

**BUDGET FORM 1A: Summary of Major Changes  
FY 2022-23 and FY 2023-24**

**Department of Elections**

Major Changes	Department Response to Major Changes
<p><b>1. SUMMARY.</b> What major changes is the department proposing? Include a description of changes intended to improve core service delivery. Clearly describe each change and the department's proposal to fund each change without increased General Fund support (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in the Expenditure Changes section below.</p>	<p>Partly in response to changes in state election law and partly in response to the number of scheduled elections, the Department is proposing changes in both its FY 2022-23 and FY 2023-24 budget proposals. More specifically, these current budget proposals detail smaller changes to both fixed operating costs and variable expenses for the November 8, 2022, Consolidated General Election, which will take place in FY 2022-23, and more significant changes to costs for the November 7, 2023, Municipal Election and the March 5, 2024, Consolidated Presidential Primary Election, which will both take place in FY 2023-24 – larger changes in the second FY are largely commensurate with the fact that this FY includes two elections.</p> <p>The main factor leading to increases in the current budget proposals is implementation of the provisions of Assembly Bill (AB) 37, which requires the Department to mail ballots and open the Accessible Vote-by-Mail system to all of the City's 500,000 voters and to maintain an extensive drop box infrastructure throughout each 29-day voting period. In addition to necessitating the purchase of many materials, complying with AB 37 will require the Department to invest in procuring, installing, and publicizing the availability of the City's expanded vote-by-mail ballot drop box program. Alongside AB 37 related changes, these budget proposals also contain a number of proposed changes related to the need to encourage more people to serve as poll workers, provide security at SFUSD facilities serving as polling places, procure certain new equipment, and expand outreach strategies.</p>
<p><b>2. TARGET.</b> How did the department meet its General Fund cost neutral target?</p>	<p>The Department is unable to meet the General Fund cost neutral target in these budget proposals because the Department must conduct three elections scheduled in the next two fiscal years while complying with all applicable local, state, and federal law and has no control over the length or complexity of the ballot and the Voter Information Pamphlet for each such election, which drive many costs contemplated in the budget proposals. Nevertheless, the Department continues to maintain fiscal responsibility and to identify new efficiencies wherever prudent. Examples include reducing the costs associated with staff hiring and onboarding through remote strategies, developing voter self-help tools to automate many election messages, and assigning Department staff to perform some services that were previously contracted out, such as translation of voter materials and post-census precincting.</p>
<p><b>3. EXPENDITURE CHANGES.</b> What major spending changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.</p>	<p>Although the Department's base budget only contemplates expenditures for a single election, in FY 2023-24, the Department will conduct two elections and will consequently incur higher production costs (e.g., outreach materials, official ballot and Voter Information Pamphlet printing, assembly, and mailing), as well as higher lease costs (e.g., polling place, garage and vehicle rental) and higher internal and external human resources costs (e.g., vendor and staff translation and proofing of official election materials, staff training of poll workers, poll worker stipends, interdepartmental services such as Sheriff ballot security services, ballot processing, and post-election canvass work).</p> <p>While most of the proposed increases in these budget proposals reflect the need to conduct two elections in FY 2023-24 rather than only one in FY 2022-23, they also reflect the following logistical needs: 1) to encourage poll worker service by increasing stipends to \$235-295, depending on bilingual ability and assignment, 2) to increase security at polling places hosted on San Francisco Unified School District (SFUSD) property, as required by SFUSD, 3) to expand voter outreach programs related to particular upcoming election topics, and 4) to purchase a floor sweeper and two servers to replace the Department's aging equipment.</p>
<p><b>4. REVENUE.</b> What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.</p>	<p>These proposals reflect revenues the Department expects to receive from candidate filing fees and paid ballot argument fees, as well as revenue recoveries from scheduled District and Agency elections.</p>
<p><b>5. LEGISLATION.</b> Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?</p>	<p>The Department is not seeking to submit any legislation with the budget.</p>
<p><b>6. PROP J.</b> Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.</p>	<p>The Department has received approval to contract out the assembly and mailing of its vote-by-mail ballot packets every year since FY 2007-08 and now seeks approval to contract out the same services in FY 2022-23. The Department is not proposing any new contracts for work previously done by City workers.</p>
<p><b>7. TRANSFER OF FUNCTION.</b> Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>The Department is not requesting any Transfer of Functions of positions between departments.</p>
<p><b>8. INTERIM EXCEPTIONS.</b> Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason are the request being made?</p>	<p>The Department is not requesting any Interim Exceptions.</p>
<p><b>9. BUDGET EQUITY.</b> How has the department advanced racial equity through its services to the community? Please provide a high level summary in this form and all details in Form 1D.</p>	<p>Over the last year, the Department continued to deliver high-quality election services to the public at large while providing supplemental services to advance racial equity and accessibility and encourage all eligible City voters to participate in elections. These supplemental services include outreach to vulnerable and hard to reach communities, with a focus on residents on parole who are newly eligible to register to vote and those who are unhoused or housing insecure; equitable distribution of ballot drop boxes; and the provision of expanded language services wherever possible. Additionally, the Department continues to work towards the internal racial equity and inclusive work culture goals described in its 2020-23 Racial Equity Plan (REAP).</p>

