



OFFICE OF THE CONTROLLER
CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

May 30, 2019

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: Ballot Preparation – FY 2019-20

The cost information and supplemental data provided by your office on the proposed contract for Assembly of Vote by Mail Envelope (VBM) services 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 2019-20 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,



Ben Rosenfield,
Controller

Enclosures

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

Elections

Assembly and mailing of vote-by-mail ballot packets for the November 2019 election and March 2020 election.

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2019-20

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	26.0	\$ 1,767	\$ 2,147	\$ 1,194,492.00	\$ 1,451,372.00
Chief Clerk	1410.00	0.2	3,020	3,671	\$ 15,704.00	\$ 19,089.20
Junior Management Assistant	1840.00	0.2	2,521	3,066	\$ 13,109.20	\$ 15,943.20
Total FTE		26.4				
Total Salary Costs-->					\$ 1,223,305	\$ 1,486,404
Total of Other Compensation-->					\$ -	\$ -

FRINGE BENEFITS

Job Class	\$ Amount	Low	High
Benefits per FTE--Job Class #:	1,402	\$ 34,417	
Benefits per FTE--Job Class #:	1,410	\$ 44,364	
Benefits per FTE--Job Class #:	1,840	\$ 39,641	
Total Fringe Benefits		\$ 825,541	\$ 911,655

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 2,048,846.16	\$ 2,398,059.82
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 470,708.41	\$ 507,674.40
ESTIMATED SAVINGS	\$ 1,578,138	\$ 1,890,385
% of Savings to City Cost	77%	79%

Comments/Assumptions:

1. FY2007-08 was the first year these services were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2018. 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
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.