| File No     | 140487  | Committee It<br>Board Item N     | em No5<br>lo      |
|-------------|---|----------------------------------|-------------------|
| C           | COMMITTEE/BOAR<br>AGENDA PACKE  |                                  |                   |
| Committee:  | Budget & Finance Commi  | <u>ttee</u>                      | Date May 14, 2014 |
| Board of Su | pervisors Meeting   |                                  | Date              |
| Cmte Boar   | Motion Resolution Ordinance Legislative Digest Budget and Legislative Youth Commission Rep Introduction Form Department/Agency Commou Grant Information Form Grant Budget Subcontract Budget Contract/Agreement Form 126 – Ethics Commount Award Letter Application Public Correspondence | ort<br>ver Letter and<br>mission |                   |
| OTHER       | (Use back side if addition  | onal space is                    | needed)           |
|             |   |                                  |                   |
|             | l by:Linda Wong<br>l by:  |                                  | May 9, 2014       |

## RESOLUTION NO.

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Resolution concurring with the Controller's certification that services previously approved can be performed by private contractor for a lower cost than similar work performed by City and County employees for the following services: information booths, security, parking operations, and shuttle bus (Airport); citations processing, towing, paratransit, parking meter, security, and transit shelter (Municipal Transportation Agency); security and janitorial (Port); security (Public Utilities Commission).

[Proposition J Contract Certification - Specified Contracted-Out Services Previously Approved]

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

WHEREAS, The City has previously approved outside contracts for the services listed below; and

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

WHEREAS, The City and County of San Francisco must reconcile a projected \$66.7 million budget deficit for Fiscal Year 2014-2015 and a projected \$133.4 million budget deficit for Fiscal Year 2015-2016 with a Charter obligation to enact a balanced budget each fiscal year; and

WHEREAS, The Mayor has determined that the state of the City's budget for Fiscal Year 2014-2015 and Fiscal Year 2015-2016 as indicated herein has created an emergency situation justifying a Purchaser's award of a contract for the following services: information booth,

security, parking, and shuttle bus services (Airport); citations processing, towing, paratransit, parking meter, security, and transit shelter services (MTA); security and janitorial services (Port); security services (PUC); and

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

RESOLVED, That the Board of Supervisors hereby concurs with the Controller's certification, and the Mayor's determination of an emergency situation, and approves the Proposition J Resolution concerning the Purchaser's award of a contract to a private contractor for the services listed below for the period of July 1, 2014 through June 30, 2015.

|                                       | City Cost C | ontract Cost |            |        |
|---------------------------------------|-------------|--------------|------------|--------|
| Department/Function                   | (High)      | (High)       | SAVINGS    | FTEs   |
| Airport (AIR)                         |             |              |            | ļ      |
| Info Booths                           | 3,629,365   | 2,038,167    | 1,591,199  | 29.7   |
| Security Services                     | 2,407,066   | 1,780,012    | 627,053    | 28.0   |
| Parking Operations                    | 26,099,189  | 19,359,276   | 6,739,913  | 226.5  |
| Shuttle Bus                           | 13,866,359  | 10,428,071   | 3,438,288  | 98.0   |
| Municipal Transportation Agency (MTA) |             |              |            |        |
| Citations Processing                  | 8,880,534   | 8,112,496    | 768,037    | 48.0   |
| Towing Services                       | 16,824,357  | 14,027,967   | 2,796,390  | 112.00 |
| Paratransit Services                  | 36,710,794  | 20,495,569   | 16,215,224 | 341:3  |

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|                                   | City Cost C | ontract Cost |           | * |
|-----------------------------------|-------------|--------------|-----------|---|
| Department/Function               | (High)      | (High)       | SAVINGS   | FTEs                                    |
| Parking Meter Services            | 4,168,354   | 3,512,649    | 655,705   | 41.0                                    |
| Security Services                 | 8,300,490   | 6,316,572    | 1,983,918 | 100.0                                   |
| Transit Shelter Services          | 444,072     | 377,741      | 66,331    | 3.0                                     |
| Port (PRT)                        |             |              |           |   |
| Security Services                 | 1,683,774   | 708,208      | 975,566   | 15.0                                    |
| Janitorial Services               | 548,271     | 300,105      | 248,166   | 6.0                                     |
| Public Utilities Commission (PUC) |             |              |           |   |
| Security Services                 | 434,865     | 153,446      | 281,419   | 4.0                                     |

RESOLVED, That the Board of Supervisors hereby concurs with the Mayor's determination that the state of the City's budget for fiscal year 2015-16 as indicated herein has created an emergency situation and concurs with the Controller's certification and approves the Proposition J Resolution concerning the Purchaser's award of a contract to a private contractor for the services listed below for the period of July 1, 2015 through June 30, 2016.

|                     | City Cost Contract Cost |            |           |       |  |
|---------------------|-------------------------|------------|-----------|-------|--|
| Department/Function | (High)                  | (High)     | SAVINGS   | FTEs  |  |
| Airport (AIR)       |                         | <b>.</b>   |           |       |  |
| Info Booths         | 3,608,142               | 2,099,645  | 1,508,497 | 29.7  |  |
| Security Services   | 2,393,144               | 1,780,104  | 613,040   | 28.0  |  |
| Parking Operations  | 26,090,555              | 19,933,707 | 6,156,847 | 226.5 |  |
| Shuttle Bus         | 13,866,359              | 10,428,071 | 3,438,288 | 98.0  |  |

| 1  | •                                     | City Cost  | Contract Cost |            |        |
|----|---------------------------------------|------------|---------------|------------|--------|
| 2  | Department/Function                   | (High)     | (High)        | SAVINGS    | FTEs   |
| 3  | Municipal Transportation Agency (MTA) |            |               |            |        |
| 4  | Citations Processing                  | 8,855,758  | 8,026,148     | 829,611    | 48.0   |
| 5  | Towing Services                       | 17,089,834 | 14,548,501    | 2,541,332  | 112.00 |
| 6  | Paratransit Services                  | 36,586,598 | 21,116,844    | 15,469,753 | 341.3  |
| 7  | Parking Meter Services                | 4,281,705  | 3,514,127     | 767,578    | 41.0   |
| 8  | Security Services                     | 8,268,333  | 6,316,572     | 1,951,761  | 100.0  |
| 9  | Transit Shelter Services              | 442,703    | 384,991       | 57,712     | 3.0    |
| 10 | Port (PRT)                            |            |               |            | ·      |
| 11 | Security Services                     | 1,731,349  | 755,667       | 975,682    | 15.0   |
| 12 | Janitorial Services                   | 554,454    | 308,466       | 245,987    | 6.0    |
| 13 | Public Utilities Commission (PUC)     |            |               |            |        |
| 14 | Security Services                     | 431,546    | 3 153,446     | 278,100    | 4.0    |
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Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

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

Attention:

Bruce Robertson, Budget Director San Francisco International Airport

Terminal 2, 5th Floor

P.O. Box 8097

San Francisco, CA 94128

RE: Airport Information Booth - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for Airport Information Booth 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) 2014-15 and FY 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield,

Controller

**Enclosures** 

AIRPORT COMMISSION INFORMATION BOOTH CONTRACT COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2014-15

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

| PROJECTED PERSONNEL COSTS                    |           |                |         | •       |                 |                 |
|--|-----------|----------------|---------|---------|-----------------|-----------------|
|  |           | # of Full Time |         |         | T               |                 |
|  |           | Equivalent     |         |         |                 |                 |
| Job Class Title                              | Class     | Positions      | Bi-Week | lv Bate | Low             | High            |
| Senior Operational Manger                    | 9143      | 1.0            | 4,766   | 5,794   | 124,393         | 151,223         |
| Accountant                                   | 1650      | 1.0            | 2,236   | 2,719   | 58,360          | 70,966          |
| Airport Operations Coordinator               | 0923      | 1.0            | 3,696   | 4,717   | 96,466          | 123,114         |
| Sr. Management Assistant                     | 1844      | 2.0            | 2,819   | 3,426   | 147,152         | 178,837         |
| Management Assistant                         | 1842      | 3.0            | 2,459   | 2,989   | 192,540         | 234,039         |
| Passenger Service Specialist                 | 1634      | 13.8           | 2,319   | 2,819   | 835,257         | 1,015,347       |
| Transit Information Clerk                    | 1632      | 6.5            | 2,053   | 2,496   | 348,291         | 423,446         |
| Account Clerk                                | 1630      | 1.4            | 1,773   | 2,156   | 64,785          | •               |
| Bilingual Pay                                |           | •••            | 1,770   | 2,100   | 04,765          | 78,780<br>-     |
| Holiday Day (if analysis)                    |           |                |         |         | -               | 4               |
| Holiday Pay (if applicable)                  |           |                |         |         | 59,249          | 72,211          |
| Night / Shift Differential (if applicable)   |           |                |         |         | 52,852          | 64,415          |
| Overtime Pay (if applicable)                 |           |                |         |         | •               | -               |
| Other Pay (if applicable)                    |           |                |         |         | •               |                 |
| Total Salary Cos                             | its       | 29.70          |         |         | 1,979,345       | 2,412,380       |
| FRINGE BENEFITS                              |           |                |         |         |                 |                 |
| Variable Fringes (3)                         |           |                |         |         | 611,306         | 726,792         |
| Fixed Fringes (4)                            |           |                |         |         | 393,879         | 393,879         |
| Total Fringe Benefi                          | its       | •              |         | -       | 1,005,186       | 1,120,671       |
| •  |           |                |         |         | 1,000,100       | 1,120,071       |
| ADDITIONAL CITY COSTS (if applicable)        |           |                |         |         |                 |                 |
| Flight Information Service                   |           |                |         |         | 48,000          | 48,000          |
| Communications                               |           |                |         |         | 7,500           | 7,500           |
| Office/booth supplies - (DBE)                |           |                |         |         | 12,000          | 12,000          |
| Uniforms                                     |           |                |         |         | 3,000           | 3,000           |
| POS System maintenance support               |           |                |         |         | 1,500           | 1,500           |
| POS Web portal Maintenance                   |           |                |         |         | 4,110           | 4,110           |
| Technical support consultant                 | -         |                |         |         | 3,000           | 3,000           |
| ADM Uniforms                                 |           |                |         |         | 2,000           | 2,000           |
| Printing                                     |           |                |         |         | 3,000           | 3,000           |
| OAG Subscription                             |           |                |         |         | 1,105           | 1,105           |
| Subway Gift Cards for ADM's                  |           |                |         |         | 1,000           | 1,000           |
| Monthly payment to Traveler's Aid            |           |                |         |         | 600             | 600             |
| Dry Cleaning - (DBE)                         |           |                |         |         | 2,000           | 2.000           |
| Training Support - (DBE)                     |           |                |         |         | 2,500           | 2,500           |
| Contingency for supplies/services as needed. | ,         |                |         |         | 5,000           |                 |
| Total Capital & Operatin                     | ıg        |                |         | -       | 96,315          | 5,000<br>96,315 |
| ESTIMATED TOTAL OUTVISION                    |           |                |         | _       |                 |                 |
| ESTIMATED TOTAL CITY COST                    |           |                |         |         | 3,080,846       | 3,629,365       |
| LESS: ESTIMATED TOTAL CONTRACT CO            | <u>st</u> |                |         |         | (2,035,385)     | (2,038,167)     |
| ESTIMATED SAVINGS                            |           |                |         |         | \$ 1,045,460 \$ | 1,591,199       |
| % of Savings to City Cos                     | st        |                |         | =       | 34%             | 44%             |
|  |           |                |         |         |                 |                 |

- 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, 2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term
- 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 estimate total contract cost.
- The Estimated Contract Cost for annual services is based upon contractor's bid for services and contract monitoring costs. Total includes 0.10 FTE for contract monitoring.

AIRPORT COMMISSION INFORMATION BOOTH CONTRACT COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2015-16

#### ESTIMATED CITY COSTS:

| PROJECTED | PERSONNEL COSTS |
|-----------|-----------------|
|           |                 |
|           |                 |

| PROJECTED PERSONNEL COSTS                    | <del>-</del> | n _ ( F. // Ti |         |       |              |                 |
|--|--------------|----------------|---------|-------|--------------|-----------------|
|  |              | # of Full Time |         |       | . 1          | <u> </u>        |
|  |              | Equivalent     | BUAL II |       |              | Link            |
| Job Class Title                              | Class        | Positions      | Bi-Week |       | Low          | High<br>151,223 |
| Senior Operational Manger                    | 9143         | 1.0            | 4,766   | 5,794 | 124,393      |                 |
| Accountant                                   | 1650         | 1.0            | 2,236   | 2,719 | 58,360       | 70,966          |
| Airport Operations Coordinator               | 0923         | 1.0            | 3,696   | 4,717 | 96,466       | 123,114         |
| Sr. Management Assistant                     | 1844         | 2.0            | 2,819   | 3,426 | 147,152      | 178,837         |
| Management Assistant                         | 1842         | 3.0            | 2,459   | 2,989 | 192,540      | 234,039         |
| Passenger Service Specialist                 | 1634         | 13.8           | 2,319   | 2,819 | 835,257      | 1,015,347       |
| Transit Information Clerk                    | 1632         | 6.5            | 2,053   | 2,496 | 348,291      | 423,446         |
| Account Clerk                                | 1630         | 1.4            | 1,773   | 2,156 | 64,785       | 78,780          |
| Bilingual Pay                                |              |                |         |       | -            | -               |
| Shingaar ay                                  |              |                |         |       |              | -               |
| Holiday Pay (if applicable)                  |              |                |         |       | 59,249       | 72,211          |
| Night / Shift Differential (if applicable)   |              |                |         |       | 52,852       | 64,415          |
| Overtime Pay (if applicable)                 |              |                |         |       | _            | •               |
| Other Pay (if applicable)                    |              |                |         |       | <del>.</del> | -               |
| Other Pay (II applicable) Total Salary Costs |              | 29.70          | -       |       | 1,979,345    | 2,412,380       |
| Total Galary Gosto                           |              |                |         |       |              |                 |
| COMOF DENEETS                                |              |                |         |       |              |                 |
| FRINGE BENEFITS                              |              |                |         |       | 578,839      | 687,220         |
| Variable Fringes (3)                         |              |                |         |       | 410,228      | 410,228         |
| Fixed Fringes (4)  Total Fringe Benefits     |              |                |         |       | 989,067      | 1,097,448       |
| Total Fillige Delicits                       |              |                |         |       | ,            | , , , , ,       |
| ADDITIONAL CITY COSTS (if applicable)        |              |                |         |       |              |                 |
| ADDITIONAL CITY COSTS (if applicable)        |              |                |         |       | 50,000       | 50,000          |
| Flight Information Service                   |              |                |         |       | 7,500        | 7,500           |
| Communications                               | _            |                |         |       | 12,000       | 12,000          |
| Office/booth supplies - (DBE)                |              |                |         |       | 1,500        | 1,500           |
| POS System maintenance support               |              |                |         | *     | 4,110        | 4,110           |
| POS Web portal Maintenance                   |              |                |         |       | 3,000        | 3,000           |
| Technical support consultant                 |              |                |         |       | 3,000        | 3,000           |
| Uniforms                                     |              |                |         |       | 2,000        | 2,000           |
| ADM Uniforms                                 |              |                |         |       | 3,000        | 3,000           |
| Printing                                     |              |                |         |       | 1,105        | 1,105           |
| OAG Subscription                             |              |                |         |       | 1,000        |                 |
| Subway Gift Cards for ADM's                  |              |                |         |       | . 600        | •               |
| Monthly payment to Traveler's Aid            |              |                |         |       |              |                 |
| Dry Cleaning - (DBE)                         |              |                |         |       | 2,000        | •               |
| Training Support - (DBE)                     |              |                |         |       | 2,500        |                 |
| Contingency for supplies/services as needed. |              |                |         |       | 5,000        |                 |
| Total Capital & Operating                    | g            |                |         |       | 98,315       | 98,315          |
| , , , ,                                      | -            |                |         |       |              |                 |
| ESTIMATED TOTAL CITY COST                    |              |                |         |       | 3,066,727    | 3,608,142       |
|  |              |                |         | •     |              |                 |
| LESS: ESTIMATED TOTAL CONTRACT CO            | ST           |                |         |       | (2,096,901   | ) (2,099,645)   |
| MENON MANAGEMENT CONTRACTOR                  |              |                |         |       |              |                 |
| ESTIMATED SAVINGS                            |              |                |         |       | \$ 969,825   | \$ 1,508,497    |
| % of Savings to City Cos                     | et .         |                |         |       | 329          | 6 42%           |
| % of Savings to City Cos                     | , <b>,</b>   |                |         |       |              |                 |

- 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, 2015. 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.
- Estimated City capital and operating costs are included in the estimate total contract cost.
- 6. The Estimated Contract Cost for annual services is based upon contractor's bid for services and contract monitoring costs.

  Total includes 0.10 FTE for contract monitoring.

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#### OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

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

Attention:

Bruce Robertson, Budget Director

San Francisco International Airport

Terminal 2, 5<sup>th</sup> Floor P.O. Box 8097

San Francisco, CA 94128

RE: Airport Information Booth - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for Airport Information Booth 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) 2014-15 and FY 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield,

Controller

**Enclosures** 

AIRPORT COMMISSION INFORMATION BOOTH CONTRACT COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2014-15

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

| PHOSECIED PERSONNEL COSTS                    |       |                |                |                  |             |
|--|-------|----------------|----------------|------------------|-------------|
|  |       | # of Full Time |                |                  |             |
| 1  |       | Equivalent     |                |                  |             |
| Job Class Title                              | Class | Positions      | Di Markin Osta |                  |             |
| Senior Operational Manger                    | 9143  | 1.0            | Bi-Weekly Rate | Low              | High        |
| Accountant                                   | 1650  |                | 4,766 5,79     | ,                | 151,223     |
| Airport Operations Coordinator               | 0923  | 1.0            | 2,236 2,719    | ,                | 70,966      |
| Sr. Management Assistant                     |       | 1.0            | 3,696 4,71     | ,                | 123,114     |
| Management Assistant                         | 1844  | 2.0            | 2,819 3,426    | ,                | 178,837     |
| Passenger Service Specialist                 | 1842  | 3.0            | 2,459 2,989    | 192,540          | 234,039     |
| Transit Information Clerk                    | 1634  | 13.8           | 2,319 2,819    | 835,257          | 1,015,347   |
|  | 1632  | 6.5            | 2,053 2,496    | 348,291          | 423,446     |
| Account Clerk                                | 1630  | 1.4            | 1,773 2,156    | 64,785           | 78,780      |
| Bilingual Pay                                | •     |                |                | -                | -           |
| Holiday Pay (if applicable)                  |       |                | •              |                  | -           |
| Night / Shift Differential (if applicable)   |       |                |                | 59,249           | 72,211      |
| Overtime Pay (if applicable)                 |       |                |                | 52,852           | 64,415      |
| Other Pay (if applicable)                    |       |                |                |                  | -           |
| Total Salary Costs                           |       | 00.70          |                | -                |             |
|  |       | 29.70          |                | 1,979,345        | 2,412,380   |
| FRINGE BENEFITS                              |       |                | •              |                  |             |
| Variable Fringes (3)                         |       |                |                | 044.000          |             |
| Fixed Fringes (4)                            |       |                |                | 611,306          | 726,792     |
| Total Fringe Benefits                        |       |                |                | 393,879          | 393,879     |
| Take tingo bonding                           |       |                |                | 1,005,186        | 1,120,671   |
| ADDITIONAL CITY COSTS (if applicable)        |       |                |                |                  |             |
| Flight Information Service                   |       |                |                |                  |             |
| Communications                               |       |                |                | 48,000           | 48,000      |
| Office/booth supplies - (DBE)                |       |                |                | 7,500            | 7,500       |
| Uniforms                                     |       |                |                | 12,000           | 12,000      |
| POS System maintenance support               |       |                |                | 3,000            | 3,000       |
| POS Web portal Maintenance                   |       |                |                | 1,500            | 1,500       |
| Technical support consultant                 | •     |                |                | 4,110            | 4,110       |
| ADM Uniforms                                 |       |                |                | 3,000            | 3,000       |
| · -  |       |                |                | 2,000            | 2,000       |
| Printing                                     |       |                |                | 3,000            | 3,000       |
| OAG Subscription                             |       |                | •              | 1,105            | 1,105       |
| Subway Gift Cards for ADM's                  |       |                |                | 1,000            | 1,000       |
| Monthly payment to Traveler's Aid            |       |                |                | 600              | 600         |
| Dry Cleaning - (DBE)                         |       |                |                | 2,000            | 2,000       |
| Training Support - (DBE)                     |       |                |                | 2,500            |             |
| Contingency for supplies/services as needed. |       |                |                | · ·              | 2,500       |
| Total Capital & Operating                    |       |                | •              | 5,000<br>96,315  | 5,000       |
| •  |       |                |                | 90,313           | 96,315      |
| ESTIMATED TOTAL CITY COST                    |       |                |                | 3,080,846        | 3,629,365   |
| LESS: ESTIMATED TOTAL CONTRACT COST          |       |                |                |                  |             |
| ESTIMATED TO TAL CONTRACT COST               |       |                |                | (2,035,385)      | (2,038,167) |
| ESTIMATED SAVINGS                            | *     |                |                | <b>6</b> 404=404 |             |
| % of Savings to City Cost                    |       |                |                |                  | 1,591,199   |
| of sarings to city cost                      | •     |                |                | 34%              | 44%         |
| _  |       |                |                |                  |             |

- 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, 2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term
- 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 estimate total contract cost.
- 6. The Estimated Contract Cost for annual services is based upon contractor's bid for services and contract monitoring costs. Total includes 0.10 FTE for contract monitoring.

AIRPORT COMMISSION INFORMATION BOOTH CONTRACT COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

| PHOJECTED PERSONNEL COSTS                    | ·     | - <del>p</del> |                |             |                                       |
|--|-------|----------------|----------------|-------------|---------------------------------------|
| ·  | 1     | # of Full Time |                |             | · · · · · · · · · · · · · · · · · · · |
|  |       | Equivalent     |                | [           |                                       |
| Job Class Title                              | Class | Positions      | Bi-Weekly Rate | Low         | High                                  |
| Senior Operational Manger                    | 9143  | 1.0            | 4,766 5,794    | 124,393     | 151,223                               |
| Accountant                                   | 1650  | 1.0            | 2,236 2,719    | 58,360      | 70,966                                |
| Airport Operations Coordinator               | 0923  | 1.0            | 3,696 4,717    | 96,466      | 123.114                               |
| Sr. Management Assistant                     | 1844  | 2.0            | 2,819 3,426    |             | 178,837                               |
| Management Assistant                         | 1842  | 3.0            | 2,459 2,989    |             | 234,039                               |
| Passenger Service Specialist                 | 1634  | 13.8           | 2,319 2,819    | •           | 1,015,347                             |
| Transit Information Clerk                    | 1632  | 6.5            | 2,053 2,496    |             | 423,446                               |
| Account Clerk                                | 1630  | 1.4            | 1,773 2,156    |             | 78,780                                |
| Bilingual Pay                                |       | •••            | 1,7.10 2,700   | 0-1700      | 70,700                                |
|  |       |                | •              | -           | •                                     |
| Holiday Pay (if applicable)                  |       |                |                | 50.040      | 70.011                                |
| Night / Shift Differential (if applicable)   |       |                |                | 59,249      | 72,211                                |
| Overtime Pay (if applicable)                 |       |                | •              | 52,852      | 64,415                                |
| Other Pay (if applicable)                    |       |                |                | •           | -                                     |
| Total Salary Costs                           |       | 29.70          | •              | 4 070 045   | 0.440.000                             |
| Total Salary Costs                           |       | 29.70          |                | 1,979,345   | 2,412,380                             |
| FRINGE BENEFITS                              |       |                |                |             |                                       |
|  |       | ,              |                |             |                                       |
| Variable Fringes (3)                         |       | ,              |                | 578,839     | 687,220                               |
| Fixed Fringes (4)                            |       |                |                | 410,228     | 410,228                               |
| Total Fringe Benefits                        |       |                |                | 989,067     | 1,097,448                             |
| ADDITIONAL CITY COSTS (if applicable)        |       |                |                |             |                                       |
| Flight Information Service                   | -     |                |                | FA 000      | F0 000                                |
| Communications                               |       |                |                | 50,000      | 50,000                                |
| Office/booth supplies - (DBE)                | •     |                |                | 7,500       | 7,500                                 |
| POS System maintenance support               |       |                |                | 12,000      | 12,000                                |
| POS Web portal Maintenance                   |       |                |                | 1,500       | 1,500                                 |
| Technical support consultant                 |       |                |                | 4,110       | 4,110                                 |
| Uniforms                                     |       |                |                | 3,000       | 3,000                                 |
|  |       |                |                | 3,000       | 3,000                                 |
| ADM Uniforms                                 |       |                |                | 2,000       | 2,000                                 |
| Printing                                     |       |                |                | 3,000       | 3,000                                 |
| OAG Subscription                             |       |                |                | 1,105       | 1,105                                 |
| Subway Gift Cards for ADM's                  |       |                | •              | 1,000       | 1,000                                 |
| Monthly payment to Traveler's Aid            |       |                |                | 600         | 60 <b>0</b>                           |
| Dry Cleaning - (DBE)                         |       |                |                | 2,000       | 2,000                                 |
| Training Support - (DBE)                     |       |                |                | 2,500       | 2,500                                 |
| Contingency for supplies/services as needed. |       |                |                | 5.000       | 5,000                                 |
| Total Capital & Operating                    |       |                |                | 98,315      | 98,315                                |
| COTULATED TOTAL OUTVOOR                      |       |                |                |             |                                       |
| ESTIMATED TOTAL CITY COST                    |       |                |                | 3,066,727   | 3,608,142                             |
| LESS: ESTIMATED TOTAL CONTRACT COST          |       |                |                | (2,096,901) | (2,099,645                            |
| ESTIMATED SAVINGS                            |       |                |                | \$ 969,825  | \$ 1,508,497                          |
| % of Savings to City Cost                    |       |                |                | 32%         |                                       |
| A or ournings to only bost                   |       |                |                | 34%         | 42%                                   |

- 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, 2015. 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. Estimated City capital and operating costs are included in the estimate total contract cost.
- 6. The Estimated Contract Cost for annual services is based upon contractor's bid for services and contract monitoring costs. Total includes 0.10 FTE for contract monitoring.

