



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

Ben Rosenfield  
Controller  
Todd Rydstrom  
Deputy Controller

July 31, 2020

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 (VBM) Services – FY 2020-21

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 2020-21 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/

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Ben Rosenfield,  
Controller

Enclosures

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

Assembly and mailing of vote-by-mail ballot packets for the November 2020 election  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2020-21

## 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	31.0	\$ 1,837	\$ 2,233	\$ 1,486,393	\$ 1,806,720
Chief Clerk	1410.00	0.1	\$ 3,142	\$ 3,819	\$ 8,200	\$ 9,968
Junior Management Assistant	1840.00	0.1	\$ 2,624	\$ 3,190	\$ 6,850	\$ 8,326
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
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		31.2				
Total Salary Costs-->					\$ 1,501,443.36	\$ 1,825,013.79
Total of Other Compensation-->					\$ -	\$ -

## FRINGE BENEFITS

Job Class	\$ Amount	
Benefits per FTE--Job Class #:	1,402 34943	
Benefits per FTE--Job Class #:	1,410 45761	
Benefits per FTE--Job Class #:	1,840 40690	
Benefits per FTE--Job Class #:	0 0	
Benefits per FTE--Job Class #:	0 0	
Benefits per FTE--Job Class #:	0 0	
Benefits per FTE--Job Class #:	0 0	
Benefits per FTE--Job Class #:	0 0	
Benefits per FTE--Job Class #:	0 0	
Benefits per FTE--Job Class #:	0 0	
Benefits per FTE--Job Class #:	0 0	
Total Fringe Benefits		Low \$ 987,681.75 High \$ 1,091,867.64

## ADDITIONAL CITY COSTS

Insert all additional costs, with a description, that the City would incur if providing the service. 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	\$ 2,489,125	\$ 2,916,881
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 411,623	\$ 485,181
ESTIMATED SAVINGS	\$ 2,077,502	\$ 2,431,700
% of Savings to City Cost	83%	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, 2020. 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.