



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

**Ben Rosenfield**  
**Controller**  
**Todd Rydstrom**  
**Deputy Controller**

May 17, 2017

Naomi Kelly, Director  
General Services Agency – City Administrator  
City Hall, Room 362  
San Francisco, CA 94102-4683

Attention: Jennifer Johnston, Deputy City Administrator

RE: Contracting for Convention Facilities Management–FY 2017-18

The cost information and supplemental data provided by your office on the proposed contract for convention facilities management 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 2017-18 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 Theresa Kao at 415-554-5253 if you have any questions regarding this determination.

Sincerely,

A handwritten signature in blue ink, appearing to read "BR", enclosed in a large, loopy oval shape.

Ben Rosenfield,  
Controller

Enclosures

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

Administrative Services, Convention Facilities  
 Convention Facilities Management  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2017-18

**ESTIMATED CITY COSTS:**

**PROJECTED PERSONNEL COSTS**

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Manager III	0931	8.00	\$ 4,503	\$ 5,748	\$ 940,260	\$ 1,200,272
Manager IV	0932	2.00	4,836	6,171	252,431	322,112
Manager V	0933	3.00	5,214	6,655	408,245	521,073
Deputy Director IV	0954	1.00	6,373	8,133	166,325	212,268
Department Head V	0965	1.00	9,092	11,603	237,296	302,837
IS Programmer Analyst	1062	0.60	2,792	3,512	43,728	55,003
IS Programmer Analyst-Principal	1064	0.60	3,950	4,970	61,858	77,826
Public Relations Officer	1314	1.00	3,323	4,039	86,725	105,408
Manager I	0922	6.00	3,890	4,966	609,223	777,618
Manager II	0923	1.00	4,178	5,331	109,037	139,146
Senior Clerk	1406	4.00	1,937	2,356	202,268	245,926
Principal Clerk	1408	2.0	2,557	3,109	133,501	162,266
Clerk Typist	1424	1.5	1,943	2,361	76,052	92,424
Secretary II	1446	3.0	2,349	2,855	183,980	223,559
Executive Secretary II	1452	1.0	2,814	3,420	73,444	89,252
Senior Account Clerk	1632	3.0	2,320	2,819	181,622	220,736
Principal Payroll And Personnel Clerk	1224	1.0	2,890	3,512	75,434	91,671
Accountant IV	1657	1.0	3,921	4,766	102,344	124,388
Manager III	0931	1.0	4,503	5,748	117,532	150,034
Storekeeper	1934	1.0	2,045	2,484	53,363	64,842
Senior Purchaser	1956	1.0	3,608	4,386	94,171	114,468
Supervising Purchaser	1958	1.0	4,386	5,331	114,468	139,146
Registered Nurse	2320	1.0	4,764	6,257	124,334	163,314
Custodian	2708	108.3	1,952	2,372	5,517,158	6,705,021
Custodial Supervisor	2718	7.0	2,366	2,877	432,252	525,590
Fire Safety Inspector II	6281	1.5	5,435	5,435	212,763	212,763
Buildings And Grounds Maintenance Sup	7203	14.0	4,439	4,439	1,622,120	1,622,120
Painter Supervisor I	7242	1.0	3,126	4,005	81,590	104,521
Operating Engineer, Universal	7328	16.0	3,257	3,959	1,360,065	1,653,412
Carpenter	7344	1.0	2,989	3,633	78,014	94,816
Electrician	7345	1.0	3,361	4,085	87,719	106,618
Painter	7346	2.0	2,752	3,345	143,663	174,632
Plumber	7347	1.0	3,479	4,229	90,811	110,382
Window Cleaner	7392	3.0	2,634	3,201	206,219	250,657
Institutional Police Sergeant	8205	1.0	2,868	4,998	74,842	130,436
Building And Grounds Patrol Officer	8207	25.0	2,178	2,648	1,421,439	1,727,905
Head Park Patrol Officer	8210	9.0	2,700	3,283	634,143	771,085
Parking Control Officer	8214	6.4	2,050	2,641	340,242	438,382
Senior Parking Control Officer	8216	2.0	2,448	3,156	127,802	164,739
Holiday Pay					264,573	315,173
Night / Shift Differential					313,497	375,656
Overtime Pay					541,118	710,766
Vacation Relief					288,625	343,825
<b>Total Salary Costs</b>		<b>244.9</b>			<b>18,286,274</b>	<b>22,134,088</b>

**FRINGE BENEFITS**

Variable Fringes (3)	4,989,379	6,033,619
Fixed Fringes (4)	3,647,870	3,647,870
<b>Total Fringe Benefits</b>	<b>8,637,249</b>	<b>9,681,490</b>

**ADDITIONAL CITY COSTS**

Contractual Services	5,437,350	5,437,350
Workers' Compensation	1,497,822	1,497,822
Management Fee	500,000	500,000
<b>Total Additional City Costs</b>	<b>7,435,172</b>	<b>7,435,172</b>

**COST COMPARISON SUMMARY**

<b>ESTIMATED TOTAL CITY COST</b>	<b>34,358,696</b>	<b>39,250,750</b>
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	<b>(33,182,334)</b>	<b>(33,182,334)</b>
<b>ESTIMATED SAVINGS</b>	<b>\$ 1,176,362</b>	<b>\$ 6,068,416</b>
<b>% of Savings to City Cost</b>	<b>3%</b>	<b>15%</b>

Comments/Assumptions:

1. FY 1977 was the first year these services are/were contracted out.
2. Salary levels reflect budgeted salary rates for FY17-18.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, an estimate of dependent coverage and flexible benefit package, if applicable.