## BUDGET FORM 1B: Department Budget Summary

### FY 2022-23 and FY 2023-24

#### REG Elections

Authorized Positions	2021-2022	2022-2023	Changes from 2021-2022	2023-2024	Changes from 2022-2023
	Original Budget	Proposed Budget		Proposed Budget	
Total Authorized	79.95	59.13	(20.82)	77.82	18.69
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
<b>Net Operating Positions</b>	<b>79.95</b>	<b>59.13</b>	<b>(20.82)</b>	<b>77.82</b>	<b>18.69</b>

#### Sources

Charges for Services	61,972	519,291	457,319	83,653	(435,638)
Expenditure Recovery	70,000	70,000	0	70,000	0
Intergovernmental: State	4,623,500	0	(4,623,500)	0	0
General Funds	25,916,525	23,067,736	(2,848,789)	31,484,012	8,416,276
<b>Sources Total</b>	<b>30671997</b>	<b>23657027</b>	<b>(7,014,970)</b>	<b>31,637,665</b>	<b>54,116,110</b>

#### Uses - Operating Expenditures

Salaries	9,548,156	7,417,315	(2,130,841)	10,130,488	2,713,173
Mandatory Fringe Benefits	2,178,835	1,929,501	(249,334)	2,064,587	135,086
Non-Personnel Services	15,587,152	11,574,090	(4,013,062)	16,126,649	4,552,559
City Grant Program	300,000	300,000	0	300,000	0
Capital Outlay	21,700	21,700	0	0	(21,700)
Materials & Supplies	790,401	596,162	(194,239)	690,401	94,239
Services Of Other Depts	2,245,753	1,818,259	(427,494)	2,325,540	507,281
<b>Uses Total</b>	<b>30,671,997</b>	<b>23,657,027</b>	<b>(7,014,970)</b>	<b>31,637,665</b>	<b>7,980,638</b>

#### Uses - By Division Description

REG Elections-Commission	69,088	70,448	1,360	70,496	48
REG Elections Services	30,602,909	23,586,579	(7,016,330)	31,567,169	7,980,590
<b>Uses by Division Total</b>	<b>30,671,997</b>	<b>23,657,027</b>	<b>(7,014,970)</b>	<b>31,637,665</b>	<b>7,980,638</b>

**BUDGET FORM 2A: Revenue Report**

DEPARTMENT: REG

Please identify proposed revenue changes from the FY 2022-23 and FY 2023-24 Base Budget at the account level.

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

**Select the following criteria before running the report:**

Snapshot: **Start of Dept**

Budget Stages: **M2 Department Phase**

Account Lvl 5: Filter for all Revenue Account Lvl 5 codes beginning with "4"

GFS Type: Do not select a value.

Do not select values for any other prompts.

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

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

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

Budget System Report 15.30.005 filtered on Regular Revenues			Total BY Revenue Variance: 70,000.00			Total BY+1 Revenue Variance: 84,362.10			FORMULA	FILL IN
			FY 2022-23			FY 2023-24				
GFS Type	Account Lvl 5 Title	Account - Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Revenue Description & Explanation of Change
GFS	4860ExpRec	486620 - Exp Rec Fr Retre Hlth Trst Brd	\$0	\$70,000	\$70,000	\$0	\$70,000	\$70,000	YES	In both FY 2022-23 and FY 2023-24, the Department is projecting a one-time cost recovery for conducting the Retiree Health Care Trust Fund Board Election.
GFS	4600C4Svcs	460136 - County Candidate Filing Fee	\$57,881	\$57,881	\$0	\$57,881	\$72,243	\$14,362	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 in both FYs, the Department considered the number of elections scheduled to occur in each fiscal year, as well as historical filing data in elections similar to those scheduled to occur.

**BUDGET FORM 3A: Expenditure Changes**

DEPARTMENT: REG

Please identify proposed expenditure changes from the FY 2022-23 and FY 2023-24 Base Budget at the account level.

**There are no deappropriations from prior years' budget in the submitted budget proposals.**

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

**Select the following criteria before running the report:**

Snapshot: **Start of Dept**

Budget Stages: **M2 Department Phase**

GFS Type: Do not select a value.

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

Do not select values for any other prompts.

