\$416,646	\$26,746	\$389,900	\$437,478	\$47,578	
GFS	538000	CBO Services - Budget	On-Going	\$0	\$250,000	\$250,000	\$0	\$250,000	\$250,000	To continue providing focused outreach to hard-to-reach populations, the Department requests \$250,000 in each fiscal year in its budget proposal. This money will fund a continuing series of grants to local organizations able and willing to provide educational outreach on RCV to voters with limited-English proficiency, seniors and persons with disabilities, young or first-time voters, and residents of neighborhoods with below City average voter-turnout. In the RFPs, the Department will place a specific focus on the need to find partners able to focus on providing election outreach to low-income populations and populations with no fixed address. The lack of a permanent residential or mailing address can make it difficult for some City residents to receive election-related materials such as educational flyers and voter information guides. In recognizing this challenge, the Department will make a concerted effort to partner with organizations with a history of successfully providing outreach and services to those populations. To support outreach efforts of grantees, the Department will continue efforts to develop print and digital outreach materials to emphasize services and options available to voters without permanent residence, including the right to register at cross-streets in lieu of a house number and the right to have election-related materials mailed via general delivery to a post office.

Budget System Report 15.30.005 filtered on Gross Expenditures

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	Redistricting	Redistricting Program	One-Time	\$0	\$150,000	\$150,000	\$0	\$175,000	\$175,000	<p>Redrawing of local district lines will involve a complex legal and statistical analysis. With regard to working through the legal aspects of redistricting, the Department plans to request the advisory services of the City Attorney's office. With regard to mathematical and statistical evaluations required to properly analyze the data from the 2020 census, the Department plans to hire an experienced redistricting consultant to assist the Task Force. In 2011, when the City last undertook redistricting, the Department successfully hired a contractor to conduct similar technical work, at a cost of \$95,000. Adjusting for inflation, the Department is seeking an approval of \$150,000 in its FY2020-2021 budget proposal, to hire a redistricting consultant to assist the Task Force in evaluating census data.</p> <p>There will likely be additional costs incurred by the Redistricting Task Force, namely personnel expenditures for administrative, outreach, translation, programming and cartographic work, as well as expenditures for materials and supplies. In 2011, such costs totaled approximately \$125,000. Due to inflation, The Department anticipates such costs are likely to be higher than those incurred by the 2011 Task Force. Accordingly, the Department seeks \$175,000 in its FY2021-2022 budget proposal to cover the anticipated costs of the Task Force.</p> <p>In total, the Department seeks \$325,000 to pay for all expenses to fund the 2021 Redistricting Task Force.</p>

BUDGET FORM 3B: Position Changes

DEPARTMENT: REG

Please identify proposed position changes from the FY 2020-21 and FY 2021-22 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: **2021**

