

File No. 110578

Committee Item No. _____
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance FULL-Committee Date: May 18 & 19, 2011

Board of Supervisors Meeting Date _____

Cmte Board

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Ethics Form 126 |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
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| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
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Completed by: Victor Young
Completed by: Victor Young

Date: May 13, 2011
Date: _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

1 [Proposition J Contract/Certification of Specified Contracted-Out Services Previously Approved
2 for Enterprise Departments]

3 **Resolution concurring with the Controller's certification that services previously**
4 **approved can be performed by private contractor for a lower cost than similar work**
5 **performed by City and County employees, for the following services: 1) employee and**
6 **public parking management services; 2) general security services; 3) information booth**
7 **services; 4) shuttle bus services (Airport); and 5) janitorial services and security**
8 **services (Port).**

9 WHEREAS, The Electorate of the City and County of San Francisco passed
10 Proposition J in November 1976, allowing City and County Departments to contract with
11 private companies for specific services which can be performed for a lower cost than similar
12 work by City and County employees (Charter Section 10.104.15); and,

13 WHEREAS, The services listed below have been previously approved outside
14 contracts; and,

15 WHEREAS, The Controller has determined that a Purchaser's award of a contract for
16 the services listed below to a private contractor will achieve substantial cost savings for the
17 City; and,

18 WHEREAS, The City and County of San Francisco must reconcile a projected \$306
19 million budget deficit for fiscal year 2011-2012 and a projected \$480 million budget deficit for
20 fiscal year 2012-2013 with a Charter obligation to enact a balanced budget each fiscal year;
21 and,

22 WHEREAS, The Mayor has determined that the state of the City's budget for fiscal
23 year 2011-2012 and fiscal year 2012-2013 as indicated herein has created an emergency
24 situation justifying a Purchaser's award of a contract for employee and public parking
25

1 management services, information booth services, security services, and shuttle bus services
 2 (Airport); janitorial and security services (Port) to a private contractor; and,

3 WHEREAS, The Controller's certification, which confirms that said services can be
 4 performed at lower costs to the City and County by private contractor than by employees of
 5 the City and County, is on file with the Clerk of the Board of Supervisors in File
 6 No. 110578, which is hereby declared to be part of this resolution as if set forth
 7 fully herein; now, therefore, be it

8 RESOLVED, That the Board of Supervisors hereby concurs with the Controller's
 9 certification and approves the Proposition J Resolution concerning the Purchaser's award of a
 10 contract to a private contractor for the services listed below for the period of July 1, 2011
 11 through June 30, 2012; and, be it

12		City Cost	Contract Cost		
13	Department/Function	(High)	(High)	SAVINGS	FTEs
14	Airport (AIR)				
15	Employee and Public Parking				
16	Management Services	\$23,274,575	\$18,412,685	\$4,861,890	223.7
17	General Security Services	\$993,449	\$785,804	\$207,645	13.0
18	Information Booth Services	\$2,999,635	\$1,770,929	\$1,228,706	26.8
19	Shuttle Bus Services	\$10,790,074	\$8,038,600	\$2,751,473	80.0
20	Port (PRT)				
21	Janitorial Services	\$487,272	\$343,932	\$143,340	6.0
22	Security Services	\$1,265,094	\$591,505	\$673,589	14.0

1 FURTHER RESOLVED, That the Board of Supervisors hereby concurs with the
 2 Controller's certification and approves the Proposition J Resolution concerning the
 3 Purchaser's award of a contract to a private contractor for the services listed below for the
 4 period of July 1, 2012 through June 30, 2013.

Department/Function	City Cost (High)	Contract Cost (High)	SAVINGS	FTEs
Airport (AIR)				
Employee and Public Parking				
Management Services	\$24,828,185	\$18,424,654	\$6,403,532	223.7
General Security Services	\$1,068,107	\$806,256	\$261,850	13.0
Information Booth Services	\$3,163,386	\$1,772,018	\$1,391,368	26.8
Shuttle Bus Services	\$11,011,900	\$8,038,600	\$2,973,300	80.0
Port (PRT)				
Janitorial Services	\$526,077	\$345,014	\$181,063	6.0
Security Services	\$1,357,994	\$593,908	\$764,086	14.0



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

April 25, 2011

Andrés Acevedo
Budget Manager
Port of San Francisco
Pier 1, The Embarcadero
San Francisco, CA 94111

RE: Janitorial Services – FY 2011-12 and FY 2012-13

The cost information and supplemental data provided by your office on the proposed contract for Port janitorial 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 Years (FY) 2011-12 and FY 2012-13 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2011-12 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Aimée Fribourg at 415-554-6562 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield,
Controller

Enclosures

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

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2011 MAY 16 PM 1:51
BY [initials]

Prop J Questionnaire

Janitorial Services

Port, Real Estate Division

FY 2011-2012 and FY 2012-2013

1. Department's basis for proposing the Prop J certification.

The Port is required under the terms of various leases it has with tenants to provide janitorial services.

Port janitorial services have been contracted out since 1997. At the request of the HRC, this contract which had been previously awarded to a single vendor, was awarded to two Disadvantaged Business Enterprises, with additional DBE participation at the sub-contractor level. The current contract expires on April 30, 2010, and the Port is currently working to rebid the contract.

2. Contract's impact on the provision of services covered by the contract.

Services are not anticipated to change due to the continued use of contractor janitorial services. Service levels are not estimated to be any different if they were provided by City staff instead of contractor staff; however cost savings are estimated between \$119,766 and \$143,384 in FY 11-12.

3. Department's current oversight and reporting for services covered by the contract.

OCA is currently managing the RFP process for the new contract. Day to day management is provided by the Port's property managers and the business services manager to ensure services are provided and the Port is properly invoiced.

4. Contractor's current wages/benefits for employees under the contract, and the contractor's current labor agreements for employees.

The current contractor is required to pay prevailing wages pursuant to the SEIU Local 87 Collective Bargaining Agreement.

5. Department's procedure for ensuring applicable contracting requirements.

OCA, during the award process, will be responsible for ensuring qualified bidders meet contracting requirements.

6. Department's plan for City employees displaced by the contract.

There are no existing City employees that would be displaced due to contract.

7. Timelines and cost estimates of providing the same services by City employees in the future.

The Port is not considering the use of City staff for such services in the future. Use of City staff would not only increase annual operating costs, there would be initial start up costs including vehicle purchase (for transporting crew and equipment between various locations) and other equipment purchases (commercial grade steamers and other cleaning apparatus) which would render the use of City staff cost prohibitive.

PROP J SUBMISSION COVER SHEET
PORT, REAL ESTATE DIVISION
JANITORIAL SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2011-12

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Custodial Supervisor	2718	1.0	\$ 1,923	\$ 2,337	\$ 50,177	\$ 60,995
Custodian	2708	4.0	1,589	1,928	165,871	201,265
Porter	2736	1.0	1,589	1,928	41,468	50,316
Holiday Pay (if applicable)					8,171	9,918
Night / Shift Differential (if applicable)					7,289	8,847
Overtime Pay (if applicable)					0	0
Other Pay (if applicable)					0	0
Total Salary Costs		6.0			\$ 272,977	\$ 331,342

FRINGE BENEFITS

Variable Fringes (3)					68,499	83,145
Fixed Fringes (4)					72,785	72,785
Total Fringe Benefits					\$ 141,284	\$ 155,930

ADDITIONAL CITY COSTS (if applicable)

Total Capital & Operating

0 0

ESTIMATED TOTAL CITY COST

\$ 414,261 \$ 487,272

LESS: ESTIMATED TOTAL CONTRACT COST

(281,735) (343,932)

ESTIMATED SAVINGS

\$ 132,527 \$ 143,340

% of Savings to City Cost

32% 29%

Comments/Assumptions:

1. Services have been contracted out since 1997.
2. The salary rates reflect salary levels effective July 1, 2011.
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, and dependent coverage.
5. Estimated City cost does not include vehicles, equipment, materials and other supplies required to provide services. If included, these costs would even further increase the estimated savings to CCSF, as the external contract includes these costs.
6. The estimated contract cost for annual service is based upon the contract and includes 0.10 FTE for contract monitoring.

PROP J SUBMISSION COVER SHEET

PORT, REAL ESTATE DIVISION

JANITORIAL SERVICES

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2012-13

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Custodial Supervisor	2718	1.0	\$ 2,035	\$ 2,473	\$ 53,101	\$ 64,549
Custodian	2708	4.0	1,681	2,040	175,536	212,992
Porter	2736	1.0	1,681	2,040	43,884	53,248
Holiday Pay (if applicable)					8,647	10,496
Night / Shift Differential (if applicable)					7,714	9,363
Overtime Pay (if applicable)					0	0
Other Pay (if applicable)					0	0
Total Salary Costs		6.0			\$ 288,882	\$ 350,648

FRINGE BENEFITS

Variable Fringes (3)					80,966	98,277
Fixed Fringes (4)					77,152	77,152
Total Fringe Benefits					\$ 158,118	\$ 175,429

ADDITIONAL CITY COSTS (if applicable)

Total Capital & Operating

0 0

ESTIMATED TOTAL CITY COST

\$ 447,000 \$ 526,077

LESS: ESTIMATED TOTAL CONTRACT COST

(282,638) (345,014)

ESTIMATED SAVINGS

\$ 164,362 \$ 181,063

% of Savings to City Cost

37% 34%

Comments/Assumptions:

1. Services have been contracted out since 1997.
2. The salary rates reflect salary levels effective July 1, 2012.
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, and dependent coverage.
5. Estimated City cost does not include vehicles, equipment, materials and other supplies required to provide services. If included, these costs would even further increase the estimated savings to CCSF, as the external contract includes these costs.
6. The estimated contract cost for annual service is based upon the contract and includes 0.10 FTE for contract monitoring.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

April 25, 2011

Andrés Acevedo
Budget Manager
Port of San Francisco
Pier 1, The Embarcadero
San Francisco, CA 94111

RE: Security Services – FY 2011-12 and FY 2012-13

The cost information and supplemental data provided by your office on the proposed contract for port security 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 Years (FY) 2011-12 and FY 2012-13 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2011-12 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Aimée Fribourg at 415-554-6562 if you have any questions regarding this determination.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Rosenfield", written over a horizontal line.