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

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

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

Budget System Report 15.30.005 filtered on Gross Expenditures			Total BY Expenditure Variance: <b>830,869.00</b>			Total BY+1 Expenditure Variance: <b>8,834,264.00</b>			FORMULA	FILL IN
GFS Type	Account Lvl 5 Title	Account - Title	FY 2022-23			FY 2023-24			Change submitted?	Explanation of Change
			Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt		
GFS	5010Salary	501010 - Perm Salaries-Misc-Regular	3,904,708	3,911,149	6,441	4,006,549	4,013,147	6,598	YES	The Department seeks to substitute an 1840 Junior Management Assistant, currently approved in the Annual Salary Ordinance, for a 1222 Senior Payroll and Personnel Clerk to align the tasks expected to be performed by a person in this position with the City's classification structure. This substitution will result in approximately \$6,500 increase in permanent salaries.
GFS	5010Salary	505010 - Temp Misc Regular Salaries	2,638,453	2,638,453	0	2,628,344	4,848,457	2,220,113	YES	In the months leading up to each election, the Department hires several hundred temporary employees to assist with a number of election tasks. The increase in temporary salaries in FY 2023-24 results from hiring seasonal personnel for two elections vs. one election in FY 2022-23.
GFS	5010Salary	511010 - Overtime - Scheduled Misc	695,073	695,073	0	695,072	1,095,072	400,000	YES	In every election cycle, overtime costs strongly correlate with staffing levels. Given the proposed increases in temporary staffing in FY 2023-24, the Department projects corresponding overtime cost increase.
GFS	5130Fringe	Various	1,932,355	1,934,057	1,702	1,839,519	2,070,267	230,748	YES	Increases in fringe benefits in FY 2022-23 and FY 2023-24 are proportional to increases in hourly wages and are calculated automatically by the Budget and Performance Measure System. These expenditure cover mandatory benefits that the Department has to provide to its staff, including permanent and temporary personnel.
GFS	5210NPSvcs	527100 - Payments To Poll Workers	\$437,420	\$623,280	\$185,860	\$437,420	\$1,047,280	\$609,860	YES	Increase in this account in FY 2023-24 reflects a \$55-65 increase in poll worker stipends to \$235-295 (current rates are \$180-230), both to alleviate persistent difficulties the Department has experienced in poll worker recruitment and to expand economic opportunities for those who serve our communities. The increase also reflects additional expenses the Department will incur in poll worker stipends as a result of having to conduct two elections in FY 2023-24 versus one election in FY 2022-23.