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: \$ 5.41 Total BY Amount Variance: 1,036,112.00 Total BY+1 FTE Variance: \$ 3.96 Total BY+1 Amount Variance: 712,069.00																
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	Explanation of FTE and/or Amount Change
GFS	5010Salary	9993M_Z	Attrition Savings - Miscellaneous	\$ (3.90)	\$ (2.46)	\$ -	(\$386,574)	(\$243,715)	\$142,859	\$ (3.90)	\$ 2.46	\$ 1.44	(\$400,170)	(\$252,286)	\$147,884	The Department does not propose adding any permanent positions approved under the last year's Annual Salary Ordinance. In early 2020, a position of the Assistant Deputy Director became vacant. The Department seeks to fill a similar 0951 Deputy Director position to manage several new programs, with a focus on the ongoing expansion of satellite voting centers. The filling of this position will result in \$143,408 reduction in attrition savings while still allowing for \$252,286 in attrition savings in FY2020-21 and FY2021-22.
GFS	5010Salary	1095_C	IT Operations Support Administrator V	\$ -	\$ (1.00)	\$ (1.00)	\$ -	(\$141,765)	(\$141,765)	\$ -	\$ (1.00)	\$ (1.00)	\$ -	(\$146,751)	(\$146,751)	The Department seeks to substitute a 1095 IT Operations Support V position, currently approved in the Annual Salary Ordinance, for a 1042 IS Engineer-Senior position to align the tasks expected to be performed by a person in this position with the City's classification structure. The 1042 IS Engineer-Senior will serve as the Department's lead technology and security officer, coordinating with local, state, and federal government officials, including the Department of Homeland Security, California Secretary of State's office, San Francisco Department of Technology, and county elections officials. This substitution will result in increase in permanent salaries: \$19,567 in FY2020-21 and \$20,255 in FY2021-22.
GFS	5010Salary	1043_C	IS Engineer-Senior	\$ -	\$ 1.00	\$ 1.00	\$ -	\$161,332	\$161,332	\$ -	\$ 1.00	\$ 1.00	\$ -	\$167,006	\$167,006	Based on the requested changes to salaries noted above, a corresponding change to one day adjustment costs is noted here.
GFS	5010Salary	9991M_Z	One Day Adjustment - Misc	\$ -	\$ -	\$ -	(\$1,157)	(\$608)	\$549	\$ -	\$ -	\$ -	(\$1,197)	(\$628)	\$569	
GFS	5010Salary	TEMPM_E	Temporary - Miscellaneous	\$ 20.93	\$ 26.34	\$ 5.41	\$2,289,210	\$2,880,355	\$591,145	\$ 20.22	\$ 22.74	\$ 2.52	\$2,289,210	\$2,574,277	\$285,067	For the November 3, 2020, Consolidated General Election and the March 8, 2022, Consolidated Statewide Direct Primary Election, in addition to operating the City Hall Voting Center, the SFSU Voting Center, and the Joseph Lee Voting Center, the Department proposes to open a fourth voting center in a neighborhood below City average voter-turnout (location is yet to be identified). The Department also plans to expand the capacity of the City Hall Voting Center, in anticipation of increased demand for election-related services during the 2020 election cycles. In FY2020-21, the Department estimates it will need to hire, onboard, and train approximately 479 temporary personnel to staff four voting centers in the presidential election and to carry out the new procedures mandated by state election law. This will result in additional personnel costs. In FY2021-22, the Department will conduct the March 8, 2022 primary midterm election and, due to lower projected voter turnout rates for the primary, the Department plans to constrict its temporary staffing from the levels necessary to administer the presidential election in the previous fiscal year. However, due to the need to continue staffing early voting locations and to continue administering CVR at polling places, the Department still proposes an increase from the base budget. The City's most recent Memoranda of Understanding (MOUs) contributed to a slight increase in this account.
GFS	5010Salary	OVERM_E	Overtime - Miscellaneous	\$ -	\$ -	\$ -	\$643,572	\$750,000	\$106,428	\$ -	\$ -	\$ -	\$643,572	\$750,000	\$106,428	In every election cycle, overtime costs strongly correlate with staffing levels. Given the proposed increases in temporary staffing, the Department projects corresponding overtime cost increase of \$106,428. To minimize overtime costs, the Department has moved some tasks related to the processing of CVR provisional envelopes until after the official Canvass period. These tasks include scanning envelopes for inclusion in each voter's record and mailing voter notification cards to the new registrants. However, to ensure the Department can comply with all legal election deadlines and issue final election results on time, considerable amount of overtime will still be required.
GFS	5010Salary	HOLIM_E	Holiday Pay - Miscellaneous	\$ -	\$ -	\$ -	\$66,000	\$75,000	\$9,000	\$ -	\$ -	\$ -	\$66,000	\$75,000	\$9,000	As with overtime pay, compliance with statutory deadlines will necessitate work on holidays, resulting in an increase in holiday pay.
GFS	5010Salary	PREMM_E	Premium Pay - Miscellaneous	\$ -	\$ -	\$ -	\$33,000	\$70,000	\$37,000	\$ -	\$ -	\$ -	\$33,000	\$70,000	\$37,000	Bilingual pay terms in the City's most recent SEIU Local 1021 MOU contributed to a slight increase in this account.
GFS	5130Fringe	Fringe Benefits	Total Changes in Mandatory Fringe Benefits	\$ -	\$ -	\$ -	\$61,776	\$191,340	\$129,564	\$ -	\$ -	\$ -	\$59,966	\$165,832	\$105,866	Based on the requested changes to salaries noted above, a corresponding change to mandatory fringe benefits costs is noted here.

BUDGET FORM 4A: Equipment Requests (Non-Vehicles)
DEPARTMENT: REG

All departments must fill out Budget Table 4A to validate equipment funded in last year's budget.
 Departments requesting new General Fund for equipment purchases must fill out Table 4B.
 All departments requesting to make vehicle purchases - whether General or Non-General Fund-supported - should fill out Form 4C.

BUDGET FORM 4A: All equipment funded, including vehicles, during last year's budget process
 Please list equipment already reviewed and approved by the Mayor's Budget Office, the Budget and Legislative Analyst, and the Board of Supervisors
 All listed FY 2020-21 equipment should have an equipment number.
 Copy and paste from an equipment report (15.10.003) the fund, department, project ID, equipment number, title, units, and amount for FY 2020-21.
 For replacement vehicles, please list additional information on the vehicle being replaced.