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#### OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda **Deputy Controller** 

April 29, 2014

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

Attention:

Bruce Robertson, Budget Director

San Francisco International Airport

Terminal 2, 5th Floor P.O. Box 8097

San Francisco, CA 94128

RE: Airport Information Booth - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for Airport Information Booth 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) 2014-15 and FY 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield, Controller

**Enclosures** 

AIRPORT COMMISSION INFORMATION BOOTH CONTRACT COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2014-15

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

| PHOJECIED PERSONNEL COSTS                    |       |                |          |        |              |                 |
|--|-------|----------------|----------|--------|--------------|-----------------|
| 1  |       | # of Full Time |          |        |              |                 |
| <u> </u>                                     |       | Equivalent     |          |        | Ì            |                 |
| Job Class Title                              | Class | Positions      | Bi-Weekl | v Rate | Low          | High            |
| Senior Operational Manger                    | 9143  | 1.0            | 4,766    | 5,794  | 124,393      | 151,223         |
| Accountant                                   | 1650  | 1.0            | 2,236    | 2,719  | 58,360       | 70,966          |
| Airport Operations Coordinator               | 0923  | 1.0            | 3,696    | 4,717  | 96,466       | 123,114         |
| Sr. Management Assistant                     | 1844  | 2.0            | 2,819    | 3,426  | 147,152      | 178,837         |
| Management Assistant                         | 1842  | 3.0            | 2,459    | 2,989  | 192,540      | 234,039         |
| Passenger Service Specialist                 | 1634  | 13.8           | 2,319    | 2,819  | 835,257      | 1,015,347       |
| Transit Information Clerk                    | 1632  | 6.5            | 2,053    | 2,496  | 348,291      | 423,446         |
| Account Clerk                                | 1630  | 1.4            | 1,773    | 2,156  | 64,785       | 78,780          |
| Bilingual Pay                                | ,,,,, | •••            | 1,770    | 2,100  | 04,700       | 70,700          |
| ,  |       |                |          |        | •            | -               |
| Holiday Pay (if applicable)                  |       |                |          |        | EG 240       | 70.044          |
| Night / Shift Differential (if applicable)   |       |                |          | •      | 59,249       | 72,211          |
| Overtime Pay (if applicable)                 |       |                |          |        | 52,852       | 64,415          |
| Other Pay (if applicable)                    |       |                |          |        | •            | •               |
| Total Salary Costs                           |       | 29,70          | •        |        | 1.070.045    | 0.440.000       |
| rotal Galary Costs                           |       | 29,70          |          |        | 1,979,345    | 2,412,380       |
| FRINGE BENEFITS                              |       |                |          |        |              |                 |
| Variable Fringes (3)                         |       |                |          |        | 614 006      | 700 700         |
| Fixed Fringes (4)                            |       |                |          |        | 611,306      | 726,792         |
| Total Fringe Benefits                        |       |                |          | -      | 393,879      | 393,879         |
| rotat ringo bonona                           |       |                |          |        | 1,005,186    | 1,120,671       |
| ADDITIONAL CITY COSTS (if applicable)        |       |                |          |        |              |                 |
| Flight Information Service                   |       |                | •        |        | 48,000       | 48,000          |
| Communications                               |       |                |          |        | 7,500        | •               |
| Office/booth supplies - (DBE)                |       |                |          |        | 12,000       | 7,500<br>12,000 |
| Uniforms                                     |       |                |          | ,      | 3,000        | 3,000           |
| POS System maintenance support               |       |                |          |        | 1,500        | 1,500           |
| POS Web portal Maintenance                   |       |                |          |        | 4,110        |                 |
| Technical support consultant                 |       |                |          |        | 3,000        | 4,110           |
| ADM Uniforms                                 |       |                |          |        |              | 3,000           |
| Printing                                     |       |                |          |        | 2,000        | 2,000           |
| OAG Subscription                             |       |                |          |        | 3,000        | 3,000           |
| Subway Gift Cards for ADM's                  |       |                |          |        | 1,105        | 1,105           |
| Monthly payment to Traveler's Aid            |       |                |          |        | 1,000        | 1,000           |
| Dry Cleaning - (DBE)                         |       |                |          |        | 600          | 600             |
| Training Support - (DBE)                     |       |                |          |        | 2,000        | 2,000           |
| •      |       |                |          |        | 2,500        | 2,500           |
| Contingency for supplies/services as needed. |       |                |          | _      | 5,000        | 5,000           |
| Total Capital & Operating                    |       |                |          |        | 96,315       | 96,315          |
| ESTIMATED TOTAL CITY COST                    |       |                |          | -      | 3,080,846    | 3,629,365       |
|  |       |                |          |        |              |                 |
| LESS: ESTIMATED TOTAL CONTRACT COST          |       |                |          |        | (2,035,385)  | (2,038,167)     |
| ESTIMATED SAVINGS                            |       |                | •        |        | \$ 1,045,460 | 1,591,199       |
| % of Savings to City Cost                    |       | •              |          | =      | 34%          | 44%             |
| •  |       |                |          |        | - 7 70       | . 470           |

- 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, 2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term
- 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 estimate total contract cost.
- The Estimated Contract Cost for annual services is based upon contractor's bid for services and contract monitoring costs. Total includes 0.10 FTE for contract monitoring.

AIRPORT COMMISSION
INFORMATION BOOTH CONTRACT
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

| PHOJECTED PERSONNEL COSTS                    |       |                |             |       |                    | •            |
|--|-------|----------------|-------------|-------|--------------------|--------------|
|  |       | # of Full Time |             |       |                    | ]            |
|  |       | Equivalent     |             |       |                    |              |
| Job Class Title                              | Class | Positions      | Bi-Weekly I | Rate  | Low                | High         |
| Senior Operational Manger                    | 9143  | 1.0            |             | 5,794 | 124,393            | 151,223      |
| Accountant                                   | 1650  | 1.0            |             | 2,719 | 58,360             | 70,966       |
| Airport Operations Coordinator               | 0923  | 1.0            | •           | 4,717 | 96,46 <b>6</b>     | 123,114      |
| Sr. Management Assistant                     | 1844  | 2.0            |             | 3,426 | 147,152            | 178,837      |
| Management Assistant                         | 1842  | 3.0            |             | 2,989 | 192,540            | 234,039      |
| Passenger Service Specialist                 | 1634  | 13.8           | •           | 2,819 | 835,257            | 1,015,347    |
| Transit Information Clerk                    | 1632  | 6.5            |             | 2,496 | 348,291            | 423,446      |
| Account Clerk                                | 1630  | 1.4            | ,           | 2,156 | 64,785             | 78,780       |
| Bilingual Pay                                |       | ,              | 1,770       | 2,100 | -                  | 70,700       |
| Holiday Pay (if applicable)                  |       |                |             |       | 59,24 <del>9</del> | 72,211       |
| Night / Shift Differential (if applicable)   |       |                |             |       | 52,852             | 64,415       |
| Overtime Pay (if applicable)                 |       | •              |             |       | 32,002             | 04,415       |
| Other Pay (if applicable)                    |       |                |             |       | _                  | -            |
| Total Salary Costs                           |       | 29.70          | •           |       | 1,979,345          | 2,412,380    |
| FRINGE BENEFITS                              |       |                |             |       |                    |              |
| Variable Fringes (3)                         |       |                |             |       | 578,839            | 687,220      |
| Fixed Fringes (4)                            |       |                |             |       | 410,228            | 410,228      |
| Total Fringe Benefits                        |       |                |             | _     | 989,067            | 1,097,448    |
| ADDITIONAL CITY COSTS (if applicable)        |       |                |             |       |                    |              |
| Flight Information Service                   |       |                |             |       | 50,000             | E0 000       |
| Communications                               |       |                |             |       | 7,500              | 50,000       |
| Office/booth supplies - (DBE)                |       |                |             |       | 12,000             | 7,500        |
| POS System maintenance support               |       |                |             |       | 1,500              | 12,000       |
| POS Web portal Maintenance                   |       |                |             |       | 4,110              | 1,500        |
| Technical support consultant                 |       |                |             |       | •                  | 4,110        |
| Uniforms                                     | ,     | 1              |             |       | 3,000              | 3,000        |
| ADM Uniforms                                 |       |                |             |       | 3,000              | 3,000        |
| Printing                                     |       |                |             |       | 2,000              | 2,000        |
| OAG Subscription                             |       |                |             |       | 3,000              | 3,000        |
| Subway Gift Cards for ADM's                  | •     |                |             |       | 1,105              | 1,105        |
| Monthly payment to Traveler's Aid            |       |                |             |       | 1,000              | 1,000        |
| Dry Cleaning - (DBE)                         |       |                |             |       | 600                | 600          |
| Training Support - (DBE)                     |       |                |             |       | 2,000              | 2,000        |
| Contingency for supplies/services as needed. | •     |                |             |       | 2,500              | 2,500        |
|  |       |                |             |       | 5,000              | 5,000        |
| Total Capital & Operating                    |       |                |             |       | 98,315             | 98,315       |
| ESTIMATED TOTAL CITY COST                    |       |                |             | -     | 3,066,727          | 3,608,142    |
| LESS: ESTIMATED TOTAL CONTRACT COST          |       |                |             |       | (2,096,901)        | (2,099,645)  |
| ESTIMATED SAVINGS                            |       |                | *           |       | \$ 969,825         | \$ 1,508,497 |
| % of Savings to City Cost                    |       |                |             | =     |                    |              |
| , or ournings to only cost                   |       |                |             |       | 32%                | 42%          |

- 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, 2015. 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. Estimated City capital and operating costs are included in the estimate total contract cost.
- 6. The Estimated Contract Cost for annual services is based upon contractor's bid for services and contract monitoring costs.

  Total includes 0.10 FTE for contract monitoring.

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#### OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

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

Attention:

Bruce Robertson, Budget Director

San Francisco International Airport Terminal 2. 5<sup>th</sup> Floor

P.O. Box 8097

San Francisco, CA 94128

RE: Airport Security Services - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for Airport 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) 2014-15 and FY 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield, Controller

Enclosures

AIRPORT COMMISSION
GENERAL AIRPORT SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2014-15

#### ESTIMATED CITY COSTS:

#### PROJECTED PERSONNEL COSTS

|   |       | # of Full Time<br>Equivalent | <del></del> |        |               |             |
|---|-------|------------------------------|-------------|--------|---------------|-------------|
| Job Class Title   | Class | Positions                    | Bi-Weekl    | v Rate | Low           | High        |
| Security Guard  | 8202  | 24.0                         | 1,588       | 1,927  | 994,723       | 1,207,073   |
| Building and Grounds Patrol Officer                                     | 8207  | 4.0                          | 1,927       | 2,342  | 201,179       | 244,505     |
| Holiday Pay (if applicable)   |       |                              |             |        | 37,802        | 45,883      |
| Night / Shift Differential (if applicable) Overtime Pay (if applicable) |       |                              |             |        | 33,850        | 41,087      |
| Other Pay (if applicable)   |       |                              |             |        | -<br>-        | •           |
| Total Salary Costs  |       | 28.0                         |             |        | 1,267,554     | 1,538,548   |
| FRINGE BENEFITS   |       |                              |             |        |               |             |
| Variable Fringes (3)  |       |                              |             |        | 425,104       | 507,430     |
| Fixed Fringes (4)   |       |                              |             |        | 361,088       | 361,088     |
| Total Fringe Benefits   |       |                              |             |        | 786,192       | 868,518     |
| ESTIMATED TOTAL CITY COST   |       |                              |             | •      | 2,053,745     | 2,407,066   |
| LESS: ESTIMATED TOTAL CONTRACT C  | OST   | ·                            |             |        | (1,776,579)   | (1,780,012) |
| ESTIMATED SAVINGS   |       |                              |             |        | \$ 277,166 \$ | 627,053     |
| % of Savings to City Cost   |       |                              |             | 3      | 13%           | 26%         |

- 1. FY 2007 would be/was the first year these services are/were contracted out.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014.
- 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.

AIRPORT COMMISSION
GENERAL AIRPORT SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

| FROSECTED PERSONNEL COSTS                  |       | <del></del>    |          |        |             |                |
|--|-------|----------------|----------|--------|-------------|----------------|
|  |       | # of Full Time |          |        |             |                |
|  |       | Equivalent     |          |        | '           |                |
| Job Class Title                            | Class | Positions      | Bi-Weekl | γ Rate | Low         | High           |
| Security Guard                             | 8202  | 24.0           | 1,588    | 1,927  | 994,723     | 1,207,073      |
| Building and Grounds Patrol Officer        | 8207  | 4.0            | 1,927    | 2,342  | 201,179     | 244,505        |
| Holiday Pay (if applicable)                |       |                |          | -      | 37,657      | 45,708         |
| Night / Shift Differential (if applicable) |       |                |          |        | 33,850      | 41,087         |
| Overtime Pay (if applicable)               |       |                |          |        | 00,000      | 41,007         |
| Other Pay (if applicable)                  |       |                |          |        | _           | · <del>-</del> |
| Total Salary Costs                         |       | 28.00          |          | •      | 1,267,409   | 1,538,373      |
| FRINGE BENEFITS                            |       | •              |          |        |             |                |
| Variable Fringes (3)                       |       |                |          |        | 404.007     | 400 475        |
| Fixed Fringes (4)                          |       |                |          |        | 404,297     | 482,175        |
| Total Fringe Benefits                      |       |                |          | •      | 372,596     | 372,596        |
| Total Tringo Delicino                      |       | •              |          |        | 776,893     | 854,771        |
| ESTIMATED TOTAL CITY COST                  |       |                |          | •      | 2,044,302   | 2,393,144      |
| LESS: ESTIMATED TOTAL CONTRACT O           | OST   |                |          |        | (1,776,704) | (1,780,104)    |
| ECTIMATED CAVINOS                          |       | -              |          | •      |             |                |
| ESTIMATED SAVINGS                          |       |                |          |        | \$ 267,598  | \$ 613,040     |
| % of Savings to City Cost                  |       | •              |          |        | 13%         | 26%            |
|  |       |                |          |        |             |                |

- 1. FY 2007 would be/was the first year these services are/were contracted out.
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#### OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

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

Attention:

Bruce Robertson, Budget Director San Francisco International Airport

Terminal 2, 5<sup>th</sup> Floor P.O. Box 8097

San Francisco, CA 94128

RE: Airport Security Services - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for Airport 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) 2014-15 and FY 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield, Controller

Enclosures

AIRPORT COMMISSION
GENERAL AIRPORT SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2014-15

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

|   | <del></del> | # of Full Time |          |        |             |             |
|---|-------------|----------------|----------|--------|-------------|-------------|
|   |             | Equivalent     |          |        |             |             |
| Job Class Title   | Class       | Positions      | Bi-Weekl | v Rate | Low         | High        |
| Security Guard  | 8202        | 24.0           | 1,588    | 1,927  | 994,723     | 1,207,073   |
| Building and Grounds Patrol Officer                                     | 8207        | 4.0            | 1,927    | 2,342  | 201,179     | 244,505     |
| Holiday Pay (if applicable)   | * .         |                |          |        | 37,802      | 45,883      |
| Night / Shift Differential (if applicable) Overtime Pay (if applicable) |             |                |          |        | 33,850      | 41,087      |
| Other Pay (if applicable)   |             |                |          |        | •           |             |
| Total Salary Costs  |             | 28.0           |          |        | 1,267,554   | 1,538,548   |
| FRINGE BENEFITS   |             |                |          |        |             |             |
| Variable Fringes (3)  |             |                |          |        | 425,104     | 507,430     |
| Fixed Fringes (4)   |             |                |          |        | 361,088     | 361,088     |
| Total Fringe Benefits   |             | •              |          | ,      | 786,192     | 868,518     |
| ESTIMATED TOTAL CITY COST   |             |                |          |        | 2,053,745   | 2,407,066   |
| LECC. ECTIMATED TOTAL CONTRACT  |             |                |          |        | , ,         | 2, .07,000  |
| LESS: ESTIMATED TOTAL CONTRACT O  | OST         |                |          |        | (1,776,579) | (1,780,012) |
| ESTIMATED SAVINGS   | •           |                |          |        | \$ 277,166  | \$ 627,053  |
| % of Savings to City Cost   |             |                |          | •      | 13%         | 26%         |

- 1. FY 2007 would be/was the first year these services are/were contracted out.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014.
- 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.

AIRPORT COMMISSION
GENERAL AIRPORT SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

|  |       | # of Full Time<br>Equivalent | -           |       |             |             |
|--|-------|------------------------------|-------------|-------|-------------|-------------|
| Job Class Title                            | Class | Positions                    | Bi-Weekly F | Rate  | Low         | High        |
| Security Guard                             | 8202  | 24.0                         | 1,588       | 1,927 | 994,723     | 1,207,073   |
| Building and Grounds Patrol Officer        | 8207  | 4.0                          | 1,927       | 2,342 | 201,179     | 244,505     |
| Holiday Pay (if applicable)                | •     |                              |             | -     | 37,657      | 45,708      |
| Night / Shift Differential (if applicable) |       |                              |             |       | 33,850      | 41,087      |
| Overtime Pay (if applicable)               |       |                              |             |       | -           | -           |
| Other Pay (if applicable)                  |       |                              |             | · _   | 4           | -           |
| Total Salary Costs                         |       | 28.00                        |             |       | 1,267,409   | 1,538,373   |
| FRINGE BENEFITS                            | ,     |                              |             |       |             |             |
| Variable Fringes (3)                       |       |                              |             |       | 404,297     | 482,175     |
| Fixed Fringes (4)                          |       |                              |             | _     | 372,596     | 372,596     |
| Total Fringe Benefits                      | ·     |                              |             |       | 776,893     | 854,771     |
| ESTIMATED TOTAL CITY COST                  |       |                              |             | -     | 2,044,302   | 2,393,144   |
| LESS: ESTIMATED TOTAL CONTRACT             | COST  |                              |             | _     | (1,776,704) | (1,780,104) |
| ESTIMATED SAVINGS                          |       |                              |             | _     | \$ 267,598  | \$ 613,040  |
| % of Savings to City Cost                  |       |                              |             | , -   | 13%         | 26%         |

- 1. FY 2007 would be/was the first year these services are/were contracted out.
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## OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

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

Attention:

Bruce Robertson, Budget Director San Francisco International Airport

Terminal 2, 5<sup>th</sup> Floor P.O. Box 8097

San Francisco, CA 94128

RE: Airport Security Services - FY 2014-15 and FY 2015-16

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Sincerely,

Ben Rosenfield,

Controller

Enclosures

AIRPORT COMMISSION
GENERAL AIRPORT SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2014-15

## **ESTIMATED CITY COSTS:**

PROJECTED PERSONNEL COSTS

| 11100LCTED PERS                       | ONNEL COSTS                           | · · · · · · · · · · · · · · · · · · · |                |         | •       |             |                      |
|---------------------------------------|---------------------------------------|---------------------------------------|----------------|---------|---------|-------------|----------------------|
|                                       |                                       |                                       | # of Full Time |         |         |             |                      |
| Joh Close Title                       |                                       |                                       | Equivalent     |         | j       |             |                      |
| Job Class Title                       | · · · · · · · · · · · · · · · · · · · | Class                                 | Positions      | Bi-Week | lv Rate | Low         | High                 |
| Security Guard                        |                                       | 8202                                  | 24.0           | 1,588   | 1,927   | 994,723     |                      |
| Building and Grounds                  | s Patrol Officer                      | 8207                                  | 4.0            | 1,927   | 2,342   | 201,179     | 1,207,073<br>244,505 |
| Holiday Pay (if applic                | able)                                 |                                       |                |         |         |             | - 1 1,000            |
| Night / Shift Different               | ial (if applicable)                   |                                       |                | 4       |         | 37,802      | 45,883               |
| Overtime Pay (if appl                 | icable)                               |                                       |                |         |         | 33,850      | 41,087               |
| Other Pay (if applicat                | ole)                                  |                                       |                |         |         | -           | -                    |
|                                       | Total Salary Costs                    |                                       | 28.0           |         | _       | 1,267,554   | 1,538,548            |
| FRINGE BENEFITS                       |                                       |                                       |                |         |         | , ,         | 1,000,010            |
| Variable Fringes (3)                  |                                       |                                       | •              |         |         |             |                      |
| Fixed Fringes (4)                     | ,                                     |                                       |                |         |         | 425,104     | 507,430              |
| · · · · · · · · · · · · · · · · · · · | Total Fringe Benefits                 |                                       |                |         |         | 361,088     | 361,088              |
| •                                     | Total Fringe Berielits                |                                       |                |         | _       | 786,192     | 868,518              |
| ESTIMATED TOTAL                       | CITY COST                             |                                       |                |         |         |             |                      |
|                                       | 0.7.7.0001                            |                                       |                |         | •       | 2,053,745   | 2,407,066            |
| LESS: ESTIMATED                       | TOTAL CONTRACT CO                     | OST                                   |                |         |         | /4 770 mm   |                      |
|                                       |                                       |                                       |                |         |         | (1,776,579) | (1,780,012)          |
| <u>ESTIMATED SAVING</u>               | <u>is</u>                             |                                       |                |         | ď       | 2 077 100 0 | 007.0-0              |
| % of 5                                | Savings to City Cost                  |                                       |                |         | ==      | 277,166 \$  | 32211000             |
|                                       | - •                                   |                                       |                |         |         | 13%         | 26%                  |
| Name - 1 14                           |                                       |                                       |                |         |         |             |                      |

- 1. FY 2007 would be/was the first year these services are/were contracted out.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014.
- 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.

AIRPORT COMMISSION
GENERAL AIRPORT SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015-16

### ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

| PROJECTED PERSONNEL COSTS                  | <del></del> | <del></del>    |          |        |             | <del></del> |
|--|-------------|----------------|----------|--------|-------------|-------------|
|  |             | # of Full Time |          |        |             |             |
|  |             | Equivalent     |          |        |             |             |
| Job Class Title                            | Class       | Positions      | Bi-Weekl | y Rate | Low         | High        |
| Security Guard                             | 8202        | 24.0           | 1,588    | 1,927  | 994,723     | 1,207,073   |
| Building and Crounds Patrol Officer        | 8207        | 4.0            | 1,927    | 2,342  | 201,179     | 244,505     |
| Building and Grounds Patrol Officer        | 0201        | 1.0            | . , , ,  | _,-    | •           | <u>-</u>    |
|  |             |                |          | •      | 37,657      | 45,708      |
| Holiday Pay (if applicable)                |             |                |          | •      | 33,850      | 41,087      |
| Night / Shift Differential (if applicable) |             |                |          |        | -           |             |
| Overtime Pay (if applicable)               |             |                |          |        |             |             |
| Other Pay (if applicable)                  |             | 00.00          |          |        | 1,267,409   | 1,538,373   |
| Total Salary Costs                         |             | 28.00          |          |        | 1,207,403   | 1,000,070   |
|  |             |                |          |        |             |             |
| FRINGE BENEFITS                            |             |                |          |        | 404,297     | 482,175     |
| Variable Fringes (3)                       |             |                |          |        | 372,596     | 372,596     |
| Fixed Fringes (4)                          |             |                |          |        |             | 854,771     |
| Total Fringe Benefits                      | 3           |                |          |        | 776,893     | 004,771     |
|  |             | • • •          |          |        | 2 244 202   | 0.000.444   |
| ESTIMATED TOTAL CITY COST                  |             |                |          |        | 2,044,302   | 2,393,144   |
|  |             |                |          |        |             |             |
| LESS: ESTIMATED TOTAL CONTRACT             | COST        |                |          |        | (1,776,704) | (1,780,104) |
|  |             |                |          |        |             |             |
| ESTIMATED SAVINGS                          |             |                |          |        | \$ 267,598  | \$ 613,040  |
| % of Savings to City Cos                   | t           |                |          | •      | 13%         | 26%         |
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#### OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

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

Attention:

Bruce Robertson, Budget Director

San Francisco International Airport

Terminal 2, 5<sup>th</sup> Floor P.O. Box 8097

San Francisco, CA 94128

RE: Airport Parking - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for Airport Parking 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) 2014-15 and FY 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely.

Ben Rosenfield, Controller

Enclosures

AIRPORT COMMISSION PARKING OPERATIONS COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2) FISCAL YEAR 2014-15

#### **ESTIMATED CITY COSTS:**

| PROJECTED | PERSONNEL | COSTS |
|-----------|-----------|-------|
|           |           |       |

| PROJECTED PERSONNEL COSTS                  | [     | # of Full Time               |          |         |              |                    |
|--|-------|------------------------------|----------|---------|--------------|--------------------|
| Job Class Title                            | Class | # or Full Time<br>Equivalent | Bi-Mooki | ly Boto | h            | 1 11 - 7-          |
| Job Glass Title                            | Ciass | Positions                    | Bi-Week  | y nate  | Low          | High               |
| Manager IV                                 | 0932  | 1.0                          | 4,278    | 5,460   | 111,656      | 140 506            |
| Manager II                                 | 0923  | 2.0                          | 3,696    | 4,717   | 192,931      | 142,506<br>246,227 |
| Manager I                                  | 0922  | 1.0                          | 3,446    | 4,397   | 89,941       | 114,762            |
| Contract Compliance Officer I              | 2992  | 1.0                          | 3,027    | 3,679   | 79,005       | 96,022             |
| Accountant IV                              | 1657  | 1,0                          | 3,470    | 4,218   | 90,567       | 110,090            |
| Sr. Management Assistant                   | 1844  | 1.0                          | 2,819    | 3,426   | 73,576       | 89,419             |
| Sr. Payroll & Personnel Clerk              | 1222  | 1,0                          | 2,319    | 2,819   | 60,526       | 73,576             |
| Clerk                                      | 1404  | 1.0                          | 1,654    | 2,009   | 43,169       | 52,435             |
| Sr. Clerk                                  | 1406  | 6.0                          | 1,714    | 2,084   | 268,412      |                    |
| Principal Clerk                            | 1408  | 1.0                          | 2,264    | 2,752   |              | 326,354            |
| Management Assistant                       | 1842  |                              |          |         | 59,090       | 71,827             |
| Accountant II                              |       | 1.0                          | 2,459    | 2,989   | 64,180       | 78,013             |
| Collection Supervisor                      | 1652  | 1.0                          | 2,478    | 3,012   | 64,676       | 78,613             |
|  | 4366  | 1.0                          | 2,466    | 2,997   | 64,363       | 78,222             |
| Investigator                               | 4334  | 2.0                          | 2,752    | 3,346   | 143,654      | 174,661            |
| Customer Service Agent Supervisor          | 1326  | 21.0                         | 2,551    | 3,101   | 1,398,203    | 1,699,658          |
| Cashier III                                | 4322  | 64.5                         | 2,063    | 2,507   | 3,472,957    | 4,220,409          |
| Electronic Maintenance Technician          | 7318  | 1.0                          | 3,295    | 4,006   | 86,000       | 104,557            |
| Stationary Engineer                        | 7334  | 2.5                          | 2,981    | 2,981   | 194,510      | 194,510            |
| Chief Stationary Engr                      | 7205  | 1.0                          | 3,782    | 3,782   | 98,710       | 98,710             |
| Institutional Police Lieutenant            | 8209  | 1.0                          | 3,913    | 4,991   | 102,129      | 130,265            |
| Institutional Police Sergeant              | 8205  | 2.0                          | 3,411    | 4,355   | 178,054      | 227,331            |
| Bldg & Grounds Patrol Officer              | 8207  | 68.5                         | 1,927    | 2,342   | 3,445,187    | 4,187,145          |
| Custodial Supervisor                       | 2718  | 1.0                          | 2,094    | 2,545   | 54,653       | 66,425             |
| Custodial Assistant Supervisor             | 2716  | 3.0                          | 1,899    | 2,309   | 148,692      | 180,795            |
| Custodian                                  | 2708  | 40.0                         | 1,727    | 2,099   | 1,802,988    | 2,191,356          |
| Holiday Pay (if applicable)                |       |                              | 1,72,    | 2,000   | 391,569      | 475,209            |
| Night / Shift Differential (if applicable) |       |                              |          |         | 350,638      | 425,534            |
| Overtime Pay (if applicable)               |       |                              |          |         | 550,056      | 420,004            |
| Other Pay (if applicable)                  |       |                              |          |         | _            | -                  |
| Total Salary Costs                         |       | 226.5                        |          |         | 13,130,037   | 15,934,630         |
| •  |       |                              |          |         |              | 10,00 1,000        |
| FRINGE BENEFITS                            |       |                              |          |         |              |                    |
| Variable Fringes (3)                       |       |                              |          |         | 4,287,792    | 4,822,594          |
| Fixed Fringes (4)                          |       |                              |          |         | 2,952,202    | 2,952,202          |
| Total Fringe Benefits                      |       |                              |          | •       | 7,239,993    | 7,774,796          |
| ATOMA OF STREET                            |       |                              |          |         |              |                    |
| ADDITIONAL CITY COSTS                      |       |                              |          |         |              |                    |
| Operating Costs                            |       |                              |          |         | 2,320,158    | 2,389,763          |
|  |       |                              |          |         | . •          | -                  |
|  |       |                              |          |         | -            | -                  |
| Total Capital & Operating                  |       |                              |          | -       |              |                    |
| Total Capital & Operating                  |       |                              |          |         | 2,320,158    | 2,389,763          |
| ESTIMATED TOTAL CITY COST                  |       | •                            |          | -       | 22,690,188   | 26,099,189         |
| LESS: ESTIMATED TOTAL CONTRACT C           | оѕт   |                              |          |         | (18,768,470) | (19,359,276)       |
| ESTIMATED SAVINGS                          |       |                              |          | -       |              | \$ 6,739,913       |
| % of Savings to City Cost                  |       |                              |          | a       | 17%          | 26%                |

- This service has always been contract out since start of garage operations.
   Salary levels reflect proposed salary rates effective June 30, 2014.
   Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and longterm 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.

