

Department Budget Submission Checklist

REG Budget Submission FY27FY28

To be completed by: All departments.

Instructions: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Department Name: REG Elections

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - Proposed GF target reductions**
 - Department Budget Summary:** Completed "Form 1B: Department Budget Summary."
 - Contingency:** Completed "Form 1C: Contingency."
- Revenue Report:** Completed "Form 2A: Revenue Report."
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form "Form 3A: Expenditure Changes."
- Position Changes:** Completed "Form 3B: Position Changes."
- Equipment & Fleet Requests:** Completed "Form 4A: Equipment Request" and "Form 4B: Fleet Request."
- Minimum Compensation Ordinance:** By checking this box, the department confirms that the effects of the MCO in contracting have been considered as part of the budget submission.

- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing and new Prop Js.
- Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing Report from BFM Reporting.
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect any proposed position changes.
- New Legislation:**
 - Accept & Expend (A&E) legislation for new grants included in the department budget submission
 - Included draft legislation that department would like to submit with the budget; or,
 - Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by 3/1/24 and final submission by 4/1/24.
- Other Requests:** Submitted requests for the following item:
 - COIT
 - Capital

For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: Mayank Patel



Signature: _____

DEPARTMENT: REG Elections

Major Changes		Department Response to Major Changes
Budget Instructions	Did the department follow the Mayor's Budget Instructions?	Yes
Summary	<p>What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. In addition, submit a 1-2 page memo inclusive of all program areas with major changes. The memo should address:</p> <ol style="list-style-type: none"> 1) all programs being wound down (and the timeline) 2) all new programs being stood up (including those stood up in the current fiscal year being annualized in the budget) 3) any programs being sustained but with changes to service levels due to funding changes 	The Department is not proposing any major changes as part of this budget submission. The proposed budget does not include the wind-down of any existing programs, the creation of any new programs, or reductions to mandated services. All core election programs and services are proposed to continue at current service levels. The budget proposals focus on targeted operational efficiencies and workload-driven changes while preserving the Department's ability to meet all legal and operational requirements.
Fund Balance	<p>For each fund that includes fund balance as a system-loaded revenue source (i.e. showing up in the budget submission), describe the following:</p> <ol style="list-style-type: none"> 1) What is the total fund balance amount as of December 31, 2025? 2) What is the projected total fund balance that will remain at the end of the current fiscal year? 3) In the department's submission, how much fund balance is proposed for use in the budget fiscal years? 4) What is the proposed use of budgeted fund balance each fiscal year? Is the proposed use a one-time or ongoing cost? 5) If any fund balance will be left unused, please explain how much and why. 6) Of all revenue sources supporting the fund, what percentage is fund balance? 	The Department's budget submission does not include fund balance as a system-loaded revenue source for any fund.
Source Type	What programs is the department proposing to fund with one-time sources? If the programs are proposed to continue after the exhaustion of one-time sources, explain how the department will fund them.	The Department is not proposing to fund any programs with one-time sources. All programs included in this budget submission are supported by ongoing funding.
Investments	Is the department proposing any upfront cost / investments in this budget that will save money over time? Describe how the spending reductions will be realized and on what timeline. (ex: new vehicle purchase that saves money on maintenance or fuel annually, paying for itself by FY29)	The Department is not proposing any upfront costs or investments that are intended to generate savings over time.

Major Changes		Department Response to Major Changes
General Fund Target	<p>If the department met the General Fund reduction target assigned in the Mayor's Budget Instructions, what are the ongoing changes made to achieve it? What are the high-level programmatic, operational, or staffing impacts of the proposed reductions? Is the department proposing any increases in revenues to meet target?</p> <p>For Non-General Fund Supported departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund.</p>	<p>The Department met the General Fund reduction target assigned in the Mayor's Budget Instructions through a combination of ongoing operational efficiencies and cost reductions. These changes include the deletion of a vacant position, reductions in professional services achieved through increased use of technology and alternative vendors, and ongoing savings in facilities, equipment, software, and telecommunications costs. The proposed reductions do not impact service delivery and all core election services, mandated programs, and service levels are maintained.</p> <p>The Department is not proposing any increases in revenues to meet the General Fund reduction target.</p>
Expenditures	<p>What major spending changes is the department proposing? How has the department evaluated grant allocations, non-personnel expenditures and contractual services for cost-effectiveness and efficiency? Please provide information about any changes that affect core services and functions. Highlight any changes related to major initiatives as noted in the Summary section and provide details in Form 3A.</p>	<p>The Department is proposing a combination of targeted expenditure reductions and necessary increases to balance fiscal constraints while sustaining core election services. As reflected in Form 3A, expenditure reductions are driven by operational efficiencies achieved through expanded use of technology and alternative vendors for professional services. Additional ongoing savings are realized through reductions in facilities, equipment, technology, and telecommunications costs.</p> <p>At the same time, the Department proposes select expenditure increases driven by election-related workload associated with the Presidential Primary Election, personnel costs, and technology and facilities needs. These include higher fringe benefit costs resulting from temporary staff becoming benefit-eligible during years with multiple elections, as well as wage and benefit adjustments for services provided by personnel from other City departments in accordance with applicable MOUs. Collectively, these changes support the Department's ability to deliver required election services efficiently while maintaining core programs and functions.</p>
Revenues	<p>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>The Department's projected revenue and recoveries total \$923,191 in FY 2026-27 and \$299,148 in FY 2027-28 and will be realized from two sources: 1) the collection of candidate and paid ballot argument filing fees and 2) recovery of costs associated with administering district and agency elections, with each of these two sources briefly described below.</p> <p>1. Candidate Filing and Paid Ballot Argument Fee Collections.</p> <p>State and local laws prescribe the collection procedures and fee amounts for candidate filing and submission of paid ballot argument fees. Collection of revenues due to candidate filings and paid ballot argument fee collection fluctuates in every year depending on the type of contests appearing on the ballot. The Department utilizes historical filing data to estimate the revenue it will collect for the elections occurring in the next fiscal years.</p> <p>The Department is not proposing any changes to candidate filing and paid ballot argument fee amounts.</p> <p>2. District and Agency Elections.</p> <p>Per state law, the Department may conduct district and agency elections and seek reimbursement to recoup costs associated with administering such elections.</p> <p>The Department expects to realize additional revenue recoveries in FY 2026-27 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 3, 2026 General Election. There are no district or agency elections scheduled in BY+1.</p>
External Policy Revenue Impacts	<p>What impact/significant changes in programming does the department project due to revenue shocks from the state or federal government? How are these reflected in your submission?</p>	<p>The Department does not receive operating revenue from state or federal sources.</p>
Revenue Increase Index	<p>Did the Department increase fees or other revenues above Controller's provided CPI index? If so, please explain what is driving the increase.</p>	<p>No. The Department did not increase fees or other revenues in any amount.</p>

