



OFFICE OF THE CONTROLLER
CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller
Todd Rydstrom
Deputy Controller

July 31, 2020

Ivar C. Satero, Airport Director
San Francisco International Airport
International Terminal, 5th Floor
P.O. Box 8097
San Francisco, CA 94128

Attention: Ronda Chu, Acting Budget Director

RE: Contracting for Airport Information Booth & Guest Assistance – 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 Years 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/

Ben Rosenfield,
Controller

Enclosures

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

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	
Senior Operations Manager	9143	0.0	\$ 5,766	\$ 7,009	\$ -	\$ -	
Senior Management Assistant	1844	2.0	\$ 3,414	\$ 4,150	\$ 178,222	\$ 216,630	
Management Assistant	1842	8.2	\$ 2,979	\$ 3,621	\$ 637,567	\$ 774,966	
Accountant I	1650	0.0	\$ 2,708	\$ 3,292	\$ -	\$ -	
Principal Accountant Clerk	1634	3.6	\$ 2,809	\$ 3,414	\$ 263,906	\$ 320,779	
Senior Account Clerk	1632	66.6	\$ 2,485	\$ 3,021	\$ 4,320,244	\$ 5,251,283	
Account Clerk	1630	0.0	\$ 2,147	\$ 2,610	\$ -	\$ -	
Training Officer	1232	0.5	\$ 3,407	\$ 4,141	\$ 44,459	\$ 54,040	
					\$ -	\$ -	
					\$ -	\$ -	
Holiday Pay (if applicable)	n/a	n/a			145,459	176,806	
Night / Shift Differential (if applicable)	n/a	n/a			129,754	157,717	
Overtime Pay (if applicable)	n/a	n/a					
Other Pay (if applicable)	n/a	n/a					
Total FTE		80.9					
					Total Salary Costs-->	\$ 5,719,610.62	\$ 6,952,222.45
					Total of Other Compensation-->	\$ 275,212.97	\$ 334,523.08

FRINGE BENEFITS

Job Class	\$ Amount	Low	High
Benefits per FTE--Job Class #:	9143	73541	
Benefits per FTE--Job Class #:	1844	48430	
Benefits per FTE--Job Class #:	1842	44165	
Benefits per FTE--Job Class #:	1650	42190	
Benefits per FTE--Job Class #:	1634	42496	
Benefits per FTE--Job Class #:	1632	39328	
Benefits per FTE--Job Class #:	1630	36014	
Benefits per FTE--Job Class #:	1232	49026	
Benefits per FTE--Job Class #:			
Benefits per FTE--Job Class #:			
Total Fringe Benefits		\$ 2,914,676.55	\$ 3,255,728.75

ADDITIONAL CITY COSTS

Office Equipment and Technical Support	\$ 39,977	\$ 39,977
Rewards and Recognition	\$ 7,000	\$ 7,000
Uniforms and Dry Cleaning	\$ 59,500	\$ 59,500
ADM Customer Support Supplies	\$ 14,000	\$ 14,000
Performance Bond	\$ -	\$ -
Fringe Reimbursement	\$ 3,500	\$ 3,500
Total Capital & Operating	\$ 123,977	\$ 123,977

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 9,033,477.13	\$ 10,666,451.28
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 6,566,518.00	\$ 6,566,518.00
ESTIMATED SAVINGS	\$ 2,466,959	\$ 4,099,933
% of Savings to City Cost	27%	38%

Comments/Assumptions:

1. FY 1990 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2019. 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
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. The estimated Contract Cost includes 0.20 FTE for contract monitoring.