AIRPORT COMMISSION PARKING OPERATIONS COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2) FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

| PROJECTED | PERSONNEL | COSTS |
|-----------|-----------|-------|
|           |           |       |

| PROJECTED PERSONNEL COSTS                              |        |   |           | <u></u> | <del></del>  |              |
|--|--------|---|-----------|---------|--------------|--------------|
| Job Class Title  | Class  | # of Full Time<br>Equivalent<br>Positions | Bi-Weekly | / Rate  | Low          | High         |
| Manager IV   | 0932   | 1.0                                       | 4,278     | 5,460   | 111,656      | 142,506      |
| Manager IV   | 0923   | 2.0                                       | 3,696     | 4,717   | 192,931      | 246,227      |
| Manager I  | 0922   | 1.0                                       | 3,446     | 4,397   | 89,941       | 114,762      |
| Manager I Contract Compliance Officer I                | 2992   | 1.0                                       | 3,027     | 3,679   | 79,005       | 96,022       |
| Accountant IV  | 1657   | 1.0                                       | 3,470     | 4,218   | 90,567       | 110,090      |
|  | 1844   | 1.0                                       | 2,819     | 3,426   | 73,576       | 89,419       |
| Sr. Management Assistant Sr. Payroll & Personnel Clerk | 1222   | 1.0                                       | 2,319     | 2,819   | 60,526       | 73,576       |
|  | 1404   | 1.0                                       | 1,654     | 2,009   | 43,169       | 52,435       |
| Clerk -<br>Sr. Clerk                                   | 1406   | 6.0                                       | 1,714     | 2,084   | 268,412      | 326,354      |
|  | 1408   | 1.0                                       | 2,264     | 2,752   | 59,090       | 71,827       |
| Principal Clerk  | 1842   | 1.0                                       | 2,459     | 2,989   | 64,180       | 78,013       |
| Management Assistant Accountant II                     | 1652   | 1.0                                       | 2,478     | 3,012   | 64,676       | 78,613       |
| Collection Supervisor                                  | 4366   | 1.0                                       | 2,466     | 2,997   | 64,363       | 78,222       |
|  | 4334   | 2.0                                       | 2,752     | 3,346   | 143,654      | 174,661      |
| Investigator Customer Service Agent Supervisor         | 1326   | 21.0                                      | 2,551     | 3,101   | 1,398,203    | 1,699,658    |
| Cashier III  | 4322   | 64.5                                      | 2,063     | 2,507   | 3,472,957    | 4,220,409    |
| Electronic Maintenance Technician                      | 7318   | 1.0                                       | 3,295     | 4,006   | 86,000       | 104,557      |
| Stationary Engineer                                    | 7334   | 2.5                                       | 2,981     | 2,981   | 194,510      | 194,510      |
| Chief Stationary Engr                                  | 7205   | 1.0                                       | 3,782     | 3,782   | 98,710       | 98,710       |
| Institutional Police Lieutenant                        | 8209   | 1.0                                       | 3,913     | 4,991   | 102,129      | 130,265      |
| Institutional Police Sergeant                          | 8205   | 2.0                                       | 3,411     | 4,355   | 178,054      | 227,331      |
| Bldg & Grounds Patrol Officer                          | 8207   | 68.5                                      | 1,927     | 2,342   | 3,445,187    | 4,187,145    |
| Custodial Supervisor                                   | 2718   | 1.0                                       | 2,094     | 2,545   | 54,653       | 66,425       |
| Custodial Assistant Supervisor                         | 2716   | 3.0                                       | 1,899     | 2,309   | 148,692      | 180,795      |
| Custodian  | 2708   | 40.0                                      | 1,727     | 2,099   | 1,802,988    | 2,191,356    |
| Holiday Pay (if applicable)                            | 2,00   |   |           |         | 393,075      | 477,037      |
| Night / Shift Differential (if applicable)             |        |   |           |         | 350,638      | 425,534      |
|  |        |   |           |         | -            |              |
| Overtime Pay (if applicable) Other Pay (if applicable) |        |   |           |         |              |              |
| Total Salary Cos                                       | ts     | 226.5                                     | -         |         | 13,131,543   | 15,936,458   |
| Total Salary 333                                       |        |   |           |         |              |              |
| FRINGE BENEFITS  |        |   |           | ,       | 4,074,430    | 4,638,024    |
| Variable Fringes (3)                                   |        |   |           |         | 3,054,616    | 3,054,616    |
| Fixed Fringes (4) Total Fringe Benefi                  | to     |   |           |         | 7,129,046    | 7,692,640    |
| Total Finge belief                                     | ı      | ,   |           |         | , ,          |              |
| ADDITIONAL CITY COSTS                                  |        |   |           |         |              | 0.404.457    |
| Operating Costs  |        |   |           |         | 2,389,763    | 2,461,457    |
| · ·  |        |   |           |         |              |              |
|  |        |   |           |         | ·<br>-       | 7            |
| Total Capital & Operation                              | ng     |   |           |         | 2,389,763    | 2,461,457    |
| ESTIMATED TOTAL CITY COST                              |        |   |           |         | 22,650,351   | 26,090,555   |
| LESS: ESTIMATED TOTAL CONTRAC                          | T COST |   |           |         | (19,326,573) | (19,933,707) |
| ESTIMATED SAVINGS                                      |        |   |           |         | \$ 3,323,779 | \$ 6,156,847 |
| % of Savings to City Co                                | ost    |   |           |         | 15%          | 24%          |

- 1. This service has always been contract out since start of garage operations.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and longterm 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.

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## OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

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

Attention:

Bruce Robertson, Budget Director San Francisco International Airport

Terminal 2, 5<sup>th</sup> Floor P.O. Box 8097 San Francisco, CA 94128

RE: Airport Parking - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for Airport Parking 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) 2014-15 and FY 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield, Controller

Enclosures

AIRPORT COMMISSION PARKING OPERATIONS COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2014-15

## ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

| PROJECTED PERSONNEL COSTS                              | 7     | 14 45 47       |         |          |              |   |
|--|-------|----------------|---------|----------|--------------|---|
| Job Class Title  | Class | # of Full Time |         |          |              |   |
|  | Class | Equivalent     | Bi-Weel | kly Rate | Low          | High                                    |
| Manager IV   | 0932  | Positions      |         |          |              |   |
| Manager II   | 0932  | 1.0            | 4,278   | 5,460    | 111,656      | 142,50                                  |
| Manager I  | 0923  | 2.0            | 3,696   | 4,717    | 192,931      | 246,22                                  |
| Contract Compliance Officer I                          | 2992  | 1.0            | 3,446   | 4,397    | 89,941       | 114,76                                  |
| Accountant IV  | 1657  | 1.0            | 3,027   | 3,679    | 79,005       | 96,02                                   |
| Sr. Management Assistant                               | 1844  | . 1.0          | 3,470   | 4,218    | 90,567       | 110,09                                  |
| Sr. Payroll & Personnel Clerk                          | 1222  | 1.0            | 2,819   | 3,426    | 73,576       | 89,41                                   |
| Clerk  | 1404  | 1.0            | 2,319   | 2,819    | 60,526       | 73,57                                   |
| Sr. Clerk  |       | 1.0            | 1,654   | 2,009    | 43,169       | 52,43                                   |
| Principal Clerk  | 1406  | 6.0            | 1,714   | 2,084    | 268,412      | 326,354                                 |
|  | 1408  | 1.0            | 2,264   | 2,752    | 59,090       |   |
| Management Assistant                                   | 1842  | 1.0            | 2,459   | 2,989    |              | 71,827                                  |
| Accountant II  | 1652  | 1.0            | 2,478   | 3,012    | 64,180       | 78,013                                  |
| Collection Supervisor                                  | 4366  | 1.0            |         |          | 64,676       | 78,613                                  |
| Investigator   | 4334  |                | 2,466   | 2,997    | 64,363       | 78,222                                  |
| Customer Service Agent Supervisor                      |       | 2.0            | 2,752   | 3,346    | 143,654      | 174,661                                 |
| Cashier III  | 1326  | 21.0           | 2,551   | 3,101    | 1,398,203    | 1,699,658                               |
| Electronic Maintenance Technician                      | 4322  | 64.5           | 2,063   | 2,507    | 3,472,957    | 4,220,409                               |
| Stationary Engineer                                    | 7318  | 1.0            | 3,295   | 4,006    | 86,000       |   |
| Chief Stationary Engr                                  | 7334  | 2.5            | 2,981   | 2,981    | 194,510      | 104,557                                 |
| Institutional Police Lieutenant                        | 7205  | 1.0            | 3,782   | 3,782    | 98,710       | 194,510                                 |
| Institutional Police Sergeant                          | 8209  | 1.0            | 3,913   | 4,991    | 102,129      | 98,710                                  |
| Bidg & Grounds Patrol Officer                          | 8205  | 2.0            | 3,411   | 4,355    | 178,054      | 130,265                                 |
| Custodia Dura  | 8207  | 68,5           | 1,927   | 2,342    | 3,445,187    | 227,331                                 |
| Custodiai Supervisor                                   | 2718  | 1.0            | 2,094   | 2,545    |              | 4,187,145                               |
| Custodial Assistant Supervisor                         | 2716  | 3.0            |         | •        | 54,653       | 66,425                                  |
| Custodian  | 2708  | 40.0           | 1,899   | 2,309    | 148,692      | 180,795                                 |
| Holiday Pay (if applicable)                            | -, 50 | 40.0           | 1,727   | 2,099    | 1,802,988    | 2,191,356                               |
| Night / Shift Differential (if applicable)             |       | •              |         |          | 391,569      | 475,209                                 |
| Overtime Pay (if applicable) Other Pay (if applicable) |       |                |         |          | 350,638      | 425,534                                 |
| Total Salary Costs                                     | -     | 2000           |         |          | -            | _                                       |
|  |       | 226.5          |         |          | 13,130,037   | 15,934,630                              |
| FRINGE BENEFITS  |       |                |         |          |              | . , , , , , , , , , , , , , , , , , , , |
| Variable Fringes (3)                                   |       |                |         | *        |              |   |
| Fixed Fringes (4)                                      |       |                |         |          | 4,287,792    | 4,822,594                               |
| Total Fringe Benefits                                  |       |                |         | _        | 2,952,202    | 2,952,202                               |
|  |       |                |         |          | 7,239,993    | 7,774,796                               |
| ADDITIONAL CITY COSTS                                  |       |                |         |          |              |   |
| Operating Costs  |       |                |         |          |              |   |
|  |       |                |         |          | 2,320,158    | 2,389,763                               |
|  |       |                | •       |          | -            | -                                       |
| •  |       |                |         |          | •            | -                                       |
| Total Capital & Operating                              |       |                |         |          |              |   |
| •  |       |                |         |          | 2,320,158    | 2,389,763                               |
| STIMATED TOTAL CITY COST                               |       |                |         |          | 00.000.400   |   |
| ESS: ESTIMATED TOTAL COURSE                            |       |                |         |          | 22,690,188   | 26,099,189                              |
| ESS: ESTIMATED TOTAL CONTRACT CO                       | ST    |                |         |          | (18,768,470) | (10.050.070)                            |
| STIMATED SAVINGS                                       |       |                |         |          | 1.01.00,470) | (19 <sub>1</sub> 359,276)               |
|  | -     |                |         | \$       | 3,921,718 \$ | 6 700 040                               |
| % of Savings to City Cost                              |       |                |         | =        |              |   |
| omments/Assumptions                                    |       |                |         |          | 17%          | 26%                                     |
| zennionis/Assigninnanė:                                |       |                |         |          |              |   |

- This service has always been contract out since start of garage operations.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 5. Operating costs includes operating expenses & credit card processing fees.

AIRPORT COMMISSION PARKING OPERATIONS COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2015-16

### ESTIMATED CITY COSTS:

| PROJECTED PERSONNEL COSTS                      | T            | # of Full Time |                   |       |                  |             |
|--|--------------|----------------|-------------------|-------|------------------|-------------|
| Job Class Title                                | Class        | Equivalent     | Bi-Weekly         | Rate  | Low              | High        |
|  | l            | Positions      |                   | LCO   | 111,656          | 142,506     |
| Manager IV                                     | 0932         | 1.0            | 4,278             | 5,460 | 192,931          | 246,227     |
| Manager II                                     | 0923         | 2.0            | 3,69 <b>6</b>     | 4,717 | 89,941           | 114,762     |
| Manager I                                      | 0922         | 1.0            | 3,446             | 4,397 | 79,005           | 96,022      |
| Contract Compliance Officer I                  | 2992         | 1.0            | 3,027             | 3,679 | 90,567           | 110,090     |
| Accountant IV                                  | 1657         | 1.0            | 3,470             | 4,218 | 90,567<br>73,576 | 89,419      |
| Sr. Management Assistant                       | 1844         | 1.0            | 2,819             | 3,426 | •                | 73,576      |
| Sr. Payroll & Personnel Clerk                  | 1222         | 1.0            | 2,319             | 2,819 | 60,526<br>43.169 | 52,435      |
| Clerk  | 1404         | 1.0            | 1,654             | 2,009 |                  | 326,354     |
| Sr. Clerk                                      | 1406         | 6.0            | 1,714             | 2,084 | 268,412          | 71,827      |
| Principal Clerk                                | 1408         | 1.0            | 2,264             | 2,752 | 59,090           | 78,013      |
| Management Assistant                           | 1842         | 1.0            | 2,459             | 2,989 | 64,180           |             |
| Accountant II                                  | 1652         | 1.0            | 2,478             | 3,012 | 64,676           | 78,613      |
| Collection Supervisor                          | 43 <b>66</b> | 1.0            | 2,46 <del>6</del> | 2,997 | 64,363           | 78,222      |
|  | 4334         | 2.0            | 2,752             | 3,346 | 143,654          | 174,661     |
| Investigator Customer Service Agent Supervisor | 1326         | 21.0           | 2,551             | 3,101 | 1,398,203        | 1,699,658   |
|  | 4322         | 64.5           | 2,063             | 2,507 | 3,472,957        | 4,220,409   |
| Cashier III                                    | 7318         | 1.0            | 3,295             | 4,006 | 86,000           | 104,557     |
| Electronic Maintenance Technician              | 7334         | 2.5            | 2,981             | 2,981 | 194,510          | 194,510     |
| Stationary Engineer                            | 7205         | 1.0            | 3,782             | 3,782 | 98,710           | 98,710      |
| Chief Stationary Engr                          | 8209         | 1.0            | 3,913             | 4,991 | 102,129          | 130,265     |
| Institutional Police Lieutenant                |              | 2.0            | 3,411             | 4,355 | 178,054          | 227,331     |
| Institutional Police Sergeant                  | 8205         | 68.5           | •                 | 2,342 | 3,445,187        | 4,187,145   |
| Bldg & Grounds Patrol Officer                  | 8207         | 1.0            |                   | 2,545 | 54,653           | 66,425      |
| Custodial Supervisor                           | 2718         | 3.0            | •                 | 2,309 | 148,692          | 180,795     |
| Custodial Assistant Supervisor                 | 2716         |                |                   | -     | 1,802,988        | 2,191,356   |
| Custodian                                      | 2708         | 40.0           | 1,727             | 2,033 | 393,075          | 477,037     |
| Holiday Pay (if applicable)                    |              |                |                   |       | 350,63 <b>8</b>  | 425,534     |
| Night / Shift Differential (if applicable)     |              |                |                   |       | 330,000          | .20,00      |
| Overtime Pay (if applicable)                   |              |                |                   |       |                  |             |
| Other Pay (if applicable)                      |              |                | _                 |       | 10 101 E/2       | 15,936,458  |
| Total Salary Co                                | sts          | 226.5          | 5                 |       | 13,131,543       | 10,500,400  |
| FRINGE BENEFITS                                |              |                |                   |       | 4 074 400        | 4 620 02    |
| Variable Fringes (3)                           |              |                |                   |       | 4,074,430        | 4,638,024   |
| Fixed Fringes (4)                              |              |                |                   |       | 3,054,616        | 3,054,610   |
| Total Fringe Bene                              | efits        |                |                   |       | 7,129,046        | 7,692,64    |
| ADDITIONAL CITY COSTS                          |              |                |                   |       | 0.000.700        | 0 461 45    |
| Operating Costs                                |              | ·              |                   |       | 2,389,763        | 2,461,45    |
|  | •            |                |                   |       | -                |             |
|  | -41          |                | :                 |       | 2,389,763        | 2,461,45    |
| Total Capital & Opera                          | ging         |                |                   |       | 22.050.054       | 26,090,55   |
| ESTIMATED TOTAL CITY COST                      |              |                |                   |       | 22,650,351       | , ,         |
| LESS: ESTIMATED TOTAL CONTRA                   | ACT COST     | •              | k.                |       | (19,326,573)     | (19,933,70  |
| ESTIMATED SAVINGS                              |              |                |                   |       | \$ 3,323,779     | \$ 6,156,84 |
| % of Savings to City                           | Cost         |                |                   |       | 15%              | 2           |

- 1. This service has always been contract out since start of garage operations.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and longterm 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.

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# CITY AND COUNTY OF SAN FRANCISCO

### OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

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

Attention:

Bruce Robertson, Budget Director San Francisco International Airport

Terminal 2, 5<sup>th</sup> Floor P.O. Box 8097

San Francisco, CA 94128

RE: Airport Parking - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for Airport Parking 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) 2014-15 and FY 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely.

Ben Rosenfield,

Controller

**Enclosures** 

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

AIRPORT COMMISSION PARKING OPERATIONS COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2014-15

### ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

| Job Class Title   |       | # of Full Time          |         |          |              |                 |
|---|-------|-------------------------|---------|----------|--------------|-----------------|
|   | Class | Equivalent<br>Positions | Bi-Weel | kly Rate | Low          | High            |
| Manager IV Manager II                                   | 0932  | 1.0                     | 4,278   | 5,460    | 111,656      | 140.56          |
| Manager I   | 0923  | 2.0                     | 3,696   | 4,717    |              |                 |
| Contract Compliance Officer I                           | 0922  | 1.0                     | 3,446   | 4,397    | ,,           | ,               |
| Accountant IV   | 2992  | 1.0                     | 3,027   | 3,679    | ,            | 1 7 71 7 7      |
| Sr. Management Assistant                                | 1657  | 1.0                     | 3,470   | 4,218    | 90,567       | 96,02           |
| Sr. Payroll & Personnel Clerk                           | 1844  | 1.0                     | 2,819   | 3,426    | 73,576       | 110,09<br>89,41 |
| Clerk   | 1222  | 1.0                     | 2,319   | 2,819    | 60,526       |                 |
| Sr. Clerk   | 1404  | 1.0                     | 1,654   | 2,009    | 43,169       | 73,57<br>52,43  |
|   | 1406  | 6.0                     | 1,714   | 2,084    | 268,412      | · ·             |
| Principal Clerk   | 1408  | 1,0                     | 2,264   | 2,752    |              | 326,35          |
| Management Assistant                                    | 1842  | 1.0                     |         |          | 59,090       | 71,82           |
| Accountant II   | 1652  | 1.0                     | 2,459   | 2,989    | 64,180       | 78,01           |
| Collection Supervisor                                   | 4366  |                         | 2,478   | 3,012    | 64,676       | 78,61           |
| nvestigator   | 4334  | 1.0                     | 2,466   | 2,997    | 64,363       | 78,22           |
| Customer Service Agent Supervisor                       |       | 2.0                     | 2,752   | 3,346    | 143,654      | 174,66          |
| Cashier III   | 1326  | 21.0                    | 2,551   | 3,101    | 1,398,203    | 1,699,65        |
| lectronic Maintenance Technician                        | 4322  | 64.5                    | 2,063   | 2,507    | 3,472,957    | 4,220,40        |
| stationary Engineer                                     | 7318  | 1.0                     | 3,295   | 4,006    | 86,000       |                 |
| Chief Stationary Engr                                   | 7334  | 2.5                     | 2,981   | 2,981    | 194,510      | 104,55          |
| nstitutional Police Lieutenant                          | 7205  | 1.0                     | 3,782   | 3,782    | 98,710       | 194,510         |
| istitutional Police Sergeant                            | 8209  | 1.0                     | 3,913   | 4,991    | 102,129      | 98,710          |
| ldg & Grounds Patrol Officer                            | 8205  | 2.0                     | 3,411   | 4,355    | 178,054      | 130,265         |
| tisfedial Committee                                     | 8207  | 68.5                    | 1,927   | 2,342    | 3,445,187    | 227,331         |
| ustodial Supervisor                                     | 2718  | 1.0                     | 2,094   | 2,545    |              | 4,187,145       |
| ustodial Assistant Supervisor                           | 2716  | 3.0                     | 1,899   | 2,309    | 54,653       | 66,425          |
| ustodian  | 2708  | 40.0                    | 1,727   |          | 148,692      | 180,795         |
| oliday Pay (if applicable)                              |       | 75.5                    | 1,721   | 2,099    | 1,802,988    | 2,191,356       |
| ight / Shift Differential (if applicable)               |       |                         |         |          | 391,569      | 475,209         |
| vertime Pay (if applicable)<br>ther Pay (if applicable) |       |                         |         |          | 350,638      | 425,534         |
| Total Salary Costs                                      | _     | 200.5                   |         |          |              | -               |
|   |       | 226.5                   |         |          | 13,130,037   | 15,934,630      |
| RINGE BENEFITS  |       |                         |         |          | •            |                 |
| riable Fringes (3)                                      |       |                         |         |          | •            |                 |
| (ed Fringes (4)   |       |                         |         |          | 4,287,792    | 4,822,594       |
| Total Fringe Benefits                                   |       |                         |         | _        | 2,952,202    | 2,952,202       |
|   |       |                         |         |          | 7,239,993    | 7,774,796       |
| DITIONAL CITY COSTS                                     |       |                         |         |          | •            | •               |
| erating Costs   |       |                         |         |          |              |                 |
|   |       |                         |         |          | 2,320,158    | 2,389,763       |
|   |       |                         |         |          | -            | -               |
| Total Communication                                     |       |                         |         |          | -            | -               |
| Total Capital & Operating                               |       |                         |         | _        | 2,320,158    | 2,389,763       |
| TIMATED TOTAL CITY COST                                 | •     |                         | ÷       |          |              |                 |
| SS: ESTIMATED TOTAL CONTRACT CO                         | ST    |                         |         |          | 22,690,188   | 26,099,189      |
| TIMATED SAVINGS   | -,    |                         |         |          | (18,768,470) | (19,359,276)    |
| % of Savings to City Cost                               | •     |                         |         | \$       | 3,921,718    | 6,739,913       |
| 70 OI SAVIIIUS ID LITO I AST                            |       |                         |         |          |              |                 |

- 1. This service has always been contract out since start of garage operations.
- Salary levels reflect proposed salary rates effective June 30, 2014.
   Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-
- 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.

AIRPORT COMMISSION PARKING OPERATIONS COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2) FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

| •  | 1            | # of Full Time | m                              |        | 1000         | High            |
|--|--------------|----------------|--------------------------------|--------|--------------|-----------------|
| Job Class Title                            | Class        | Equivalent     | Bi-Weekly                      | / Hate | Low          | High            |
|  |              | Positions      | 4,278                          | 5,460  | 111,656      | 142,506         |
| Manager IV                                 | 0932         | 1.0            | 4,27 <b>6</b><br>3,69 <b>6</b> | 4,717  | 192,931      | 246,227         |
| Manager II                                 | 0923         | 2.0            | 3,446                          | 4,397  | 89,941       | 114,762         |
| Manager I                                  | 0922         | 1.0            |                                | 3,679  | 79,005       | 96,022          |
| Contract Compliance Officer I              | 2992         | 1.0            | 3,027                          | 4,218  | 90,567       | 110,090         |
| Accountant IV                              | 1657         | 1.0            | 3,470                          | 3,426  | 73,576       | 89,419          |
| Sr. Management Assistant                   | 1844         | 1.0            | 2,819                          | 2.819  | 60,526       | 73,576          |
| Sr. Payroll & Personnel Clerk              | 1222         | 1.0            | 2,319                          | 2,009  | 43,169       | 52,435          |
| Clerk                                      | 1404         | 1.0            | 1,654                          | •      | 268,412      | 326,354         |
| Sr. Clerk                                  | 1406         | 6.0            | 1,714                          | 2,084  | 59.090       | 71,827          |
| Principal Clerk                            | 1408         | 1.0            | 2,264                          | 2,752  | 64,180       | 78,013          |
| Management Assistant                       | 1842         | 1.0            | 2,459                          | 2,989  | 64,676       | 78,613          |
| Accountant II                              | 1652         | 1.0            | 2,478                          | 3.012  | 64,363       | 78,222          |
| Collection Supervisor                      | 43 <b>66</b> | 1.0            | 2,466                          | 2,997  | 143,654      | 174,661         |
| Investigator                               | 4334         | 2.0            | 2,752                          | 3,346  | •            | 1,699,658       |
| Customer Service Agent Supervisor          | 1326         | 21.0           | 2,551                          | 3,101  | 1,398,203    | 4,220,409       |
| Cashier III                                | 4322         | 64.5           | 2,063                          | 2,507  | 3,472,957    |                 |
| Electronic Maintenance Technician          | 7318         | 1.0            | •                              | 4,006  | 86,000       | 104,557         |
| Stationary Engineer                        | 7334         | 2.5            |                                | 2,981  | 194,510      | 194,510         |
| Chief Stationary Engr                      | 7205         | 1.0            |                                | 3,782  | 98,710       | 98,710          |
| Institutional Police Lieutenant            | 8209         | 1.0            |                                | 4,991  | 102,129      | 130,265         |
| Institutional Police Sergeant              | 8205         | 2.0            | 3,411                          | 4,355  | 178,054      | 227,331         |
| Bldg & Grounds Patrol Officer              | 8207         | 68 <i>.</i> 5  | 1,927                          | 2,342  | 3,445,187    | 4,187,145       |
| Custodial Supervisor                       | 2718         | 1.0            | 2,094                          | 2,545  | 54,653       | 66,425          |
| Custodial Assistant Supervisor             | 2716         | 3.0            | 1,899                          | 2,309  | 148,692      | 180,795         |
| Custodian                                  | 2708         | 40.0           | 1,727                          | 2,099  | 1,802,988    | 2,191,356       |
| Holiday Pay (if applicable)                |              |                |                                |        | 393,075      | 477,0 <b>37</b> |
| Night / Shift Differential (if applicable) |              |                |                                |        | 350,638      | 425,534         |
| Night / Shift Differential (if applicable) |              |                |                                |        | -            | -               |
| Overtime Pay (if applicable)               |              |                |                                |        |              | _               |
| Other Pay (if applicable) Total Salary Cos | nte.         | 226.           | <del>-</del>                   |        | 13,131,543   | 15,936,458      |
| Total Salary Cos                           | ) i 3        | ~~~            | -                              |        |              | •               |
| FRINGE BENEFITS                            | ,            |                |                                |        | 4,074,430    | 4,638,024       |
| Variable Fringes (3)                       |              |                |                                |        | 3,054,616    | 3,054,616       |
| Fixed Fringes (4)                          |              |                |                                |        | 7,129,046    | 7,692,640       |
| Total Fringe Bene                          | fits         | •              |                                |        | 7,129,046    | 7,032,040       |
| ADDITIONAL CITY COSTS                      |              |                |                                |        |              | 0 461 467       |
| Operating Costs                            |              |                |                                |        | 2,389,763    | 2,461,457       |
|  |              |                |                                |        | -            |                 |
|  |              |                |                                |        | 2,389,763    | 2,461,457       |
| Total Capital & Opera                      | ing          |                |                                |        | 2,389,765    | 2,401,401       |
| ESTIMATED TOTAL CITY COST                  |              |                | •                              |        | 22,650,351   | 26,090,555      |
| LESS: ESTIMATED TOTAL CONTRA               | CT COST      |                |                                |        | (19,326,573) | (19,933,70      |
| ESTIMATED SAVINGS                          |              |                |                                |        | \$ 3,323,779 | \$ 6,156,84     |

- 1. This service has always been contract out since start of garage operations.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and longterm 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.