Major Changes		Department Response to Major Changes
Positions	What position changes is the department proposing? How do the changes map to programs the department proposes to sustain or modify? For any changes to internal operations/indirect services, explain how they relate to core service delivery. How does the department plan to utilize or eliminate any vacant positions in their budget? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, or changes in status, and provide details in form 3B.	<p>The Department is seeking to substitute its 0952 Deputy Director II position with a 0932 Manager IV position. Overall, the proposed substitution preserves necessary executive flexibility while strengthening leadership stability and continuity, without increasing costs or altering the scope of work. Reclassifying this leadership position to Manager IV allows for a permanent civil service appointment, supporting continuity and the retention of institutional knowledge across election cycles. Given the Department's responsibility for administering complex, legally mandated election processes, long-term leadership stability is critical to maintaining operational efficiency, legal compliance, and high-quality service delivery. While the maximum salary for the 0932 Manager IV classification (\$216,710) is approximately 7% higher than that of the 0952 Deputy Director II classification (\$201,942), both positions fall within comparable executive-level salary ranges. The proposed substitution is expected to have a minimal fiscal impact, as compensation for the 0932 Manager IV position will be set within the salary range previously established for the 0952 Deputy Director II position and aligned with available funding.</p> <p>In addition, the Department proposes the deletion of one vacant position, which contributes to personnel cost savings without impacting program delivery. The elimination of this vacant position reflects an effort to align staffing with current operational needs and fiscal constraints, while ensuring that critical functions remain adequately staffed. No changes are proposed that would diminish the Department's ability to carry out its mandated responsibilities. Temporary staffing and budgeted attrition remain consistent with prior practices and are driven by election-related workload fluctuations.</p>
Substitutions	Is the department requesting any substitutions of positions? How many substitution requests are for filled positions?	Yes. The Department is requesting one position substitution, which applies to a filled position. Specifically, the Department is seeking to substitute its 0952 Deputy Director II position with a 0932 Manager IV position. Overall, the proposed substitution preserves necessary executive flexibility while strengthening leadership stability and continuity, without increasing costs or altering the scope of work.
Transfer of Functions	Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	No. The Department is not requesting any Transfers of Function of positions between departments.
Interim Exceptions	Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason are the request being made?	No. The Department is not requesting any interim exceptions.
Discretionary Workorders	What changes to discretionary workorders is the department proposing? What effect will those changes have on the department's programs and core service delivery?	The Department is proposing limited increases to four discretionary workorders to support core operational needs. These include modest increases for building repair services to maintain ballot drop boxes and warehouse facilities, technology workorders related to the transfer of website and application hosting to the Department of Technology's Citywide Public Cloud, and wage and benefit adjustments for Parking Control Officer and Sheriff support services in accordance with applicable MOUs. These changes are intended to maintain secure and effective delivery of core election services.
Legislation	Please itemize any legislation required for budget submission, including: A&Es / recurring grants, fee schedules, etc.	No legislation, including A&Es, recurring grants, or fee schedule changes, is included in this budget submission.
Prop J	Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.	The Department has received approval to outsource the assembly and mailing of vote-by-mail ballot packets each year since FY 2007–08 and now seeks approval to continue this service for the March 2028 election as part of its FY 2027–28 budget proposal. The Department is not proposing to outsource any other work currently performed by City employees.
Budget Equity	Do any changes to the department's budget described above impact the department's ability to implement its racial equity plan? If so please explain.	No. The proposed budget changes do not negatively impact the Department's ability to implement its racial equity plan. The Department's budget proposals are designed to preserve core programs and services that support equitable access to voting and election services for all communities. While the Department has identified targeted cost reductions and operational efficiencies, these changes do not reduce outreach, language access, accessibility, or voter education efforts that are central to the Department's racial equity goals.

