



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

Greg Wagner  
Controller  
Todd Rydstrom  
Deputy Controller

May 28, 2024

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: Contracting for Assembly of Vote by Mail Envelope Services – FY 2024-25

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 2024-25 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 Devin Macaulay at [Devin.Macaulay@sfgov.org](mailto:Devin.Macaulay@sfgov.org) if you have any questions regarding this determination.

Sincerely,

\_\_\_\_\_/s/\_\_\_\_\_

Greg Wagner,  
Controller

Enclosures

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

REG - Elections

Assembly and mailing of vote-by-mail ballot packets (18761)

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES

FISCAL YEAR 2024-25

**PROJECTED PERSONNEL COSTS**

Job Name	Job Class	FTE	FY 2024-25 Personnel Cost Low	FY 2024-25 Personnel Cost High
Junior Clerk	1402_C	31.00	\$ 2,796,067	\$ 3,274,879
Junior Management Assistant	1840_C	0.10	\$ 12,088	\$ 14,304
Senior Management Assistant	1844_C	0.10	\$ 15,180	\$ 18,056
Sum:		31.20	\$ 2,823,335	\$ 3,307,239

**ADDITIONAL CITY COSTS**

Item Description	Nbr of Units	Notes / Unit Measure	FY 2024-25 Low Estimate	FY 2024-25 High Estimate
	0		\$ 0	\$ 0
Total Non-Personnel Costs:			\$ 0	\$ 0

**ESTIMATED TOTAL CITY COST** \$ 2,823,335 \$ 3,307,239

**COST COMPARISON SUMMARY**

ESTIMATED TOTAL CITY COST	\$ 2,823,335	\$ 3,307,239
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 552,780	\$ 751,656
ESTIMATED SAVINGS	\$ 2,270,555	\$ 2,555,583
% of Savings to City Cost	80.42%	77.27%