Ben Rosenfield,
Controller

Enclosures

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

SUMMARY OF CONTRACT ESSENTIALS

NATURE OF SERVICES: Security Services
 CURRENT CONTRACTOR: Cypress Security, LLC Contract #: 86022
 CONTRACT TERM: May 1, 2010 - April 30, 2011 (one year extension to existing contract, contract will be rebid prior to the start of FY 11-12)

Unarmed guard security services are required on a routine basis as well as on as-needed basis. As-needed services are used for unanticipated or irregular activities such as cruise ship arrivals and extra security for special events or tenant matters. The current required annual hours of basic services for each location are as follows:

Locations for Basic Services	Nights Per Year	Hrs. per Night Shift	Weekends Holidays Per Year	Hrs. per Weekend Holiday Shift	Weekdays Per Year	Hrs. per Weekday Shift	Annual Labor Hrs.
Area 1 – Hyde St	365	12	120	12	0	0	5,820
Area 2 – Ferry Plaza	0	0	0	0	264	9.5	2,508
Area 3 – Mobile Patrol	365	16	0	0	0	0	5,840
Zone 1 – Bicycle/Foot Patrol	245	12	120	24	0	0	5,820
Zone 2 - Bicycle/Foot Patrol	245	12	120	24	0		5,820
TOTALS							25,808

Based upon the total required number of hours for basic services coverage, at least fourteen (14) full-time positions would be needed to provide these services internally. This estimate is based upon the assumption that each full-time employee has 1,800 work hours available per year (25,628 hours/1,800 hours = 14.24 employees). The cost of basic security services for FY10-11 is approximately \$509,793. Factoring in an estimated 2,000 hours of "as needed services increases the projected FY 10-11 actual annual cost to \$559,658.

1. Department's basis for proposing the Prop J Certification.

The Port operates as an enterprise fund, generating much of its revenue from leases. These facility leases usually require the Port to provide security services. As a designated federal transportation security facility, the Port employs a Homeland Security Manager to oversee the Port's Unarmed Guard Security Contract in conjunction with other Port security matters.

The Port has contracted out security services since 1976 and is again requesting Board of Supervisor's approval to continue contracting for these services. Port available records indicate that Board of Supervisor approval has been granted since at least 1997. The Port has compared costs for security guard services with existing civil service classifications to the Port's existing security guard contract. Based upon this analysis, it is more cost effective to continue to contract out these services.

2. The contract's impact on the provision of services covered by the contract.

Based upon the contracted monthly fees, and the Port's requirement for additional protective services, the Port estimates the cost of **basic** services at approximately \$546,632 per year. When adding optional on demand "additional" security services, the total cost of these services could potentially increase to \$561,632.

The estimated annual contract cost is significantly lower than the cost to the City to provide these services internally. The projected annual savings to the City (Port Enterprise Fund) are conservatively estimated between \$946,643 and \$1,365,426. Projected savings do not include the cost of motor vehicles, maintenance, supplies, training, certifications, and related additional expenses associated with a City operated security operation.

3. Department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract.

The City's Department of Contract Administration (OCA) manages the procurement process that includes bidding, contract renewals and amendments. Day-to-day oversight in the managing the contract is the responsibility of the Port's Homeland Security Director with the support of Real Estate Division Property Managers and administrative staff. The Port's Wharfinger and other staff from the Maritime Division serve as back-up resources in the Homeland Security Director's absence. Additional support for reporting requirements, contract interpretation and contract management advice is provided to the Port's Homeland Security Director by the Port's Contract Manager.

4. Department's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract.

Both parties have committed to meeting the City and County of San Francisco's Minimum Compensation Ordinance as required in the contract. The Port has been actively monitoring these requirements with support from the Office of Labor Standards & Enforcement.

5. Department's current procedures for ensuring the Contractor's on-going compliance with all applicable contracting requirements.

The City's Department of Contract Administration (OCA) has extended the existing contract and is managing the procurement process for awarding a new contract. The OCA assigned Purchaser is working with the Port's Homeland Security Director to facilitate the contract award process and compliance with

various City requirements. The Port's Contract Administrator is available to assist with meeting City contracting requirements, as needed.

6. Department's plan for City employees displaced by the contract.

There are no City employees displaced by this contract.

7. Timelines and cost estimates, of under what conditions the service could be provided in the future using City employees.

In order for the City/Port to provide this service, substantial capital investment and working capital would be required to acquire vehicles, bicycles, radio equipment, uniforms, computer equipment, software and training. In addition, the Port would have to bear the overhead costs for maintaining equipment and added personnel. Some of the shifts such as graveyard foot patrol are not very desirable assignments in which the Port could be challenged with employee retention problems where private security firms can more easily fill these positions.

It could take 12-24 months for the City to convert these contracted services to an internal service that would guarantee the required level of service, assuming funds were available for start-up costs. Due to the higher operating cost and initial start-up cost, the Port is not considering meeting these service needs with City employees in the future.

PROP J SUBMISSION COVER SHEET
PORT OF SAN FRANCISCO
EXECUTIVE DIVISION-HOMELAND SECURITY FOR SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2011-12

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate		Low	High
Institutional Police Sergeant	8205	1.0	2,461	2,992	64,226	78,079
Institutional Police Officer	8204	1.0	2,068	2,513	53,978	65,600
Security Guard	8202	8.0	1,461	1,771	305,115	369,688
Buildings & Grounds Patrol Officer	8207	4.0	1,771	2,150	184,844	224,453
Night Shift & Overtime Differential					30,408	36,891
Overtime for Contingency/Fire Watch(7)					-	73,782
Holiday Pay					17,193	20,854
Premium Pay					15,396	18,674
Total Salary Costs		14.0			\$ 671,160	\$ 888,021
FRINGE BENEFITS						
Variable Fringes (3)					165,013	206,054
Fixed Fringes (4)					171,019	171,019
Total Fringe Benefits					\$ 336,032	\$ 377,073
ESTIMATED TOTAL CITY COST					\$ 1,007,192	\$ 1,265,094
LESS: ESTIMATED TOTAL CONTRACT COST (5) (6)					(570,760)	(591,505)
ESTIMATED SAVINGS					\$ 436,433	\$ 673,589
% of Estimated Savings to City Cost					43%	53%

Comments/Assumptions:

1. These services have been contracted out since 1976.
2. CCSF and contract costs are presented as annualized costs and reflect salaries effective July 1, 2011.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement costs, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. The estimated City cost does not include vehicles, equipment, materials and other supplies required to provide services. If included, these costs would increase the estimated savings to CCSF.
6. Contract costs include 0.2 FTE for contract monitoring.
7. Contingency/Fire watch equal up to 20% of total hours and is used for unanticipated security needs that require 24-hour fixed post presence due to unanticipated situations.

PROP J SUBMISSION COVER SHEET

PORT OF SAN FRANCISCO

EXECUTIVE DIVISION-HOMELAND SECURITY FOR SECURITY SERVICES

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2012-13

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate		Low	High
Institutional Police Sergeant	8205	1.0	2,499	3,038	65,224	79,292
Institutional Police Officer	8204	1.0	2,189	2,660	57,123	69,422
Security Guard	8202	8.0	1,546	1,874	322,892	391,228
Buildings & Grounds Patrol Officer	8207	4.0	1,874	2,275	195,614	237,531
Night Shift & Overtime Differential					32,043	38,874
Overtime for Contingency/Fire Watch(7)					-	77,747
Holiday Pay					18,195	22,069
Premium Pay					16,293	19,762
Total Salary Costs		14.0			\$ 707,384	\$ 935,925
FRINGE BENEFITS						
Variable Fringes (3)					192,920	240,224
Fixed Fringes (4)					181,845	181,845
Total Fringe Benefits					\$ 374,765	\$ 422,069
ESTIMATED TOTAL CITY COST					\$ 1,082,149	\$ 1,357,994
LESS: ESTIMATED TOTAL CONTRACT COST (5) (6)					(572,688)	(593,908)
ESTIMATED SAVINGS					\$ 509,460	\$ 764,086
% of Estimated Savings to City Cost					47%	56%

Comments/Assumptions:

1. These services have been contracted out since 1976.
2. CCSF and contract costs are presented as annualized costs and reflect salaries effective July 1, 2012.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement costs, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. The estimated City cost does not include vehicles, equipment, materials and other supplies required to provide services. If included, these costs would increase the estimated savings to CCSF.
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7. Contingency/Fire watch equal up to 20% of total hours and is used for unanticipated security needs that require 24-hour fixed post presence due to unanticipated situations.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

April 25, 2011

John L. Martin
Airport Director
San Francisco International Airport
International Terminal, 5th Floor
P.O. Box 8097
San Francisco, CA 94128

Attention: Julia Dawson, Budget Director
San Francisco International Airport
Terminal 2, 5th Floor
P.O. Box 8097
San Francisco, CA 94128

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2011 MAY 16 PM 1:50
RC

RE: Airport Information Booth Program – FY 2011-12 and 2012-13

The cost information and supplemental data provided by your office on the proposed contract for the airport information booth program 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 (FY) 2011-12 and FY 2012-13 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2011-12 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Joe Nurisso at 415-554-7663 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield,
Controller

Enclosures

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

SAN FRANCISCO ADMINISTRATIVE CODE SECTION 2.15. SUPPLEMENTAL REPORT

Department: Airport Commission
Contract Services: Airport Information Booth Program
Contract Period: July 1, 2011 to June 30, 2013

1. The department's basis for proposing the Prop J certification?

The Airport's Information Booth Contract has been contracted out since the program's inception in 1990. An RFP resulted in awarding a new contract to Polaris Research and Development, Inc. in 2006. The Office of the Controller has annually concluded that the information booth services can be performed at a lower cost by the Contractor than if the work was performed by City employees.

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor. Since its inception in 1990, the management and operation of the Information Booth Program has been contracted out.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract.

Pursuant to the contract, the Contractor staffs the information booths specific hours every day and provides other services as requested by the Airport Director. The Contractor maintains records required by the City to support invoices submitted for reimbursement. Records detailing the number of passengers that have been assisted, the numbers and types of questions answered, and transit tickets provided by San Francisco Metropolitan Transportation Authority, San Mateo County Transit and Bay Area Rapid Transit, and Clipper and have obtained an appropriate supply of tickets, trained their staff, and set up cash boxes, transaction record sheets, receipts, accounting procedures, etc. in order to sell the fare instruments at the information booths and reconcile transit sales accounts in order to start transit pass sales at the information booths, other logs are maintained and are submitted on a monthly basis or as requested by the Director. Furthermore, supports and administers the Airport's BART Employee Discount Voucher Program.

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract.

See attached Prop J that details the proposed FY 11-12 wages and benefits for the Information Booth Program staff and management.

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance [MCO]), Chapter 12Q (the Health Care Accountability Ordinance [HCAO]); and Section 12B.1(b) (the Equal Benefits Ordinance [EBO]);

The Information Booth Program contract includes the MCO, HCAO, and EBO provisions and the Contractor continues to comply. Each year, before renewing the contract, the Airport reviews the salary rates to ensure that MCO requirements are met. The Airport ensures that the contract is adequately funded to allow the Contractor to continue to provide the Information Booth Program employees with health benefits per Section 12Q.3 of the HCAO. The Contractor also adheres to the City's non-discrimination ordinance contained in Chapters 12B of the City's Administrative Code. Additional oversight of Contractor compliance with these sections of the City's Administrative Code is provided by Local 3 that represents the majority of the Information Booth Program staff members.

6. The department's plan for City employees displaced by the contract?

N/A (See Question # 1 above.)

7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004).