Source	GFS Type	Dept	Project ID	Project Title	Equipment Number	New / Replace	Equipment Title	Base Units	Base Amount	Dept Units	Dept Amount	Justification of Need	If replacement vehicle, information on vehicle being replaced				
													VEHICLE TO BE REPLACED - Asset # (number decal on vehicle's doors)	VEHICLE TO BE REPLACED - License Plate #	VEHICLE TO BE REPLACED - Model Year	VEHICLE TO BE REPLACED - Make and Model	VEHICLE TO BE REPLACED - Current Mileage / Hours
GF Equipment Allocation	GFS	REG	10026787	RG Elections	RG2101	New	Dell Power Edge Rack Server	0	0	1	\$ 10,000.00	This server will replace one of our Election Information Management Systems (EIMS) database and application servers. The current hardware that houses these business critical application and data has reached it's EOL in 2019. This system maintains all pertinent information regarding all elections, voter information, candidate information and polling place and equipment information. This purchase aligns with the City's disaster recovery goals by ensuring availability of replacement hardware for servers running mission critical applications.					
GF Equipment Allocation	GFS	REG	10026787	RG Elections	RG2102	New	Electric Forklift	0	0	1	\$ 35,000.00	The Department of Elections is requesting the purchase of one electric forklift to replace the Department's current propane forklift. We mainly operate the equipment indoors and the exhaust fumes from the current machine are hazardous to the health of our staff. The Department transitioned to a new warehouse in 2019 which has smaller aisles between shelving units. Our old machine will not be able to navigate the aisle as precisely as new smaller requested electric forklifts are able to. The Department used to own a propane forklift and rent another; the Department is currently renting two electric forklift for use in our operations instead of exposing our staff to the fumes of the propane.					

BUDGET FORM 4B: NEW General Fund Equipment Requests - No Vehicles

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/fitting costs in the same line item budget request in the tables below.

Equipment Numbers: First two characters are two-letter code for department, next two are second half of fiscal year (i.e. 21), last to are sequencing numbers (i.e. 01, 02)

Fiscal Year	Priority	Equipment Description	Justification of Need	Project ID	Project Title	Equipment Number	New / Replace	Number of Units	Cost Per Unit	Total Cost w/ Tax (formula)
BY	High	Canon Production Scanner	The Department currently has 3 production scanners that have exceeded their lifespans and have been in operations for more than 10 years. Replacing these production scanners will speed up the scanning of roster pages from polling places after election days and speed up the scanning of registration affidavits. This will in turn enable earlier processing of provisional ballots as processors will need to utilize roster pages returned from polling places to confirm the eligibility of provisional votes.	10026787	EG Elections	RG2103	Replace	1	\$ 9,000.00	\$ 9,765.00
BY+1	High	Dell Power Edge Rack Server	Six of the Department's ten servers have exceeded their lifespans. While the typical industry server lifespan is 5 years, with consistent maintenance, the Department has been able keep its servers in use longer. Replacing two servers per fiscal year would allow the Department to reach its 5-year replacement goal. This purchase thus aligns with the City's disaster recovery goals by ensuring availability of replacement hardware for servers running mission critical applications. The first server the Department seeks to replace is a Backup Active Directory server that controls user access within the Department and functions as the Department's DHCP and DNS server, allowing for network control over the devices plugged into Department's network. The second server the Department seeks to replace is an application server that supports the same EIMS system detailed on Form 4A. Both servers reached the end of their useful life and both serve critical functions contemplated by the City's policies on technology.	10026787	EG Elections	RG2201	Replace	2	\$ 10,000.00	\$ 21,700.00
BY+1	High	Canon Production Scanner	The Department currently has 3 production scanners that have exceeded their lifespans and have been in operations for more than 10 years. Replacing these production scanners will speed up the scanning of roster pages from polling places after election days and speed up the scanning of registration affidavits. This will in turn enable earlier processing of provisional ballots as processors will need to utilize roster pages returned from polling places to confirm the eligibility of provisional votes.	10026787	EG Elections	RG2202	Replace	2	\$ 9,000.00	\$ 19,530.00

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 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 \$1,450,747 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 the displacement of City employees.

7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)

Unknown.

