



**OFFICE OF THE CONTROLLER**  
**CITY AND COUNTY OF SAN FRANCISCO**

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

May 31, 2023

John Arntz, Director  
Department of Elections  
City Hall – 1 Dr. Carlton B. Goodlett Place, Room 48  
San Francisco, CA 94102

Attention: Nataliya Kuzina, Deputy Director

RE: Assembly of Vote by Mail Envelope Services – FY 2023-24

The cost information and supplemental data provided by your office on the proposed contract referenced above have been reviewed by my staff.

If these services are provided at the proposed contract price, it appears they can be performed at a lower cost than if the work were performed by City employees.

The requirements of Charter Section 10.104.15 relative to the Controller's findings that work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco have been satisfied. Attached is a statement of projected cost and estimated savings for Fiscal Year 2023-24 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met. Please contact Risa Sandler at [Risa.Sandler@sfgov.org](mailto:Risa.Sandler@sfgov.org) if you have any questions regarding this determination.

Sincerely,

\_\_\_\_\_/s/\_\_\_\_\_  
Ben Rosenfield,  
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst  
Human Resources, Employee Relations  
Mayank Patel, Budget Manager

080-Department of Elections  
 Assembly and mailing of vote-by-mail ballot packets for FY24  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES  
**FISCAL YEAR 2023-24**

**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	1,402	21	2,174	2,610	1,187,023	1,424,997
Chief Clerk	1,410	0	3,717	4,462	9,665	11,602
Junior Management Assistant	1,840	0	3,105	3,728	8,074	9,692
Total FTE		21				
Total Salary Costs-->					1,204,761	1,446,292
Total of Other Compensation-->					-	-

**FRINGE BENEFITS**

Job Class	\$ Amount	Low	High
Benefits per FTE--Job Class #:	1,402	33,665	
Benefits per FTE--Job Class #:	1,410	45,584	
Benefits per FTE--Job Class #:	1,840	40,859	
Total Fringe Benefits		649,209	715,609

**COST COMPARISON SUMMARY**

<b>ESTIMATED TOTAL CITY COST</b>	1,853,970	2,161,901
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	240,852	298,701
<b>ESTIMATED SAVINGS</b>	1,613,117	1,863,200
<b>% of Savings to City Cost</b>	87%	86%