Currently, the Airport contracts out the management, staffing, and operation of its Information Booth Program. Each of the six information booths will be staffed an average of 13 hours every day (including holidays.) The booth hours vary by location, but all the booths are open in the evenings and many until 11:45 p.m. The staff is bilingual. Based upon annual cost estimates as provided to the Controller's Office, Contractor wage and benefit costs for staffing, managing and operating the Information Booth Program average between 30% and 40% less than for similar City classifications. Some of the comparative City job classifications are not used at the Airport, but instead are positions specific to MUNI, so new job classifications would have to be created at the Airport to have City employees take over operating the Information Booth Program. There would likely be issues with Local 3 should these Airport jobs go to City workers and different union locals. Currently, comparative City job classifications are with Local 21, Local 1021, Local 200, and MEA. To keep current information booth staffing schedules, many of the City positions created would have to have an alternative work schedule (i.e. 10 hours per day, four days per week), or additional personnel would be needed, adding to the costs of providing the services. Once funds were made available and the necessary positions created at the Airport, then the City employees that are hired would have to be thoroughly trained on the Airport's facilities and services, as well as those in San Francisco and the Bay Area.

Department Representative:

Tryg McCoy, Deputy Airport Director- Operations and Security

Telephone Number:

(650) 821-5010

PROP J SUBMISSION COVER SHEET
SAN FRANCISCO INTERNATIONAL AIRPORT - OPERATIONS
INFORMATION BOOTH CONTRACT
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2011-12

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	Equivalent	Bi-Weekly Rate		Low	High
Senior Operations Manager	9143	1.0	4,386	5,332	114,481	139,158
Accountant	1650	1.0	2,070	2,516	54,017	65,660
Airport Operations Coordinator ⁽³⁾	0923	1.0	3,393	4,329	88,546	112,997
Sr. Management Assistant	1844	2.0	2,588	3,146	135,083	164,207
Management Assistant	1842	3.0	2,257	2,744	176,745	214,856
Passenger Service Specialist	9135	11.0	2,110	2,564	605,781	736,124
Transit Information Clerk	9122	6.5	2,063	2,508	349,953	425,496
Account Clerk	1630	1.3	1,631	1,979	53,222	64,559
Bilingual Pay ⁽³⁾					0	0
Holiday Pay (If Applicable)					49,874	60,786
Premium Pay (If Applicable)					46,072	56,153
Total Salary Costs		26.8			1,673,773	2,039,998

FRINGE BENEFITS

Variable Fringes (3)					426,155	519,372
Fixed Fringes (4)					344,908	344,908
Total Fringe Benefits					771,063	864,280

Estimated Capital & Operating Costs⁽⁵⁾

Flight Information Services					30,000	30,000
Communications					2,877	2,877
Office/booth supplies - (DBE)					10,000	10,000
Uniforms					5,158	5,158
ADM Uniforms					2,205	2,205
Printing					3,638	3,638
OAG Subscription					992	992
Monthly payment to Traveler's Aid					600	600
Dry Cleaning - (DBE)					1,296	1,296
Employee Commute Survey					0	0
Training Support - (DBE)					2,500	2,500
Contingency for supplies and services as needed					36,091	36,091
Total Capital & Operating					95,357	95,357

ESTIMATED TOTAL CITY COST

2,540,193 2,999,635

LESS: ESTIMATED TOTAL CONTRACT COST (6)

(1,768,398) (1,770,929)

ESTIMATED SAVINGS

\$ 771,795 \$ 1,228,706

% of Savings to City Cost

30% 41%

Comments/Assumptions:

1. This service has been contracted out since 2003.
2. Salary levels reflect proposed salary rates effective July 1, 2011. 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 disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, and dependent coverage.
5. Estimated City capital and operating costs are included in the estimated total contract cost.
- 6 The Estimated Contract Cost for annual service is based upon contractor's bid for services and contract monitoring costs. Total includes 0.10 FTE for contract monitoring.

PROP J SUBMISSION COVER SHEET
SAN FRANCISCO INTERNATIONAL AIRPORT - OPERATIONS
INFORMATION BOOTH CONTRACT
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2012-13

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	Equivalent	Bi-Weekly Rate		Low	High
Senior Operations Manager	9143	1.0	4,642	5,643	120,693	146,709
Accountant	1650	1.0	2,172	2,640	56,465	68,635
Airport Operations Coordinator ⁽³⁾	0923	1.0	3,590	4,582	93,350	119,128
Sr. Management Assistant	1844	2.0	2,739	3,329	142,406	173,109
Management Assistant	1842	3.0	2,389	2,904	186,326	226,504
Passenger Service Specialist	9135	11.0	2,110	2,564	603,460	733,304
Transit Information Clerk	9122	6.5	2,183	2,654	368,924	448,563
Account Clerk	1630	1.3	1,726	2,094	56,107	68,059
Bilingual Pay ⁽³⁾					0	0
Holiday Pay (If Applicable)					51,649	62,954
Premium Pay (If Applicable)					47,535	57,939
Total Salary Costs		26.8			1,726,914	2,104,903

FRINGE BENEFITS

Variable Fringes ⁽³⁾					490,246	597,524
Fixed Fringes ⁽⁴⁾					365,602	365,602
Total Fringe Benefits					855,848	963,126

Estimated Capital & Operating Costs⁽⁵⁾

Flight Information Services					30,000	30,000
Communications					2,877	2,877
Office/booth supplies - (DBE)					10,000	10,000
Uniforms					5,158	5,158
ADM Uniforms					2,205	2,205
Printing					3,638	3,638
OAG Subscription					992	992
Monthly payment to Traveler's Aid					600	600
Dry Cleaning - (DBE)					1,296	1,296
Employee Commute Survey					0	0
Training Support - (DBE)					2,500	2,500
Contingency for supplies and services as needed					36,091	36,091
Total Capital & Operating					95,357	95,357

ESTIMATED TOTAL CITY COST

2,678,119 3,163,386

LESS: ESTIMATED TOTAL CONTRACT COST⁽⁶⁾

(1,769,308) (1,772,018)

ESTIMATED SAVINGS

\$ 908,812 \$ 1,391,368

% of Savings to City Cost

34% 44%

Comments/Assumptions:

1. This service has been contracted out since 2003.
2. Salary levels reflect proposed salary rates effective July 1, 2011. 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 disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, and dependent coverage.
5. Estimated City capital and operating costs are included in the estimated total contract cost.
- 6 The Estimated Contract Cost for annual service is based upon contractor's bid for services and contract monitoring costs. Total includes 0.10 FTE for contract monitoring.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

April 25, 2011

John L. Martin
Airport Director
San Francisco International Airport
International Terminal, 5th Floor
P.O. Box 8097
San Francisco, CA 94128

Attention: Julia Dawson, Budget Director
San Francisco International Airport
Terminal 2, 5th Floor
P.O. Box 8097
San Francisco, CA 94128

RE: Airport Public and Employee Parking – FY 2011-12 and FY 2012-13

The cost information and supplemental data provided by your office on the proposed contract for airport public and employee parking 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.

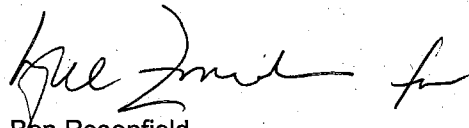
The requirements of Charter Section 10.104.15 relative to the Controller's findings that "work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco" have been satisfied. Attached is a statement of projected cost and estimated savings for Fiscal Year (FY) 2011-12 and FY 2012-13 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2011-12 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Joe Nurisso at 415-554-7663 if you have any questions regarding this determination.

Sincerely,



Ben Rosenfield,
Controller

Enclosures

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

Prop J. Supplemental Report

Department: Airport Commission
Contract Services: Airport Public and Employee Parking
Contract Period: July 1, 2011 to June 30, 2013

1. The department's basis for proposing the Prop J certification?

It is more cost effective to contract out for the professional services associated with managing and operating the Airport's public and employee parking facilities than it is to staff them with civil service positions.

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor.

City employees have never provided this type of service. Professional services to operate and manage the Airport's public and employee parking facilities have always been contracted to a third party.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract.

Contract provides monthly, as well as rolling annual statistical reports, on revenues and expenses by location and by category. Additionally, revenues and expenses are itemized by function and are submitted twice per month with supporting documentation. Volume related reports are provided to the Airport on a monthly basis to determine future pricing strategies and facility utilization schemes. Airport staff reconciles reports submitted by contractor with online access to parking systems. Staff works with vendor to establish goals and conduct inspections to ensure compliance with contractual obligations.

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract;

Contractor has labor agreements with 3 unions: SEIU Local 1877 for janitorial employees; IUOE Local 39 for maintenance employees (stationary engineers); Teamsters Local 665 for security guards and all parking employees (cashiers, supervisors, LPI clerks and office administrative staff). Copies of contracts are on file with the Airport.

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);

The contract with New South Parking – California, includes provisions for compliance with Chapter 12 P (MCO), Chapter 12Q (HCAO), and Chapter 12 B.1 (b) of the Administrative Code (EBO). Contractor must be certified compliant and maintain compliance with these provisions as stipulated in the Agreement for Professional Services.

6. The department's plan for City employees displaced by the contract?

N/A

7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004).

The parking facilities at the Airport are operated 24 hours per day, seven days per week. The Prop J analysis concludes this contract will save the City money for managing and operating parking facilities versus using City employees. Pay scales for civil service positions would have to be reduced accordingly to achieve cost savings to the City. To accommodate current civil service wages, staffing levels would have to be reduced to meet the proposed budget, resulting in an unacceptable decrease in customer service to the public. The unions that represent the contractor's current employees would also take issue with the change to civil service as they would lose their employee base to a different union. Current services levels provided by contractor meet the Airport's high expectations, which in turn keep customers returning to the Airport for their parking needs. Public parking revenues currently exceed \$75M per year, and with parking being an Airport concession, qualifies for participation in the Annual Service Payment made to the City.