DEPARTMENT: REG Elections

GFS Details

Account Lvl 2	Account Lvl 3	FY 2026-27 Base	FY 2026-27 Department	FY 2026-27 Dept - Base	FY 2027-28 Base	FY 2027-28 Department	FY 2027-28 Dept - Base
EXPENDITURE	SALARIES	7,556,197	7,442,024	(114,173)	7,896,415	7,774,141	(122,274)
	MAND_FRING_BEN	2,052,554	2,202,516	149,962	2,236,534	2,381,550	145,016
	PROG_PROJ	0	0	0	1,275,030	0	(1,275,030)
	NON_PERS_SVCS	12,254,764	12,118,523	(136,241)	11,365,131	11,830,647	465,516
	MTL_SUPP	341,119	341,119	0	341,119	341,119	0
	SVCS_OTHER_DEPTS	1,899,274	1,946,909	47,635	1,899,274	1,984,981	85,707
EXPENDITURE		24,103,908	24,051,091	(52,817)	25,013,503	24,312,438	(701,065)
GFS	General Fund Support	23,180,717	23,127,900	(52,817)	24,856,255	24,013,290	(842,965)

Account Lvl 2	Account Lvl 3	FY 2026-27 Base	FY 2026-27 Department	FY 2026-27 Dept - Base	FY 2027-28 Base	FY 2027-28 Department	FY 2027-28 Dept - Base
REVENUE	CHGS_FOR_SERVICES	823,191	823,191	0	57,248	99,148	41,900
	EXP_RECOVERY	100,000	100,000	0	100,000	200,000	100,000
REVENUE		923,191	923,191	0	157,248	299,148	141,900
GFS	General Fund Support	23,180,717	23,127,900	(52,817)	24,856,255	24,013,290	(842,965)

GFS Target Status

FY 2026-27 Reduction Targets	FY 2026-27 Baseline Target	FY 2026-27 Dept Submission	FY 2026-27 Amt Over (Under) Target	FY 2027-28 Reduction Targets	FY 2027-28 Baseline Target	FY 2027-28 Dept Submission	FY 2027-28 Amt Over (Under) Target
0	23,180,717	23,127,900	(52,817)	0	24,856,255	24,013,290	(842,965)
Target Met				Target Met			

NGFS - Self Supporting

BUDGET FORM 1C: Contingency

DEPARTMENT: REG Elections



The Department is not proposing any items as a contingency.

BUDGET FORM 2A: Revenue Report

DEPARTMENT: REG Elections

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	TRIO	Agency Use	Total BY Revenue Change		Total BY1 Revenue Change		Budget Justification	
																				2026-27 Base	2026-27 Department	2026-27 Dept - Base	2027-28 Base	2027-28 Department	2027-28 Dept - Base
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	4600C4Svcs	460136	County Candidate Filing Fee		31,781	31,781	0	15,838	57,738	41900	In FY 2027-28, County Candidate Filing fees are expected to increase by \$41,900, based on projected fee collections from candidates during that fiscal year.
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	4860ExpRec	486620	Exp Rec Fr Retire Hlth Trst Brd		0	0	0	0	100,000	100000	The Department is requested to conduct Retiree Health Trust Board election in FY28.

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

Inflation Factor for FY 2025-26 Fee Auto Increase as per Code Section **

Inflation Factor for FY 2026-27 Fee Auto Increase as per Code Section **

CPI will be updated in January 2024. Call Controller's Budget Office to confirm CPI before submitting.

TABLE 1 - FEES TO BE CERTIFIED BY CON

Item	Fee Status M/N	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g.. per sq. ft.)	FY 2025-26 Fee	FY 2025-26 Units (Est.)	FY 2025-26 Revenue Proposed	FY 2025-26 Cost Recovery (Est.)	FY 2026-27 Fee **	FY 2026-27 Units (Est.)	FY 2026-27 Revenue Proposed	FY 2026-27 Cost Recovery (Est.)	FY 2027-28 Fee **	FY 2027-28 Units (Est.)	FY 2027-28 Revenue Proposed	FY 2027-28 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
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TABLE 2 - MODIFIED AND NEW FEES

Item	Fee Status M/N	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g.. per sq. ft.)	FY 2025-26 Fee	FY 2025-26 Units (Est.)	FY 2025-26 Revenue Proposed	FY 2025-26 Cost Recovery (Est.)	FY 2026-27 Fee **	FY 2026-27 Units (Est.)	FY 2026-27 Revenue Proposed	FY 2026-27 Cost Recovery (Est.)	FY 2027-28 Fee **	FY 2027-28 Units (Est.)	FY 2027-28 Revenue Proposed	FY 2027-28 Cost Recovery (Est.)	Fiscal Year of Last Increase	Fee Prior to Last Increase
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TABLE 3 - CONTINUING FEES