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### CITY AND COUNTY OF SAN FRANCISCO

### OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

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

Attention:

Bruce Robertson, Budget Director San Francisco International Airport

Terminal 2, 5<sup>th</sup> Floor P.O. Box 8097

San Francisco, CA 94128

RE: Airport Shuttle Bus Service - FY 2014-15 and FY 2015-16

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) 2014-15 and FY 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Berl Rosenfield,

Controller

Enclosures

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

AIRPORT COMMISSION AIRPORT SHUTTLE BUS SERVICE COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES(1)(2) FISCAL YEAR 2014-15

### **ESTIMATED CITY COSTS:**

PROJECTED PERSONNEL COSTS

| PROJECTED PERSONNEL COSTS                         |           |                |          |         |                                       |              |
|---|-----------|----------------|----------|---------|---------------------------------------|--------------|
|   |           | # of Full Time |          |         | 1                                     |              |
|   |           | Equivalent     |          |         |                                       |              |
| Job Class Title                                   | Class     | Positions      | D: 147   | !       | _                                     |              |
| Transit Operator                                  | 9163      |                | Bi-Week  | dy Rate | Low                                   | High         |
| Transit Supervisor                                | 9139      | 84.0           | \$ 1,488 |         |                                       |              |
| Transit Manager II                                | 9141      | 5.0            | 2,786    | 3,387   | 363,573                               | 442,004      |
| Transit Manager I                                 | 9140      | 1.0            | 3,714    | 4,514   | 96,935                                | 117,815      |
| Automotive Mechanic                               | 7381      | 1.0            | 3,289    | 3,998   | 85,843                                | 104,348      |
| Transit Car Cleaner                               |           | 4.0            | 3,012    | 3,012   | 314,453                               | 314,453      |
| Manager IV, Municipal Transportation Agency       | 9102      | 2.0            | 1,918    | 2,332   | 100,120                               | 121,730      |
| Mariopar transportation Agency                    | 9174      | 1.0            | 3,989    | 5,090   | 104,113                               | 132,849      |
|   | •         |                |          |         | •                                     | 102,070      |
| Total Calana                                      |           |                |          |         |                                       |              |
| Total Salary Costs                                |           | 98.0           |          |         | 0                                     | اه           |
|   |           |                |          |         | 0                                     | ől           |
| ·   |           |                |          |         | Ö                                     | ٥١           |
| Holiday Pay for 9163, 9139, 9102, and 7381 job of | rlacene   |                |          |         | _                                     | ١            |
| Night / Shift Differential (if applicable)        | 3143363   |                |          |         | 128,206                               | 384,363      |
| Overtime Pay for 9163, 9139, 9102, and 7381 job   | . olassoa |                |          |         | 122,485                               | 181,482      |
| Other Pay (if applicable)                         | Classes   |                |          |         | 606,065                               | 908,495      |
| Total Salary Costs                                | ī         |                |          |         | 0                                     | 0            |
|   |           |                | ·        |         | 5,184,084                             | 7,885,988    |
| FRINGE BENEFITS                                   |           | * *            |          |         |                                       |              |
| Variable Fringes(3)                               |           |                |          |         |                                       |              |
| Fixed Fringes(4)                                  |           |                |          |         | 1,713,273                             | 2,569,310    |
| Total Fringe Benefits                             |           |                |          | _       | 1,380,192                             | 1,380,192    |
| roter i ringe benefits                            |           |                |          |         | 3,093,465                             | 3,949,502    |
| ADDITIONAL CITY COSTS (if applicable)             |           |                |          |         |                                       | , ,          |
| Vehicle Operating Costs (same as contractor)      |           |                |          |         |                                       |              |
| Utilities (same as contractor)                    |           |                |          |         | 1,925,815                             | 1,925,815    |
| Worker's Compensation (same as contractor)        |           |                |          |         | 25,055                                | 25,055       |
| (same as contractor)                              |           |                |          |         | 293,232                               | 293,232      |
| Total Conifel S. C                                |           |                |          |         | , , ,                                 | 200,202      |
| Total Capital & Operating                         |           |                |          |         | 2,244,102                             | 2,244,102    |
| ESTIMATED TOTAL CITY COST                         |           |                |          |         | -,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | 2,277, IUZ   |
| COUNTY OF TOTAL CITY COST                         |           |                |          |         | 10,521,651                            | 14,079,593   |
| ECC. ECTIMATED TOTAL                              |           |                |          |         | . 4,021,001                           | 17,013,083   |
| LESS: ESTIMATED TOTAL CONTRACT COST               |           |                |          |         | (10,343,085)                          | (10.245.000) |
| ESTIMATED SAVINGS                                 |           |                |          |         | (.0,040,000)                          | (10,345,866) |
|   |           |                |          | \$      | 178,566                               | \$ 2722 707  |
| % of Savings to City Cost                         |           |                |          |         |                                       |              |
| 0-  |           |                |          |         | 2%                                    | 27%          |

- 1. This service has been contracted out since 1975.
- 2. Salary levels reflect proposed salary rates effective July 1, 2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 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 estimated 2% annual increase in operating costs. 7. Shuttle Bus contract renewed December 1, 1012

AIRPORT COMMISSION AIRPORT SHUTTLE BUS SERVICE COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES(1)(2) FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

PROJECTED PERSONNEL COSTS

|   |                              | # of Full Time<br>Equivalent |                               |                                  |   | ·    | -   |
|---|------------------------------|------------------------------|-------------------------------|----------------------------------|---|------|---|
| Job Class Title   | Class                        | Positions                    | Bi-Weekly F                   |                                  | Low   |      | igh   |
| Transit Operator<br>Transit Supervisor<br>Transit Manager II  | 9163<br>9139<br>9141<br>9140 | 84.0<br>5.0<br>1.0<br>1.0    | \$ 1,488 \$ 2,786 3,714 3,289 | 2,362<br>3,387<br>4,514<br>3,998 | \$ 3,262,291<br>363,573<br>96,935<br>85,843 | \$ 5 | ,178,449<br>  442,004<br>  117,815<br>  104,348 |
| Transit Manager I Automotive Mechanic Transit Car Cleaner Manager IV, Municipal Transportation Agency | 7381<br>9102<br>9174         | 4.0<br>2.0<br>1.0            | 3,012<br>1,918<br>3,989       | 3,012<br>2,332<br>5,090          | 314,453<br>100,120<br>104,113               |      | 314,453<br>121,730<br>132,849                   |
|   | <b>3</b>                     |                              |                               |                                  | . 0   |      | 0   |

| Night / Shift Differential (if<br>Overtime Pay for 9163, 9 | 99, 9102, and 7381 job classes<br>applicable)<br>139, 9102, and 7381 job classes |      | •     | 128,206<br>122,485<br>606,065<br>0  | 192,182<br>181,482<br>908,495<br>0  |
|--|--|------|-------|-------------------------------------|-------------------------------------|
| Other Pay (if applicable)                                  | Total Salary Costs   | 98.0 |       | 5,184,084                           | 7,693,806                           |
| FRINGE BENEFITS Variable Fringes(3) Fixed Fringes(4)       | Total Eringo Ronofits  |      | · · · | 1,637,977<br>1,425,822<br>3,063,799 | 2,457,748<br>1,425,822<br>3,883,569 |

0

192,182

| ADDITIONAL CITY COSTS (if applicable)  Vehicle Operating Costs (same as contractor)  Utilities (same as contractor)  Worker's Compensation (same as contractor) |     | 964,331<br>25,556<br>299,096 | 1,964,331<br>25,556<br>299,096 |
|---|-----|------------------------------|--------------------------------|
| Total Capital & Operating   | 2,  | 288,983                      | 2,288,983                      |
| ESTIMATED TOTAL CITY COST   | 10, | 536,866                      | 13,866,359                     |

(10,425,910) \$ (10,428,071)LESS: ESTIMATED TOTAL CONTRACT COST 110,956 **ESTIMATED SAVINGS** 

% of Savings to City Cost

**Total Fringe Benefits** 

Comments/Assumptions:

1. This service has been contracted out since 1975.

- 2. Salary levels reflect proposed salary rates effective July 1, 2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability,
- 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.
- 6. The Estimated Contract Cost for annual service is based upon estimated 2% annual increase in operating costs.
- 7. Shuttle Bus contract renewed December 1, 2012

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Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: Parking Citation Processing and Collection Services - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for parking citation processing and collection 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. This is based on an analysis of the best available cost estimates, should the City perform the services instead of a contractor.

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 2014-15 and 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely.

Ben Rosenfield,

Controller

**Enclosures** 

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations Kate Howard, Mayor's Budget Office

FISCAL YEAR 2014-15 CITATION PROCESSING AND COLLECTIONS COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2014-15

### ESTIMATED CITY COSTS:

| PROJECTED PERSONNEL COSTS | PROJ. | <b>ECTED</b> | PERSONNEL | COSTS |
|---------------------------|-------|--------------|-----------|-------|
|---------------------------|-------|--------------|-----------|-------|

| PROJECTED PERSONNEL COSTS   |  | 1              | <del></del> |         | · · · · · · · · · · · · · · · · · · · |                   |
|---|--|----------------|-------------|---------|---------------------------------------|-------------------|
|   |  | # of Full Time |             |         |                                       |                   |
| Job Class Title   | 01   | Equivalent     |             |         |                                       |                   |
| INTERSTATE & SPECIAL COLLECTIONS:   | Class  | Positions      | Bi-Week     | ly Rate | Low                                   | High              |
| IS Business Analyst   | 1052   | 2.00           | 60,000      | **      | \$ -                                  | \$ -              |
| Senior Administrative Analyst   | 1823   | 2.00<br>1.00   | \$3,263     | \$3,597 | 170,329                               | 187,763           |
| •   |  |                | 3,117       | 3,788   | 81,354                                | 98,867            |
| OPERATING SYSTEM & APPLICATION SO   | FTWARE   | MAINTENANCE    | •           |         |                                       |                   |
| 13 Administrator III  | 1094   | 1.00           | 3,256       | 3,957   | 84,982                                | 100.070           |
| IS Engineer - Senior  | 1043   | 1.00           | 3,928       | 4,939   | 102,521                               | 103,278           |
| IS Engineer - Principal   | 1044   | 1.00           | 4,225       | 5,722   | 110,273                               | 128,908           |
| IS Programmer Analyst   | 1062   | 1.00           | 2,469       | 3,106   | 64,441                                | 149,344<br>81,067 |
| IS Programmer Analyst - Senior  | 1063   | 1.00           | 2,999       | 3,777   | 78,274                                | -                 |
| IS Programmer Analyst - Principal   | 1064   | 1.00           | 3,492       | 4,394   | 91,141                                | 98,580<br>114,683 |
| IS Project Director   | 1070   | 1.00           | 4,225       | 5,722   | 110,273                               | 149,344           |
| CITATION PROCESSING & COLLECTION:   |  |                |             |         |                                       | 1 10,017          |
| Clerk   | 1404   | 4.00           | 4.07.1      |         |                                       |                   |
| Principal Clerk   | 1408   | 1.00           | 1,654       | 2,009   | 43,169                                | 52,435            |
| Account Clerk   | 1630   | 1.00           | 2,264       | 2,752   | 59,090                                | 71,827            |
| Principal Account Clerk   | 1634   | 3.00           | 1,773       | 2,156   | 138,826                               | 168,815           |
| Senior Management Assistant   | 1844   | 1.00           | 2,319       | 2,819   | 60,526                                | 73,576            |
| Cashier II  | 4321   | 1.00           | 2,819       | 3,426   | 73,576                                | 89,419            |
| Cashier III   | 4322   | 27.00          | 1,840       | 2,236   | 1,296,648                             | 1,575,709         |
| Manager II  | 9172   | 3.00           | 2,063       | 2,507   | 161,533                               | 196,298           |
|   | 3172   | 1.00           | 3,433       | 4,381   | 89,601                                | 114,344           |
| Night / Shift Differential (if applicable) Overtime Pay (if applicable) Other Pay (if applicable) |  |                |             |         |                                       |                   |
| Total Salary Costs  |  | 48.0           |             | Γ       | 2,816,555                             | 3,454,257         |
| FRINGE BENEFITS   |  | ٠.             |             |         |                                       |                   |
| Fringe at 47%   |  |                |             |         | 4 570 400                             |                   |
| •   |  |                |             |         | 1,572,196                             | 1,710,603         |
| Total Fringe Benefits   |  |                |             | _       | 1,572,196                             | 1,710,603         |
| ADDITIONAL CITY COSTS (if applicable)   |  |                | •           |         |                                       |                   |
| Software/Data Conversion  |  |                |             |         | 574.006                               | \$774.0000        |
|   |  |                |             |         |                                       |                   |
| CAPITAL COSTS   |  |                |             |         |                                       |                   |
| Handheld Units  |  |                |             |         |                                       |                   |
| Vorkstations  |  |                |             |         | 231,886                               | 231,886           |
| Computers   |  |                |             |         | 42,000                                | 42,000            |
| Foughbooks  |  |                |             |         | 8,400                                 | 8,400             |
| Printers  | •  |                |             |         | 2,500                                 | 2,500             |
| Customer Service Windows  |  |                |             |         | 3,500<br>84,000                       | 3,500             |
| Space Rental  |  |                |             |         | 375,000                               | 84,000            |
| Postage   |  |                |             |         | 673,608                               | 375,000           |
| ickets/Envelopes  |  |                |             |         | 42,612                                | 673,608<br>42,612 |
| Pay-by-phone/800#/Pay-Online Fees   |  |                |             |         | 681,243                               | 681,243           |
| Mobil License Recognition Cameras   |  |                |             |         | 75,320                                | 75,320            |
| Total Capital & Operating   |  |                |             |         | 2,794,069                             | 2,794,069         |
| legram Overhead   | NETS THE RESIDENCE OF THE PARTY |                |             |         | •                                     | . ,               |

#### 8,104,425 8,880,534 **ESTIMATED TOTAL CITY COST** LESS: ESTIMATED TOTAL CONTRACT COST Contract Monitoring Cost (8,112,496) (8,102,295)2,130 **ESTIMATED SAVINGS** 0%

#### Comments/Assumptions:

1. FY 1998 was the first year these services are/were contracted out.

% of Savings to City Cost

2. Salary rates as posted in DHR website at June 30, 2014 Costs are represented as annual 12 month costs.

On classesand FTEs identified .:

For the SFMTA to provide this service utilizing city staff it will require the utilization of a broad range of IT classes. These classes would have distinct roles that will need to be provided. The rapid advancement of technology and cost saving opportunities that are associated with those advancements necessitates a dedicated technology team to this effort.

The shown 1823 and 1052 Analysts will be needed to map the business requirements to process design and software requirments for the development team. This is an iterative process that continues for the life of the system.

The shown 109x System administrators and 104x System Engineers would be required to perform the maintenance and oversee operation the citations system. The number of staff is representative for the critical business function this system provides to the SFMTA.

The shown 106x Programmer analysts would be need to implement a software solution to meet the needs of the SFMTA citation unit. The number of developers is potentially understated for the initial ramp up of getting a base application in place for this business need. The 1070 is Project Director would manage and direct this team.

The shown Citations & Procesing class would be need to perform operational tasks of citations issuance, mailing, late notices (various:late fees, tow, collections activity, etc.), account assignments, payments receiptt, payment processing, payment application, research, responding to inquiries, manual input and tracking of manual citations, and account audit.

FISCAL YEAR 2015-2016 CITATION PROCESSING AND COLLECTIONS COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

#### **ESTIMATED CITY COSTS:**

|  | PROJECTED | PERSONNEL | COSTS |
|--|-----------|-----------|-------|
|--|-----------|-----------|-------|

| PROJECTED PERSONNEL COSTS                  |            |                |         |         |                 |                |
|--|------------|----------------|---------|---------|-----------------|----------------|
|  |            | # of Full Time |         |         | <u> </u>        |                |
|  |            | Equivalent     |         |         |                 |                |
| Job Class Title                            | Class      | Positions      | Bi-Week | ly Rate | Low             | Littada        |
| INTERSTATE & SPECIAL COLLECTION:           | S:         | 1              | D: 1100 | y riale | \$ -            | High<br>\$ -   |
| IS Business Analyst                        | 1052       | 2.00           | \$3,263 | \$3,597 | 170,329         | *              |
| Senior Administrative Analyst              | 1823       | 1.00           | 3,117   | 3,788   | · ·             | 187,763        |
| •  |            | 1100           | 0,111   | 0,700   | 81,354          | 98,867         |
| OPERATING SYSTEM & APPLICATION S           | SOFTWARE N | AAINTENANCE:   |         |         |                 |                |
| IS Administrator III                       | 1094       | 1.00           | 3,256   | 3,957   | 04.000          | 400.070        |
| IS Engineer - Senior                       | 1043       | 1.00           | 3,928   |         | 84,982          | 103,278        |
| IS Engineer - Principal                    | 1044       | 1.00           | 4,225   | 4,939   | 102,521         | 128,908        |
| IS Programmer Analyst                      | 1062       | 1.00           |         | 5,722   | 110,273         | 149,344        |
| IS Programmer Analyst - Senior             | 1063       | 1.00           | 2,469   | 3,106   | 64,441          | 81,067         |
| IS Programmer Analyst - Principal          | 1064       |                | 2,999   | 3,777   | 78,274          | 98,580         |
| IS Project Director                        | 1070       | 1.00           | 3,492   | 4,394   | 91,141          | 114,683        |
|  | 1070       | 1.00           | 4,225   | 5,722   | 110,273         | 149,344        |
| CITATION PROCESSING & COLLECTION           | M.         |                |         |         |                 |                |
| Clerk                                      | _          | 4.00           |         | _       |                 |                |
| Principal Clerk                            | 1404       | 1.00           | 1,654   | 2,009   | 43,169          | 52,435         |
| Account Clerk                              | 1408       | 1.00           | 2,264   | 2,752   | 59,090          | 71,827         |
| Principal Account Clerk                    | 1630       | 3.00           | 1,773   | 2,156   | 138,826         | 168,815        |
| Senior Management Assistant                | 1634       | 1.00           | 2,319   | 2,819   | 60,526          | 73,576         |
| Cashier II                                 | 1844       | 1.00           | 2,819   | 3,426   | 73,576          | 89,419         |
| Cashier III                                | 4321       | 27.00          | 1,840   | 2,236   | 1,296,648       | 1,575,709      |
| Manager II                                 | 4322       | 3.00           | 2,063   | 2,507   | 161,533         | 196,298        |
|  | 9172       | 1.00           | 3,433   | 4,381   | 89,601          | 114,344        |
|  | •          |                | *       |         |                 |                |
| Holiday Pay (if applicable)                |            |                |         |         |                 |                |
| Night / Shift Differential (if applicable) |            |                |         |         |                 |                |
| Overtime Pay (if applicable)               |            |                |         |         | _               |                |
| Other Pay (if applicable)                  | •          |                |         |         | 0               | 0              |
| Total Salary Costs                         | ) г        | 48.0           |         | г       | 0               | 0              |
|  | LL         | 40.0           |         |         | 2,816,555       | 3,454,257      |
| FRINGE BENEFITS                            |            |                |         |         |                 |                |
| Fringe at 50%                              |            |                |         |         | 4 545 545       |                |
|  |            |                |         |         | 1,545,547       | 1,678,929      |
| Total Fringe Benefits                      |            |                |         | _       | 1,545,547       | 1.670.000      |
|  |            |                |         |         | 1,040,047       | 1,678,929      |
| ADDITIONAL CITY COSTS (if applicable)      |            |                |         |         |                 |                |
| Software/Data Conversion                   |            |                |         |         |                 |                |
|  |            |                |         |         |                 | 37.4 0.017     |
| CAPITAL COSTS                              |            |                |         |         |                 |                |
| Handheld Units                             |            |                | · ·     |         | 238,843         | 238,843        |
| Workstations                               |            |                |         |         | 43,260          | 42,000         |
| Computers                                  |            |                |         |         | 45,260<br>8,652 | 8,400          |
| Toughbooks                                 |            |                |         |         | 2,575           | 2,500          |
| Printers                                   |            |                | ,       |         | 3,605           | 2,500<br>3,500 |
| Customer Service Windows                   |            |                |         |         | 86,520          | 84,000         |
| Space Rental                               |            |                |         |         | 386,250         | 375,000        |
|  |            | •              |         |         | 000,200         | 373,000        |

| Postage Tickets/Envelopes                                    | 673,608<br>43,831 | 673,608<br>42,554 |
|--|-------------------|-------------------|
| Pay-by-phone/800#/Pay-Online Fees                            | 681,243           | 681,243           |
| Mobile License Recognition Cameras                           | 75,320            | 75,320            |
| Total Capital & Operating                                    | 2,817,707         | 2,800,968         |
| Program Overhead   | 24/5606           | 227 (1945)        |
| ESTIMATED TOTAL CITY COST                                    | 8,101,414         | 8,855,758         |
| LESS: ESTIMATED TOTAL CONTRACT COST Contract Monitoring Cost |                   |                   |
| Contract Monitoring Cost                                     | (8,016,082)       | (8,026,148)       |
| ESTIMATED SAVINGS  | \$ 85,332         | \$ 829,611        |
| % of Savings to City Cost                                    | 1%                | 9%                |

- 1. FY XXXX would be/was the first year these services are/were contracted out.
  2. Salary rates as posted in DHR website at June 30, 2014 Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- Fixed tringe penellis consists.

   List any other comments or assumptions-

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# CITY AND COUNTY OF SAN FRANCISCO

### OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer Municipal Transportation Agency

RE: Parking Citation Processing and Collection Services - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for parking citation processing and collection 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. This is based on an analysis of the best available cost estimates, should the City perform the services instead of a contractor.

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 2014-15 and 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield, Controller

