



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

**Ben Rosenfield**  
**Controller**  
**Monique Zmuda**  
**Deputy Controller**

May 30, 2014

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 Envelopes (VBM) – FY 2015-16

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 2015-16 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 415-554-6626 if you have any questions regarding this determination.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Rosenfield".

Ben Rosenfield,  
Controller

Enclosures

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

**Please Fill Out Highlighted Areas Only.**

Department of Elections  
 Assembly of Vote-By-Mail Envelopes  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES(1)(2)  
 FISCAL YEAR 2015-16

**ESTIMATED CITY COSTS:**

**PROJECTED PERSONNEL COSTS**

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Junior Clerk	1402	30.0	\$ 1,520	\$ 1,844	\$ 1,190,160	\$ 1,443,852
Chief Clerk	1410	0.2	\$ 2,596	\$ 3,155	13,551	16,469
Junior Management Assistant	1840	0.2	\$ 2,166	\$ 2,632	11,307	13,739
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
Holiday Pay (if applicable)					38,553	46,773
Night / Shift Differential (if applicable)					704	855
Overtime Pay (if applicable)					0	0
Other Pay (if applicable)					0	0
<b>Total Salary Costs</b>		<b>30.4</b>			<b>1,254,275</b>	<b>1,521,688</b>

**FRINGE BENEFITS**

Variable Fringes(3)		476,545	578,145
Fixed Fringes(4)		425,027	515,643
<b>Total Fringe Benefits</b>		<b>901,572</b>	<b>1,093,788</b>

**ADDITIONAL CITY COSTS(if applicable)**

	0	0
	0	0
	0	0
	0	0
<b>Total Capital &amp; Operating</b>	<b>0</b>	<b>0</b>

**ESTIMATED TOTAL CITY COST**

2,155,847 2,615,476

**LESS: ESTIMATED TOTAL CONTRACT COST**

294,992 325,792

**ESTIMATED SAVINGS**

\$ 1,860,855 \$ 2,289,684

**% of Savings to City Cost**

86% 88%

Comments/Assumptions:

1. FY2007-08 was the first year these services were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2014. 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-
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.