Item	Fee Status	Description	Code Authorization	Auto CPI Adjust Yes/No	Account Code	Account Title	Fund Code	Fund Title	Authority Code	Authority Title	Department Code	Department Title	Project Code	Project Title	Activity Code	Activity Title	Unit Basis (e.g.. per sq. ft.)	FY 2025-26 Fee	FY 2025-26 Units (Est.)	FY 2025-26 Revenue Proposed	FY 2025-26 Cost Recovery (Est.)	FY 2026-27 Fee **	FY 2026-27 Units (Est.)	FY 2026-27 Revenue Proposed	FY 2026-27 Cost Recovery (Est.)	FY 2027-28 Fee **	FY 2027-28 Units (Est.)	FY 2027-28 Revenue Proposed	FY 2027-28 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	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 500.00	3	\$ 1,500.00		\$ 500.00	5	\$ 2,500.00		\$ 500.00	\$ -	\$ -			
2	C	CANDIDATE FILING FEE - COMMUNITY COLLEGE BOARD	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 500.00		\$ -		\$ 500.00	5	\$ 2,500.00		\$ 500.00	\$ -	\$ -			
3	C	BOARD OF SUPERVISOR # 1	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 500.00		\$ -		\$ 500.00		\$ -		\$ 500.00	\$ -	\$ -			
4	C	BOARD OF SUPERVISOR # 2	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 500.00	8	\$ 4,000.00		\$ 500.00		\$ -		\$ 500.00	\$ -	\$ -			
5	C	BOARD OF SUPERVISOR # 3	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 500.00		\$ -		\$ 500.00		\$ -		\$ 500.00	\$ -	\$ -			
6	C	BOARD OF SUPERVISOR # 4	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 500.00	6	\$ 3,000.00		\$ 500.00		\$ -		\$ 500.00	\$ -	\$ -			
7	C	BOARD OF SUPERVISOR # 5	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 500.00		\$ -		\$ 500.00		\$ -		\$ 500.00	\$ -	\$ -			
8	C	BOARD OF SUPERVISOR # 6	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 500.00	2	\$ 1,000.00		\$ 500.00		\$ -		\$ 500.00	\$ -	\$ -			
9	C	BOARD OF SUPERVISOR # 7	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 500.00		\$ -		\$ 500.00		\$ -		\$ 500.00	\$ -	\$ -			
10	C	BOARD OF SUPERVISOR # 8	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 500.00	2	\$ 1,000.00		\$ 500.00		\$ -		\$ 500.00	\$ -	\$ -			
11	C	BOARD OF SUPERVISOR # 9	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 500.00		\$ -		\$ 500.00		\$ -		\$ 500.00	\$ -	\$ -			
12	C	BOARD OF SUPERVISOR # 10	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 500.00	2	\$ 1,000.00		\$ 500.00		\$ -		\$ 500.00	\$ -	\$ -			
13	C	BOARD OF SUPERVISOR # 11	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 500.00		\$ -		\$ 500.00		\$ -		\$ 500.00	\$ -	\$ -			
14	C	MAYOR	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 6,719.00		\$ -		\$ 6,719.00		\$ -		\$ 6,719.00	\$ -	\$ -			
15	C	DISTRICT ATTORNEY	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 6,255.00		\$ -		\$ 6,255.00		\$ -		\$ 6,255.00	\$ -	\$ -			
16	C	SHERIFF	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 5,015.00		\$ -		\$ 5,015.00		\$ -		\$ 5,015.00	\$ -	\$ -			
17	C	CITY ATTORNEY	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 5,546.00		\$ -		\$ 5,546.00		\$ -		\$ 5,546.00	\$ -	\$ -			
18	C	TREASURER	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 3,950.00		\$ -		\$ 3,950.00		\$ -		\$ 3,950.00	\$ -	\$ -			
19	C	ASSESSOR-RECORDER	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating	232302	REG Elections	10026787	RG Elections	10000	Operating	Per Candidate	\$ 4,065.00		\$ -		\$ 4,065.00		\$ -		\$ 4,065.00	\$ -	\$ -			
20	C	PUBLIC DEFENDER	SF MEC § 810	No	460136	County Candidate Filing Fee	10000	GF Annual Ac	10000	Operating																					

Budget Form 2C: Fee Cost Recovery

REG Budget Submission FY27FY28

DEPARTMENT: REG Elections

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

Fee Name:	Fee XYZ		Department Providing Service:	Department ABC	
	<u>Numeric Code</u>	<u>Title</u>	Fee Administrator:	Jane Smart	
PS Department of Proposed Revenue:	XXXXXX		Code Authorization/		
PS Fund of Proposed Revenue:	XXXXXX		Proposed Fee Ordinance/File No:		
PS Authority of Proposed Revenue:	XXXXXX				
PS Project of Proposed Revenue:	XXXXXXXXXX				
PS Activity of Proposed Revenue:	XXXX				
PS Account of Proposed Revenue:	XXXXXX				
Fee Status (New/Modified):	New		Proposed Fee (FY 2026-27):	\$ 44.00 (1)	
Fee Status (New/Modified):	New		Proposed Fee (FY 2025-26):	\$ 42.00 (2)	
Detailed Service Description:			Current Fee (FY 2024-25):	\$ 40.00 (3)	
Please provide description of service		This form is not applicable as the Department is not proposing any changes to existing fees.			
Proposed Fee (FY 2026-27):	\$		Decrease:	\$ 2.00	
Proposed Fee (FY 2025-26):	\$		Decrease from FY 2024-25 Fee:	4.76%	
Current Fee (FY 2024-25):	\$		Decrease:	\$ 2.00	
			Decrease from Current Fee:	5.00%	
Fee Prior to Current:	\$			2010-11	
Current Fee Increase/Decrease from Prior Fee:	\$			5.26%	
FY2025-26					
ESTIMATED REVENUE DERIVED FROM SERVICE			ESTIMATED COSTS TO PROVIDE SERVICE - USE WORKSHEET 24-25, BELOW		
			FY 2025-26		
A	Quantity Estimated	5,000	D	Direct Costs	Estimated Cost
			Estimated Cost % of Total		
			Productive Labor & Benefits (0.75 of 2025-26 Salary & MFB)	\$ 313,702	59.25%
			Leave & Non-Productive Time (0.25 of FY 2025-26 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
			Rate		
			Departmental Overhead	20.00%	\$ 83,654
			Central Services Overhead	3.00%	\$ 12,548
C	FY 2025-26 Revenue Budgeted (A x B)	\$ 210,000	F	FY 2025-26 Direct & Indirect Costs	\$ 529,471
			100.00%		
G	FY 2025-26 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 2025-26 Estimated Revenue [(2) x A]:		\$ 210,000.00		
K	FY 2024-25 Estimated Revenue [(3) x A]:		\$ 200,000.00		
L	FY 2025-26 Estimated Revenue Increase/Decrease Based on Proposed Fee [J -K]:		\$ 10,000.00		