**Enclosures** 

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations

Kate Howard, Mayor's Budget Office

FISCAL YEAR 2014-15 CITATION PROCESSING AND COLLECTIONS COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2014-15

### ESTIMATED CITY COSTS:

| PHOJ | ECTED PERSONNEL COSTS |
|------|-----------------------|
| -    |                       |

| Job Class Title  | PROJECTED PERSONNEL COSTS   |             |                    |   |              |                | •          |
|--|---|-------------|--------------------|---|--------------|----------------|------------|
|  |   | T           | # of Full Time     |   | <del></del>  |                |            |
| NIERSTATE & SPECIAL COLLECTIONS:   IS Business Analyst   1052   2.00   3.283   3.597   170,329   187,763   98,667  |   |             |                    |   |              |                |            |
| S Business Analyst   1052   2.00   \$3,263   \$3,597   \$1,9776   \$98,867   \$ | Job Class Title   | Class       |                    | Ri-Wook   | ly Data      | 1              |            |
| Senior Administrative Analyst   1052   2.00   \$3,265   \$3,597   \$170,329   \$187,783   \$98,887   \$098,887   \$                    | INTERSTATE & SPECIAL COLLECTIONS:                                       |             |                    | DI TT CON   | iy male      |                |            |
| OPERATING SYSTEM & APPLICATION SOFTWARE MAINTENANCE: IS Administrator III   1004   1.00   3.256   3.957   84,982   103,278   105   104   1.00   3.256   3.957   84,982   103,278   105   104   1.00   3.256   3.957   84,982   103,278   105   105   104   1.00   3.256   3.957   105,251   128,000   105  | S Business Analyst  | 1052        | 2.00               | \$3,263   | \$3 597      | -              | · 1        |
| DEFINATING SYSTEM & APPLICATION SOFTWARE MAINTENANCE:   IS Administrator     1094   1.00   3.256   3.957   84,982   103,273     IS Engineer - Senior   1043   1.00   3.258   4,939   102,521   128,908     IS Engineer - Senior   1043   1.00   4,225   5,722   110,273   149,344     IS Programmer Analyst   1062   1.00   2,469   3,106   64,441   81,067     IS Programmer Analyst - Senior   1063   1.00   2,469   3,106   64,441   81,067     IS Programmer Analyst - Principal   1064   1.00   3,492   4,394   91,141   114,683     IS Project Director   1070   1.00   4,225   5,722   110,273   149,344     IS Project Director   1070   1.00   4,225   5,722   110,273   149,344     IS Project Director   1070   1.00   4,225   5,722   110,273   149,344     IS Project Director   1070   1.00   1,654   2,009   43,169   52,435     Principal Clark   1404   1.00   1,654   2,009   43,169   52,435     Account Clerk   1408   1.00   2,284   2,752   59,090   71,927     Principal Clerk   1408   1.00   2,284   2,752   59,090   71,927     Account Clerk   1630   3.00   1,773   2,156   138,826   168,815     Account Clerk   1630   3.00   1,773   2,156   138,826   168,815     Account Clerk   1630   3.00   1,773   2,156   53,826   168,815     Senior Management Assistant   1844   1.00   2,319   3,426   73,576   89,419     Account Clerk   4321   27,00   1,840   2,236   1,296,648   1,576,709     Cashier III   4321   27,00   1,840   2,236   1,296,648   1,576,709     Amanager II   9172   1.00   3,433   4,381   89,601   141,344     Holiday Pay (if applicable)   1,572,196   1,710,603     Fringe at 47%   1,572,196   1,710,603     ADDITIONAL CITY COSTS (if applicable)   1,572,196   1,710,603     ADDITIONAL CITY COSTS (if applicable)   1,572,196   1,710,603     ADDITIONAL CITY COSTS (if applicable)   1,572,196   1,710,603     Applicable   1,572,196   1,710,603     Appl   | Senior Administrative Analyst   | 1823        | 1.00               |   |              |                |            |
| S Engineer - Senior   1094   1,00   3,256   3,957   84,982   103,278   S Engineer - Principal   1044   1,00   3,928   4,939   102,521   128,908   S Engineer - Principal   1044   1,00   4,225   5,722   110,273   149,344   S Programmer Analyst   1062   1,00   2,469   3,106   64,441   81,067   S Programmer Analyst - Senior   1063   1,00   2,999   3,777   78,274   98,580   S Programmer Analyst - Senior   1063   1,00   2,999   3,777   78,274   98,580   S Programmer Analyst - Principal   1064   1,00   3,492   4,394   91,141   114,683   S Programmer Analyst - Principal   1064   1,00   1,654   2,009   43,169   52,435   149,344   114,683   149,344   114,683   149,344   1,00   2,264   2,752   59,090   71,827   149,344   1,00   2,264   2,752   59,090   71,827   1,000   1,773   2,156   138,826   168,815   1,000   | OPERATING OVOTEN & AREA   |             |                    |   | 4,,00        | 01,004         | 90,007     |
| S. Engineer - Senior   10-43   1.00   3,928   4,939   102,521   128,808   158   Engineer - Principal   1044   1.00   4,225   5,722   110,273   149,344   159   1   | IS Administrator III  |             | <u>MAINTENANCE</u> | :   |              |                |            |
| S. Engineer - Principal   1043   1.00   3,928   4,939   102,521   129,908   125,908  |   | -           | 1.00               | 3,256   | 3,957        | 84 982         | 102 270    |
| S Programmer Analyst   |   |             | 1.00               | 3,928   | 4,939        |                |            |
| S Programmer Analyst - Senior  | IS Programmer Applied   |             | 1.00               | 4,225   |              | ,              |            |
| S Programmer Analys - Principal   1064   1.00   3,492   4,394   91,141   114,693   15 Project Director   1070   1.00   4,225   5,722   110,273   149,344   | IS Programmer Analyst   |             | 1.00               | 2,469   |              | •              |            |
| S Project Director   1064   1.00   3,492   4,394   91,141   114,689   149,344   149,   | IS Programmer Analyst - Senior  |             |                    | 2,999   |              |                |            |
| CITATION PROCESSING & COLLECTION:   Clerk  | IS Project Director   |             | 1.00               | 3,492   | 4,394        |                |            |
| CITATION PROCESSING & COLLECTION:   Clerk  |   | 1070        | 1.00               | 4,225   | 5,722        |                |            |
| Clerk  | CITATION PROCESSING & COLLECTION  |             |                    |   |              | , , , , , ,    | , 10,014   |
| Principal Clerk  | Clerk   |             |                    |   |              |                |            |
| Account Clerk 1630 3.00 1.773 2.156 139,000 71,827 Principal Account Clerk 1630 3.00 1.773 2.156 139,826 168,815 Principal Account Clerk 1634 1.00 2.319 2.819 60,526 73,576 89,419 14321 27,00 1.840 2.236 1.296,684 1.575,709 1.61,633 196,298 Manager II 4322 3.00 2,063 2,507 161,533 196,298 Manager II 9172 1.00 3,433 4,381 89,601 114,344 Politically Pay (if applicable) Protal Salary Costs 48.00 3.433 4,381 89,601 114,344 Politically Pay (if applicable) Protal Salary Costs 48.00 3.433 4,381 89,601 114,344 Politically Pay (if applicable) Protal Salary Costs 48.00 3.433 4,381 89,601 114,344 Politically Pay (if applicable) Protal Salary Costs 48.00 3.433 4,381 89,601 114,344 Politically Pay (if applicable) Protal Salary Costs 48.00 3.433 4,381 89,601 114,344 Politically Pay (if applicable) Protal Salary Costs 48.00 3.433 4,381 89,601 114,344 Politically Pay (if applicable) Protal Salary Costs 48.00 3.450  | · · · · · ·   |             |                    |   | 2,009        | 43,169         | 52,435     |
| Principal Account Clerk  |   |             |                    |   | 2,752        |                |            |
| Senior Management Assistant  |   |             |                    |   |              | 138,826        | T .        |
| Cashier II   | Senior Management Assistant   |             |                    |   | 2,819        | 60,52 <b>6</b> |            |
| Cashier III  | Cashier II  |             |                    |   | 3,426        | 73,576         |            |
| Manager II   | Cashier III   |             |                    |   |              | 1,296,648      |            |
| Holiday Pay (if applicable)   Night / Shift Differential (if applicable)   Overtime Pay (if applicable)   Total Salary Costs   48.0   2,816,555   3,454,257  | Manager II  | _           |                    |   | -            | 161,533        | •          |
| Holiday Pay (if applicable)   Night / Shift Differential (if applicable)   Overtime Pay (if applicable)   Outer Pay (if applicable)   Total Salary Costs   48.0   2,816,555   3,454,257  |   | 9172        | 1.00               | 3,433   | 4,381        | 89,601         |            |
| Total Salary Costs   | Night / Shift Differential (if applicable) Overtime Pay (if applicable) |             |                    |   |              |                |            |
| PRINGE BENEFITS   1,572,196   1,710,603   1,710,603  |   | Г           | 48.0               |   | <del></del>  |                |            |
| Fringe at 47%         1,572,196         1,710,603           ADDITIONAL CITY COSTS (if applicable)           Software/Pata Conversiors         57,4006         57,4006         57,4006         57,4006         57,4006         57,4006         57,4006         57,4006         57,4006         57,4006         57,4006         57,500         57,500         57,500         57,500         57,500         37,500  |   | <del></del> | 40.0 [             |   |              | 2,816,555      | 3,454,257  |
| 1,572,196   1,710,603   1,572,196   1,710,603   1,572,196   1,710,603   1,572,196   1,710,603   1,572,196   1,710,603   1,71   | FHINGE BENEFITS   |             |                    |   |              |                | *          |
| Total Fringe Benefits         1,572,196         1,710,603           ADDITIONAL CITY COSTS (if applicable)           Software/Pata Conversiors         574,006         574,006           CAPITAL COSTS           Handheld Units         Vorkstations         231,896         231,886 <th< td=""><td>rninge at 47%</td><td></td><td></td><td>1</td><td></td><td>1 572 106</td><td>1 710 000</td></th<>   | rninge at 47%   |             |                    | 1   |              | 1 572 106      | 1 710 000  |
| ADDITIONAL CITY COSTS (if applicable)   Software/Paia Conversion   | Total Edward B. W.  |             | •                  |   |              | 1,572,150      | 1,710,603  |
| ADDITIONAL CITY COSTS (if applicable)           Software/Data Conversiors           CAPITAL COSTS           Handheld Units         Vorkstations         231,886         231,800         231,800         231,800  | rotal Fringe Benefits   |             |                    |   |              | 1.572.196      | 1 710 603  |
| Software/Data Conversion         574,006           CAPITAL COSTS         Handheld Units           Workstations         231,886         231,886         231,886         231,886         231,886         Computers         42,000         42,000         42,000         42,000         42,000         Foliation         500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         3,500         3,500         3,500         3,500         3,500         3,500         375,000         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         3,500         3,500         3,500         3,500         3,500         3,500         3,500         3,500         3,500         375,000  | ADDITIONAL CITY COSTS (if applicable)                                   |             |                    |   |              | ,              | 1,7 10,000 |
| CAPITAL COSTS         Handheld Units       231,886       231,886         Workstations       42,000       42,000         Computers       42,000       42,000         Toughbooks       8,400       8,400         Printers       2,500       2,500         Customer Service Windows       3,500       3,500         Space Rental       84,000       84,000         Postage       375,000       375,000         Tickets/Envelopes       673,608       673,608         Pay-by-phone/800#/Pay-Online Fees       42,612       42,612         Mobil License Recognition Cameras       681,243       681,243         Total Capital & Operating       75,320       75,320         Total Capital & Operating       2,794,069       2,794,069  | Software/Data Conversion  |             |                    | Name of the State |              |                |            |
| Handheld Units       231,886       231,886         Workstations       42,000       42,000         Computers       42,000       42,000         Toughbooks       8,400       8,400         Printers       2,500       2,500         Customer Service Windows       3,500       3,500         Space Rental       84,000       84,000         Postage       375,000       375,000         Tickets/Envelopes       673,608       673,608         Pay-by-phone/800#/Pay-Online Fees       42,612       42,612         Mobil License Recognition Cameras       681,243       681,243         Total Capital & Operating       75,320       75,320         Total Capital & Operating       2,794,069       2,794,069  |   |             |                    |   |              | 574,000        | 574.000    |
| Handheld Units       231,886       231,886         Workstations       42,000       42,000         Computers       42,000       42,000         Toughbooks       8,400       8,400         Printers       2,500       2,500         Customer Service Windows       3,500       3,500         Space Rental       84,000       84,000         Postage       375,000       375,000         Tickets/Envelopes       673,608       673,608         Pay-by-phone/800#/Pay-Online Fees       42,612       42,612         Mobil License Recognition Cameras       681,243       681,243         Total Capital & Operating       75,320       75,320         Total Capital & Operating       2,794,069       2,794,069  |   |             |                    |   |              |                |            |
| Workstations       231,886       231,886         Computers       42,000       42,000         Toughbooks       8,400       8,400         Printers       2,500       2,500         Customer Service Windows       3,500       3,500         Space Rental       84,000       84,000         Postage       375,000       375,000         Tickets/Envelopes       673,608       673,608         Pay-by-phone/800#/Pay-Online Fees       42,612       42,612         Mobil License Recognition Cameras       681,243       681,243         Total Capital & Operating       75,320       75,320         Total Capital & Operating       2,794,069       2,794,069   | CAPITAL COSTS   |             |                    |   |              |                |            |
| Computers         42,000         42,000           Toughbooks         8,400         8,400           Printers         2,500         2,500           Customer Service Windows         3,500         3,500           Space Rental         84,000         84,000           Postage         375,000         375,000           Tickets/Envelopes         673,608         673,608           Pay-by-phone/800#/Pay-Online Fees         42,612         42,612           Mobil License Recognition Cameras         681,243         681,243           Total Capital & Operating         75,320         75,320           Total Capital & Operating         2,794,069         2,794,069  | Handheld Units  |             |                    | •   |              |                |            |
| Toughbooks         8,400         8,400           Printers         2,500         2,500           Customer Service Windows         3,500         3,500           Space Rental         84,000         84,000           Postage         375,000         375,000           Tickets/Envelopes         673,608         673,608           Pay-by-phone/800#/Pay-Online Fees         42,612         42,612           Mobil License Recognition Cameras         681,243         681,243           Total Capital & Operating         75,320         75,320           Total Capital & Operating         2,794,069         2,794,069  |   |             |                    |   |              |                |            |
| Printers         2,500         2,500           Customer Service Windows         3,500         3,500           Space Rental         84,000         84,000           Postage         375,000         375,000           Tickets/Envelopes         673,608         673,608           Pay-by-phone/800#/Pay-Online Fees         42,612         42,612           Mobil License Recognition Cameras         681,243         681,243           Total Capital & Operating         75,320         75,320           Total Capital & Operating         2,794,069         2,794,069   |   |             |                    |   |              |                |            |
| Customer Service Windows       3,500       3,500         Space Rental       84,000       84,000         Postage       375,000       375,000         Tickets/Envelopes       673,608       673,608         Pay-by-phone/800#/Pay-Online Fees       42,612       42,612         Mobil License Recognition Cameras       681,243       681,243         Total Capital & Operating       75,320       75,320         Total Capital & Operating       2,794,069       2,794,069  | l ougnbooks   |             | •                  |   |              | •              |            |
| Space Rental       84,000       84,000         Postage       375,000       375,000         Tickets/Envelopes       673,608       673,608         Pay-by-phone/800#/Pay-Online Fees       42,612       42,612         Mobil License Recognition Cameras       681,243       681,243         Total Capital & Operating       75,320       75,320         2,794,069       2,794,069   |   |             |                    |   |              | , -            |            |
| Postage         375,000         375,000           Tickets/Envelopes         673,608         673,608           Pay-by-phone/800#/Pay-Online Fees         42,612         42,612           Mobil License Recognition Cameras         681,243         681,243           Total Capital & Operating         75,320         75,320           2,794,069         2,794,069         2,794,069  | Space Pontol  |             |                    |   |              |                |            |
| Tickets/Envelopes         673,608         673,608           Pay-by-phone/800#/Pay-Online Fees         42,612         42,612           Mobil License Recognition Cameras         681,243         681,243           Total Capital & Operating         75,320         75,320           2,794,069         2,794,069  |   |             |                    |   |              |                |            |
| Pay-by-phone/800#/Pay-Online Fees       42,612       42,612         Mobil License Recognition Cameras       681,243       681,243         Total Capital & Operating       75,320       75,320         2,794,069       2,794,069  |   |             |                    |   |              |                |            |
| Mobil License Recognition Cameras         681,243         681,243           Total Capital & Operating         75,320         75,320           2,794,069         2,794,069         2,794,069  | Pay-hy-phone/900#/these outres =  |             |                    |   |              |                |            |
| Total Capital & Operating 75,320 75,320 2,794,069 2,794,069  | Mobil License Recognision Comments                                      |             |                    |   |              |                |            |
| 2,794,069 2,794,069  | Total Capital & Constitution  |             |                    |   |              |                |            |
|  | oral Capital & Operating  |             |                    | •   | -            |                |            |
| Frogram Cvernead   | Program Cyernead  |             |                    |   | The Commence |                |            |

#### **ESTIMATED TOTAL CITY COST**

8,104,425 8,880,534

LESS: ESTIMATED TOTAL CONTRACT COST

Contract Monitoring Cost

(8,102,295) (8,112,496)

**ESTIMATED SAVINGS** 

% of Savings to City Cost

| Ψ  | 2,100 | Ψ  | 700,007 |
|----|-------|----|---------|
| \$ | 2,130 | \$ | 768,037 |

#### Comments/Assumptions:

1. FY 1998 was the first year these services are/were contracted out.

Salary rates as posted in DHR website at June 30, 2014 Costs are represented as annual 12 month costs. On classes and FTEs identified.:

For the SFMTA to provide this service utilizing city staff it will require the utilization of a broad range of IT classes. These classes would have distinct roles that will need to be provided. The rapid advancement of technology and cost saving opportunities that are associated with those advancements necessitates a dedicated technology team to this effort.

The shown 1823 and 1052 Analysts will be needed to map the business requirements to process design and software requirements for the development team. This is an iterative process that continues for the life of the system.

The shown 109x System administrators and 104x System Engineers would be required to perform the maintenance and oversee operation the citations system. The number of staff is representative for the critical business function this system provides to the SFMTA.

The shown 106x Programmer analysts would be need to implement a software solution to meet the needs of the SFMTA citation unit. The number of developers is potentially understated for the initial ramp up of getting a base application in place for this business need. The 1070 is Project Director would manage and direct this team.

The shown Citations & Procesing class would be need to perform operational tasks of citations issuance, mailing, late notices (various:late fees, tow, collections activity, etc.), account assignments, payments receiptt, payment processing, payment application, research, responding to inquiries, manual input and tracking of manual citations, and account audit.

FISCAL YEAR 2015-2016 CITATION PROCESSING AND COLLECTIONS COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

#### **ESTIMATED CITY COSTS:**

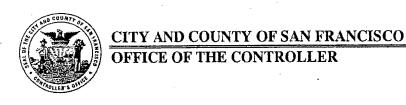
| PROJECTED | PERSONNEL | COSTS |
|-----------|-----------|-------|
|-----------|-----------|-------|

| PROJECTED PERSONNEL COSTS                                      | •         |                |                                       |         |                           |                 |
|--|-----------|----------------|---------------------------------------|---------|---------------------------|-----------------|
|  |           | # of Full Time |                                       |         | T                         |                 |
|  | 1         | Equivalent     |                                       |         |                           |                 |
| Job Class Title  | Class     | Positions      | Bi-Week                               | iy Rate | Low                       | High            |
| INTERSTATE & SPECIAL COLLECTIONS                               | 3:        |                |                                       | ····    | \$ -                      | \$ -            |
| IS Business Analyst  | 1052      | 2.00           | \$3,263                               | \$3,597 | 170,329                   | 187,763         |
| Senior Administrative Analyst                                  | 1823      | 1.00           | 3,117                                 | 3,788   | 81,354                    | 98,867          |
|  |           |                | •                                     |         |                           |                 |
| OPERATING SYSTEM & APPLICATION S                               | SOFTWARE  | MAINTENANCE:   |                                       |         |                           |                 |
| IS Administrator III   | 1094      | 1.00           | 3,256                                 | 3,957   | 84,982                    | 103,278         |
| IS Engineer - Senior   | 1043      | 1.00           | 3,928                                 | 4,939   | 102,521                   | 128,908         |
| IS Engineer - Principal  | 1044      | 1.00           | 4,225                                 | 5,722   | 110,273                   | 149,344         |
| IS Programmer Analyst  | 1062      | 1.00           | 2,469                                 | 3,106   | 64,441                    | 81,067          |
| IS Programmer Analyst - Senior                                 | 1063      | 1.00           | 2,999                                 | 3,777   | 78,274                    | 98,580          |
| IS Programmer Analyst - Principal                              | 1064      | 1.00           | 3,492                                 | 4,394   | 91,141                    | 114,683         |
| IS Project Director  | 1070      | 1.00           | 4,225                                 | 5,722   | 110,273                   | 149,344         |
|  |           |                |                                       |         | ·                         |                 |
| CITATION PROCESSING & COLLECTION                               | <u>V:</u> |                |                                       |         |                           |                 |
| Clerk  | 1404      | 1.00           | 1,654                                 | 2,009   | 43,169                    | 52,435          |
| Principal Clerk  | 1408      | 1.00           | 2,264                                 | 2,752   | 59,090                    | 71,827          |
| Account Clerk  | 1630      | 3.00           | 1,773                                 | 2,156   | 138,826                   | 168,815         |
| Principal Account Clerk  | 1634      | 1.00           | 2,319                                 | 2,819   | 60,526                    | 73,576          |
| Senior Management Assistant                                    | 1844      | 1.00           | 2,819                                 | 3,426   | 73,576                    | 89,419          |
| Cashier II   | 4321      | 27.00          | 1,840                                 | 2,236   | 1,296,648                 | 1,575,709       |
| Cashier III  | 4322      | 3.00           | 2,063                                 | 2,507   | 161,533                   | 196,298         |
| Manager II   | 9172      | 1.00           | 3,433                                 | 4,381   | 89,601                    | 114,344         |
|  |           |                |                                       |         |                           |                 |
| Holiday Pay (if applicable)                                    |           |                |                                       |         |                           | *               |
| Night / Shift Differential (if applicable)                     |           |                |                                       |         |                           |                 |
| Overtime Pay (if applicable)                                   |           |                |                                       |         | 0                         | 0               |
| Other Pay (if applicable)                                      |           |                |                                       |         | 0                         | 6               |
| Total Salary Costs   | .[        | 48.0           |                                       |         | 2,816,555                 | 3,454,257       |
|  | •         | <del></del>    | · · · · · · · · · · · · · · · · · · · |         | 2,0.0,000                 | 5, 10 1,207     |
| FRINGE BENEFITS  | _         |                |                                       |         |                           |                 |
| Fringe at 50%  |           |                |                                       |         | 1,545,547                 | 1,678,929       |
|  | •         |                |                                       | _       |                           |                 |
| Total Fringe Benefits  |           |                |                                       |         | 1,545,547                 | 1,678,929       |
| ADDITIONAL CITY COSTS (if applicable)                          |           |                |                                       |         |                           |                 |
| ADDITIONAL CITY COSTS (if applicable) Software/Data Conversion |           |                |                                       |         |                           |                 |
| CV (Maid Data VIII VIIII)                                      |           |                |                                       |         | 5714(2)86)                | 57427(7)        |
| CAPITAL COSTS  |           |                |                                       |         |                           |                 |
| Handheld Units   |           | •              |                                       |         | 990 040                   | 000.040         |
| Workstations   |           |                |                                       |         | 238,84 <b>3</b><br>43,260 | 238,843         |
| Computers  |           |                |                                       |         | 43,260<br>8,652           | 42,000<br>9,400 |
| Toughbooks   | •         |                |                                       |         | 8,652<br>2,575            | 8,400<br>2,500  |
| Printers   |           |                |                                       |         | 2,575<br>3,605            | 3,500           |
| Customer Service Windows                                       |           |                |                                       |         | 86,520                    | 84,000          |
| Space Rental   |           | •              |                                       |         | 386,250                   | 375,000         |
|  |           |                |                                       |         | -99,200                   | 0.0,000         |

| Postage  | 673,608     | 673,608     |
|--|-------------|-------------|
| Tickets/Envelopes  | 43,831      | 42,554      |
| Pay-by-phone/800#/Pay-Online Fees                            | 681,243     | 681,243     |
| Mobile License Recognition Cameras                           | 75,320      | 75,320      |
| Total Capital & Operating                                    | 2,817,707   | 2,800,968   |
| Program (Tyte beat)  | 2,2 (G) H   | 920 /60.5   |
| ESTIMATED TOTAL CITY COST                                    | 8,101,414   | 8,855,758   |
| LESS: ESTIMATED TOTAL CONTRACT COST Contract Monitoring Cost |             |             |
|  | (8,016,082) | (8,026,148) |
| ESTIMATED SAVINGS  | \$ 85,332   | \$ 829,611  |
| % of Savings to City Cost                                    | 1%          | 9%          |

- FY XXXX would be/was the first year these services are/were contracted out.
   Salary rates as posted in DHR website at June 30, 2014 Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- <List any other comments or assumptions>

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Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: Parking Citation Processing and Collection Services - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for parking citation processing and collection 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. This is based on an analysis of the best available cost estimates, should the City perform the services instead of a contractor.

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 2014-15 and 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely.

Ben Rosenfield,

Controller

**Enclosures** 

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations Kate Howard, Mayor's Budget Office

FISCAL YEAR 2014-15 CITATION PROCESSING AND COLLECTIONS COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2014-15

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

|  |                    | # of Full Time   |  |  |                   |                     |
|--|--------------------|--|--|--|-------------------|---------------------|
|  |                    | Equivalent   |  |  |                   |                     |
| Job Class Title                              | Class              | Positions  | Bi-Week  | ly Rate  | Low               | High                |
| <b>INTERSTATE &amp; SPECIAL COLLECTIONS:</b> |                    | . 001.10110  | Di Wook  | ily I late   | \$ -              | \$ -                |
| IS Business Analyst                          | 1052               | 2.00   | \$3,263  | \$3,597  | 170,329           | 187,763             |
| Senior Administrative Analyst                | 1823               | 1.00   | 3,117  | 3,788  | 81,354            | 98,867              |
|  |                    |  |  | -,,  | 0.,00             | 00,007              |
| OPERATING SYSTEM & APPLICATION SO            | FTWARE             | MAINTENANCE  | <u>.</u>   |  |                   |                     |
| IS Administrator III                         | 1094               | 1.00   | 3,256  | 3,957  | 84,982            | 103,278             |
| IS Engineer - Senior                         | 1043               | 1.00   | 3,928  | 4,939  | 102,521           | 128,908             |
| IS Engineer - Principal                      | 1044               | 1.00   | 4,225  | 5,722  | 110,273           | 149,344             |
| IS Programmer Analyst                        | 1062               | 1.00   | 2,469  | 3,106  | 64,441            | 81,067              |
| IS Programmer Analyst - Senior               | 1063               | 1.00   | 2,999  | 3,777  | 78,274            | 98,580              |
| IS Programmer Analyst - Principal            | 1064               | 1.00   | 3,492  | 4,394  | 91,141            | 114,683             |
| IS Project Director                          | 1070               | 1.00   | 4,225  | 5,722  | 110,273           | 149,344             |
|  |                    |  |  |  |                   |                     |
| CITATION PROCESSING & COLLECTION:            |                    |  |  |  |                   | ·                   |
| Clerk  | 1404               | 1.00   | 1,654  | 2,009  | 43,169            | 52,435              |
| Principal Clerk                              | 1408               | 1.00   | 2,264  | 2,752  | 59,090            | 71,827              |
| Account Clerk                                | 1630               | 3.00   | 1,773  | 2,156  | 138,826           | 168,815             |
| Principal Account Clerk                      | 1634               | 1.00   | 2,319  | 2,819  | 60,52 <b>6</b>    | 73,576              |
| Senior Management Assistant                  | 1844               | 1.00   | 2,819  | 3,426  | 73,576            | 89,419              |
| Cashier II                                   | 4321               | 27.00  | 1,840  | 2,236  | 1,296,648         | 1,575,709           |
| Cashier III                                  | 4322               | 3.00   | 2,063  | 2,507  | 161,533           | 196,298             |
| Manager II                                   | 9172               | 1.00   | 3,433  | 4,381  | 89,601            | 114,344             |
| 4  | i                  |  |  |  |                   | •                   |
| Holiday Pay (if applicable)                  |                    |  |  |  |                   | 1                   |
| Night / Shift Differential (if applicable)   |                    |  |  |  |                   | 1                   |
| Overtime Pay (if applicable)                 |                    |  |  |  |                   |                     |
| Other Pay (if applicable)                    |                    |  |  |  |                   |                     |
| Total Salary Costs                           | ſ                  | 48.0   | *  | г  | O O O C C C C     | 0.454.053           |
|  |                    | 70.01  |  | 1  | 2,816,555         | 3,454,257           |
| FRINGE BENEFITS                              |                    | •  |  |  |                   |                     |
| Fringe at 47%                                |                    |  |  |  | 1,572,196         | 1,710,603           |
|  |                    |  |  |  | 1,072,100         | 1,710,003           |
| Total Fringe Benefits                        |                    |  |  | <del>-</del>   | 1,572,196         | 1,710,603           |
|  |                    | •  |  |  |                   | .,,                 |
| ADDITIONAL CITY COSTS (if applicable)        |                    |  |  |  |                   |                     |
| Software/Date Conversion                     |                    |  |  |  | 574,000           | 57(2,000)           |
|  |                    |  |  |  |                   |                     |
| CAPITAL COSTS                                |                    |  |  |  |                   |                     |
| Handheld Units                               |                    |  |  |  |                   |                     |
| Workstations                                 |                    |  |  |  | 231,886           | 231,886             |
| Computers                                    |                    |  |  |  | 42,000            | 42,000              |
| Toughbooks                                   |                    |  |  |  | 8,400             | 8,400               |
| Printers                                     |                    |  |  |  | 2,500             | 2,500               |
| Customer Service Windows                     |                    |  |  |  | 3,500             | 3,500               |
| Space Rental                                 |                    |  |  |  | 84,000            | 84,000              |
| Postage                                      |                    |  |  |  | 375,000           | 375,00 <b>0</b>     |
| Tickets/Envelopes                            |                    |  |  |  | 673,608           | 673,608             |
| Pay-by-phone/800#/Pay-Online Fees            |                    |  |  |  | 42,612<br>681 242 | 42,612              |
| Mobil License Recognition Cameras            |                    |  |  |  | 681,243<br>75,320 | 681,243<br>75,220   |
| Total Capital & Operating                    |                    | 4  |  | <del>,</del>   | 2,794,069         | 75,320<br>2,794,069 |
|  |                    |  |  |  | £,104,000         | £,134,008           |
| Program Overhead                             |                    |  |  |  | 521,605           | Payayay             |
|  | - Annaham Calendar | COLUMN TRANSPORTE AND THE PARTY OF THE PARTY | THE STATE OF THE S | TO STATE OF THE PARTY OF THE PA |                   |                     |

#### 8.880,534 8.104,425 **ESTIMATED TOTAL CITY COST** LESS: ESTIMATED TOTAL CONTRACT COST Contract Monitoring Cost (8,102,295)(8,112,496)768,037 2,130 **ESTIMATED SAVINGS** % of Savings to City Cost

Comments/Assumptions:

1. FY 1998 was the first year these services are/were contracted out.

2. Salary rates as posted in DHR website at June 30, 2014 Costs are represented as annual 12 month costs. On classesand FTEs identified .:

For the SFMTA to provide this service utilizing city staff it will require the utilization of a broad range of IT classes. These classes would have distinct roles that will need to be provided. The rapid advancement of technology and cost saving opportunities that are associated with those advancements necessitates a dedicated technology team to this effort.

The shown 1823 and 1052 Analysts will be needed to map the business requirements to process design and software requirments for the development team. This is an iterative process that continues for the life of the system.

The shown 109x System administrators and 104x System Engineers would be required to perform the maintenance and oversee operation the citations system. The number of staff is representative for the critical business function this system provides to the SFMTA.

The shown 106x Programmer analysts would be need to implement a software solution to meet the needs of the SFMTA citation unit. The number of developers is potentially understated for the initial ramp up of getting a base application in place for this business need. The 1070 is Project Director would manage and direct this team.