Department Representative:

Kevin Van Hoy, Parking Manager
Business & Finance Division

Telephone Number:

(650) 821-4051

PROP J SUBMISSION COVER SHEET

AIRPORT - PARKING MANAGEMENT, BUSINESS & FINANCE

PARKING OPERATIONS

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2011-12

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
General Manager	0932	1.0	3,927	5,012	102,507	130,807
Asst General Manager	0923	2.0	3,393	4,329	177,092	225,994
Head Accountant	1657	1.0	3,210	3,902	83,787	101,836
Sr. Management Assistant	1844	2.0	2,588	3,146	135,083	164,207
Management Assistant	1842	2.0	2,257	2,744	117,830	143,237
Sr. Payroll & Personnel Clerk	1222	1.0	2,130	2,588	55,586	67,541
Clerk	1404	1.0	1,523	1,845	39,748	48,153
Sr. Clerk	1406	9.4	1,577	1,913	386,209	468,448
Principal Clerk	1408	1.0	2,078	2,526	54,227	65,933
Cashier II	4321	2.0	1,692	2,053	88,317	107,178
Sr. Accountant	1652	1.0	2,292	2,787	59,825	72,744
Collection Supervisor	4366	1.0	2,264	2,751	59,081	71,813
Investigator	4334	2.0	2,526	3,071	131,865	160,324
Customer Service Agent Supervisor	1326	20.9	2,342	2,847	1,274,642	1,549,349
Cashier III	4322	65.7	1,894	2,302	3,246,345	3,945,895
Stationary Engineer	7334	2.0	2,791	2,791	145,703	145,703
Chief Stationary Engr	7205	1.0	3,541	3,541	92,418	92,418
Institutional Police Lieutenant	8209	1.0	2,756	3,348	71,932	87,383
Institutional Police Sergeant	8205	3.1	2,499	3,038	203,988	247,985
Bldg & Grounds Patrol Officer	8207	62.0	1,771	2,150	2,865,082	3,479,028
Custodial Supervisor I	2718	1.0	1,923	2,337	50,177	60,995
Custodial Assistant Supervisor	2716	3.1	1,745	2,119	142,443	172,979
Custodian	2708	37.5	1,589	1,928	1,556,289	1,888,366

Holiday Pay					352,132	426,671
Night / Shift Differential					315,323	382,070
Total Salary Costs		223.7			11,807,631	14,307,056

FRINGE BENEFITS

Variable Fringes (3)					3,013,138	3,650,848
Fixed Fringes (4)					2,734,782	2,734,782
Total Fringe Benefits					5,747,920	6,385,630

ADDITIONAL CITY COSTS (if applicable)

Operating Costs					2,506,688	2,581,889
Total Capital & Operating					2,506,688	2,581,889

ESTIMATED TOTAL CITY COST 20,062,239 23,274,575

LESS: ESTIMATED TOTAL CONTRACT COST (17,754,012) (18,412,685)

ESTIMATED SAVINGS \$ 2,308,227 \$ 4,861,890

% of Savings to City Cost 12% 21%

Comments/Assumptions:

1. This service has always been contract out since start of garage operations.
2. Salary levels reflect proposed salary rates effective July 1, 2011. 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 disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. Operating costs includes operating expenses & credit card processing fees.

PROP J SUBMISSION COVER SHEET

AIRPORT - PARKING MANAGEMENT, BUSINESS & FINANCE

PARKING OPERATIONS

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2012-13

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
General Manager	0932	1.0	4,157	5,304	108,069	137,904
Asst General Manager	0923	2.0	3,590	4,582	186,701	238,256
Head Accountant	1657	1.0	3,369	4,094	87,583	106,450
Sr. Management Assistant	1844	2.0	2,739	3,329	142,406	173,109
Management Assistant	1842	2.0	2,389	2,904	124,217	151,002
Sr. Payroll & Personnel Clerk	1222	1.0	2,254	2,739	58,600	71,203
Clerk	1404	1.0	1,612	1,952	41,903	50,763
Sr. Clerk	1406	9.4	1,669	2,024	407,146	493,843
Principal Clerk	1408	1.0	2,199	2,673	57,167	69,507
Cashier II	4321	2.0	1,790	2,173	93,105	112,989
Sr. Accountant	1652	1.0	2,405	2,925	62,536	76,040
Collection Supervisor	4366	1.0	2,396	2,912	62,284	75,706
Investigator	4334	2.0	2,673	3,250	139,014	169,015
Customer Service Agent Supervisor	1326	20.9	2,479	3,013	1,343,741	1,633,340
Cashier III	4322	65.7	2,004	2,436	3,422,332	4,159,804
Stationary Engineer	7334	2.0	2,894	2,894	150,462	150,462
Chief Stationary Engr	7205	1.0	3,671	3,671	95,437	95,437
Institutional Police Lieutenant	8209	1.0	2,799	3,400	72,774	88,406
Institutional Police Sergeant	8205	3.1	2,538	3,085	206,376	250,889
Bldg & Grounds Patrol Officer	8207	62.0	1,874	2,275	3,020,401	3,667,629
Custodial Supervisor I	2718	1.0	2,035	2,473	52,898	64,302
Custodial Assistant Supervisor	2716	3.1	1,847	2,243	150,165	182,356
Custodian	2708	37.5	1,681	2,040	1,640,656	1,990,736

Holiday Pay					372,074	450,867
Night / Shift Differential					331,904	402,190
Total Salary Costs		223.7			12,429,949	15,062,205

FRINGE BENEFITS

Variable Fringes (3)					3,536,433	4,285,222
Fixed Fringes (4)					2,898,870	2,898,870
Total Fringe Benefits					6,435,303	7,184,091

ADDITIONAL CITY COSTS (if applicable)

Operating Costs					2,506,688	2,581,889
Total Capital & Operating					2,506,688	2,581,889

ESTIMATED TOTAL CITY COST

21,371,940 24,828,185

LESS: ESTIMATED TOTAL CONTRACT COST

(17,763,815) (18,424,654)

ESTIMATED SAVINGS

\$ 3,608,125 \$ 6,403,532

% of Savings to City Cost

17% 26%

Comments/Assumptions:

1. This service has always been contract out since start of garage operations.
2. Salary levels reflect proposed salary rates effective July 1, 2011. 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 disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. Operating costs includes operating expenses & credit card processing fees.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

April 25, 2011

John L. Martin
Airport Director
San Francisco International Airport
International Terminal, 5th Floor
P.O. Box 8097
San Francisco, CA 94128

Attention: Julia Dawson, Budget Director
San Francisco International Airport
Terminal 2, 5th Floor
P.O. Box 8097
San Francisco, CA 94128

RE: General Security Services – FY 2011-12 and FY 2012-13

The cost information and supplemental data provided by your office on the proposed contract for general security 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.

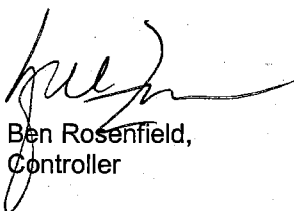
The requirements of Charter Section 10.104.15 relative to the Controller's findings that "work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco" have been satisfied. Attached is a statement of projected cost and estimated savings for Fiscal Year (FY) 2011-12 and FY 2012-13 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2011-12 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Joe Nurisso at 415-554-7663 if you have any questions regarding this determination.

Sincerely,



Ben Rosenfield,
Controller

Enclosures

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

SAN FRANCISCO ADMINISTRATIVE CODE SECTION 2.15. SUPPLEMENTAL REPORT

Department: Airport Commission
Contract Services: General Security Services
Contract Period: July 1, 2011 to June 30, 2013

Documentation supporting the Prop J certification request for General Security Services:

1. The department's basis for proposing the Prop J certification?

The contract is based on the original emergency contract in response to TSA issued Security Directive 1542-06-01B (now 1542-06-01D) requiring airport operators to conduct inspections of all food, beverage, and merchandise products brought from the ramp area into sterile terminal areas (post-security) effective August 23, 2006. The request to continue the contract is because the same service can be performed by private contract at a cost lower than by civil servants.

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor.

Not applicable. City employees have never provided merchandise inspection services from the ramp area into the sterile terminal areas (post security).

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract.

Contractor compiles daily report listing vendor delivery access details and employee screening at select airfield/sterile area elevator entries. Oversight of this service is accomplished by Aviation Security audits and by contractor supervision.

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract;

Security Guard regular hourly rate is \$35.44 with an overtime rate of \$43.71. Benefits are per Contract 8738 requirements: CAS guards are covered under a collective bargaining agreement with SEIU-USWW. Benefits include: transportation allowance, one hour unpaid lunch, 100% paid medical/dental/group life insurance/AD&D for employee, 401K, 9 paid holidays, uniform dry cleaning expenses.

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);

The Airport Aviation Security oversees these requirements chiefly through its Quality Standards Program auditing. Furthermore, the terms of the contract require compliance certification with all applicable contracting requirements.

6. The department's plan for City employees displaced by the contract?
Does not apply.
7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004).

Service costs less by using a private contractor at this time. If the Airport is to staff for the service, it would need to provide full-time supervisors, uniforms and equipment required for the job, break/lunch room facility, etc. Unless the guard rates increase significantly or if the process by which this function changes, e.g. off-site security inspection facility, it is not currently economically feasible to staff this function with civil servants.

Department Representative: Tryg McCoy, Deputy Airport Director- Operations and Security

Telephone Number: (650) 821-5010

PROP J SUBMISSION COVER SHEET

AIRPORT COMMISSION

GENERAL SECURITY SERVICES

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2011-12

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Security Guard	8202	11.0	1,461	1,771	\$ 419,533	\$ 508,321
Building & Grounds Patrol Officer	8207	2.0	1,771	2,150	92,422	112,227
Holiday Pay (if applicable)					16,182	19,615
Night / Shift Differential (if applicable)					14,491	17,565
Total Salary Costs		13.0			542,628	657,727

FRINGE BENEFITS

Variable Fringes (3)					138,618	168,021
Fixed Fringes (4)					157,700	157,700
Total Fringe Benefits					296,318	325,721

ADDITIONAL CITY COSTS (if applicable) (5)

800 MGHZ Motorola Handheld Radio Set (includes extra battery and charger)					10,000	10,000
					0	0
					0	0
					0	0
Total Capital & Operating					10,000	10,000

ESTIMATED TOTAL CITY COST

848,947 993,449

LESS: ESTIMATED TOTAL CONTRACT COST

(724,882) (785,804)

ESTIMATED SAVINGS

\$ 124,065 \$ 207,645

% of Savings to City Cost

15% 21%

Comments/Assumptions:

1. These services have been contracted out since FY 2007/08.
2. Salary levels reflect proposed salary rates effective July 1, 2011. 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 disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. Estimated City capital and operating costs are included in the estimated total contract cost. Radio equipment is essential to maintain communications.

PROP J SUBMISSION COVER SHEET

AIRPORT COMMISSION

GENERAL SECURITY SERVICES

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2012-13

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Security Guard	8202	11.0	1,546	1,874	\$ 442,276	\$ 535,878
Building & Grounds Patrol Officer	8207	2.0	1,874	2,275	97,432	118,311
Holiday Pay (if applicable)					17,125	20,758
Night / Shift Differential (if applicable)					15,276	18,517
Total Salary Costs		13.0			572,110	693,463

FRINGE BENEFITS

Variable Fringes (3)					162,923	197,482
Fixed Fringes (4)					167,162	167,162
Total Fringe Benefits					330,085	364,644

ADDITIONAL CITY COSTS (if applicable) (5)

800 MGHZ Motorola Handheld Radio Set (includes extra battery and charger)					10,000	10,000
					0	0
					0	0
					0	0
Total Capital & Operating					10,000	10,000

ESTIMATED TOTAL CITY COST

912,195 1,068,107

LESS: ESTIMATED TOTAL CONTRACT COST

(805,261) (806,256)

ESTIMATED SAVINGS

\$ 106,934 \$ 261,850

% of Savings to City Cost

12% 25%

Comments/Assumptions:

1. These services have been contracted out since FY 2007/08.
2. Salary levels reflect proposed salary rates effective July 1, 2011. 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 disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. Estimated City capital and operating costs are included in the estimated total contract cost. Radio equipment is essential to maintain communications.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

April 25, 2011

John L. Martin
Airport Director
San Francisco International Airport
International Terminal, 5th Floor
P.O. Box 8097
San Francisco, CA 94128

Attention: Julia Dawson, Budget Director
San Francisco International Airport
Terminal 2, 5th Floor
P.O. Box 8097
San Francisco, CA 94128

RE: Airport Shuttle Bus Service – FY 2011-12 and FY 2012-13

The cost information and supplemental data provided by your office on the proposed contract for airport shuttle bus 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 (FY) 2011-12 and FY 2012-13 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2011-12 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Joe Nurisso at 415-554-7663 if you have any questions regarding this determination.

