



OFFICE OF THE CONTROLLER
CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

May 31, 2022

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 2022-23

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 2022-23 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 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 FY23
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES
 FISCAL YEAR 2022-23

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	21.0	\$ 2,098	\$ 2,519	\$ 1,149,920	\$ 1,380,456		
Chief Clerk	1410	0.1	\$ 3,588	\$ 4,307	\$ 9,364	\$ 11,241		
Junior Management Assistant	1840	0.1	\$ 2,998	\$ 3,599	\$ 7,824	\$ 9,392		
Total FTE					21.2			
					Total Salary Costs--->		\$ 1,167,107	\$ 1,401,089
					Total of Other Compensation--->		\$ -	\$ -

FRINGE BENEFITS

Job Class	\$ Amount	Low	High
Benefits per FTE--Job Class #:	1402	\$ 35,731	
Benefits per FTE--Job Class #:	1410	\$ 46,906	
Benefits per FTE--Job Class #:	1840	\$ 41,851	
Total Fringe Benefits		\$ 685,542	\$ 759,227

ADDITIONAL CITY COSTS

	\$ -	\$ -
	\$ -	\$ -

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 1,852,649	\$ 2,160,316
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 323,762	\$ 381,572
ESTIMATED SAVINGS	\$ 1,528,887	\$ 1,778,744
% of Savings to City Cost	83%	82%