The shown Citations & Procesing class would be need to perform operational tasks of citations issuance, mailing, late notices (various:late fees, tow, collections activity, etc.), account assignments, payments receiptt, payment processing, payment application, research, responding to inquiries, manual input and tracking of manual citations, and account audit.

FISCAL YEAR 2015-2016 CITATION PROCESSING AND COLLECTIONS COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

### **ESTIMATED CITY COSTS:**

| PROJECTED | PERSONNEL | COSTS |
|-----------|-----------|-------|
|           |           |       |

| PROJECTED PERSONNEL COSTS                  |             | # of Full Time | <del></del>      |                |                   |           |
|--|-------------|----------------|------------------|----------------|-------------------|-----------|
|  |             | Equivalent     |                  |                |                   |           |
| Job Class Title                            | Class       | Positions      | <b>D</b> ' 141 . |                |                   |           |
| INTERSTATE & SPECIAL COLLECTION            | DNS:        | FUSITIONS      | Bi-Weel          | dy Rate        | Low               | High      |
| IS Business Analyst                        | 1052        | 2.00           | <b>\$0.000</b>   | ** ***         | \$ -              | \$ -      |
| Senior Administrative Analyst              | 1823        | 1.00           | \$3,263          | \$3,597        | 170,329           | 187,76    |
|  | •           | •              | 3,117            | 3,788          | 81,354            | 98,86     |
| OPERATING SYSTEM & APPLICATION             | N SOFTWARE  | MAINTENANCE:   |                  |                |                   |           |
| io Administrator III                       | 1094        | 1.00           | 3,256            | 2.057          |                   |           |
| IS Engineer - Senior                       | 1043        | 1.00           | 3,928            | 3,957          | 84,982            | 103,27    |
| IS Engineer - Principal                    | 1044        | 1.00           | 4,225            | 4,939          | 102,521           | 128,90    |
| IS Programmer Analyst                      | 1062        | 1.00           | 2,469            | 5,722          | 110,273           | 149,34    |
| IS Programmer Analyst - Senior             | 1063        | 1.00           | 2,409            | 3,106          | 64,441            | 81,067    |
| IS Programmer Analyst - Principal          | 1064        | 1.00           | 2,999<br>3,492   | 3,777          | 78,274            | 98,580    |
| IS Project Director                        | 1070        | 1.00           | 4,225            | 4,394          | 91,141            | 114,683   |
|  |             | 1,00           | 4,223            | 5,722          | 110,273           | 149,344   |
| CITATION PROCESSING & COLLECT              | ION:        |                |                  |                |                   |           |
| Clerk                                      | <br>1404    | 1.00           | 1,654            | 2,009          | 10.100            |           |
| Principal Clerk                            | 1408        | 1.00           | 2,264            | 2,009<br>2,752 | 43,169            | 52,435    |
| Account Clerk                              | 1630        | 3.00           | 1,773            |                | 59,090            | 71,827    |
| Principal Account Clerk                    | 1634        | 1.00           | 2,319            | 2,156<br>2,819 | 138,826           | 168,815   |
| Senior Management Assistant                | 1844        | 1.00           | 2,819            | 3,426          | 60,526            | 73,576    |
| Cashier II                                 | 4321        | 27.00          | 1,840            | 2,236          | 73,576            | 89,419    |
| Cashier III                                | 4322        | 3.00           | 2,063            | 2,507          | 1,296,648         | 1,575,709 |
| Manager II                                 | 9172        | 1.00           | 3,433            | 4,381          | 161,533<br>89,601 | 196,298   |
|  |             |                | -,               | 1,001          | 09,001            | 114,344   |
| Holiday Pay (if applicable)                |             |                | •                |                |                   |           |
| Vight / Shift Differential (if applicable) |             |                |                  |                |                   |           |
| Overtime Pay (if applicable)               |             |                |                  |                |                   |           |
| Other Pay (if applicable)                  |             |                |                  |                | 0                 | 0         |
| Total Salary Cos                           | tel [       | 40.0           |                  |                | 0 .               | 0         |
|  |             | 48.0           | ····             |                | 2,816,555         | 3,454,257 |
| FRINGE BENEFITS                            |             |                |                  |                |                   |           |
| ringe at 50%                               | <del></del> |                |                  |                | 4 # 1 22 4 4      |           |
|  |             |                |                  |                | 1,545,547         | 1,678,929 |
| Total Fringe Benefi                        | ts          |                |                  | _              | 1,545,547         | 1.070.000 |
| DOTONAL OFFICE                             |             |                |                  |                | 1,040,047         | 1,678,929 |
| DDITIONAL CITY COSTS (if applicable        | )           |                |                  |                |                   |           |

| Software/Date Conversion |         |           |
|--------------------------|---------|-----------|
| CAPITAL COSTS            |         | 2/4/9/015 |
| Handheld Units           |         |           |
| Workstations             | 238,843 | 238,843   |
| Computers                | 43,260  | 42,000    |
| Toughbooks               | 8,652   | 8,400     |
| Printers                 | 2,575   | 2,500     |
| Customer Service Windows | 3,605   | 3,500     |
| Space Rental             | 86,520  | 84.000    |
| •                        | 386,250 | 375,000   |

| Postage  | 670.000     |             |
|--|-------------|-------------|
| Tickets/Envelopes  | 673,608     | 673,608     |
| Pay-by-phone/800#/Pay-Online Fees  | 43,831      | 42,554      |
| - ay - y phonocount by Othinic 1 663   | 681,243     | 681,243     |
| Mobile License Recognition Cameras   |             |             |
| Total Capital & Onesetien  | 75,320      | 75,320      |
| Total Capital & Operating  | 2,817,707   | 2,800,968   |
| Program Overhead   |             |             |
|  | 921.605     | 92160       |
| COTINATED TOTAL OFFICE   |             |             |
| ESTIMATED TOTAL CITY COST  | 8,101,414   | 8,855,758   |
| FOO. FOTHER TO BOOK ON THE STATE OF THE STAT | , , , , , , | -,,         |
| LESS: ESTIMATED TOTAL CONTRACT COST  |             |             |
| Contract Monitoring Cost   |             |             |
|  | (8,016,082) | (8,026,148) |
|  | (5,5,0,002) | (0,020,140) |
| ESTIMATED SAVINGS  | \$ 85,332   | \$ 829,611  |
| % of Savings to City Cost  |             |             |
|  | 1%          | 9%          |

- 1. FY XXXX would be/was the first year these services are/were contracted out.
- 2. Salary rates as posted in DHR website at June 30, 2014 Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- <List any other comments or assumptions>

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### CITY AND COUNTY OF SAN FRANCISCO

#### OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: Towing, Storage, and Disposal Contract - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for towing, storage, and disposal 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 2014-15 and 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield,

Controller

Enclosures

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations

Kate Howard, Mayor's Budget Office

SFMTA-FINANCE TOWING SERVICES COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2014-15

#### **ESTIMATED CITY COSTS:**

PROJECTED PERSONNEL COSTS

| Dispatch   Calass   Title   Calass   Equivalent   Di-Weekly Rate   Low   High  |  | 1             | # of Full Time |         |          | I         |                  |
|--|--|---------------|----------------|---------|----------|-----------|------------------|
| Light   Class   Positions   Bi-Weekly Rate   Low   High  |  |               |                |         |          |           |                  |
| Management & Administration   MIS Administration   MIS Administrator   MI   1023   1.0   3.256   3.957   84.982   103.4   Accountant   V   1657   1.0   2.319   2.819   60.526   73.1   4.823   1.0   3.177   3.788   81.354   98.5   5.825   5.925   7.184   5.825   5.925   7.184   5.825   7.185   5.925   7.184   5.825   7.185    | Job Class Title                                | Class         |                | Bi-Weel | kh/Rata  | 1.04      | C P. J.          |
| MIS Administrator III  | Managament B & Julian III                      |               |                |         | My Flate | LOW       | High             |
| Senior Payroll & Personnel Clerk   1222   1.0   3,256   3,957   34,952   73,1   73,2   | IMIC Administration                            |               |                |         |          |           |                  |
| Sention Paylon la Personniel Clerk   1222   1.0   2.319   2.819   60.526   73.4  | Copies Devest & Deserved of the                |               | 1.0            | 3,256   | 3.957    | 84 982    | 102 27           |
| Secularity 1657 1.0 3,470 4,539 90,557 115. Senior Administrative Analyst 1823 1.0 3,117 3,788 81,354 96,50  Dispatch & Customer Processing Clerk 1404 3.0 1,654 2,009 129,508 157,3  Account Clerk 1630 3.0 1,773 2,156 138,826 168,8  Principal Account Clerk 1630 3.0 1,773 2,156 138,826 168,8  Principal Account Clerk 1652 1.0 2,478 3,012 64,676 78,6  Senior Accountant 1652 1.0 2,478 3,012 64,676 78,6  Senior Accountant 1705 1.0 2,023 2,459 52,800 64,1  Communications Dispatcher I 1704 7.0 1,827 2,221 333,793 405,7  Senior Management Assistant 1844 1.0 2,819 3,426 73,576 89,4  Cashier II 4321 7.0 1,840 2,236 33,6168 408,5  Collection Supervisor 4366 3.0 2,663 2,997 193,088 234,6  Vehicle Storage & Disposal  Sr Materials & Supplies Supervisor 1926 2.0 1,862 2,264 97,196 118,15  Senior Storekeeper 1934 10.0 1,809 2,199 472,149 573,9  Senior Storekeeper 1934 10.0 1,809 2,199 472,149 573,9  Senior Storekeeper 1934 10.0 1,809 2,199 472,149 573,9  Senior Storekeeper 1934 10.0 3,041 3,696 79,370 86,41  Vehicle Storage & Disposal 5  Frincipal Accountant Materials Coordinator 1942 1.0 3,041 3,696 79,370 86,41  Vehicle Storage & Disposal 50  Security Guard 8202 2.0 2,627 3,193 137,129 166,67  Frincik Driver 1940 18,38 1 10 3,629 3,629 94,717 94,717  Account 1940 1940 1940 1940 1940 1940 1940 1940  | Serior Payroll & Personnel Clerk               | 1222          | 1.0            |         |          |           |                  |
| Senior Administrative Analyst   1823   1.0   3,117   3,788   81,354   98,8   |  | 1657          | 1.0            |         |          |           |                  |
| Dispatch & Customer Processing   1404   3.0   1,654   2,009   129,508   157,3   160,000   160,   | Senior Administrative Analyst                  | 1823          |                |         |          |           |                  |
| Clerk  | Dispatch & Customer Processing                 |               |                |         |          |           | 00,00            |
| Account Clerk  | Clerk  | 1404          | 0.0            |         |          |           |                  |
| Principal Account Clerk Senior Account Clerk Senior Account Table 1634 1.0 2,319 2,819 60,526 73,5 2,617 3,012 64,676 78,6 2,617 2,617 3,012 64,676 78,6 2,617 2,617 3,012 64,676 78,6 2,617 2,617 3,012 64,676 78,6 2,617 2,617 3,612 3,012 64,676 78,6 3,012 64,676 78,6 3,012 64,676 78,6 3,012 64,676 78,6 3,012 64,676 78,6 64,7 6,6177 78,6 60,526 73,576 89,4 405,7 73,576 89,4 405,7 1,840 2,238 3,426 73,576 89,4 405,7 1,840 2,238 3,6168 408,3 1,842 2,264 3,01 2,263 2,507 161,533 196,2 2,366 2,997 193,088 234,6 24,66 2,997 193,088 234,6 24,66 2,997 193,088 234,6 24,66 2,997 193,088 234,6 24,66 2,997 193,088 234,6 24,66 2,997 193,088 234,6 24,66 2,997 193,088 234,6 24,66 2,997 193,088 234,6 24,66 2,997 193,088 234,6 2,997 193,088 234,6 2,997 193,088 234,6 2,997 193,088 234,6 2,997 193,088 234,6 2,997 193,088 234,6 2,997 193,088 234,6 2,997 193,088 234,6 2,618,66 2,997 193,088 234,6 2,618,68 2,997 193,088 234,6 2,618,66 2,997 193,088 234,6 2,618,66 2,997 193,088 234,6 2,618,66 2,997 193,088 234,6 2,618,66 2,997 193,088 234,6 2,618,66 2,997 193,088 234,6 2,618,66 2,997 193,088 24,51 2 | Account Clerk                                  |               |                |         |          | 129,508   | 157,30           |
| Senior Accountant  | Principal Account Clark                        | -             |                |         | 2,156    | 138,826   | 168,81           |
| 1652   1.0   2.478   3.012   64.676   78.6   |  |               | 1.0            | 2,319   | 2,819    | 60,526    | 73,57            |
| 1704   7.0   1.827   2.21   333,793   405,7    |  |               | 1,0            | 2,478   | 3,012    |           |                  |
| Senior Management Assistant   1705   1.0   2,023   2,459   52,800   64,1   | Contanunications Dispatcher I                  | 1704          | 7.0            | 1.827   |          |           |                  |
| Senior Management Assistant   1844   1.0   2,819   3,426   73,576   89,4   | Communications Dispatcher II                   | 1705          | 1.0            |         |          |           | •                |
| Cashier III  |  | 1844          |                |         |          | •         | •                |
| Cashier III 4322 3.0 2,063 2,507 161,533 196,2 436,6   |  | 4321          |                |         |          | •         | 89,419           |
| 161,533   196,2   2,466   2,997   193,088   234,6   2,997   2,342   150,884   183,37   2,900   2,345   2,900   | Cashier III                                    |               |                | -       |          | -         | 408,517          |
| Vehicle Storage & Disposal   Storage & Disposal   Storage & Disposal   Storage & Disposal   Storekeeper   1934   10.0   1,862   2,264   97,196   118,118,118,118,118,118,118,118,118,118   | Collection Supervisor                          |               |                |         |          |           | 196,298          |
| ### Straterials & Supplies Supervisor  | •  | 4000          | 3.0            | 2,466   | 2,997    | 193,088   | 234,669          |
| Storekeeper   1934   10.0   1,809   2,199   472,149   573,93   58-pilor Storekeeper   1934   10.0   1,809   2,199   472,149   573,93   58-pilor Storekeeper   1936   3.0   1,927   2,342   150,884   183,33   70-purchaser   1952   2.0   2,627   3,193   137,129   166,65   79,370   96,44   79,370   96,44   79,370   96,44   79,370   96,44   79,370   96,44   79,370   96,44   79,370   96,44   79,370   96,44   79,370   96,44   79,370   96,44   79,370   96,44   79,370   96,44   79,370   96,44   79,370   79,370   96,44   79,370   79,370   79,471    | /ehicle Storage & Disposal                     |               |                |         |          |           |                  |
| 1934   10.0   1,809   2,199   472,149   573,95   | or Materials & Supplies Supervisor             | 1926          | 2.0            | 1.862   | 2 264    | 07.106    | 440.40.          |
| 1936   3.0   1,927   2,342   150,884   183,35  |  | 1934          |                | •       |          |           |                  |
| Assistant Materials Coordinator 1942 1.0 3,041 3,696 79,370 96,40  | Senior Storekeeper                             | 1936          |                |         |          |           | 573,939          |
| Purchaser 1952 2.0 2,627 3,193 79370 96,47   | Assistant Materials Coordinator                | _             |                | •       | •        |           | 183,379          |
| Security Guard   8202  |  |               |                |         |          | 79,370    | 96,466           |
| Cowing Services   Fruck Driver   7355   50.0   2,387   3,041   3,115,035   3,968,50   3,041    | Security Guard                                 |               |                |         | 3,193    | 137,129   | 166,675          |
| Truck Driver 7355 50.0 2,387 3,041 3,115,035 3,968,50 Automobile Mechanic-Asst Supvsr (3) 7382 1.0 3,629 3,629 94,717 94,71 94,71 stomobile Mechanic (3) 7381 5.0 3,012 3,012 393,066 393,066 393,066 all oliday Pay (if applicable) 393,066 393,066 all oliday Pay (if applicable) 393,066 all oli |  | 0202          | 4.0            | 1,588   | 2,342    | 165,787   | 244,505          |
| Automobile Mechanic-Asst Supvsr (3) 7382 1.0 3,629 3,629 94,717 9 |  |               |                |         |          |           |                  |
| Automobile Mechanic-Asst Supvsr (3) 7382 1.0 3,629 3,629 94,717 94,717 94,717 393,066  |  | 7355          | 50.0           | 2 227   | 0.044    |           |                  |
| Automobile Mechanic (3) 7381 5.0 3,029 94,71 94,71 393,06 393,066 393, | Automobile Mechanic-Asst Supver (3)            |               |                |         |          |           | 3,968,505        |
| Adoliday Pay (if applicable)   393,066   393   | Automobile Mechanic (3)                        |               |                | -       | •        | 94,717    | 94,717           |
| Ilight / Shift Differential (8.5% of salary for estimated 1/3 of employees)   185,886   229,57     Inter Pay (if applicable)   0   0     Total Salary Costs   112.00   6,753,142   8,340,36     RINGE BENEFITS   |  | 7301          | 5.0            | 3,012   | 3,012    | 393,066   | 393,066          |
| Dither Pay (if applicable)   0   0   0   0   0   0   0   0   0   | light / Shift Differential (9.5% of colors for |               |                |         |          |           |                  |
| Total Salary Costs   112.00   6,753,142   8,340,36   | Overtime Pay (if applicable)                   | estimated 1/3 | of employees)  |         |          | 185,886   | 229,576          |
| Total Salary Costs   112.00   6,753,142   8,340,36   | other Pay (if applicable)                      |               |                |         |          |           | 0                |
| Total Salary Costs   112.00   6,753,142   8,340,36     RINGE BENEFITS   2,183,588   2,618,66     Interpretation   1,577,754   1,577,75     Total Benefits   3,761,342   4,196,41     DDITIONAL CITY COSTS (if applicable)     appital and Operations:  |  | -             |                |         |          | 0         | ō                |
| Ariable  |  |               | 112.00         |         |          | 6,753,142 | 8,340,360        |
| 2,183,588   2,618,66   1,577,754   1,577,755   3,761,342   4,196,415   | RINGE BENEFITS                                 |               |                |         | •        |           |                  |
| Total Benefits 1,577,754 1,577,755 3,761,342 4,196,415  DDITIONAL CITY COSTS (if applicable)  appital and Operations: ostage+supplies+uniforms ent - 7th St and Bayshore; office rniture/computers oecialized Software 2,611,243 2,611,243 rel (assume 10mi/gai) 368,168 368,168 rommunications (handheld devices) 368,168 368,168 368,168 rommunications (handheld devices) 368,168 368,1 |  |               |                | •       |          | 0.400.500 |                  |
| Application      | ixed   |               |                |         |          |           |                  |
| ### DDITIONAL CITY COSTS (if applicable)  #### applications:  ### Dostage+supplies+uniforms  ### applications:  ### Destage+supplies+uniforms  ### applications:  ### applications: ### applications: ### applications: ### applications: ### app | Total Benefits                                 |               |                |         |          |           | 1,577,754        |
| apital and Operations: ostage+supplies+uniforms ent - 7th St and Bayshore; office rniture/computers oscialized Software del (assume 10mi/gal) ommunications (handheld devices) ilities uck & Lift Repair & Maintenance stage - supplies - uniforms 66,172 66,1 |  | ,             |                |         |          | 3,761,342 | 4,196,415        |
| ### Destage+supplies+uniforms  ### Part - 7th St and Bayshore; office  ### Initure/computers  #### Part - 7th St and Bayshore; office  ###################################   | DDITIONAL CITY COSTS (if applicable)           |               |                | ·       |          |           |                  |
| ent - 7th St and Bayshore; office rniture/computers pecialized Software sel (assume 10mi/gal) rmmunications (handheld devices) slitties suck & Lift Repair & Maintenance 2,611,243 2,611,2 | apital and Operations:                         |               |                |         |          |           |                  |
| ### - 7th St and Bayshore; office   66,172   66, | ostage+supplies+uniforms                       |               |                |         |          |           |                  |
| rniture/computers  pecialized Software 2,611,243 2,611,243 pel (assume 10mi/gal) 368,168 368,168 pmmunications (handheld devices) 225,000 225,000 filities 15,000 15,000 uck & Lift Repair & Maintenance 42,000 42,000   | ent - 7th St and Bayshore; office              |               |                |         |          | 66,172    | 66,172           |
| pecialized Software 2,611,243 2,611,243 2,611,243 2,611,243 2,611,243 2,611,243 2,611,243 2,611,243 2,611,243 368,168  | miture/computers                               |               |                |         |          |           |                  |
| el (assume 10mi/gal) 368,168 3 |  |               |                |         |          | 2,611,243 | 2,611.243        |
| mmunications (handheld devices) 225,000 225,000 15,000 15,000 15,000 42,000 42,000   | el (assume 10mi/gal)                           |               |                |         |          |           |                  |
| lities 15,000 15,000 42,000 42,000 42,000  | emmunications (handhald and h                  |               |                |         |          | •         |                  |
| uck & Lift Repair & Maintenance 42,000 42,000  | litios   |               |                |         |          |           |                  |
| work of this repair of lyight rectange   |  |               |                |         |          | •         |                  |
| 90,000 90,000  | иск а ыт нераіг & Maintenance                  |               |                |         |          | •         | 42,000<br>90,000 |

| Trucks                              | ,000              | 870,000      |
|-------------------------------------|-------------------|--------------|
|                                     | 4,287,582         | 4,287,582    |
| ESTIMATED TOTAL CITY COST           | 14,802,066        | 16,824,357   |
| LESS: ESTIMATED TOTAL CONTRACT COST | (14,027,675)      | (14,027,967) |
| ESTIMATED SAVINGS                   | <b>\$</b> 774,391 | \$ 2,796,390 |
| % of Savings to City Cost           | 5%                | 17%          |

- <u>Comments/Assumptions:</u>
  1. FY 2005 was the first year these services were contracted out.
- Salary rates as posted in DHR website, rates at June 30, 2014. Costs are represented as annual 12 month costs.
   Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-tixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

SFMTA-FINANCE **TOWING SERVICES** COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2015-16

### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

| PROJECTED PERSONNEL COSTS                      | <del> </del> |                   |             |         | ·         |           |
|--|--------------|-------------------|-------------|---------|-----------|-----------|
|  |              | # of Full Time    |             |         |           |           |
| Let Of The                                     |              | Equivalent        |             |         |           |           |
| Job Class Title                                | Class        | Positions         | Bi-Week     | ly Rate | Low       | High      |
| Management & Administration                    |              |                   |             |         | \$ -      | \$ -      |
| MIS Administrator III                          | 1000         |                   |             |         |           |           |
| Senior Payroll & Personnel Clerk               | 1023         | 1.0               | 3,256       | 3,957   | 84,982    | 103,278   |
| Accountant IV                                  | 1222         | 1.0               | 2,319       | 2,819   | 60,526    | 73,576    |
| Senior Administrative Analyst                  | 1657         | 1.0               | 3,470       | 4,539   | 90,567    | 118,468   |
| Geriloi Administrative Analyst                 | 1823         | 1.0               | 3,117       | 3,788   | 81,354    | 98,867    |
| Dispatch & Customer Processing                 |              |                   |             | ,       |           | •         |
| Clerk  | 1404         | 3.0               | 1,654       | 2,009   | 129,508   | 157,305   |
| Account Clerk                                  | 1630         | 3.0               | 1,773       | 2,156   | 138,826   | 168,815   |
| Principal Account Clerk                        | 1634         | 1.0               | 2,319       | 2,819   | 60,526    | 73,576    |
| Senior Accountant                              | 1652         | 1.0               | 2,478       | 3,012   | 64,676    | 78,613    |
| Communications Dispatcher I                    | 1704         | 7.0               | 1,827       | 2,221   | 333,793   | 405,777   |
| Communications Dispatcher II                   | 1705         | 1.0               | 2,023       | 2,459   | 52,800    | •         |
| Senior Management Assistant                    | 1844         | 1.0               | 2,819       | 3,426   |           | 64,180    |
| Cashier II                                     | 4321         | 7.0               |             |         | 73,576    | 89,419    |
| Cashier III                                    | 4322         | 3.0               | 1,840       | 2,236   | 336,168   | 408,517   |
| Collection Supervisor                          | 4366         |                   | 2,063       | 2,507   | 161,533   | 196,298   |
| Odiodion dapervisor                            | 4300         | 3.0               | 2,466       | 2,997   | 193,088   | 234,665   |
| Vehicle Storage & Disposal                     |              |                   |             |         |           |           |
| Sr Materials & Supplies Supervisor             | 1926         | 2.0               | 1,862       | 2,264   | 97,196    | 118,181   |
| Storekeeper                                    | 1934         | 10.0              | 1,809       | 2,199   | 472,149   | 573,939   |
| Senior Storekeeper                             | 1936         | 3.0               | 1,927       | 2,342   | 150,884   | 183,379   |
| Assistant Materials Coordinator                | 1942         | 1.0               | 3,041       | 3,696   | 79,370    | 96,466    |
| Purchaser                                      | 1952         | 2.0               | 2,627       | 3,193   | 137,129   | 166,675   |
| Security Guard                                 | 8202         | 4.0               | 1,588       | 2,342   | 165,787   | 244,505   |
| Towing Services                                |              |                   |             |         | ·         |           |
| Truck Driver                                   | 7055         | <b>50.0</b>       | 0.007       |         |           |           |
| Automobile Mechanic-Asst Supvsr (3)            | 7355<br>7382 | 50.0              | 2,387       | 3,041   | 3,115,035 | 3,968,505 |
| Automobile Mechanic (3)                        | 7382<br>7381 | 1.0               | 3,629       | 3,629   | 94,717    | 94,717    |
| Additional Medianic (3)                        | /301         | 5.0               | 3,012       | 3,012   | 393,066   | 393,066   |
| Holiday Pay (if applicable)                    |              |                   |             |         |           |           |
| Night / Shift Differential (8.5% of salary for | actimated :  | 1/2 of amployage) |             |         | 105 000   | 000 570   |
| Overtime Pay (if applicable)                   | commateu     | ind or employees) |             |         | 185,886   | 229,576   |
| Other Pay (if applicable)                      |              |                   |             |         | 0         | 0         |
| Total Salary Costs                             |              | 112.00            |             | Г       | 6,753,142 | 8,340,360 |
|  | ····         | 112.001           | <del></del> |         | 0,733,142 | 0,340,300 |
| FRINGE BENEFITS                                |              |                   |             |         | ,         |           |
| Variable                                       |              | •                 |             |         | 2,086,985 | 2,502,309 |
| Fixed  |              |                   | •           |         | 1,633,415 | 1,633,415 |
| Total Benefits                                 |              |                   |             | -       | 3,720,400 | 4,135,724 |
| ADDITIONAL CITY COSTS (if applicable)          |              | •                 |             |         |           | , ,       |

#### ADDITIONAL CITY COSTS (if applicable)

<u>Capital and Operations:</u> Postage+supplies+uniforms

| Rent - 7th St and Bayshore; office furniture/computers Specialized Software Fuel (assume 10mi/gal) Communications (handheld devices) Utilities Truck & Lift Repair & Maintenance Trucks | 2,611,243<br>368,168<br>225,000<br>15,000<br>368,168<br>90,000<br>870,000 | 2,611,243<br>368,168<br>225,000<br>15,000<br>368,168<br>90,000<br>870,000<br>4,613,750 |
|---|---|--|
| ESTIMATED TOTAL CITY COST   | 15,087,291  | 17,089,834   |
| LESS: ESTIMATED TOTAL CONTRACT COST   | (14,548,211)  | (14,548,501)   |
| ESTIMATED SAVINGS % of Savings to City Cost   | \$ 539,080<br>4%  | \$ <b>2,541,332</b>  |

- 1. FY 2005 was the first year these services were contracted out.
- 2. Salary rates as posted in DHR website, rates at June 30, 2014. Costs are represented as annual 12 month costs.
- Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