Name and job title of the person completing this questionnaire:

Fisher Zhu, Manager of Budget, Procurement, and Purchasing

PROP J ANALYSIS SUMMARY

Elections

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

FISCAL YEAR 2020-21

City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>	
Total Annual Salary	\$	921,637	\$	1,106,407
Total Other Pay	\$	-	\$	-
Total Fringe Benefits	\$	591,374	\$	655,202
Additional City Costs	\$	-	\$	-
	\$	1,513,011	\$	1,761,609

City cost if services are contracted out

Contract Cost	\$	251,444	\$	295,809
City Contract Monitoring	\$	12,789	\$	15,052
	\$	264,233	\$	310,861

City Savings from Contracting Out,

Savings/(Cost)	\$	1,248,778	\$	1,450,747
		83%		82%

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	1402.00	18.0	\$ 1,921	\$ 2,306	\$ 905,841	\$ 1,087,445
Chief Clerk	1410.00	0.1	\$ 3,285	\$ 3,944	\$ 8,606.75	\$ 10,332.24
Junior Management Assistant	1840.00	0.1	\$ 2,744	\$ 3,294	\$ 7,189.16	\$ 8,630.44
0	0.00		\$ -	\$ -	\$ -	\$ -
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		18.2				
			Total Salary Costs-->		\$ 921,637.22	\$ 1,106,407.23
			Total of Other Compensation-->		\$ -	\$ -

FRINGE BENEFITS

Job Class	\$ Amount	Low	High
Benefits per FTE--Job Class #:	1,402 35905		
Benefits per FTE--Job Class #:	1,410 47201		
Benefits per FTE--Job Class #:	1,840 41915		
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		\$ 591,373.93	\$ 655,201.60

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	\$ 1,513,011.15	\$ 1,761,608.83
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 264,233.10	\$ 310,861.34
ESTIMATED SAVINGS	\$ 1,248,778	\$ 1,450,747
% of Savings to City Cost	83%	82%

Comments/Assumptions:

1. FY 07/08 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2020. 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, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

Salary and Benefits for Each Job Class from Enterprise Planning 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 20/21)	Job Class Number	Job Class Title	FTE	5010 Salary	5130 Benefits	Total Sal & Ben
BY	1,402	Junior Clerk	18.00	\$ 60,183	\$ 35,905	\$ 1,729,584
BY	1,410	Chief Clerk	0.10	\$ 102,928	\$ 47,201	\$ 15,013
BY	1,840	Junior Management Assistant	0.10	\$ 85,975	\$ 41,915	\$ 12,789
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -

Contract Cost Details

	Low	High
Estimated Contract Cost	\$ 251,444.00	\$ 295,809.00
Estimated Monitoring Cost	\$ 12,789.10	\$ 15,052.34

Contract Cost Calculation:

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

List of all contract components	Number of Units	Notes	Total Cost - low end est	Total Cost - high end est
1 Main Extract Assemble and Mailing	413,650	Low end estimate assumes 4 ballot cards will be used for November 2020 election; high end estimate assumes 5 ballot cards will be used.	\$ 231,644.00	\$ 273,009.00
2 Subsequent Extract Assemble and Mailing	30,000	Low end estimate assumes 4 ballot cards will be used for November 2020 election; high end estimate assumes 5 ballot cards will be used.	\$ 19,800.00	\$ 22,800.00
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
TOTAL CONTRACT COST			\$ 251,444.00	\$ 295,809.00

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 413,650 vote-by-mail ballot packets to be assembled and mailed (including 399,000 permanent vote-by-mail voters, 4,000 mail ballot precinct voters, and 10,650 military/overseas voters.)
- 2) Subsequent extract will require 30,000 vote-by-mail ballot packets to be assembled and mailed.
- 3) Each ballot packet is estimated to contain 5 ballot cards. Low estimates assumed 4 ballot cards will be used. The number of ballot cards that will be used depends on various factors including but not limited to number of contests and propositions that will appear on the ballot.

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

Quotes from the vendor.

3. What year is your data from?

2019 December.

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

N/A

Contract Monitoring Costs:

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

Salary:

Job Class	Job Class Title	# of FTEs (can be partial; e.g. a half time employee would be 0.5 FTE)	Biweekly Rate		Annual Salary Expense		Benefits per FTE		Annual Benefit Expense		TOTAL EXPENSES	
			Low	High	Low	High	Low	High	Low	High	Low	High
1,410	Chief Clerk	0.1	3,285	3,944	\$ 8,607	\$ 10,332	\$ 41,823	\$ 47,201	\$ 4,182	\$ 4,720	\$ 12,789	\$ 15,052
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT MONITORING COST					\$ 8,607	\$ 10,332	\$ 41,823	\$ 47,201	\$ 4,182	\$ 4,720	\$ 12,789	\$ 15,052