BUDGET FORM 3A: Expenditure Change

DEPARTMENT: REG Elections

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5 Title	Account	Account Title	Equipment #	TRIO	Agency Use	Total BY Expenditure Change		Total BY1 Expenditure Change				
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5010Salary	501010	Perm Salaries-Misc-Regular	4,234,513	4,120,340	-114,173	4,560,663	4,438,389	-122,274	See Form 3B			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	513010	Retire City Misc	0	0	0	1,275,030	0	-127,503	0	This allocation was provided by the Mayor's Office to account for increased costs associated with a fiscal year that includes a Presidential Primary Election. This line item reflects a decrease of \$1,275,030, as the Department reallocated a portion of this funding to other budget categories where increased expenditures are expected, consistent with the Mayor's Office budget directives.		
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	514010	Social Security (OASDI & HI)	631,565	614,331	-17,234	719,464	699,956	-19,508	See Form 3B			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	514020	Social Sec-Medicare(HI Only)	457,431	449,406	-805	477,085	468,490	-859	See Form 3B			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	515010	Health Service-City Match	108,744	107,088	-1656	113,621	111,849	-1772	See Form 3B			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	515020	Retire Health-Match-Prop B	238,678	231,347	-7331	260,167	252,176	-7991	See Form 3B			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	515030	RetireHlthCare-CityMatchPropC	57,755	56,875	-880	60,341	59,400	-941	See Form 3B			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	515710	Dependent Coverage	17,251	16,988	-263	18,020	17,739	-281	See Form 3B			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	516010	Dental Coverage	441,858	428,952	-12906	481,641	467,573	-14,068	See Form 3B			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	519120	Long Term Disability Insurance	41,176	39,964	-1212	42,814	41,554	-1260	See Form 3B			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	519990	Other Fringe Benefits	0	200,000	200000	0	200,000	200000	When two elections occur within the same calendar year, some temporary employees may work more than six months and begin accruing benefit costs, resulting in higher overall fringe benefit expenditures.			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5210NPSvcs	527990	Other Professional Services	2,855,000	2,750,000	-105000	2,855,000	2,750,000	-105000	Further cost efficiencies.			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5210NPSvcs	530210	Garage Rent	75,200	60,000	-15200	75,200	60,000	-15200	of certain vehicles to further reduce costs.			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5210NPSvcs	535510	Copy Machine	40,000	30,000	-10000	40,000	30,000	-10000	levels while maintaining operational needs.			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5210NPSvcs	535520	Printing	5,331,341	5,331,341	0	4,441,708	4,941,708	500000	accommodate political party and language preferences.			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5210NPSvcs	535810	Advertising	198,243	198,243	0	198,243	300,000	101757	and voting options.			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5210NPSvcs	535960	Software Licensing Fees	61,041	55,000	-6041	61,041	55,000	-6041	required services, such as hosting the VIP with a different vendor.			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5810OthDep	581067	Sr-DPW-Building Repair	14,275	14,275	0	14,275	24,275	10000	facilities.			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5810OthDep	581142	DT Citywide Public Cloud	2,100	23,000	20900	2,100	23,000	20900	environment.			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5810OthDep	581770	GF-Parking & Traffic	75,348	79,115	3767	75,348	83,071	7723	(MOU), associated with Parking Control Officer (PCO) assistance.			
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5810OthDep	581930	GF-Sheriff	459,352	482,320	22968	459,352	506,436	47084	(MOU), associated with Sheriff staffing support.			