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#### CITY AND COUNTY OF SAN FRANCISCO

#### OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: Towing, Storage, and Disposal Contract - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for towing, storage, and disposal 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 2014-15 and 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield,

Controller

**Enclosures** 

cc: Severin Campbell, Board of Supervisors' Budget Analyst

Martin Gran, Human Resources, Employee Relations

Kate Howard, Mayor's Budget Office

SFMTA-FINANCE TOWING SERVICES COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2014-15

#### **ESTIMATED CITY COSTS:**

PROJECTED PERSONNEL COSTS

| PROJECTED PERSONNEL COSTS                          |              |                  |         |         |                 |           |
|--|--------------|------------------|---------|---------|-----------------|-----------|
|  |              | # of Full Time   |         |         |                 |           |
| ĺ  |              | Equivalent       |         |         | i               |           |
| Job Class Title                                    | Class        | Positions        | Bi-Week | ly Rate | Low             | High      |
| Managament 9 Administration                        |              |                  |         |         |                 |           |
| Management & Administration  MIS Administrator III |              |                  |         | 4       |                 |           |
| Senior Payroll & Personnel Clerk                   | 1023         | 1.0              | 3,256   | 3,957   | 84,982          | 103,278   |
| Accountant IV                                      | 1222         | 1.0              | 2,319   | 2,819   | 60,526          | 73,576    |
| Senior Administrative Analyst                      | 1657<br>1823 | 1.0              | 3,470   | 4,539   | 90,567          | 118,468   |
| Comor Administrative Analyst                       | 1023         | 1.0              | 3,117   | 3,788   | 81,354          | 98,867    |
| Dispatch & Customer Processing                     |              |                  |         |         | -               |           |
| Clerk  | 1404         | 3.0              | 1,654   | 2,009   | 129,508         | 157,305   |
| Account Clerk                                      | 1630         | 3.0              | 1,773   | 2,156   | 138,82 <b>6</b> | 168,815   |
| Principal Account Clerk                            | 1634         | 1.0              | 2,319   | 2,819   | 60,526          | 73,576    |
| Senior Accountant                                  | 1652         | 1,0              | 2,478   | 3,012   | 64,67 <b>6</b>  | 78,613    |
| Communications Dispatcher I                        | 1704         | 7.0              | 1,827   | 2,221   | 333,793         | 405,777   |
| Communications Dispatcher II                       | 1705         | 1,0              | 2,023   | 2,459   | 52,800          | 64,180    |
| Senior Management Assistant                        | 1844         | 1.0              | 2,819   | 3,426   | 73,576          | 89,419    |
| Cashier II   | 4321         | 7.0              | 1,840   | 2,236   | 336,168         | 408,517   |
| Cashier III  | 4322         | 3.0              | 2,063   | 2,507   |                 | =         |
| Collection Supervisor                              | 4366         | 3.0              |         |         | 161,533         | 196,298   |
| Solidar Supervisor                                 | 4000         | 3.0              | 2,466   | 2,997   | 193,088         | 234,665   |
| Vehicle Storage & Disposal                         |              |                  |         |         |                 |           |
| Sr Materials & Supplies Supervisor                 | 1926         | 2.0              | 1,862   | 2,264   | 97,196          | 118,181   |
| Storekeeper  | 1934         | 10.0             | 1,809   | 2,199   | 472,149         | 573,939   |
| Senior Storekeeper                                 | 1936         | 3.0              | 1,927   | 2,342   | 150,884         | 183,379   |
| Assistant Materials Coordinator                    | 1942         | 1.0              | 3,041   | 3,696   | 79,370          | 96,466    |
| Purchaser  | 1952         | 2.0              | 2,627   | 3,193   | 137,129         | 166,675   |
| Security Guard                                     | 8202         | 4.0              | 1,588   | 2,342   | 165,787         | 244,505   |
|  | ÷            |                  | .,      | _,-,    | , 55,, 6,       | - 1,1000  |
| Towing Services                                    |              |                  |         |         |                 |           |
| Truck Driver                                       | 7355         | 50.0             | 2,387   | 3,041   | 3,115,035       | 3,968,505 |
| Automobile Mechanic-Asst Supvsr (3)                | 7382         | 1.0              | 3,629   | 3,629   | 94,717          | 94,717    |
| Automobile Mechanic (3)                            | 7381         | 5.0              | 3,012   | 3,012   | 393,066         | 393,066   |
| <br> Holiday Pay (if applicable)                   |              |                  |         |         |                 |           |
| Night / Shift Differential (8.5% of salary for     | astimated 1  | /3 of employees) |         |         | 105.006         | 000 570   |
| Overtime Pay (if applicable)                       | commated i   | 73 or employees) |         |         | 185,886         | 229,576   |
| Other Pay (if applicable)                          |              |                  |         |         | 0               | 0         |
| Total Salary Costs                                 |              | 112.00           |         | Г       | 6,753,142       | 8,340,360 |
|  | <del></del>  | 1 (2.00)         |         | L       | 0,100,142       | 0,040,000 |
| FRINGE BENEFITS                                    |              |                  |         |         |                 |           |
| Variable   |              |                  |         |         | 2,183,588       | 2,618,661 |
| Fixed  |              | •                |         |         | 1,577,754       | 1,577,754 |
| Total Benefits                                     |              |                  |         |         | 3,761,342       | 4,196,415 |
| ADDITIONAL CITY COSTS (if applicable)              |              |                  | ,       |         |                 |           |
|  |              |                  |         |         |                 |           |
| Capital and Operations:                            |              |                  |         |         |                 |           |
| Postage+supplies+uniforms                          |              |                  |         |         | 66,172          | 66,172    |
| Rent - 7th St and Bayshore; office                 |              |                  |         |         | ,               | JJ, 1, L  |
| furniture/computers                                |              |                  |         |         | 2,611,243       | 2,611,243 |
| Specialized Software                               |              |                  |         |         | 368,168         | 368,168   |
| Fuel (assume 10mi/gal)                             |              |                  |         |         | 225,000         | 225,000   |
| Communications (handheld devices)                  |              |                  |         |         | 15,000          | 15,000    |
| Utilities  |              |                  |         |         | 42,000          | 42,000    |
| Truck & Lift Repair & Maintenance                  |              |                  |         |         | 90,000          | 90,000    |
|  |              |                  |         |         | -1              | ,         |

| Trucks                              | ,000,        | 870,00 <b>0</b> |  |
|-------------------------------------|--------------|-----------------|--|
|                                     | 4,287,582    | 4,287,582       |  |
| ESTIMATED TOTAL CITY COST           | 14,802,066   | 16,824,357      |  |
| LESS: ESTIMATED TOTAL CONTRACT COST | (14,027,675) | (14,027,967)    |  |
| ESTIMATED SAVINGS                   | \$ 774,391   | \$ 2,796,390    |  |
| % of Savings to City Cost           | 5%           | 17%             |  |

- Comments/Assumptions:

  1. FY 2005 was the first year these services were contracted out.

  2. Salary rates as posted in DHR website, rates at June 30, 2014. Costs are represented as annual 12 month costs.

  3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

# Please Fill Out Highlighted Areas Only.

SFMTA-FINANCE TOWING SERVICES COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2015-16

| <b>PROJECTED</b> | PERSONNEL | COSTS |
|------------------|-----------|-------|
|------------------|-----------|-------|

| PROJECTED PERSONNEL COSTS                         |              |                  |                |                |          |                             |                   |     |
|---|--------------|------------------|----------------|----------------|----------|-----------------------------|-------------------|-----|
|   |              | # of Full Time   |                |                |          |                             |                   |     |
|   | ·            | Equivalent       |                |                |          |                             |                   |     |
| Job Class Title                                   | Class        | Positions        | Bi-Weekl       | y Rate         | <u> </u> | Low                         | High              | 4   |
|   |              |                  |                |                | \$       | -                           | \$ -              |     |
| Management & Administration                       |              |                  |                |                |          |                             |                   | _   |
| MIS Administrator III                             | 1023         | 1.0              | 3,256          | 3,957          |          | 84,982                      | 103,27            |     |
| Senior Payroll & Personnel Clerk                  | 1222         | 1.0              | 2,319          | 2,819          |          | 60,526                      | 73,57             |     |
| Accountant IV                                     | 1657         | 1.0              | 3,470          | 4,539          |          | 90,567                      | 118,46            |     |
| Senior Administrative Analyst                     | 1823         | . 1.0            | 3,117          | 3,788          |          | 81,354                      | 98,86             | "丨  |
| Dispatch & Customer Processing                    |              |                  |                |                |          |                             |                   |     |
| Clerk   | 1404         | 3.0              | 1,654          | 2,009          |          | 129,508                     | 157,30            | 15  |
| Account Clerk                                     | 1630         | 3.0              | 1,773          | 2,156          |          | 138,826                     | 168,81            | - 4 |
| Principal Account Clerk                           | 1634         | 1.0              | 2,319          | 2,819          |          | 60,526                      | 73,57             |     |
| Senior Accountant                                 | 1652         | 1.0              | 2,478          | 3,012          |          | 64,676                      | 78,61             |     |
| Communications Dispatcher I                       | 1704         | 7.0              | 1,827          | 2,221          |          | 333,793                     | 405,77            |     |
| Communications Dispatcher II                      | 1705         | 1.0              | 2,023          | 2,459          |          | 52,800                      | 64,18             |     |
| Senior Management Assistant                       | 1844         | 1.0              | 2,819          | 3,426          |          | 73,576                      | 89,41             |     |
| Cashler II  | 4321         | 7.0              | 1,840          | 2,236          |          | 336,168                     | 408,51            | - 1 |
| Cashier III                                       | 4322         | 3.0              | 2,063          | 2,507          |          | 161,533                     | 196,29            | - 1 |
| Collection Supervisor                             | 4366         | 3.0              | 2,466          | 2,997          |          | 193,088                     | 234,66            | t t |
| Collection Supervisor                             | 4000         | 3.0              | 2,400          | 2,331          |          | 190,000                     | 204,00            | ~   |
| Vehicle Storage & Disposal                        |              |                  |                |                |          |                             |                   |     |
| Sr Materials & Supplies Supervisor                | 1926         | 2.0              | 1,862          | 2,264          |          | 97,196                      | 118,18            | 31  |
| Storekeeper                                       | 1934         | 10.0             | 1,809          | 2,199          |          | 472,149                     | 573,93            |     |
| Senior Storekeeper                                | 1936         | 3.0              | 1,927          | 2,342          |          | 150,884                     | 183,37            | 79  |
| Assistant Materials Coordinator                   | 1942         | 1.0              | 3,041          | 3,696          |          | 79,370                      | 96,46             | 36  |
| Purchaser   | 1952         | 2.0              | 2,627          | 3,193          |          | 137,129                     | 166,67            | 75  |
| Security Guard                                    | 8202         | 4.0              | 1,588          | 2,342          |          | 165,787                     | 244,50            | )5  |
| Tourism Comission                                 |              |                  |                |                |          |                             |                   |     |
| Towing Services Truck Driver                      | 7055         | 50.0             | 7 7 7 7 7      | 2.044          |          | 2 115 025                   | 3 069 51          | 25  |
| Automobile Mechanic-Asst Supvsr (3)               | 7355<br>7382 | 50.0<br>1.0      | 2,387<br>3,629 | 3,041<br>3,629 |          | 3,115,035<br>94,71 <b>7</b> | 3,968,50<br>94.71 |     |
| Automobile Mechanic (3)                           | 7381         | 5.0              | 3,029          | 3,012          |          | 393,066                     | 393,06            |     |
| Automobile Wechanic (3)                           | 7301         | 5.0              | 3,012          | 3,012          |          | 393,000                     | 550,00            | ,   |
| Holiday Pay (if applicable)                       |              |                  |                |                |          |                             |                   |     |
| Night / Shift Differential (8.5% of salary for    | estimated    | 1/3 of employees | )              |                |          | 185,886                     | 229,57            | 76  |
| Overtime Pay (if applicable)                      |              | ,,,              | <b>,</b>       |                |          | 0 `                         |                   | 0   |
| Other Pay (if applicable)                         |              |                  |                |                |          | 0                           |                   | 0   |
| Total Salary Costs                                |              | 112.00           |                |                |          | 6,753,142                   | 8,340,3           | 60  |
|   |              |                  |                |                |          |                             |                   |     |
| FRINGE BENEFITS                                   | •            | •                |                |                |          |                             |                   |     |
| Variable  |              |                  |                |                |          | 2,086,985                   | 2,502,30          |     |
| Fixed   |              |                  |                |                |          | 1,633,415                   | 1,633,4           |     |
| Total Benefits                                    |              |                  |                |                |          | 3,720,400                   | 4,135,7           | 24  |
| ADDITIONAL CITY COSTS (if applicable)             |              |                  |                |                |          |                             |                   |     |
| Conital and Operations                            |              |                  |                |                |          |                             |                   |     |
| Capital and Operations: Postage+supplies+uniforms |              |                  | •              |                |          | 66,172                      | 66,1              | 72  |
| r oatage+auppliea+unitorina                       |              |                  |                |                |          | 00,172                      | 00,1              | 12  |

| Rent - 7th St and Bayshore; office  |              | •            |
|-------------------------------------|--------------|--------------|
| furniture/computers                 | 2,611,243    | 2,611,243    |
| Specialized Software                | 368,168      | 368,168      |
| Fuel (assume 10mi/gal)              | 225,000      | 225,000      |
| Communications (handheld devices)   | 15,000       | 15,000       |
| Utilities                           | 368,168      | 368,168      |
| Truck & Lift Repair & Maintenance   | 90,000       | 90,000       |
| Trucks                              | 870,000      | 870,000      |
|                                     | 4,613,750    | 4,613,750    |
| ESTIMATED TOTAL CITY COST           | 15,087,291   | 17,089,834   |
| LESS: ESTIMATED TOTAL CONTRACT COST | (14,548,211) | (14,548,501) |
| ESTIMATED SAVINGS                   | \$ 539,080   | \$ 2,541,332 |
| % of Savings to City Cost           | 4%           | 15%          |

- Comments/Assumptions:

  1. FY 2005 was the first year these services were contracted out.
- 2. Salary rates as posted in DHR website, rates at June 30, 2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

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# CITY AND COUNTY OF SAN FRANCISCO

# OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda **Deputy Controller** 

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7th Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: Towing, Storage, and Disposal Contract - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for towing, storage, and disposal 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 2014-15 and 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield.

Controller

**Enclosures** 

Severin Campbell, Board of Supervisors' Budget Analyst

Martin Gran, Human Resources, Employee Relations

Kate Howard, Mayor's Budget Office

# Please Fill Out Highlighted Areas Only.

SFMTA-FINANCE TOWING SERVICES COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2014-15

## **ESTIMATED CITY COSTS:**

PROJECTED PERSONNEL COSTS

| PROJECTED PERSONNEL COSTS                                     |              | <del></del>       |          |            |                 | ·-···                                   |
|---|--------------|-------------------|----------|------------|-----------------|---|
|   |              | # of Full Time    |          |            |                 |   |
| hat Olasa Tilla   | <b>O</b> I - | Equivalent        |          | <b>~</b> . |                 |   |
| Job Class Title   | Class        | Positions         | Bi-Weekl | y Rate     | Low             | High                                    |
| Management & Administration                                   |              | •                 |          |            |                 |   |
| MIS Administrator III   | 1023         | 1.0               | 3,256    | 3,957      | 84,982          | 103,278                                 |
| Senior Payroll & Personnel Clerk                              | 1222         | 1.0               | 2.319    | 2,819      | 60,526          | 73,576                                  |
| Accountant IV   | 1657         | 1.0               | 3,470    | 4,539      | 90,567          | 118,468                                 |
| Senior Administrative Analyst                                 | 1823         | 1.0               | 3,117    | 3,788      | 81,354          | 98,867                                  |
| Dispatch & Customer Processing                                |              |                   |          |            |                 |   |
| Clerk   | 1404         | 3.0               | 1,654    | 2,009      | 129,508         | 157,305                                 |
| Account Clerk   | 1630         | 3.0               | 1,773    | 2,156      | 138,826         | 168,815                                 |
| Principal Account Clerk                                       | 1634         | 1.0               | 2,319    | 2,819      | 60,526          | 73,576                                  |
| Senior Accountant   | 1652         | 1,0               | 2,478    | 3,012      | 64,67 <b>6</b>  | 78,613                                  |
| Communications Dispatcher I                                   | 1704         | 7.0               | 1,827    | 2,221      | 333,793         | 405,777                                 |
| Communications Dispatcher II                                  | 1705         | 1.0               | 2,023    | 2,459      | •               |   |
| Senior Management Assistant                                   | 1844         |                   |          |            | 52,800          | 64,180                                  |
| Cashier II  |              | 1.0               | 2,819    | 3,426      | 73,576          | 89,419                                  |
|   | 4321         | 7.0               | 1,840    | 2,236      | 336,168         | 408,517                                 |
| Cashier III   | 4322         | 3.0               | 2,063    | 2,507      | 161,533         | 196,298                                 |
| Collection Supervisor   | 4366         | 3.0               | 2,466    | 2,997      | 193,088         | 234,665                                 |
| Vehicle Storage & Disposal                                    |              |                   |          |            |                 |   |
| Sr Materials & Supplies Supervisor                            | 1926         | 2.0               | 1,862    | 2,264      | 97,196          | 118,181                                 |
| Storekeeper   | 1934         | 10.0              | 1,809    | 2,199      | 472,149         | 573,939                                 |
| Senior Storekeeper  | 1936         | 3.0               | 1,927    | 2,342      | 150,884         | 183,379                                 |
| Assistant Materials Coordinator                               | 1942         | 1.0               | 3,041    | 3,696      | 79,370          | 96,466                                  |
| Purchaser   | 1952         | 2.0               | 2,627    | 3,193      | 137,129         | 166,675                                 |
| Security Guard  | 8202         | 4.0               | 1,588    | 2,342      | 165,787         | 244,505                                 |
| T. 1. 0.  | `            | •                 |          |            | , i             | ,                                       |
| Towing Services   |              |                   |          |            |                 | •                                       |
| Truck Driver  | 7355         | 50.0              | 2,387    | 3,041      | 3,115,035       | 3,968,505                               |
| Automobile Mechanic-Asst Supvsr (3)                           | 7382         | 1.0               | 3,629    | 3,629      | 94,717          | 94,717                                  |
| Automobile Mechanic (3)                                       | 7381         | 5.0               | 3,012    | 3,012      | 393,066         | 393,066                                 |
| Holiday Pay (if applicable)                                   |              |                   | -        |            |                 |   |
| Night / Shift Differential (8.5% of salary for                | estimated :  | 1/3 of employees) |          |            | 185,88 <b>6</b> | 229,576                                 |
| Overtime Pay (if applicable)                                  |              |                   |          |            | 0               | . 0                                     |
| Other Pay (if applicable)                                     |              |                   |          | 1          | 0               | 0                                       |
| Total Salary Costs  | <del> </del> | 112.00            |          |            | 6,753,142       | 8,340,360                               |
| FRINGE BENEFITS   |              |                   |          |            |                 |   |
| Variable  |              |                   | •        |            | 2,183,588       | 2,618,661                               |
| Fixed   |              |                   |          |            | 1,577,754       | 1,577,754                               |
| Total Benefits  |              |                   |          | •          | 3,761,342       | 4,196,415                               |
| ADDITIONAL CITY COSTS (if conliamble)                         |              |                   |          |            | •               | , |
| ADDITIONAL CITY COSTS (if applicable)                         |              |                   |          |            |                 |   |
| Capital and Operations:                                       |              |                   |          |            |                 |   |
| Postage+supplies+uniforms  Rept - 7th St and Baychoro; office |              |                   |          |            | 66,172          | 66,172                                  |
| Rent - 7th St and Bayshore; office                            | *            |                   |          |            |                 |   |
| furniture/computers   |              |                   |          |            | 2,611,243       | 2,611,243                               |
| Specialized Software  |              |                   |          |            | 368,168         | 368,168                                 |
| Fuel (assume 10mi/gal)  |              |                   |          |            | 225,000         | 225,000                                 |
| Communications (handheld devices)                             |              |                   |          |            | 15,000          | 15,000                                  |
| Utilities   |              |                   |          |            | 42,000          | 42,000                                  |
| Truck & Lift Repair & Maintenance                             |              |                   |          |            | 90,000          | 90,000                                  |

|                                     | ,000              | 870,000_     |
|-------------------------------------|-------------------|--------------|
| Trucks                              | 4,287,582         | 4,287,582    |
| ESTIMATED TOTAL CITY COST           | 14,802,066        | 16,824,357   |
|                                     | (14,027,675)      | (14,027,967) |
| LESS: ESTIMATED TOTAL CONTRACT COST | A 774 201         | \$ 2,796,390 |
| ESTIMATED SAVINGS                   | <u>\$ 774,391</u> |              |
| % of Savings to City Cost           | 5%                | 17%          |

Comments/Assumptions:

1. FY 2005 was the first year these services were contracted out.

2. Salary rates as posted in DHR website, rates at June 30, 2014. Costs are represented as annual 12 month costs.

Salary rates as posted in Drik website, rates actume 50, 2014. Costs are represented as arrival 12 month costs.
 Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-time fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

# Please Fill Out Highlighted Areas Only.

SFMTA-FINANCE **TOWING SERVICES** COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2015-16

# ESTIMATED CITY COSTS:

| PROJECTED | PERSONNEL | COSTS |
|-----------|-----------|-------|
|           |           |       |

|   |                              | # of Full Time<br>Equivalent | <del>- /</del> |                            |                                       |                           |
|---|------------------------------|------------------------------|----------------|----------------------------|---------------------------------------|---------------------------|
| Job Class Title                                 | Class                        | Positions                    | Bi-Weel        | dv Rate                    | Low                                   | High                      |
| Management & Administration                     |                              |                              |                |                            | \$ -                                  | \$ -                      |
| MIS Administrator III                           | 1000                         |                              |                |                            |                                       | •                         |
| Senior Payroll & Personnel Clerk                | 1023                         | 1.0                          | 3,256          | 3,957                      | 84,982                                | 103,27                    |
| Accountant (V                                   | 122 <b>2</b><br>165 <b>7</b> | 1.0                          | 2,319          | 2,819                      | 60,526                                | 73,57                     |
| Senior Administrative Analyst                   | 1823                         | 1.0<br>1.0                   | 3,470<br>3,117 | 4,539<br>3,788             | 90,567                                | 118,46                    |
| Dispatch & Customer Processing                  |                              |                              | -,,            | 0,700                      | 81,354                                | 98,86                     |
| Clerk   | 1404                         |                              |                |                            |                                       |                           |
| Account Clerk                                   | 1404                         | 3.0                          | 1,654          | 2,009                      | 129,508                               | 157,30                    |
| Principal Account Clerk                         | 1630                         | 3.0                          | 1,773          | 2,156                      | 138,826                               | 168,81                    |
| Senior Accountant                               | 1634                         | 1.0                          | 2,319          | 2,819                      | 60,526                                | 73,57                     |
| Communications Dispatcher I                     | 1652                         | 1.0                          | 2,478          | 3,012                      | 64,676                                | 78,61                     |
| Communications Dispatcher (                     | 1704                         | 7.0                          | 1,827          | 2,221                      | 333,793                               | 405,77                    |
| Communications Dispatcher II                    | 1705                         | 1.0                          | 2,023          | 2,459                      | 52,800                                |                           |
| Senior Management Assistant                     | 1844                         | 1.0                          | 2,819          | 3,426                      | 73,576                                | 64,18                     |
| Cashier II                                      | 4321                         | 7.0                          | 1,840          | 2,236                      |                                       | 89,41                     |
| Cashier III                                     | 4322                         | 3.0                          | 2,063          | 2,507                      | 336,168                               | 408,51                    |
| Collection Supervisor                           | 4366                         | 3.0                          | 2,466          | 2,307                      | 161,533<br>193,088                    | 19 <b>6</b> ,29<br>234,66 |
| ehicle Storage & Disposal                       |                              | ·                            |                |                            | , s 5, 4 6 6                          | 204,00                    |
| r Materials & Supplies Supervisor               | 1926                         | . 0.0                        | 4 000          |                            |                                       |                           |
| torekeeper                                      | 1934                         | 2.0                          | 1,862          | 2,264                      | 97,196                                | 118,18                    |
| enior Storekeeper                               | 1936                         | 10.0                         | 1,809          | 2,199                      | 472,149                               | 573,93                    |
| ssistant Materials Coordinator                  | 1942                         | 3.0                          | 1,927          | 2,342                      | 150,884                               | 183,37                    |
| urchaser  | 1952                         | 1.0                          | 3,041          | 3,696                      | 79,370                                | 96,46                     |
| ecurity Guard                                   | 8202                         | 2.0<br>4.0                   | 2,627<br>1,588 | 3,193<br>2,342             | 137,129                               | 166,67                    |
| owing Services                                  |                              | .,•                          | 1,000          | 2,042                      | 165,787                               | 244,50                    |
| ruck Driver                                     | 7355                         | 50.0                         | 0.007          | 0.044                      |                                       |                           |
| utomobile Mechanic-Asst Supvsr (3)              | 7382                         | 1.0                          | 2,387          | 3,041                      | 3,115,035                             | 3,968,50                  |
| utomobile Mechanic (3)                          | 7381                         | 5.0                          | 3,629<br>3,012 | 3,62 <del>9</del><br>3,012 | 94,717<br>393,066                     | 94,717                    |
| oliday Pay (if applicable)                      | ٦                            |                              | 5,5.2          | 0,012                      | 393,000                               | 393,066                   |
| ight / Shift Differential (8.5% of salary for e | otimated 1/0                 | ) -4 )                       |                |                            |                                       |                           |
| vertime Pay (if applicable)                     | sounated 1/3                 | or employees)                |                |                            | 185,886                               | 229,576                   |
| ther Pay (if applicable)                        |                              |                              |                |                            | 0                                     |                           |
| Total Salary Costs                              |                              | 440 007                      |                |                            | 0                                     | C                         |
|   |                              | 112.00                       |                |                            | 6,753,142                             | 8,340,360                 |
| RINGE BENEFITS                                  |                              |                              |                | ,                          | · · · · · · · · · · · · · · · · · · · |                           |
| riable  |                              |                              |                |                            |                                       |                           |
| red .   |                              | •                            |                |                            | 2,086,985                             | 2,502,309                 |
| Total Benefits                                  |                              |                              |                |                            | 1,633,415                             | 1,633,415                 |
| , otal beliens                                  |                              |                              |                |                            | 3,720,400                             | 4,135,724                 |
|   |                              |                              |                |                            |                                       |                           |

|                 |                | 0,753,142 | 8,340,360 |
|-----------------|----------------|-----------|-----------|
| FRINGE BENEFITS |                |           |           |
| Variable        |                |           |           |
| Fixed           |                | 2,086,985 | 2,502,309 |
|                 | Total Benefits | 1,633,415 | 1,633,415 |
|                 | . old Donoma   | 3,720,400 | 4,135,724 |
|                 |                |           |           |

<u>Capital and Operations:</u> Postage+supplies+uniforms

| Rent - 7th St and Bayshore; office furniture/computers Specialized Software Fuel (assume 10mi/gal) Communications (handheld devices) Utilities Truck & Lift Repair & Maintenance Trucks | 2,611,243<br>368,168<br>225,000<br>15,000<br>368,168<br>90,000<br>870,000<br>4,613,750 | 2,611,243<br>368,168<br>225,000<br>15,000<br>368,168<br>90,000<br>870,000<br>4,613,750 |
|---|--|--|
| ESTIMATED TOTAL CITY COST   | 15,087,291   | 17,089,834   |
| LESS: ESTIMATED TOTAL CONTRACT COST   | (14,548,211)   | (14,548,501)   |
| ESTIMATED SAVINGS % of Savings to City Cost   | \$ 539,080<br>4%   | <b>\$ 2,541,332</b> 15%  |