Requesting Dept	Performing Dept	Department Pair	Department Code	Department Title	Division Code	Division Title	Section Code	Section Description	GFS Type	Fund Code	Fund Title	Authority Code	Authority Title	Project Code	Project Title	Activity Code	Activity Title	Account Code	Account Title	CY Orig Amt	BY Orig Amt	Base Amt	BY Amt - Dept	BY Amt - Mayor Proposed	BY Amt - Technical Adjust	BY Amt - Committee Recommended	BY Amt - Board Approved	BY+1 Base Amt	BY+1 Amt - Dept Request	BY+1 Amt - Mayor Proposed	BY+1 Amt - Technical Adjust	BY+1 Amt - Committee Recommended	BY+1 Amt - Board Approved
REG	TIS	REG-TIS	232302	REG Elections Services	232302	REG Elections Services			GFS	10000	GF Annual Account Ctrl	10000	Operating	10026787	RG Elections	0001	RG Elections	581210	DT Technology Infrastructure	(\$69,084)	-70953	-70953	(\$70,953)	(\$70,953)	-\$70,953	(\$70,953)	(\$70,953)	-70953	(\$70,953)	(\$70,953)	(\$70,953)	(\$70,953)	(\$70,953)
REG	TIS	REG-TIS	232302	REG Elections Services	232302	REG Elections Services			GFS	10000	GF Annual Account Ctrl	10000	Operating	10026787	RG Elections	0001	RG Elections	581280	DT SFGov TV Services	(\$11,550)	-11550	-11550	(\$11,550)	(\$11,550)	-\$11,550	(\$11,550)	(\$11,550)	-11550	(\$11,550)	(\$11,550)	(\$11,550)	(\$11,550)	(\$11,550)
REG	TIS	REG-TIS	232302	REG Elections Services	232302	REG Elections Services			GFS	10000	GF Annual Account Ctrl	10000	Operating	10026787	RG Elections	0001	RG Elections	581325	DT Enterprise Tech Contracts	(\$21,615)	-21615	-21615	(\$21,615)	(\$21,615)	-\$21,615	(\$21,615)	(\$21,615)	-21615	(\$21,615)	(\$21,615)	(\$21,615)	(\$21,615)	(\$21,615)
REG	TIS	REG-TIS	232302	REG Elections Services	232302	REG Elections Services			GFS	10000	GF Annual Account Ctrl	10000	Operating	10026787	RG Elections	0001	RG Elections	581360	DT Telecommunications Services	(\$118,912)	-121141	-121141	(\$121,141)	(\$121,141)	-\$121,141	(\$121,141)	(\$121,141)	-121141	(\$121,141)	(\$121,141)	(\$121,141)	(\$121,141)	(\$121,141)
REG	TIS	REG-TIS	232341	DT Adm Administration	207915	DT Administration	232341	DT Adm Administration	Self Supporting	28070	ISTIF Annual Authority Ctrl	17582	DT Dt Operating Master Project	10024777	DT Dt Operating Master Project	0001	DT Operating Master Project	486610	Exp Rec Fr Regstar Of Votr AAO	\$69,084	70953	70953	\$70,953	\$70,953	\$70,953	\$70,953	70953	\$70,953	\$70,953	\$70,953	\$70,953	\$70,953	
RET	REG	RET-REG	207981	RET Health Care Trust	207981	RET Health Care Trust			Self Supporting	31440	Health Care-Prop B Trust Fund	10000	Operating	10026788	RS Administration	0001	RS Administration	581910	GF-Registrar Of Voters	(\$70,000)	-70000	-70000	(\$70,000)	(\$70,000)	-\$70,000	(\$70,000)	(\$70,000)	-70000	(\$70,000)	(\$70,000)	(\$70,000)	(\$70,000)	(\$70,000)
RET	REG	RET-REG	232302	REG Elections Services	232302	REG Elections Services			GFS	10000	GF Annual Account Ctrl	10000	Operating	10026787	RG Elections	0001	RG Elections	486640	Exp Rec Fr Retirement Sys AAO	\$140,000	140000	140000	\$140,000	\$140,000	\$140,000	\$140,000	70000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	
RET	REG	RET-REG	232320	RET Administration	232320	RET Administration			Self Supporting	31330	Employees Retirement Trust	10000	Operating	10026788	RS Administration	0001	RS Administration	581910	GF-Registrar Of Voters	(\$70,000)	-70000	-70000	(\$70,000)	(\$70,000)	-\$70,000	(\$70,000)	(\$70,000)	-70000	(\$70,000)	(\$70,000)	(\$70,000)	(\$70,000)	(\$70,000)



Organizational Chart