**BUDGET FORM 3A: Expenditure Changes Continued**

Budget System Report 15.30.005 filtered on Gross Expenditures			FY 2022-23			FY 2023-24			FORMULA	FILL IN
GFS Type	Account Lvl 5 Title	Account - Title	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Explanation of Change
GFS	5210NPSvcs	527990 - Other Professional Services	\$3,299,819	\$3,460,407	\$160,588	\$3,299,819	\$4,519,147	\$1,219,328	YES	Increases in these accounts in FY 2022-23 and FY 2023-24 result from additional vote-by-mail ballot packet printing, assembly, and mailing, as required under Assembly Bill 37 passed last year, mandating universal vote-by-mail services.
GFS	5210NPSvcs	535520 - Printing	\$2,817,340	\$3,003,120	\$185,780	\$2,817,340	\$5,511,649	\$2,694,309	YES	Increases in FY 2023-24 also reflect additional expenses the Department will incur as a result of having to conduct two elections in FY 2023-24 versus one election in FY 2022-23.
GFS	5210NPSvcs	528110 - Security	\$12,000	\$85,500	\$73,500	\$12,000	\$171,000	\$159,000	YES	Increased security costs in FY 2022-23 and FY 2023-24 result from requests made by the San Francisco Unified School District (SFUSD) in recent elections to provide private security at SFUSD facilities used as polling places.  Increases in FY 2023-24 also reflect additional expenses the Department will incur as a result of having to conduct two elections in FY 2023-24 versus one election in FY 2022-23.
GFS	5210NPSvcs	529990 - Other Equip Maint	\$2,210	\$12,210	\$10,000	\$2,210	\$12,210	\$10,000	YES	Increases in this account will fund annual maintenance necessary to maintain the Department's water pumps at the Department's Pier 31 warehouse.
GFS	5210NPSvcs	535810 - Advertising	\$98,243	\$150,000	\$51,757	\$98,243	\$300,000	\$201,757	YES	Increases in advertising in FY 2022-23 and FY 2023-24 result from additional outreach strategies that the Department plans to implement to educate the public about topics unique to the upcoming fiscal years, including impacts of local redistricting and precincting on San Francisco voters beginning with the November 2022 election and the aspects unique to presidential primary elections.  Increases in FY 2023-24 also reflect additional expenses the Department will incur as a result of having to implement outreach strategies for two elections in FY 2023-24 versus one election in FY 2022-23.
GFS	5400Mat&Su	542210 - Hardware	\$621	\$106,382	\$105,761	\$621	\$621	\$0	YES	A one-time increase in these accounts in FY 2023-24 result from a potential expansion of vote-by-mail ballot drop box infrastructure (from 34 boxes currently available to 51 boxes), creating higher densities of drop off boxes in neighborhoods with lower than average voter turnout.
GFS	5810OthDep	581067 - Sr-DPW-Building Repair	\$12,019	\$52,019	\$40,000	\$12,019	\$12,019	\$0	YES	
GFS	5210NPSvcs	530310 - Misc Facilities Rental	\$1,911,515	\$1,911,515	\$0	\$1,911,515	\$1,962,088	\$50,573	YES	Increased rental costs in FY 2022-23 and FY 2023-24 result from increases in payments mandated under contractual obligations with the Port of San Francisco for leasing the warehouse space at Pier 31.
GFS	5210NPSvcs	530510 - Payments For Polling Locations	\$26,878	\$26,878	\$0	\$26,878	\$45,878	\$19,000	YES	Increases in these accounts in FY 2023-24 reflect additional expenses the Department will incur as a result of having to secure services for two elections in FY 2023-24 versus one election in FY 2022-23.
GFS	5400Mat&Su	549510 - Other Office Supplies	\$319,707	\$319,707	\$0	\$319,707	\$519,707	\$200,000	YES	
GFS	5210NPSvcs	531990 - Other Equipment Rentals	\$29,204	\$29,204	\$0	\$29,204	\$58,408	\$29,204	YES	
GFS	5210NPSvcs	530210 - Garage Rent	\$32,560	\$32,560	\$0	\$32,560	\$65,120	\$32,560	YES	
GFS	5210NPSvcs	531210 - Vehicle Rental	\$177,235	\$177,235	\$0	\$177,235	\$354,560	\$177,325	YES	
GFS	5210NPSvcs	552210 - Fees Licenses Permits	\$17,128	\$17,128	\$0	\$17,128	\$34,256	\$17,128	YES	
GFS	5810OthDep	581770 - GF-Parking & Traffic	\$75,348	\$75,348	\$0	\$75,348	\$150,696	\$75,348	YES	
GFS	5810OthDep	581880 - GF-Rec & Park-Gardener	\$6,000	\$6,000	\$0	\$6,000	\$12,000	\$6,000	YES	
GFS	5810OthDep	581930 - GF-Sheriff							YES	
GFS	5810OthDep	581930 - GF-Sheriff	\$459,352	\$459,352	\$0	\$459,352	\$918,704	\$459,352	YES	
GFS	5810OthDep	581280 - DT SFGov TV Services	\$12,184	\$13,083	\$899	\$12,184	\$13,083	\$899	YES	Amounts noted in these accounts reflect changes to the Department's inter-departmental services accounts. These amounts are based on revised estimates provided by the performing departments.
GFS	5810OthDep	581325 - DT Enterprise Tech Contracts	\$26,075	\$27,901	\$1,826	\$26,075	\$27,901	\$1,826	YES	
GFS	5810OthDep	581470 - GF-HR-Client Svc-Recruit-Assess	\$210,437	\$217,192	\$6,755	\$210,437	\$223,773	\$13,336	YES	

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

DEPARTMENT: REG

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

Fiscal Year	Equipment Description	Justification of Need	Project ID	Project Title	Equipment #	New/Replace	Number of Units	Cost Per Unit	Total Cost	New Request	Rollover Units	Rollover Cost Per Unit	Rollover Total Cost
2023	Dell Power Edge Rack Server	Every fiscal year, the Department of Elections purchases two servers to replace its existing servers that have reached their lifespan. These servers host business critical applications, including the Election Management System (EMS) database and a variety of web applications. Replacing two of the Department's ten servers per fiscal year will allow the Department to stay current with the 5-year equipment life cycle, and aligns with the City's disaster recovery goals by ensuring availability of replacement hardware for servers running mission critical applications.	10026787	RG Elections	REG23001	Replace	2	10,850.	21,700	N	2	10850	21700
2024	Dell Power Edge Rack Server	Every fiscal year, the Department of Elections purchases two servers to replace its existing servers that have reached their lifespan. These servers host business critical applications, including the Election Management System (EMS) database and a variety of web applications. Replacing two of the Department's ten servers per fiscal year will allow the Department to stay current with the 5-year equipment life cycle, and aligns with the City's disaster recovery goals by ensuring availability of replacement hardware for servers running mission critical applications.	10026787	RG Elections	REG24001	Replace	2	10,863.	21,726	Y	0	0	0

