



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

Ben Rosenfield  
Controller  
Todd Rydstrom  
Deputy Controller

July 31, 2020

Naomi Kelly, Director  
General Services Agency – City Administrator  
City Hall - 1 Dr. Carlton B. Goodlett Place, Room 362  
San Francisco, CA 94102-4683

Attention: Kenneth Bukowski, Deputy City Administrator

RE: Contracting for Fleet Security – FY 2020-21

The cost information and supplemental data provided by your office on the proposed contract referenced above have been reviewed by my staff.

If these services are provided at the proposed contract price, it appears they can be performed at a lower cost than if the work were performed by City employees.

The requirements of Charter Section 10.104.15 relative to the Controller's findings that work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco have been satisfied. Attached is a statement of projected cost and estimated savings for Fiscal Year 2020-21 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,

/s/

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Ben Rosenfield,  
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst  
Human Resources, Employee Relations  
Adam Nguyen, Finance and Planning Director

**ESTIMATED CITY COSTS:**

**PROJECTED PERSONNEL COSTS**

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Building and Grounds Patrol Officer	8207	3.00	\$ 2,363	\$ 2,837	\$ 185,040	\$ 222,137
City Shops Assistant Superintendent	7277	0.05	\$ 4,450	\$ 5,342	\$ 5,807	\$ 6,971
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
Holiday Pay (if applicable)	n/a	n/a			3,899	4,681
Night / Shift Differential (if applicable)	n/a	n/a			11,244	13,498
Uniform Allowance	n/a	n/a			1,800	1,800
Other Pay (if applicable)	n/a	n/a				
<b>Total FTE</b>			<b>3</b>			
<b>Total Salary Costs--&gt;</b>					<b>194,747</b>	<b>247,288</b>
<b>Total of Other Compensation--&gt;</b>					<b>16,944</b>	<b>19,979</b>

**FRINGE BENEFITS**

Job Class	\$ Amount
Benefits per FTE--Job Class #:	8,207 37,844
Benefits per FTE--Job Class #:	7277 59,603
Benefits per FTE--Job Class #:	- -
Benefits per FTE--Job Class #:	- -
Benefits per FTE--Job Class #:	- -
Benefits per FTE--Job Class #:	- -
Benefits per FTE--Job Class #:	- -
Benefits per FTE--Job Class #:	- -
Benefits per FTE--Job Class #:	- -
Benefits per FTE--Job Class #:	- -
Benefits per FTE--Job Class #:	- -
<b>Total Fringe Benefits</b>	Low High 104,695 116,512

**ADDITIONAL CITY COSTS**

Insert all additional costs, with a description, that the City would incur if providing the service. May include capital costs, materials & supplies, uniforms, technology, as is comparable to the contract components.	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Capital &amp; Operating</b>	\$ -	\$ -

**COST COMPARISON SUMMARY**

<b>ESTIMATED TOTAL CITY COST</b>	316,385	383,780
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	179,229	210,658
<b>ESTIMATED SAVINGS</b>	<u>\$ 137,157</u>	<u>\$ 173,122</u>
<b>% of Savings to City Cost</b>	43%	45%

Comments/Assumptions:

- 1983 was the first year these services were contracted out.
- Salary levels reflect proposed salary rates effective July 1, 2020. Costs are represented as annual 12 month costs.
- Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term
- Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 7 hours each day eligible for 8% shift-differential pay; 7 hours each day eligible for 10% shift-differential pay (Local 1021 MOU items 293,294, & 426)
- 5% of 7277's time would be spent supervising security guard employees.
- Hours per FTE is 1784. (2,088 hours - 80 hours vacation pay - 88 hours holiday pay - 32 hours floating holiday pay - 104 hours sick pay)