Sincerely,


Ben Rosenfield,
Controller

Enclosures

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

SAN FRANCISCO ADMINISTRATIVE CODE SECTION 2.15. SUPPLEMENTAL REPORT

Department: Airport Commission
Contract Services: Airport Shuttle Bus Service
Contract Period: July 1, 2011 to June 30, 2013

1. The department's basis for proposing the Prop J certification?

In-house staff cannot perform the services because it is more economical and efficient to contract with a vendor that specializes in this business. These services have been contracted out since 1975. SFO Shuttle Bus Company has satisfactorily operated the Airport's shuttle bus service under the current agreement. The Office of the Controller has annually concluded that these services can be performed at a lower cost by SFO Shuttle Bus Company than if work was performed by City employees (MUNI).

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor.

Since its inception in 1975, the management and operations of long-term parking and employee shuttle bus service has been performed by contract.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract.

Pursuant to contract, the Contractor will maintain logs as required by the Director demonstrating schedule adherence and ridership. Trip reports and driver hours are compiled, summarized and submitted according to a format and schedule approved by the Director. Reports are submitted as part of regular monthly invoices, or as requested by the Director. Landside staff currently reviews each individual report for accuracy.

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract;

See attachment to Prop J that details current wages and benefits for Drivers and Car Cleaners (Local 665), Supervisors (Local 856) and Mechanics (Local 1414).

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);

The Contractor continues to meet the provisions of the Minimum Compensation Ordinance. Although the contract does not require health insurance, the Contractor per labor agreement, continues to provide applicable health benefits per Section 12Q.3 of the HCAO as set forth by the contract. Contractor must adhere to the City's non-discrimination ordinance contained in Chapter 12B & 12C of the City's Administrative Code. The Contractor continues to utilize minority and woman owned suppliers (i.e., tire manufacturer and car cleaners).

6. The department's plan for City employees displaced by the contract?
N/A (See #1)

7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004).

Currently, the Airport operates a 24-hour/7 day a week shuttle bus service for both long-term parking and employees (contracted with SFO Shuttle Bus Company and administered by Landside Operations). Based on annual cost estimates as provided to Controller Office, contractor wage and benefit costs for transit operators, supervisors and mechanics are approximately 32% less than for similar City classifications. MUNI would be the most logical agency to send drivers, supervisors and mechanics to the Airport. If MUNI had drivers, supervisors and mechanics available for Airport parking shuttle service, drivers would have to incorporate a bid cycle for preferred route and schedules and be trained on various routes. In addition, there would likely be issues with Union Locals 665, 856 and 1414 should these Airport jobs go to City workers and different union locals. Full payment through the current contract would be required; driver route and schedule bids, training on various routes would need to take place.

Department Representative: Tryg McCoy, Deputy Airport Director- Operations and Security

Telephone Number: (650) 821-5010

PROP J SUBMISSION COVER SHEET

AIRPORT COMMISSION

AIRPORT SHUTTLE BUS SERVICE (1)(2)

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2011-12

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Transit Operator	9163	67.0	1,488	2,362	2,601,733	4,129,730
Transit Supervisor	9139	5.0	2,786	3,387	363,573	442,004
Transit Manager II	9141	1.0	3,714	4,514	96,935	117,815
Transit Manager I	9140	1.0	3,289	3,998	85,843	104,348
Automotive Mechanic	7381	4.0	2,789	2,789	291,131	291,131
Transit Car Cleaner	9102	2.0	1,890	2,297	98,635	119,882
Holiday Pay (If Applicable)					111,829	164,523
Premium Pay (If Applicable)					103,304	151,982
Total Salary Costs		80.0			3,752,983	5,521,415

FRINGE BENEFITS

Variable Fringes (3)					1,137,101	1,694,641
Fixed Fringes (4)					984,486	984,486
Total Fringe Benefits					2,121,587	2,679,127

ESTIMATED CAPITAL & OPERATING COSTS (5)

Fuels, Lubricants and Utilities (same as contractor)					721,987	721,987
Liability & Property Insurance (same as contractor)					129,818	129,818
Workers Compensation (same as contractor)					252,000	252,000
Lease Purchase 7 buses (same as contractor)					599,798	599,798
Bus Maintenance (same as contractor)					358,690	358,690
Uniforms (same as contractor)					21,250	21,250
Administration/Office Cost (same as contractor)					94,918	94,918
Profit (same as contractor)					211,071	211,071
Misc. Unanticipated Expenses (same as contractor)					75,000	75,000
Emergency Contingency (same as contractor)					125,000	125,000
Total Capital & Operating					2,589,532	2,589,532

ESTIMATED TOTAL CITY COST

8,464,103 10,790,074

LESS: ESTIMATED TOTAL CONTRACT COST (6)

(8,036,069) (8,038,600)

ESTIMATED SAVINGS

\$ 428,034 \$ 2,751,473

% of Savings to City Cost

5% 26%

Comments/Assumptions:

1. This service has been contracted out since 1975.
2. Salary levels reflect proposed salary rates effective July 1, 2011. 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 disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, and dependent coverage.
5. Estimated City capital and operating costs are included in the estimated total contract cost.
- 6 The Estimated Contract Cost for annual service is based upon contractor's bid for services and contract monitoring costs. Total includes 0.10 FTE for contract monitoring.

PROP J SUBMISSION COVER SHEET

AIRPORT COMMISSION

AIRPORT SHUTTLE BUS SERVICE (1)(2)

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2012-13

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Transit Operator	9163	67.0	1,488	2,362	2,591,765	4,113,907
Transit Supervisor	9139	5.0	2,786	3,387	362,180	440,310
Transit Manager II	9141	1.0	3,714	4,514	96,564	117,364
Transit Manager I	9140	1.0	3,289	3,998	85,514	103,948
Automotive Mechanic	7381	4.0	2,923	2,923	303,992	303,992
Transit Car Cleaner	9102	2.0	2,000	2,430	103,982	126,381
Holiday Pay (If Applicable)					112,454	165,187
Premium Pay (If Applicable)					103,496	152,029
Total Salary Costs		80.0			3,759,947	5,523,118

FRINGE BENEFITS

Variable Fringes (3)					1,248,256	1,855,695
Fixed Fringes (4)					1,043,555	1,043,555
Total Fringe Benefits					2,291,811	2,899,250

ESTIMATED CAPITAL & OPERATING COSTS (5)

Fuels, Lubricants and Utilities (same as contractor)					721,987	721,987
Liability & Property Insurance (same as contractor)					129,818	129,818
Workers Compensation (same as contractor)					252,000	252,000
Lease Purchase 7 buses (same as contractor)					599,798	599,798
Bus Maintenance (same as contractor)					358,690	358,690
Uniforms (same as contractor)					21,250	21,250
Administration/Office Cost (same as contractor)					94,918	94,918
Profit (same as contractor)					211,071	211,071
Misc. Unanticipated Expenses (same as contractor)					75,000	75,000
Emergency Contingency (same as contractor)					125,000	125,000
Total Capital & Operating					2,589,532	2,589,532

ESTIMATED TOTAL CITY COST

8,641,290 11,011,900

LESS: ESTIMATED TOTAL CONTRACT COST (6)

(8,036,069) (8,038,600)

ESTIMATED SAVINGS

\$ 605,220 \$ 2,973,300

% of Savings to City Cost

7% 27%

Comments/Assumptions:

1. This service has been contracted out since 1975.
2. Salary levels reflect proposed salary rates effective July 1, 2011. 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 disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, and dependent coverage.
5. Estimated City capital and operating costs are included in the estimated total contract cost.
- 6 The Estimated Contract Cost for annual service is based upon contractor's bid for services and contract monitoring costs. Total includes 0.10 FTE for contract monitoring.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

April 25, 2011

Nathaniel P. Ford, Executive Director
Municipal Transportation Agency
One South Van Ness Avenue, 7th Floor
San Francisco, CA 94103

Attention: Terrie Williams, Deputy Director, Finance
Municipal Transportation Agency
One South Van Ness

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2011 MAY 16 PM 1:51
RCA

RE: Parking Citation and Collection System Services – FY 2011-12

The cost information and supplemental data provided by your office on the proposed contract for parking citation and collection system 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 (FY) 2011-12 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2011-12 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Joe Nurisso at 415-554-7663 if you have any questions regarding this determination.

Sincerely,


Ben Rosenfield,
Controller

Enclosures

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

CHARTER 10.104.15 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: Municipal Transportation Agency
CONTRACT SERVICES: Automated Citation Processing and Collections Services
CONTRACT PERIOD: 7/1/10 – 6/30/12

- (1) Who performed the activity/service prior to contracting out?

The Board of Supervisors approved execution of the existing Contract which went into effect November 1, 2008. The services for this contract have been provided by PRWT Services Inc since 1998. Prior to this contract the Trial Court computer information group performed the services.

- (2) How many City employees were laid off as a result of contracting out?

No City employees will be, or have been, laid off as a result of this contract.

- (3) Explain the disposition of employees if they were not laid off.

N/A

- (4) What percentage of City employees' time is spent of services to be contracted out?

Minimal

- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?

This service has been contracted out since 1998. This will likely be an ongoing request for contracting out but will be analyzed in detail prior to any new award.

- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?

The first fiscal year was FY98/99. The Agreement was not certified for every subsequent year but was re-certified annually in for FY03 through FY09 .

(7) How will the services meet the goals of your MBE/WBE Action Plan?

The contractor has a six percent goal under this category. Plans for meeting this goal were certified by the SFMTA's Contract Compliance division.

(8) Does the proposed contractor provide health insurance for its employees?

Yes.

(9) Does the proposed contractor provide benefits to employees with spouses? If so, are the same benefits provided to employees with domestic partners? If not, how does the proposed contractor comply with the Domestic Partners ordinance?

Yes to both questions.

(10) Does the proposed contractor pay meet the provisions of the Minimum Compensation Ordinance?

Yes.