BUDGET FORM 3B: Position Change

DEPARTMENT: REG Elections

GFS Type	Dept Grp	Division	Division Title	Section	Section Title	Dept ID	Dept ID Title	Fund	Fund Title	Project-Activity	Project Title	Activity Title	Authority	Authority Title	Account Lvl 5	Agency Use	Job Class	Job Title	Status	Action	Position	Position Code	Total BY FTE Change		Total BY Amount Change		Total BY1 FTE Change		Total BY1 Amount Change		
																		FY 2026-27	FY 2026-27	-1	-164211	Total BY1 FTE Change	-1	Total BY1 Amount Change	-177258						
																		Base FTE	Dept FTE	FY 2026-27 Dept - Base FTE	FY 2026-27 Base Amount	FY 2026-27 Dept Amount	FY 2027-28 Dept - Base FTE	FY 2027-28 Base Amount	FY 2027-28 Dept Amount	FY 2027-28 Dept - Base FTE	FY 2027-28 Base Amount	FY 2027-28 Dept Amount	FY 2027-28 Dept - Base FTE		
																				Explanation of Change											
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5010Salary	0932_C Manager IV	A	S	01099523-1	0	1	1	0	224,071	224071	0	1	1	0	239,968	239968 previously established for 0952 Deputy Director II.
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	0932_C Manager IV	A	S	01099523-1	0	80,017	80017	0	88,044	88044 previously established for 0952 Deputy Director II.						
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5010Salary	0952_C Deputy Director II	A	S	01099523-1	1	0	-1	208,802	0	-208802	1	0	-1	223,616	0	-223616 previously established for 0952 Deputy Director II.
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	0952_C Deputy Director II	A	S	01099523-1	77,423	0	-77423	85,122	0	-85122 previously established for 0952 Deputy Director II.						
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5010Salary	1410_C Chief Clerk	A	D	01059407-1	1	0	-1	129,442	0	-129442	1	0	-1	138,626	0	-138626 align staffing levels with operational needs and fiscal constraints.
GFS	REG	232302	REG Elections Services	232302	REG Elections Services	232302	REG Elections Services	10000	GF Annual Account Ctrl	10026787-0001	RG Elections	RG Elections	10000	Operating	5130Fringe	1410_C Chief Clerk	A	D	01059407-1	52,632	0	-52632	57,906	0	-57906 align staffing levels with operational needs and fiscal constraints.						

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

REG Budget Submission FY27FY28

DEPARTMENT: REG

Departments that are making General Fund equipment requests should complete this form.

Do not load General Fund equipment requests in the budget system - they will be loaded centrally in Mayor phase.

Equipment numbers will be finalized after the Mayor's Budget Office determines citywide equipment allocations.

Where applicable, include installation/outfitting costs in the same line item budget request in the tables below.

Fiscal Year	Equipment Description	Justification of Need	Project ID	Project Title	Equipment #	New/Replace	Number of Units	Cost Per Unit	Total Cost	New Request	Rollover Units	Rollover Cost Per	Rollover Total Cost
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BUDGET FORM 4B: Fleet

DEPARTMENT: REG

All departments requesting to purchase new or replacement vehicles must fill out this form, whether requesting General Fund support

Requests will be reviewed by Fleet Management and MBO.

REG Budget Submission FY27FY28

Note:

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

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

SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED

Any officer, department or agency seeking Board approval of a contract for personal services under Charter Section 10.104(15) shall submit a supplemental report to the Board of Supervisors in connection with the contract and the Controller's certification. The report shall summarize the essential terms of the proposed contract and address the following subjects:

1. The department's basis for proposing the Prop J certification;

The Department's Assembly of Vote-by-Mail Ballot Packets Prop J service for FY 2025-26 was approved during the last year's budget cycle and none of the assumptions used to calculate costs have significantly changed. The Department is seeking approval for the Assembly of Vote-by-Mail Ballot Packets Prop J service for FY 2026-27.

As shown in the Prop J Summary, the City stands to save up to an estimated \$1,169,304 by outsourcing the assembly of vote-by-mail packets.

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;

No impact.

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

The Department performs a cost analysis that compares the outsourced services with the services received and billed, prior to processing any form of payment.

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract:

\$0.71 per Assembled Packet - 5 Cards

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

The proposed vendor is qualified by the Office of Contract Administration and Contract Monitoring Division for doing business with the City.

6. The department's plan for City employees displaced by the contract; and,

This service will not result in the displacement of City employees.

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

Unknown.

8. Changes in any elements of the Contractor and/or City side since the prior approved Prop J.

No.

9. Name and job title of the person completing this questionnaire:

Mayank Patel, Manager of Budget and Operations

PROPJ ANALYSIS SUMMARY

REG Budget Submission FY27FY28

FISCAL YEAR

Department: REG - Elections
 Contract: Assembly and mailing of vote-by-mail ballot packets (24174)

City cost if services are not contracted out

	<i>Low Range</i>	<i>High Range</i>
Total Annual Salary	\$ 892,869	\$ 1,085,098
Total Other Pay	\$ 0	\$ 0
Total Fringe Benefits	\$ 466,745	\$ 501,407
Additional City Costs	\$ 0	\$ 0
	\$ 1,359,614	\$ 1,586,505

City cost if services are contracted out

Contract Cost	\$ 341,600	\$ 397,600
Contract Monitoring	\$ 16,506	\$ 19,601
	\$ 358,106	\$ 417,201

City savings from contracting out, Savings/(Cost)

	\$ 1,001,508	\$ 1,169,304
	73.66%	73.70%

FISCAL YEAR

2027-28

Department: REG - Elections
 Contract: Assembly and mailing of vote-by-mail ballot packets (24174)

City cost if services are not contracted out

	<i>Low Range</i>	<i>High Range</i>
Total Annual Salary	\$ 956,214	\$ 1,162,074
Total Other Pay	\$ 0	\$ 0
Total Fringe Benefits	\$ 513,020	\$ 551,895
Additional City Costs	\$ 0	\$ 0
	\$ 1,469,234	\$ 1,713,969

City cost if services are contracted out

Contract Cost	\$ 229,600	\$ 285,600
Contract Monitoring	\$ 17,828	\$ 21,157
	\$ 247,428	\$ 306,757

City savings from contracting out, Savings/(Cost)

