



OFFICE OF THE CONTROLLER
CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

May 31, 2021

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 2021-22

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 2021-22 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 415-554-5254 if you have any questions regarding this determination.

Sincerely,

/s/

Ben Rosenfield,
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations
Fisher Zhu, Budget Manager

080-Department of Elections

Assembly and mailing of vote-by-mail ballot packets for FY22 elections
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2021-22

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	44.0	\$ 1,988	\$ 2,386	\$ 2,282,650	\$ 2,740,276	
Chief Clerk	1410	0.2	\$ 3,400	\$ 4,081	\$ 17,747	\$ 21,305	
Junior Management Assistant	1840	0.2	\$ 2,840	\$ 3,409	\$ 14,824	\$ 17,795	
0					\$ -	\$ -	
0					\$ -	\$ -	
0					\$ -	\$ -	
0					\$ -	\$ -	
0					\$ -	\$ -	
0					\$ -	\$ -	
0					\$ -	\$ -	
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			44.4				
					Total Salary Costs-->	\$ 2,315,220	\$ 2,779,376
					Total of Other Compensation-->	\$ -	\$ -

FRINGE BENEFITS

Job Class	\$ Amount	Low	High
Benefits per FTE--Job Class #:	1402	35679	
Benefits per FTE--Job Class #:	1410	46101	
Benefits per FTE--Job Class #:	1840	41134	
Benefits per FTE--Job Class #:	-	-	
Benefits per FTE--Job Class #:	-	-	
Benefits per FTE--Job Class #:	-	-	
Benefits per FTE--Job Class #:	-	-	
Benefits per FTE--Job Class #:	-	-	
Benefits per FTE--Job Class #:	-	-	
Benefits per FTE--Job Class #:	-	-	
Total Fringe Benefits		\$ 1,433,462	\$ 1,587,323

ADDITIONAL CITY COSTS

Insert all additional costs, with a description, that the City would incur if providing the	\$ -	\$ -
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	\$ 3,748,682	\$ 4,366,699
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 618,446	\$ 739,223
ESTIMATED SAVINGS	\$ 3,130,236	\$ 3,627,476
% of Savings to City Cost	84%	83%

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, 2021. 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.