Department Representative: Lorraine R. Fuqua
Telephone Number: 415.701.4678

PROP J SUBMISSION COVER SHEET

SFMTA - FINANCE & INFORMATION TECHNOLOGY
 PARKING CITATION PROCESSING AND COLLECTION SERVICES
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES(1) (2)
 FISCAL YEAR 2011-12

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
INTERSTATE & SPECIAL COLLECTIONS:						
IS Business Analyst	1052	2.00	2,639	3,323	\$ 137,778	\$ 173,460
Senior Administrative Analyst	1823	1.00	2,884	3,506	75,270	91,496
OPERATING SYSTEM & APPLICATION SOFTWARE MAINTENANCE:						
IS Operator - Analyst	1004	4.00	2,183	2,654	227,946	277,119
IS Operator - Supervisor	1005	1.00	2,430	2,954	63,420	77,093
IS Administrator 2	1022	1.00	2,478	3,012	64,670	78,604
IS Administrator 3	1023	1.00	3,012	3,660	78,604	95,533
IS Engineer - Senior	1043	1.00	3,629	4,563	94,726	119,104
IS Engineer - Principal	1044	1.00	3,903	4,909	101,862	128,115
IS Programmer Analyst	1062	2.00	2,281	2,870	119,078	149,811
IS Programmer Analyst - Senior	1063	3.00	2,771	3,489	216,981	273,160
IS Programmer Analyst - Principal	1064	1.00	3,225	4,057	84,178	105,899
IS Project Director	1070	1.00	3,903	4,909	101,862	128,115
CITATION PROCESSING & COLLECTION:						
Clerk	1404	2.00	1,523	1,845	79,496	96,305
Principal Clerk	1408	1.00	2,078	2,526	54,227	65,933
Account Clerk	1630	3.00	1,631	1,979	127,732	154,943
Principal Account Clerk	1634	1.00	2,130	2,588	55,586	67,541
Senior Management Assistant	1844	1.00	2,588	3,146	67,541	82,104
Cashier 2	4321	28.00	1,692	2,053	1,236,436	1,500,498
Cashier 3	4322	9.00	1,894	2,302	444,857	540,719
Night / Shift Differential (if applicable)					20,456	25,335
Overtime Pay (if applicable)					14,956	18,477
Total Salary Costs		64.0			3,467,662	4,249,366
FRINGE BENEFITS						
Variable Fringes (3)					914,837	1,120,972
Fixed Fringes (4)					782,571	782,571
Total Fringe Benefits					1,697,408	1,903,543
CAPITAL & OPERATING COSTS						
Materials and Supplies					396,000	396,000
Storage and Office Space					1,066,000	1,066,000
Truck & Lift Repair & Maintenance					504,000	504,000
Fuel					550,286	550,286
MIS - Hardware & Software					835,167	835,167
Two Way Communication Devices					77,857	77,857
Technical Support & Software Licenses					332,000	332,000
Total Capital & Operating					3,761,309	3,761,309
ESTIMATED TOTAL CITY COST					8,926,380	9,914,218
LESS: ESTIMATED TOTAL CONTRACT COST					(8,025,326)	(8,033,030)
ESTIMATED SAVINGS					\$ 901,054	\$ 1,881,188
% of Savings to City Cost					10%	19%

Comments/Assumptions:

1. FY 1999 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2011. 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 disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

April 25, 2011

Nathaniel P. Ford, Executive Director
Municipal Transportation Agency
One South Van Ness Avenue, 7th Floor
San Francisco, CA 94103

Attention: Terrie Williams, Deputy Director, Finance
Municipal Transportation Agency
One South Van Ness

RE: Meter Collection and Counting Services – FY 2011-12

The cost information and supplemental data provided by your office on the proposed contract for parking citation and collection system 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 (FY) 2011-12 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2011-12 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Joe Nurisso at 415-554-7663 if you have any questions regarding this determination.

Sincerely,


Ben Rosenfield,
Controller

Enclosures

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

CHARTER 10.104.15 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: Municipal Transportation Agency
CONTRACT SERVICES: Parking Meter Collection and Coin Counting
CONTRACT PERIOD: 7/1/10 – 6/30/12

- (1) Who performed the activity/service prior to contracting out?

Meter collection: San Francisco Tax Collector's Office
Coin counting: San Francisco Municipal Railway

- (2) How many City employees were laid off as a result of contracting out?

Meter collection: None
Coin counting: According to the manager of Muni's revenue section, no layoffs occurred as a result of contracting out these services.

- (3) Explain the disposition of employees if they were not laid off.

N/A

- (4) What percentage of City employees' time is spent on services to be contracted out?

Meter collection: N/A
Coin counting: One FTE

- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?

Meter collections have been contracted out since 1978, coin counting services since June 2002. Both meter collections and coin counting will be ongoing requests for contracting out.

- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?

For meter collections the first fiscal year was FY98/99 and was not certified for every subsequent year but was re-certified in FY03 through FY10. For coin counting, the first year of certification was FY03. The contract was also certified for FY04 through FY10.

- (7) How will the services meet the goals of your MBE/WBE Action Plan?

MBE/WBE compliance is not required because the contract exceeds \$10 million. However, the contractor is in compliance with the department's action plan.

- (8) Does the proposed contractor provide health insurance for its employees?

Yes.

- (9) Does the proposed contractor provide benefits to employees with spouses? If so, are the same benefits provided to employees with domestic partners? If not, how does the proposed contractor comply with the Domestic Partners ordinance?

The contractor has been certified by HRC as being in compliance with the domestic partner ordinance.

- (10) Does the proposed contractor pay meet the provisions of the Minimum Compensation Ordinance?

Yes.

Department Representative: Lorraine Fuqua

Telephone Number: 415-701-4678

PROP J ANALYSIS SUMMARY
SFMTA - FINANCE & INFORMATION TECHNOLOGY
PARKING METER COLLECTION AND COIN COUNTING
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2011-12

City Cost, given that services are not contracted out

	<i>low range</i>	<i>high range</i>
Total Annual Salary	1,805,486	2,194,573
Total Other Pay	0	0
Total Fringe Benefits	896,352	999,850
Additional City Costs	0	0
	2,701,838	3,194,423

Less: City Cost, given that services are contracted out

Contract Cost	(2,000,819)	(2,000,819)
Contract Monitoring	(128,184)	(159,002)
	(2,129,003)	(2,159,821)

City Savings from Contracting Out, Savings/(Cost) \$	572,835	\$ 1,034,602
% of Estimated Savings to Estimated City Cost	21%	32%

PROP J SUBMISSION COVER SHEET

SFMTA - FINANCE & INFORMATION TECHNOLOGY

PARKING METER COIN COUNTING

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2011-12

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Management & Administration						
Senior Fare Collections Receiver	9116	1.0	2,187	2,659	\$ 57,084	69,400
Fare Collections Receiver	9110	3.8	1,890	2,297	\$ 187,407	227,776
Total Salary Costs		4.8			244,491	297,176

FRINGE BENEFITS

Variable Fringes (3)					65,035	79,049
Fixed Fringes (4)					58,229	58,229
Total Fringe Benefits					123,263	137,278

ADDITIONAL CITY COSTS (if applicable)

Total Capital & Operating					0	0
					0	0

ESTIMATED TOTAL CITY COST

367,755 434,454

LESS: ESTIMATED TOTAL CONTRACT COST

(198,619) (206,324)

ESTIMATED SAVINGS

\$ 169,136 \$ 228,130

% of Savings to City Cost

46% 53%

Comments/Assumptions:

1. These services have been contracted out since FY 1977.
2. Salary levels reflect proposed salary rates effective July 1, 2011. 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 disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. For the purposes of this analysis operating and equipment costs have been disregarded under the assumption that they will be the same for the City or the contractor.
6. Estimated contract costs include .25 FTE for contract monitoring. contract cost also includes 0.4 FTE for contract monitoring costs.

PROP J SUBMISSION COVER SHEET
SFMTA - FINANCE & INFORMATION TECHNOLOGY
PARKING METER COLLECTION
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2011-12

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Transit Revenue Supervisor						
Principal Fare Collections Receiver	9118	1.0	2,862	3,478	\$ 74,698	90,785
Senior Fare Collections Receiver	9117	1.0	2,751	3,344	\$ 71,813	87,291
Fare Collections Receiver	9116	7.5	2,187	2,659	\$ 428,131	520,498
	9110	20.0	1,890	2,297	\$ 986,353	1,198,823
Total Salary Costs		29.5			1,560,994	1,897,397

FRINGE BENEFITS

Variable Fringes (3)					415,225	504,708
Fixed Fringes (4)					357,865	357,865
Total Fringe Benefits					773,089	862,572

ADDITIONAL CITY COSTS (if applicable)

		0	0
Total Capital & Operating		0	0

ESTIMATED TOTAL CITY COST

2,334,083 2,759,969

LESS: ESTIMATED TOTAL CONTRACT COST

(1,930,384) (1,953,498)

ESTIMATED SAVINGS

\$ 403,699 \$ 806,472

% of Savings to City Cost

17% 29%

Comments/Assumptions:

1. These services have been contracted out since 1978.
2. Salary levels reflect proposed salary rates effective July 1, 2011. 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 disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. For the purposes of this analysis operating and equipment costs have been disregarded under the assumption that they will be the same for the City or the contractor.
6. Estimated contract costs include .75 FTE for contract monitoring. contract cost also includes 0.4 FTE for contract monitoring costs.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

April 25, 2011

Nathaniel P. Ford, Executive Director
Municipal Transportation Agency
One South Van Ness Avenue, 7th Floor
San Francisco, CA 94103

Attention: Terrie Williams, Deputy Director, Finance
Municipal Transportation Agency
One South Van Ness

RE: Paratransit Services – FY 2011-12

The cost information and supplementary data provided by your office on the proposed contract for Paratransit 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 (FY) 2011-12 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2011-12 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Joe Nurisso at 415-554-7663 if you have any questions regarding this determination.

Sincerely,


Ben Rosenfield,
Controller

Enclosures

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

Prop J Supplemental Questionnaire –

DEPARTMENT: Municipal Transportation Agency

CONTRACT SERVICES: Paratransit Services

CONTRACT PERIOD: 7/1/10 – 6/30/12

1. *The department's basis for proposing the Prop J certification*

For the past thirty years, the Public Utilities Commission, Public Transportation Commission, and the San Francisco Municipal Transportation Agency have contracted for the provision of paratransit services. It is more economical to contract for paratransit services, mainly because the City cannot take advantage of a reasonable economy of scale and maintain the same programmatic/operational requirements as a private contractor. This is particularly true of on-call user side metered services (taxi service) in which the taxi industry provides 24-hour, 7-day a week on-call service with a fleet of no less than 1,408 vehicles. Additionally, under private contract a demand driven system can be maintained, whereas with City employees, a supply system would have to be established.

2. *The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor:*

Not applicable.

The paratransit service has been contracted since its inception.