	\$ 1,221,806	\$ 1,407,212
	83.16%	82.10%

CONTRACT COSTS DETAILS

REG Budget Submission FY27FY28

Department: REG - Elections**Contract:** Assembly and mailing of vote-by-mail ballot packets (24174)**FY 2027 Contract Monitoring Costs:**

Job Class Title	Job Class	FTE	FY 2026-27 Personnel Cost Low	FY 2026-27 Personnel Cost High
Senior Management Assistant	1844_C	0.10	\$ 16,506	\$ 19,601
	Sum:	0.10	\$ 16,506	\$ 19,601

Reasons for no contract monitoring**FY 2027 Contract Cost Calculation**

List of all contract components	Nbr of Units	Notes / Unit Measure	FY 2026-27 Low Estimate	FY 2026-27 High Estimates
November 2026 Election Main Extract Assemble and Mailing	560000	Low end estimate assumes 4 ballots cards will be used for November 2026 election; high end estimate assumes 5 ballot cards will be used.	\$ 341,600	\$ 397,600
Total Non-Personnel Costs:		\$	341,600	\$ 397,600

ESTIMATED TOTAL CONTRACT

\$ 358,106 \$ 417,201

Comments/Assumptions

- 1) Main ballot extract is estimated to require 560,000 Vote-By-Mail ballot packets to be assembled and mailed
- 2) Each ballot packet is estimated to contain 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 the number of contests and propositions that will appear on the ballot.

Contract Cost Source of Data

Quotes from the vendor.

Contract's Year of Data

December 2025

Contract cost based on RFP?

N/A

FY 2028 Contract Monitoring Costs:

Job Class Title	Job Class	FTE	FY 2027-28 Personnel Cost Low	FY 2027-28 Personnel Cost High
Senior Management Assistant	1844_C	0.10	\$ 17,828	\$ 21,157
	Sum:	0.10	\$ 17,828	\$ 21,157

Reasons for no contract monitoring**FY 2028 Contract Cost Calculation**

List of all contract components	Nbr of Units	Notes / Unit Measure	FY 2027-28 Low Estimate	FY 2027-28 High Estimates
November 2026 Election Main Extract Assemble and Mailing	0	Low end estimate assumes 4 ballots cards will be used for November 2026 election; high end estimate assumes 5 ballot cards will be used.	\$ 229,600	\$ 285,600
Total Non-Personnel Costs: \$			229,600	\$ 285,600

ESTIMATED TOTAL CONTRACT

\$ 247,428 \$ 306,757

Comments/Assumptions

- 1) Main ballot extract is estimated to require 560,000 Vote-By-Mail ballot packets to be assembled and mailed
- 2) Each ballot packet is estimated to contain 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 the number of contests and propositions that will appear on the ballot.

Contract Cost Source of Data

Quotes from the vendor.

Contract's Year of Data

December 2025

Contract cost based on RFP?

N/A

CITY COSTS ESTIMATES

REG Budget Submission FY27FY28

Department:

REG - Elections

Contract:

Assembly and mailing of vote-by-mail ballot packets (24174)

FY 2027 Projected Personnel Costs

Job Class Title	Job Class	FTE	FY 2026-27 Personnel Cost Low	FY 2026-27 Personnel Cost High
Junior Clerk	1402_C	0.10	\$ 1,329,928	\$ 1,551,343
Junior Management Assistant	1840_C	0.10	\$ 13,180	\$ 15,561
Senior Management Assistant	1844_C	0.10	\$ 16,506	\$ 19,601
	Sum:	0.30	\$ 1,359,614	\$ 1,586,505

FY 2027 Projected Non-Personnel Costs

Item Description	Nbr of Units	Notes/Unit Measures	FY 2026-27 Low Estimate	FY 2026-27 High Estimates
	0		\$ 0	\$ 0
		Total Non-Personnel Costs:	\$ 0	\$ 0

ESTIMATED TOTAL CITY COST

\$ 1,359,614 \$ 1,586,505

Comments/Assumptions

1. FY 0708 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2026. 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

FY 2028 Projected Personnel Costs

Job Class Title	Job Class	FTE	FY 2027-28 Personnel Cost Low	FY 2027-28 Personnel Cost High
Junior Clerk	1402_C	0.10	\$ 1,437,166	\$ 1,676,012
Junior Management Assistant	1840_C	0.10	\$ 14,240	\$ 16,800
Senior Management Assistant	1844_C	0.10	\$ 17,828	\$ 21,157
Sum:		0.30	\$ 1,469,234	\$ 1,713,969

FY 2028 Projected Non-Personnel Costs

Item Description	Nbr of Units	Notes/Unit Measures	FY 2027-28 Low Estimate	FY 2027-28 High Estimates
	0		\$ 0	\$ 0
Total Non-Personnel Costs:		\$ 0	\$ 0	\$ 0

ESTIMATED TOTAL CITY COST \$ 1,469,234 \$ 1,713,969

Comments/Assumptions

1. FY 0708 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2027. 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

Assembly and mailing of vote-by-mail ballot packets (24174)

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES

FISCAL YEAR 2026-27

PROJECTED PERSONNEL COSTS

vJCName	Job Class	FTE	FY 2026-27		FY 2026-27
			Personnel Cost Low	Personnel Cost High	Personnel Cost
Junior Clerk	1402_C	0.10	\$ 1,329,928	\$ 1,551,343	
Junior Management Assistant	1840_C	0.10	\$ 13,180	\$ 15,561	
Senior Management Assistant	1844_C	0.10	\$ 16,506	\$ 19,601	
	Sum:	0.30	\$ 1,359,614	\$ 1,586,505	