3. *The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:*

The Manager of Muni Accessible Services Program administers the current oversight of the paratransit contract. The contract deliverables include many reporting and monitoring provisions:

- Provide quarterly reports on provider compliance with MOU provisions, performance indicators and level of complaints and commendations.
- Provide quarterly report of service level statistics, including number of trips by subcontractor and mode, number of no-show trips and cancelled trips, number of stair assists performed, trip denials
- Prepare summaries of number of ADA certification on a monthly basis, including number of applications received, certifications of ADA eligible users by category, number of eligibility denials, appeals processed, recertifications, and levels of active and inactive users
- Provide reports identifying service trends or patterns on a bi-annual basis
- Maintain records and prepare operating reports as required by the MUNI/MTA, San Francisco County Transportation Authority, San Francisco Office on the Aging, and other agencies
- Provide quarterly reports of cumulative trip costs

In terms of financial monitoring, the contract states that the "Contractor agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its work under this Agreement." Muni therefore has the ability to audit and examine all records and transactions, including invoices, materials, payrolls, records or personnel and other data.

There is also a reporting requirement related to City-owned vehicles that the Broker is leasing out to subcontracts. The Broker is required to report to the City within thirty days any occurrence – such as an inoperable vehicle or mechanical deterioration to the extent that repair is infeasible.

An annual independent customer satisfaction survey is also included as a contract deliverable. And other reporting deliverables include:

- Prepare reports, analysis materials, and informational materials for presentation to the Paratransit Coordinating Council
 - Fund two independent outside audits of Broker performance - Provide one financial audit at request of AS Manager during three year contract extension period
 - Provide one performance evaluation audit based upon deliverables and performance indicators at request of AS Manager during five year contract period
 - The auditors must be approved by the MTA General Manager or designated representative.
4. *The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract*

ATC/Vancom, Inc. (the current Paratransit Broker) is on the approved Human Rights Commission (HRC) list for equal benefits for employees, and domestic partners and the Domestic Partners Ordinance as required. Paratransit Broker employees also receive full medical and dental benefits. See Attachment I for a full list of the current wages.

5. *The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance).*

The contract has a provision to ensure that all Broker employees maintain salaries at or above minimum prescribed wage rate - All Broker employee wage rates will meet or exceed the minimum San Francisco minimum wage standards, and annual salary levels per employee must be submitted to the Accessible Services Manager yearly.

The department is obligated and committed to enforce the provisions and spirit of all applicable regulations and ordinances of the City and County of San Francisco governing city contracts. To that end, we will work with the Human Rights Commission, the Contract Compliance Office and the City Attorney's Office to ensure that the Paratransit Broker complies with all wage, compensation, health care and equal benefits privileges stipulated by law.

6. *The department's plan for City employees displaced by the contract*

N/A

7. *A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees.*

It is unlikely that the paratransit service could be provided in the future using City employees due to the extremely comprehensive service that is provided using the general taxi service, allowing SFMTA to pay a very low cost per trip (\$12.19) that would be nearly impossible to reproduce using City employees. See the attached detailed analysis which highlights that hiring City employees to perform similar duties as contracted employees would not be cost effect.

PROP J SUBMISSION COVER SHEET

SFMTA - FINANCE & INFORMATION TECHNOLOGY

PARATRANSIT SERVICES

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2011-12

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Transit Operators	9163	148.0	1,488	2,362	5,747,112	9,122,388
Chauffer (3)	7312	231.0	1,190	1,889	7,176,124	11,390,658
Auto Mechanic Assistant Supervisor	7382	2.0	3,360	3,360	175,396	175,396
Auto Mechanic	7381	12.0	2,789	2,789	873,392	873,392
Auto Service Worker	7410	8.0	1,861	2,262	388,639	472,303
Transit Car Cleaner	9102	7.0	1,890	2,297	345,223	419,588
Transit Supervisor	9139	2.0	2,786	3,387	145,429	176,801
Transit Manager	9140	4.0	3,289	3,998	343,372	417,391
Passenger Service Specialist	9135	14.0	2,110	2,564	770,994	936,886
Senior Clerk Typist	1426	6.0	1,732	2,104	271,275	329,524
Sr. Eligibility Worker	2905	5.0	2,161	2,627	281,954	342,838
Holiday Pay					113,656	130,992
Premium Pay					104,993	121,007
Total Salary Costs		439.0			16,737,559	24,909,165

FRINGE BENEFITS

Variable Fringes (3)					5,302,412	7,996,572
Fixed Fringes(4)					5,376,600	5,376,600
Total Fringe Benefits					10,679,012	13,373,172

ADDITIONAL CITY COSTS (if applicable)

200 Autos					1,689,025	1,689,025
138 Vans					1,748,141	1,748,141
338 2-Way Radios					464,750	464,750
Claims					701,917	701,917
Total Capital & Operating					4,603,833	4,603,833

ESTIMATED TOTAL CITY COST

32,020,405 42,886,171

LESS: ESTIMATED TOTAL CONTRACT COST

(20,709,211) (20,764,204)

ESTIMATED SAVINGS

\$ 11,311,194 \$ 22,121,966

% of Savings to City Cost

35% 52%

Comments/Assumptions:

1. This service has always been contract out, beginning in FY 1983-84.
2. Salary costs reflect salary rates effective July 1, 2011.
3. Classification has been abolished; this analysis assumes the class would be reestablished with a compensation rate equivalent to related classes, estimated to be at 80% of the Transit Operator class.
4. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
5. Fixed fringe benefits consist of health and dental rates, and dependent coverage.
6. Capital & operating costs for vehicles has been estimated based upon IRS mileage standards.
7. The Estimated Contract Cost for annual service is based upon contractor's bid for services and contract monitoring costs.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

April 25, 2011

Nathaniel P. Ford, Executive Director
Municipal Transportation Agency
One South Van Ness Avenue, 7th Floor
San Francisco, CA 94103

Attention: Terrie Williams, Deputy Director, Finance
Municipal Transportation Agency
One South Van Ness

RE: Comprehensive Facility Security Services – FY 2011-12

The cost information and supplemental data provided by your office on the proposed contract for security 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.

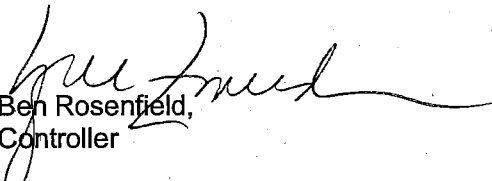
The requirements of Charter Section 10.104.15 relative to the Controller's findings that "work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco" have been satisfied. Attached is a statement of projected cost and estimated savings for Fiscal Year (FY) 2011-12 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2011-12 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Joe Nurisso at 415-554-7663 if you have any questions regarding this determination.

Sincerely,


Ben Rosenfield,
Controller

Enclosures

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

CHARTER 10.104.15 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: Municipal Transportation Agency
CONTRACT SERVICES: Comprehensive Facility Security Services
CONTRACT PERIOD: 7/1/10 – 6/30/12

(1) Who performed the activity/service prior to contracting out?

The Comprehensive Facility Security Services for the San Francisco Municipal Transportation Agency (MTA) and Municipal Railway have been contracted out since 1975. The scope of coverage provided by the contracted guard services provided to the agency is both extensive and comprehensive for this full-service program. Guard services include both armed and unarmed officers.

Armed Revenue Officers

In order to prevent any harm to Revenue Operations personnel or theft of MUNI revenues and assets, Contractor provides armed revenue officers; those assigned to Revenue operations must be at the time and place assigned without fail, and be fit to complete their tour of duty as needed.

Unarmed Officers

Provides guard coverage as needed for designated Muni Shops, facilities, offices and property to protect against, damage, trespassers, break-ins, burglaries, vandalism, graffiti, and careless or suspicious activities

(2) How many City employees were laid off as a result of contracting out?

Not Applicable. The Comprehensive Facility Security Services contract began in 1975 and all guard services have been performed by contractual guards and not by any San Francisco City and County employees.

(3) Explain the disposition of employees if they were not laid off.

Not Applicable. As stated above the Comprehensive Facility Security Services for the San Francisco Municipal Transportation Agency (MTA) and Municipal Railway have been contracted out since 1975

(4) What percentage of City employees' time is spent of services to be contracted

Not Applicable

(5) How long have the services been contracted out? Is this likely to be a one-time Or an ongoing request for contracting out?

The Comprehensive Facility Security Services for the San Francisco Municipal Transportation Agency (MTA) and Municipal Railway have been contracted out since 1975. Based on the cost savings the Prop J request for Comprehensive Facility Security Services will be an ongoing request

(6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?

The Comprehensive Facility Security Services for the San Francisco Municipal Transportation Agency (MTA) and Municipal Railway have been contracted out since 1975. This contract has been certified for each subsequent year since the implementation of an extensive and comprehensive full-service program.

(7) How will the services meet the goals of your MBE/WBE Action Plan?

The Comprehensive Facility Security Services contractor is on the approved Human Rights Commission (HRC) list for equal benefits for employees and domestic partners and Domestic Partners Ordinance as required.

(8) Does the proposed contractor provide health insurance for its employees?

Yes. Health insurance is provided to contract employees, spouses and dependents. The department is obligated and committed to enforce the provisions and spirit of all applicable regulations and ordinances of the City and County of San Francisco governing city contracts. To that end, we will work with the Human Rights Commission, the Contract Compliance Office for the MTA and the City Attorney's Office to ensure that the Contractor complies with all wages, compensation, health care and equal benefits privileges stipulated by law.

(9) Does the proposed contractor provide benefits to employees with spouses? If so, Are the same benefits provided to employees with domestic partners? If not, how does the proposed contractor comply with the Domestic Partners ordinance?

Yes. Health insurance is provided to contract employees and their domestic partners.

(10) Does the proposed contractor pay meet the provisions of the Minimum Compensation Ordinance?

Wages paid by the Comprehensive Facility Security Services contractor to their employees meets the standards and provisions as outlined in the Minimum Compensation Ordinance.

Department Representative: Ted Unaegbu

Telephone Number: 415-554-7166

PROP J SUBMISSION COVER SHEET
SFMTA - FINANCE & INFORMATION TECHNOLOGY
COMPREHENSIVE FACILITY SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2011-12

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Building and Grounds Patrol Officer	8207	18.0	1,771	2,150	831,798	1,010,041
Security Guard	8202	75.0	1,461	1,771	2,860,450	3,465,825
Holiday Pay (if applicable)					117,158	142,023
Night / Shift Differential (if applicable)					104,509	126,689
TOTAL SALARY		93.0			3,913,915	4,744,578
FRINGE BENEFITS						
Variable Fringes (3)					999,761	1,211,943
Fixed Fringes (4)					1,128,162	1,128,162
Total Fringe Benefits					2,127,922	2,340,105
ADDITIONAL CITY COSTS (if applicable)						
Total Capital & Operating					0	0

ESTIMATED TOTAL CITY COST

6,041,837 7,084,682

LESS: ESTIMATED TOTAL CONTRACT COST

(4,724,021) (4,727,210)

ESTIMATED SAVINGS

\$ 1,317,816 \$ 2,357,473

% of Savings to City Cost

22% 33%

Comments/Assumptions:

1. Security services have been contracted out since 1975.
2. Salary levels reflect proposed salary rates effective July 1, 2011. 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 disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. The estimated City cost does not include materials, weapons, services, vehicle and capital; if included these costs would increase the estimated savings to CCSF.
6. Contract costs include contract monitoring costs.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

April 25, 2011

Nathaniel P. Ford, Executive Director
Municipal Transportation Agency
One South Van Ness Avenue, 7th Floor
San Francisco, CA 94103

Attention: Terrie Williams, Deputy Director, Finance
Municipal Transportation Agency
One South Van Ness

RE: Transit Shelter Maintenance Services – FY 2011-12

The cost information and supplementary data provided by your office on the proposed contract for transit shelter maintenance 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.

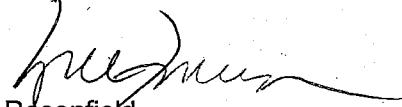
The requirements of Charter Section 10.104.15 relative to the Controller's findings that "work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco" have been satisfied. Attached is a statement of projected cost and estimated savings for Fiscal Year (FY) 2011-12 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2011-12 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Joe Nurisso at 415-554-7663 if you have any questions regarding this determination.

Sincerely,


Ben Rosenfield,
Controller

Enclosures

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

CHARTER 10.104.15 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: Municipal Transportation Agency

CONTRACT SERVICES: Transit Shelter Advertising Agreement—maintenance of low-level platforms

CONTRACT PERIOD: 7/1/10 – 6/30/12

- (1) Who performed the activity/service prior to contracting out?

Prior to the implementation of the new Transit Shelter Advertising Agreement with Clear Channel Outdoor, Inc. on December 10, 2007, SFMTA maintenance staff was responsible for the cleaning and other maintenance of the SFMTA's low-level boarding platforms. Due to the extensive other demands on the time of SFMTA maintenance staff, these services on the low-level platforms were difficult to get scheduled and performed.

- (2) How many City employees were laid off as a result of contracting out?

No City employees will be, or have been, laid off as a result of this contract.

- (3) Explain the disposition of employees if they were not laid off.

SFMTA maintenance staff is fully employed in maintenance of the SFMTA's transit vehicles, facilities and other related maintenance matters.

- (4) What percentage of City employees' time is spent of services to be contracted out?

Minimal

- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?

The new Transit Shelter Advertising Agreement has a 15-year term, with a five-year option to renew. This request will be ongoing.

- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?

The SFMTA received Proposition J certification for the full Transit Shelter Advertising Agreement, including the piece related to maintenance of the low-level platforms, in FY07/08. The SFMTA first requested certification for the low-level platform piece as a stand-alone matter in FY 08/09; the SFMTA received that certification.

- (7) How will the services meet the goals of your MBE/WBE Action Plan?

The contract meets the department's MBE/WBE (now LBE) action plan and was certified by HRC.

- (8) Does the proposed contractor provide health insurance for its employees?

Yes.

- (9) Does the proposed contractor provide benefits to employees with spouses? If so, are the same benefits provided to employees with domestic partners? If not, how does the proposed contractor comply with the Domestic Partners ordinance?

Yes.

- (10) Does the proposed contractor pay meet the provisions of the Minimum Compensation Ordinance?

Yes.

Department Representative: Gail Stein
Telephone Number: 701-4327

PROP J SUBMISSION COVER SHEET
 SFMTA - FINANCE & INFORMATION TECHNOLOGY
 TRANSIT SHELTER CONTRACT
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2011-12

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
General Laborer	7514	6.00	1,790	2,176	280,274	340,781
Track Maintenance Worker	7540	3.00	1,826	2,219	142,976	173,752
Total Salary Costs		9.0			423,250	514,534

FRINGE BENEFITS

Variable Fringes (3)					112,585	136,866
Fixed Fringes (4)					111,295	111,295
Total Fringe Benefits					223,880	248,161

ADDITIONAL CITY COSTS (if applicable)

Materials and Supplies					140,000	140,000
Safety Equipment					5,000	5,000
Maintenance					1,000	1,000
Total Capital & Operating					146,000	146,000

ESTIMATED TOTAL CITY COST

793,130 908,695

LESS: ESTIMATED TOTAL CONTRACT COST

(342,749) (345,127)

ESTIMATED SAVINGS

\$ 450,381 \$ 563,567

% of Savings to City Cost

57% 62%

Comments/Assumptions:

1. Transit shelter maintenance has been contracted out since FY 2007-08.
2. Salary levels reflect salary levels effective July 1, 2011.
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 plus an estimate of dependent coverage.
5. The estimated City cost does not include vehicle, equipment, material and other supplies required to provide services. If included, these costs would increase the estimated savings to CCSF.
6. Contract costs include 0.1 FTE for contract monitoring.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

April 25, 2011

Nathaniel P. Ford, Executive Director
Municipal Transportation Agency
One South Van Ness Avenue, 7th Floor
San Francisco, CA 94103

Attention: Terrie Williams, Deputy Director, Finance
Municipal Transportation Agency
One South Van Ness

RE: Towing Contract – FY 2011-12

The cost information and supplementary data provided by your office on the proposed contract for the towing contract 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, when City employees are paid at the upper range of their respective job classifications.

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 (FY) 2011-12 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2011-12 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Joe Nurisso at 415-554-7663 if you have any questions regarding this determination.

Sincerely,


Ben Rosenfield,
Controller

Enclosures

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

CHARTER 10.104.15 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: San Francisco Municipal Transportation Agency

CONTRACT SERVICES: Towing, Storage and Disposal of Illegally Parked and Abandoned Vehicles

CONTRACT PERIOD: 7/1/10 – 6/30/12

- (1) Who performed the activity/service prior to contracting out?

DPT is required under San Francisco Traffic Code section 163 to contract out for towing, storage and disposal of abandoned and illegally parked vehicles. According to Departmental records, towing services have been contracted out since 1987. These services may have been contracted out prior to 1987, but the department has no records to verify this assumption.

- (2) How many City employees were laid off as a result of contracting out?

None

- (3) Explain the disposition of employees if they were not laid off.

N/A

- (4) What percentage of City employees' time is spent of services to be contracted out?

N/A

- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?

The Department cannot provide a verifiable date for when the City first contracted for towing services. The request for contracting out for these services will be ongoing.

- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?

The current contract, which began July 31, 2005 and is up for possible renewal in August 2010, was certified as part of the contract approval process. This is the fifth annual prop J renewal for the current contract.

- (7) How will the services meet the goals of your MBE/WBE Action Plan?

MBE/WBE compliance is not required because the contract exceeds \$10 million. However, the contractor is in compliance with the Department's suggested goal of 12% for minority subcontracting.

- (8) Does the proposed contractor provide health insurance for its employees?

Yes. The contract requires health insurance be provided to its employees.

- (9) Does the proposed contractor provide benefits to employees with spouses? If so, are the same benefits provided to employees with domestic partners? If not, how does the proposed contractor comply with the Domestic Partners ordinance?

The Contractor provides the same benefits to employees with spouses and to employees with domestic partners.

- (10) Does the proposed contractor pay meet the provisions of the Minimum Compensation Ordinance?

Yes.

Department Representative: Lorraine Fuqua

Telephone Number: 415-701-4678

PROP J SUBMISSION COVER SHEET
 SFMTA - FINANCE & INFORMATION TECHNOLOGY
 TOWING CONTRACT
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2011-12

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Management & Administration						
Manager II (3)	0923	1.0	3,393	4,329	88,546	112,997
MIS Administrator III	1023	1.0	3,012	3,660	78,604	95,533
Senior Payroll & Personnel Clerk	1222	1.0	2,130	2,588	55,586	67,541
Senior Systems Accountant	1657	1.0	3,210	3,902	83,787	101,836
Senior Administrative Analyst	1823	1.0	2,884	3,506	75,270	91,496
Dispatch & Customer Processing						
Clerk	1404	3.0	1,523	1,845	119,244	144,458
Account Clerk	1630	3.0	1,631	1,979	127,732	154,943
Principal Account Clerk	1634	1.0	2,130	2,588	55,586	67,541
Senior Accountant	1652	1.0	2,292	2,787	59,825	72,744
Communications Dispatcher I	1704	7.0	1,679	2,038	306,779	372,406
Communications Dispatcher II	1705	1.0	1,858	2,257	48,485	58,915
Senior Management Assistant	1844	1.0	2,588	3,146	67,541	82,104
Cashier II	4321	9.0	1,692	2,053	397,426	482,303
Cashier III	4322	4.0	1,894	2,302	197,714	240,319
Collection Supervisor	4366	2.0	2,264	2,751	118,163	143,626
Vehicle Storage & Disposal						
Sr Materials & Supplies Supervisor	1926	2.0	1,712	2,078	89,371	108,454
Storekeeper	1934	22.0	1,783	2,166	1,023,965	1,243,647
Senior Storekeeper	1936	5.0	1,771	2,150	231,055	280,567
Assistant Materials Coordinator	1942	1.0	2,674	3,251	69,802	84,857
Purchaser	1952	2.0	2,430	2,954	126,839	154,187
Security Guard	8202	4.0	1,461	1,771	152,557	184,844
Towing Services						
Truck Driver	7355	71.0	2,210	2,815	4,096,224	5,217,073
Automobile Mechanic-Asst Supvrs	7382	1.0	3,360	3,360	87,698	87,698
Automobile Mechanic	7381	3.0	2,789	2,789	218,348	218,348
Night / Shift Differential (if applicable)					79,761	98,684
Other Pay (Bilingual Pay)					13,050	13,050
Overtime Pay (if applicable)					115,933	143,393
Total Salary Costs		148.0			8,184,894	10,123,565
FRINGE BENEFITS						
Variable Fringes (3)					1,831,265	2,271,441
Fixed Fringes (4)					1,638,550	1,638,550
Total Fringe Benefits					3,469,814	3,909,990
ADDITIONAL CITY COSTS (if applicable)						
Materials and Supplies					38,253	38,253
Storage and Office Space					2,686,725	2,686,725
Truck & Lift Repair & Maintenance					88,818	88,818
Fuel					308,000	308,000
MIS - Hardware & Software					488,635	488,635
Two Way Communication Devices					12,866	12,866
Trucks (5 year amortization)					1,295,000	1,295,000
Other Communications					12,500	12,500
Total Capital & Operating					4,930,799	4,930,799
ESTIMATED TOTAL CITY COST					16,585,507	18,964,354
LESS: ESTIMATED TOTAL CONTRACT COST					(16,405,397)	(16,413,102)
ESTIMATED SAVINGS					\$ 180,110	\$ 2,551,252
% of Savings to City Cost					1%	13%

Comments/Assumptions:

- These services have been contracted out since FY 1993-94 by Parking and Traffic.
- CCSF and contract costs are presented as annualized using salary and benefits effective July 1, 2011.
- MCCP Class 0923 Manager II includes low and high salary within Range A.
- Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- Estimated contract cost is based upon the current vendor's actual receipts for FY 2006-07, adjusted by indexed price changes in the contract then applied to the anticipated number of tows. Estimated contract cost also includes 0.4 FTE for contract monitoring costs.