ADDITIONAL CITY COSTS

Item Description	Nbr of Units	Notes / Unit Measure	FY 2026-27		FY 2026-27
			Low Estimate	High Estimate	High Estimate
	0		\$ 0	\$ 0	0
		Total Non-Personnel Costs: \$	0	\$ 0	0

ESTIMATED TOTAL CITY COST \$ 1,359,614 \$ 1,586,505

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 1,359,614	\$ 1,586,505
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 358,106	\$ 417,201
ESTIMATED SAVINGS	\$ 1,001,508	\$ 1,169,304
% of Savings to City Cost	73.66%	73.70%

REG - Elections

Assembly and mailing of vote-by-mail ballot packets (24174)

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES

FISCAL YEAR 2027-28**PROJECTED PERSONNEL COSTS**

vJName	Job Class	FTE	FY 2027-28		FY 2027-28 Personnel Cost High
			Personnel Cost Low	Personnel Cost High	
Junior Clerk	1402_C	0.10	\$ 1,437,166	\$ 1,676,012	
Junior Management Assistant	1840_C	0.10	\$ 14,240	\$ 16,800	
Senior Management Assistant	1844_C	0.10	\$ 17,828	\$ 21,157	
	Sum:	0.30	\$ 1,469,234	\$ 1,713,969	

ADDITIONAL CITY COSTS

Item Description	Nbr of Units	Notes / Unit Measure	FY 2027-28		FY 2027-28 High Estimate
			Low Estimate	High Estimate	
	0		\$ 0	\$ 0	0
		Total Non-Personnel Costs: \$	0	\$ 0	0

ESTIMATED TOTAL CITY COST \$ 1,469,234 \$ 1,713,969**COST COMPARISON SUMMARY**

ESTIMATED TOTAL CITY COST	\$ 1,469,234	\$ 1,713,969
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 247,428	\$ 306,757
ESTIMATED SAVINGS	\$ 1,221,806	\$ 1,407,212
	% of Savings to City Cost	83.16% 82.10%

Department - IDS Form Balancing Report

Run Date: 1/28/26

Page 1 of 2

WO Form Balance by Dept Pair

Run Time: 11:07:51 AM

This Tab is filtered for work orders that are not balanced between requesting and performing departments. To remove or change this filter and view all work orders, go to the "Input Controls" in the navigation pane; change the value under Report Input Controls. All entries can also be reviewed in Tab2 and Tab3.

Off-Budget is one-sided and is considered balance. It is unbalance only when Requesting (8000) and Performing (8100) does not agree.

REG-DPW

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2026-27 Requesting Proposal 8000	FY 2026-27 Performing Proposal 8100	FY 2026-27 Imbalanced 8000 vs 8100	FY 2027-28 Requesting Proposal 8000	FY 2027-28 Performing Proposal 8100	FY 2027-28 Imbalanced 8000 vs 8100
DPW-BLDGREPAIR	486610	N	N	14,275	14,275	0	24,275	14,275	10,000
	581067	N	N	-14,275	-14,275	0	-24,275	-14,275	-10,000
DPW-BLDGREPAIR				0	0	0	0	0	0
REG-DPW				0	0	0	0	0	0

REG-MTA

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2026-27 Requesting Proposal 8000	FY 2026-27 Performing Proposal 8100	FY 2026-27 Imbalanced 8000 vs 8100	FY 2027-28 Requesting Proposal 8000	FY 2027-28 Performing Proposal 8100	FY 2027-28 Imbalanced 8000 vs 8100
MTA-PRKG+TRAFFIC	486610	N	N	79,115	75,348	3,767	83,071	75,348	7,723
	581770	N	N	-79,115	-75,348	-3,767	-83,071	-75,348	-7,723
MTA-PRKG+TRAFFIC				0	0	0	0	0	0
REG-MTA				0	0	0	0	0	0

REG-SHF

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2026-27 Requesting Proposal 8000	FY 2026-27 Performing Proposal 8100	FY 2026-27 Imbalanced 8000 vs 8100	FY 2027-28 Requesting Proposal 8000	FY 2027-28 Performing Proposal 8100	FY 2027-28 Imbalanced 8000 vs 8100
SHF	486610	N	N	482,320	459,352	22,968	506,436	459,352	47,084
	581930	N	N	-482,320	-459,352	-22,968	-506,436	-459,352	-47,084
SHF				0	0	0	0	0	0

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WO Form Balance by Dept Pair

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REG-SHF	0	0	0	0	0	0
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REG-TIS

WO Ref ID	Account	Balance IN Proposal By Account	Balance IN Proposal By WO	FY 2026-27 Requesting Proposal 8000	FY 2026-27 Performing Proposal 8100	FY 2026-27 Imbalanced 8000 vs 8100	FY 2027-28 Requesting Proposal 8000	FY 2027-28 Performing Proposal 8100	FY 2027-28 Imbalanced 8000 vs 8100
TIS-CITYWIDECLoud	486610	N	N	23,000	2,100	20,900	23,000	2,100	20,900
	581142	N	N	-23,000	-2,100	-20,900	-23,000	-2,100	-20,900
TIS-CITYWIDECLoud				0	0	0	0	0	0
REG-TIS				0	0	0	0	0	0

Organizational Chart