- 1. FY 2005 was the first year these services were contracted out.
- 2. Salary rates as posted in DHR website, rates at June 30, 2014. Costs are represented as annual 12 month costs.
- Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

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# CITY AND COUNTY OF SAN FRANCISCO

# OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: SFMTA Paratransit Services Contract - FY 2014-15 and FY 2015-16

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

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 2014-15 and 2015-16 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield,

Controller

Enclosures

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations

Kate Howard, Mayor's Budget Office

# Please Fill Out Highlighted Areas C...y.

SFMTA - ADMINISTRATION
PARATRANSIT SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2014-15

|  | PROJ | ECTED | PERSONNEL | COSTS |
|--|------|-------|-----------|-------|
|--|------|-------|-----------|-------|

| PROJECTED PERSONNEL COSTS  |                                   |                |       |              |      |         |    |  |    |                              |
|--|-----------------------------------|----------------|-------|--------------|------|---------|----|--|----|------------------------------|
|  |                                   | # of Full Time | 3     | <del></del>  |      |         |    | ·                                      |    |                              |
| Joh Class Title  | _                                 | Equivalent     |       |              |      |         | -  | *                                      |    |                              |
| Job Class Title  | Class                             | Positions      | اللل  | Bi-Week      | ly R | ate (2) | 1  | Low                                    |    | High                         |
| Transit Operators  | 9163                              | 148.0          | \$    | 1,488        | \$   | 2,362   | \$ | 5,747,846                              | \$ | 9,123,934                    |
| Chauffeur (5)  | 7312                              | 231.0          | \$    | 1,190        | \$   | 1,890   | \$ | 7,177,041                              | \$ | 11,392,587                   |
| Auto Mechanic Assistant Supervisor Auto Mechanic   | 7382                              | 2.0            | \$    | 3,629        | \$   | 3,629   | \$ | 189,434                                | \$ | 189,434                      |
| Auto Service Worker  | 7381                              | 12.0           | \$    | 3,012        | \$   | 3,012   | \$ | 943,358                                | S  | 943,358                      |
| Transit Car Cleaner  | 7410                              | 8.0            | \$    | 2,009        | \$   | 2,442   | \$ | 419,479                                | \$ | 509,890                      |
|  | 9102                              | 7.0            | \$    | 1,918        | \$   | 2,332   | \$ | 350,419                                |    | 426,056                      |
| Transit Supervisor   | 9139                              | 2.0            | \$    | 2,786        | \$   | 3,387   | \$ |  | Š  | 176,801                      |
| Transit Manager I  | 9140                              | 4.0            | \$    | 3,289        | \$   | 3,998   | \$ | 343,372                                | s  | 417,391                      |
| Passenger Services Specialist  | 9135                              | 14.0           | \$    | 2,110        | \$   | 2,564   | \$ | 770,994                                |    | 936,886                      |
| Senior Clerk Typist  | 1426                              | 6.0            | \$    | 1,886        | \$   | 2,292   | \$ | •                                      | ŝ  | 358,927                      |
| Senior Eligibility Worker  | 2905                              | 5.0            | \$    | 2,354        | \$   | 2,862   | \$ | 307,197                                |    | 373,491                      |
| Overtime pay during holidays (50% of holiday pay, an<br>Night / Shift Differential (8.25% of salary for estimate<br>Other Pay: 9163 (Uniform \$300/person/year)<br>Other Pay: 7312 (Uniform \$300/person/year)   | pplicable class<br>od 1/3 of empl | s)<br>oyees)   |       |              |      |         |    | 344,467<br>458,514<br>44,400<br>69,300 |    | 514,837<br>682,657<br>44,400 |
| Other Pay: 7410 (Shoes \$250/person/year)  |                                   |                |       |              |      |         |    | 2,000                                  |    | 69,300                       |
| Other Pay: 7381 and 7382 (Tool \$550/person/year)  |                                   |                |       |              |      |         |    | 7,700                                  |    | 2,000<br>7,700               |
| FY2011-12 Projected Trips<br>FY2014-15 Projected Trips   | 1,106,377<br>860,213              |                |       |              |      |         |    | 7,100                                  |    | 7,700                        |
| % Change in Projected Passenger Trips (6)  | -22%                              | (97.7)         |       |              |      |         |    | (3,919,548)                            |    | (5,822,632)                  |
| Total Salary Costs   | -                                 | 341.3          | -     |              |      | -       | Ś  | 13,696,749                             | \$ | 20,347,019                   |
| FRINGE BENEFITS  |                                   |                |       |              |      |         |    |  | •  | 25,547,516                   |
| Variable Fringes (3)   |                                   |                |       |              |      |         |    |  |    |                              |
| Fixed Fringes (4)  |                                   | •              |       |              |      |         |    | 6,820,001                              |    | 9,892,768                    |
| Fringe on Overtime/Premium   |                                   |                |       |              |      |         |    | 4,070,469                              |    | 4,070,469                    |
| % Change in Projected Passenger Trips (6)  | 000/                              |                |       |              |      | 7.9%    |    | 63,436                                 |    | 94,602                       |
| Total Fringe Benefits  | -22%                              |                |       |              |      | _       |    | (2,437,196)                            |    | (3,127,807)                  |
| THE PROJECT OF THE PROPERTY OF |                                   |                |       |              |      |         |    | 8,516,710                              |    | 10,930,032                   |
| Capital and Operating Costs  |                                   |                |       |              |      |         |    |  |    |                              |
| Estimated Capital Costs  |                                   | Quantity       | l la  | it cost      |      |         |    |  |    |                              |
| Sedans, 4-door midsize   |                                   | 200            |       | 28,000       |      |         |    | E 000 000                              |    |                              |
| Vans, Type A, lift equipped  |                                   | 49             |       | 56.000       |      |         |    | 5,600,000                              |    | 5,600,000                    |
| Vans, Type B, lift equipped  |                                   | 64             |       | 60,000       |      |         |    | 2,744,000                              |    | 2,744,000                    |
| Vans, ramp-equipped  |                                   | 25             | - :   | 45,000       |      |         |    | 3,840,000                              |    | 3,840,000                    |
| 2-way radios   |                                   | 338            | \$    | 45,000<br>50 |      |         |    | 1,125,000                              |    | 1,125,000                    |
| % Change in Projected Passenger Trips (6)  | -22%                              | 000            | Ψ     | 30           |      |         |    | 16,900                                 |    | 16,900                       |
| Vans, Type A, lift equipped - MTA Owned  |                                   | 0              | \$ 5  | 56,000       |      |         |    | (2,964,954)                            |    | (2,964,954)                  |
| Vans, Type A, lift equipped - Lease revenue loss   |                                   | ŏ              |       | 56,000       |      |         |    | 0                                      |    | 0                            |
| Vans, Type B, lift equipped - MTA Owned  |                                   | (61)           |       | 50,000       |      |         |    | 0                                      |    | . 0                          |
| Vans, Type B, lift equipped - Lease Revenue loss   |                                   | 61             |       | 000,06       |      |         |    | (3,660,000)                            |    | (3,660,000)                  |
| Vans, ramp-equipped - MTA Owned  |                                   | (6)            |       | 45,000       |      |         |    | 3,660,000                              |    | 3,660,000                    |
| Vans, ramp-equipped - Lease Revenue loss   |                                   | 6              |       | 15,000       |      |         |    | (270,000)                              |    | (270,000)                    |
|  |                                   | U              | 49 4  | *0,000       |      |         |    | 270,000                                |    | 270,000                      |
| Total Capital Costs (S   | traight line de                   | preciation ove | r 4 v | ears)        |      |         |    | 10,360,946                             |    | 10,360,946                   |
| Fuel (Est miles per gal 6.61 at 3.96 miles per trip & \$3.10 per gallon  | ,                                 |                | , , , | ours         |      |         |    | 2,590,237                              |    | 2,590,237                    |
| Parts (Est at \$2,324 per vehicle)   |                                   |                |       |              |      |         |    | 1,597,576                              |    | 1,597,576                    |
| Claims (Est at 3.9% of salaries and capital cost:  |                                   |                |       |              |      |         |    | 610,739                                |    | 610,739                      |
| 2.5% payout/.9% City Attorney/.5% added  |                                   |                |       |              |      | ,       |    |  |    |                              |
| exposure in paratransit)   |                                   |                |       |              |      |         |    | 505                                    |    |                              |
| Total Operating Costs  |                                   |                |       |              |      |         |    | 635,192<br>2,843,507                   |    | 635,192                      |
| -  |                                   |                |       |              |      |         |    | 2,040,001                              |    | 2,843,507                    |
| ESTIMATED TOTAL CITY COST  |                                   |                |       |              |      |         |    | 27,647,202                             |    | 36,710,794                   |
| ESS: ESTIMATED TOTAL CONTRACT COST   |                                   |                |       |              |      |         |    | (20,524,139)                           |    | (20,495,569)                 |
| ESTIMATED SAVINGS  |                                   |                |       |              |      | \$      |    | 7,123,063 \$                           |    | 16,215,224                   |
| % of Savings to City Cost  |                                   |                |       |              |      |         |    | 26%                                    |    |                              |
| •  |                                   | •              |       |              |      |         |    | ∠076                                   |    | 44%                          |

- Comments/Assumptions:

  1. FY84 was the first year these services were contracted out.

  2. Biweekly salary rates: FY1415 rates based on June 2014 rates. FY1516 assumed no salary rate increase.

  3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability,

  4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

  5. Classification has been abolished; this analysis assumes the class would be reestablished with a compensation rate equivalent to related

  6. Passenger trip projections have decreased 22% from FY1112; this reduction has been applied to Staff, Capital and Operating cost included in

## Please Fill Out Highlighted Areas On.

SFMTA - ADMINISTRATION PARATRANSIT SERVICES COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2015-16

### ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

| PROJECTED PERSONNEL COSTS   |                               |                   |   |            |  |  |
|---|-------------------------------|-------------------|---|------------|--|--|
|   |                               | # of Full Time    |   |            |  |  |
| Library Trans   |                               | Equivalent        |   |            |  |  |
| Job Class Title   | Class                         | Positions         |   | y Rate (2) | Low  | High   |
| Transit Operators   | 9163                          | 148.0             | \$ 1,488                                | \$ 2,362   | \$ 5,769,869   | \$ 9,158,891   |
| Chauffeur (s)   | 7312                          | 231.0             | \$ 1,190                                | \$ 1,890   | \$ 7,204,539   | \$ 11,436,237  |
| Auto Mechanic Assistant Supervisor  | 7382                          | 2.0               | \$ 3,629                                | \$ 3,629   | \$ 190,160   | \$ 190,160   |
| Auto Mechanic   | 7381                          | 12.0              | \$ 3,012                                | \$ 3,012   | \$ 946,973   | \$ 946,973   |
| Auto Service Worker   | 7410                          | 8.0               | \$ 2,009                                | \$ 2,442   | \$ 421,086   | \$ 511,843   |
| Transit Car Cleaner   | 9102                          | 7.0               | \$ 1,918                                | \$ 2,332   | \$ 351,761   | \$ 427,689   |
| Transit Supervisor  | 9139                          | 2.0               | \$ 2,786                                | \$ 3,387   | \$ 145,986   | \$ 177,479   |
| Transit Manager I   | 9140                          | 4.0               | \$ 3,289                                | \$ 3,998   | \$ 344,687   | \$ 418,990   |
| Passenger Services Specialist   | 9135                          | 14.0              | \$ 2,110                                | \$ 2,564   | \$ 773,948   | \$ 940,475   |
| Senior Clerk Typist   | 1426                          | 6.0               | \$ 1,886                                | \$ 2,292   | \$ 296,479   | \$ 360,302   |
| Senior Eligibility Worker   | 2905                          | 5.0               | \$ 2,354                                | \$ 2,862   | \$ 308,374   | \$ 374,922   |
| Overtime pay during holidays (50% of holiday pay, a Night / Shift Differential (8.25% of salary for estimat Other Pay: 9163 (Uniform \$300/person/year) Other Pay: 7312 (Uniform \$300/person/year) Other Pay: 7410 (Shoes \$250/person/year) Other Pay: 7381 and 7382 (Tool \$550/person/year) | applicable clasted 1/3 of emp | ss)<br>ployees)   |   |            | 344,467<br>460,270<br>44,400<br>69,300<br>2,000<br>7,700 | 514,837<br>685,273<br>44,400<br>69,300<br>2,000<br>7,700 |
|   |                               |                   |   |            |  |  |
| FY2011-12 Projected Trips   |                               |                   |   |            |  |  |
| FY2015-16 Projected Trips   | 860,213                       |                   |   |            |  |  |
| % Change in Projected Passenger Trips (6)   | -22%                          | (97.7)            |   |            | (3,934,167)  | (5,844,397)  |
| Total Cala - Cart   |                               |                   | ,                                       |            |  |  |
| Total Salary Costs  |                               | 341.3             |   |            | 13,747,833   | 20,423,075   |
| FRINGE BENEFITS   |                               |                   |   |            |  |  |
| Variable Fringes (3)  |                               |                   |   |            | A #A4 44-  |  |
| Fixed Fringes (4)   |                               |                   |   |            | 6,582,813  | 9,145,113  |
| Fringe on Overtime/Premium  |                               |                   |   | 7.00       | 4,199,157  | 4,199,157  |
| % Change in Projected Passenger Trips (6)   | -22%                          |                   |   | 7.9%       | 63,735   | 95,049   |
| Total Fringe Benefits   | -6.670                        |                   |   | •          | (2,413,121)  | (2,990,189)  |
| Total Filings beliefits   |                               |                   |   | •          | 8,432,583  | 10,449,130   |
| Capital and Operating Costs Estimated Capital Costs   |                               | Quantity          | Unit cost                               |            |  |  |
| Sedans, 4-door midsize (200 Count)  |                               | 200               | \$ 28,000                               |            | 5,600,000  | 5,600,000  |
| Vans, Type A, lift equipped   |                               | 49                | \$ 56,000                               |            | 2,744,000  | 2,744,000  |
| Vans, Type B, lift equipped   |                               | 64                | \$ 60,000                               |            | 3,840,000  | 3,840,000  |
| Vans, ramp-equipped   |                               | 25                | \$ 45,000                               |            | 1,125,000  | 1,125,000  |
| 2-way radios  |                               | 338               | \$ 50                                   |            | 16,900   | 16,900   |
| % Change in Projected Passenger Trips (6)   | -22%                          |                   | •                                       |            | (2,964,954)  | (2,964,954)  |
| •   |                               |                   |   |            | (2,00-1,00+)   | (4,004,004)  |
| Vans, Type A, lift equipped - MTA Owned   |                               | 0                 | \$ 56,000                               |            | 0  | 0  |
| Vans, Type A, lift equipped - Lease revenue loss  |                               | Ö                 | \$ 56,000                               |            | Ŏ  | 0  |
| Vans, Type B, Ilft equipped - MTA Owned   |                               | (61)              | \$ 60,000                               |            | (3,660,000)  | (3,660,000)  |
| Vans, Type B, lift equipped - Lease Revenue loss  |                               | 61                | \$ 60,000                               |            | 3,660,000  | 3,660,000  |
| Vans, ramp-equipped - MTA Owned   | •                             | (6)               | \$ 45,000                               |            | (270,000)  | (270,000)  |
| Vans, ramp-equipped - Lease Revenue loss  |                               | 6                 | \$ 45,000                               |            | 270,000  | 270,000  |
|   |                               | -                 |   |            | 10,360,946   | 10,360,946   |
| Total Capital Costs   | (Straight line                | depreciation over | er 4 vears)                             |            | 2,590,237  | 2,590,237  |
| % Change in Projected Passenger Trips (6)<br>Estimated Operating Costs<br>Fuel (Est miles per gal 6.61 at 3.96 miles per trip &   | <del>.</del>                  |                   | , |            |  | 2,000,201  |
| \$3.10 per gallon   |                               |                   |   |            | 1 507 576  | 1 507 570  |
|   | 3%                            |                   |   |            | 1,597,576  | 1,597,576  |
| Claims (Est at 3.9% of salaries and capital cost: 2.5% payout/.9% City Attorney/.5% added   | <b>4</b> /0                   |                   |   |            | 629,061  | 629,061  |
| exposure in paratransit)  Total Operating Costs   |                               |                   |   | ,          | 637,185<br>2,863,822                                     | 897,519<br>3,124,156                                     |
| ESTIMATED TOTAL CITY COST   |                               |                   |   |            | 27,634,475   | 36,586,598   |
| LESS: ESTIMATED TOTAL CONTRACT COST   |                               |                   |   |            | (21,144,601)   | (21,116,844)   |
| ESTIMATED SAVINGS   |                               |                   |   |            | 6 6 400 pm :   | A 45 400   |
| % of Savings to City Cost   |                               |                   |   | 1          | \$ 6,489,874   |  |
| % of Savings to City Cost   |                               |                   |   |            | 23%  | 42%  |
| Community (A community and  |                               |                   |   |            |  |  |

- Comments/Assumptions:

  1. FY84 was the first year these services were contracted out.

  2. Biweekly salary rates: FY1415 rates based on June 2014 rates. FY1516 assumed no salary rate increase.

  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 Social Security, Medicare, employer retirement, employee retirement prox-up and long-term disability, where applicable.

  4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

  5. Classification has been abolished; this analysis assumes the class would be reestablished with a compensation rate equivalent to 6. Passenger trip projections have decreased 22% from FY1112; this reduction has been applied to Staff, Capital and Operating cost

- included in this estimate.
- 7. Assumed 3% CPI adjustment for FY1516 automotive parts.

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## CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield Controller

Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7th Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: SFMTA Paratransit Services Contract – FY 2014-15 and FY 2015-16

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

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 2014-15 and 2015-16 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely.

Ben Rosenfield,

Controller

Enclosures

Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations Kate Howard, Mayor's Budget Office

# Please Fill Out Highlighted Areas July.

SFMTA - ADMINISTRATION PARATRANSIT SERVICES COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2) FISCAL YEAR 2014-15

| PROJECTED | PERSONNEL | COSTS |
|-----------|-----------|-------|
|-----------|-----------|-------|

| PROJECTED PERSONNEL COSTS  |                 |                  |          |                  |     |         |    |                                      |        |                |
|--|-----------------|------------------|----------|------------------|-----|---------|----|--------------------------------------|--------|----------------|
|  |                 | # of Full Time   | <u> </u> | ,                |     |         |    |                                      |        |                |
| I take Oliver Take   | _               | Equivalent       | 1        |                  |     |         |    |                                      |        |                |
| Job Class Title  | Class           | Positions        |          | Bi-Weekl         | y R | ate (2) |    | Low                                  | High   | 1              |
| Transit Operators  | 9163            | 148.0            | \$       | 1,488            | \$  | 2,362   | \$ | 5,747,846                            |        | 23,934         |
| Chauffeur (5)  | 7312            | 231.0            | \$       |                  | \$  | 1,890   | \$ | 7,177,041                            |        | 92,587         |
| Auto Mechanic Assistant Supervisor   | 7382            | 2.0              | \$       | 3,629            |     | 3,629   | S  | 189,434 \$                           | 18     | 39,434         |
| Auto Mechanic  | 7381            | 12.0             | \$       | 3,012            |     | 3,012   | \$ | 943,358                              | 3 94   | 43,358         |
| Auto Service Worker  | 7410            | 8.0              | \$       | 2,009            | \$  | 2,442   | \$ | 419,479                              | 5 50   | 09,890         |
| Transit Car Cleaner  | 9102            | 7.0              | \$       |                  | \$  | 2,332   | \$ | 350,419                              | 42     | 26,056         |
| Transit Supervisor   | 9139            | 2.0              | \$       | 2,786            |     | 3,387   | \$ | 145,429                              | 17     | 76,801         |
| Transit Manager I  | 9140            | 4.0              | \$       | 3,289            | \$  | 3,998   | \$ | 343,372                              | 41     | 17,391         |
| Passenger Services Specialist  | 9135            | 14.0             | \$       | 2,110            | \$  | 2,564   | \$ | 770,994                              | 93     | 36,886         |
| Senior Clerk Typist  | 1426            | 6.0              | \$       | 1,886            | \$  | 2,292   | \$ | 295,348                              |        | 58,927         |
| Senior Eligibility Worker  | 2905            | 5.0              | \$       | 2,354            | \$  | 2,862   | \$ | 307,197                              | 37     | 73,491         |
| Overtime pay during holidays (50% of holiday pay, ap   | unicable elec   | ۵۱               |          |                  |     |         |    |                                      |        |                |
| Night / Shift Differential (8.25% of salary for estimate   | opiicable clas  | S)<br>lovesen    |          |                  |     |         |    | 344,467                              |        | 4,837          |
| Other Pay: 9163 (Uniform \$300/person/year)  | a 1/3 or emb    | ioyees)          |          |                  |     |         |    | 458,514                              |        | 32,657         |
| Other Pay: 7312 (Uniform \$300/person/year)  |                 | •                |          |                  |     |         |    | 44,400                               | 4      | 4,400          |
| Other Pay: 7410 (Shoon \$250/person/year)  |                 |                  |          |                  |     |         |    | 69,300                               | 6      | 39,300         |
| Other Pay: 7410 (Shoes \$250/person/year)  |                 |                  |          |                  |     |         |    | 2,000                                |        | 2,000          |
| Other Pay: 7381 and 7382 (Tool \$550/person/year)  |                 |                  |          |                  |     |         |    | 7,700                                |        | 7,700          |
| FY2011-12 Projected Trips  | 1,106,377       |                  |          |                  |     |         |    |                                      |        |                |
| FY2014-15 Projected Trips  | 860,213         |                  |          |                  |     |         |    | •                                    |        |                |
| % Change In Projected Passenger Trips (6)  | -22%            | (97.7)           |          |                  |     |         |    | /2 010 E40\                          | 15.00  |                |
|  | 2230            | (37.7)           |          |                  |     |         |    | (3,919,548)                          | (5,82  | 22,632)        |
| Total Salary Costs   |                 | 341.3            | •        |                  |     |         | \$ | 13,696,749                           | 20,34  | 7,019          |
| EDINGE DENEETTO  |                 |                  |          |                  |     |         |    |                                      |        | •              |
| FRINGE BENEFITS  |                 |                  |          |                  |     |         |    |                                      |        |                |
| Variable Fringes (3)   |                 |                  |          |                  |     |         |    | 6,820,001                            | 9,89   | 2,768          |
| Fixed Fringes (4)  | •               |                  |          |                  |     |         |    | 4,070,469                            | 4,07   | 0,469          |
| Fringe on Overtime/Premium   |                 |                  |          |                  |     | 7.9%    |    | 63,4 <b>36</b>                       | g      | 4,602          |
| % Change in Projected Passenger Trips (6)  | -22%            |                  |          |                  |     |         |    | (2,437,196)                          | (3,12  | 7,807)         |
| Total Fringe Benefits  |                 |                  |          |                  |     |         |    | 8,516,710                            | 10,93  | 0,032          |
| Capital and Operating Costs  |                 |                  |          |                  |     |         |    |                                      |        |                |
| Estimated Capital Costs  |                 | Quantity         | He       | nit cost         |     |         |    |                                      |        |                |
| Sedans, 4-door midsize   |                 | 200              |          | 28,000           |     |         |    | E 600 000                            | - 00   | 0.000          |
| Vans, Type A, lift equipped  |                 | 49               |          | 56,000           |     |         |    | 5,600,000                            |        | 0,000          |
| Vans, Type B, lift equipped  |                 | 64               |          | 60,000           |     |         |    | 2,744,000                            |        | 4,000          |
| Vans, ramp-equipped  |                 | 25               | - 1      | 45,000           |     |         |    | 3,840,000                            |        | 0,000          |
| 2-way radios   |                 | 338              | \$       | 50               |     |         |    | 1,125,000                            |        | 5,000          |
| % Change in Projected Passenger Trips (6)  | -22%            | 333              | Φ        | ao               |     |         |    | 16,900                               |        | 6,900          |
| Vans, Type A, lift equipped - MTA Owned  | -270            | 0                | \$       | 56,00 <b>0</b>   |     |         |    | (2,964,954)                          | (2,96  | 4,954)         |
| Vans, Type A, lift equipped - Lease revenue loss   |                 | 0                |          | 56,000           |     |         |    | 0                                    |        | 0              |
| Vans, Type B, lift equipped - MTA Owned  |                 | (61)             |          | 60,000           |     |         |    | (3.660.000)                          | (0.00  | . 0            |
| Vans, Type B, lift equipped - Lease Revenue loss   |                 | 61               |          |                  | •   |         |    | (3,660,000)                          |        | 0,000)         |
| Vans, ramp-equipped - MTA Owned  |                 |                  |          | 60,000<br>45,000 |     |         |    | 3,660,000                            |        | 0,000          |
| Vans, ramp-equipped - Lease Revenue loss   |                 | (6)<br>6         |          | 45,000           |     |         |    | (270,000)                            |        | (0,000         |
| The state of the s |                 | u                | φ.       | 73,000           |     |         |    | 270,000                              |        | 0,000          |
| Total Capital Costs (  | Straight line o | fepreciation ove | r 4 \    | vears)           |     | -       |    | 10,360,946<br>2,590,237              | 10,36  |                |
| Estimated Operating Costs  |                 |                  | ٠٠٠)     | ,,               |     |         |    | 2,000,201                            | ∠,59   | 0,237          |
| Fuel (Est miles per gal 6.61 at 3.96 miles per trip &  |                 |                  |          |                  |     |         |    |                                      |        |                |
| \$3.10 per gallon  |                 |                  |          |                  |     |         |    | 1 507 578                            | 1 50   | 7 572          |
| Parts (Est at \$2,324 per vehicle)   |                 |                  |          |                  |     |         |    | 1,597,576                            |        | 7,576          |
| Claims (Est at 3.9% of salaries and capital cost:  |                 |                  |          |                  |     |         | 1  | 610,739                              | 61     | 0,739          |
| 2.5% payout/ 9% City Attorney/ 5% added  |                 |                  |          |                  |     |         |    |                                      |        |                |
| exposure in paratransit)   |                 |                  |          |                  |     |         |    | 635 100                              | 60     | E 100          |
| Total Operating Costs  |                 |                  |          |                  |     | -       |    | 635,192<br>2,843,507                 |        | 5,192<br>3,507 |
|  |                 |                  |          |                  |     |         |    | _,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | 2,07   | -,,            |
| ESTIMATED TOTAL CITY COST  |                 |                  |          |                  |     | _       |    | 27,647,202                           | 38 71  | 0,794          |
| LESS: ESTIMATED TOTAL CONTRACT COST  |                 |                  |          |                  |     |         |    |                                      |        |                |
|  |                 |                  | •        |                  |     |         |    | (20,524,139)                         | (20,49 | 5,569)         |
| ESTIMATED SAVINGS  |                 |                  |          |                  |     |         | \$ | 7,123,063 \$                         | 16,21  | 5.224          |
| % of Savings to City Cost  |                 |                  |          |                  |     | =       |    | 26%                                  |        | 44%            |
|  |                 |                  |          |                  |     |         |    |                                      |        | • • • •        |

- Comments/Assumptions;

  1. FY84 was the first year these services were contracted out.

  2. Biweekly selary rates: FY1415 rates based on June 2014 rates. FY1516 assumed no salary rate increase.

  3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability,

  4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

  5. Classification has been abolished; this analysis assumes the class would be reestablished with a compensation rate equivalent to related

  6. Passenger trip projections have decreased 22% from FY1112; this reduction has been applied to Staff, Capital and Operating cost included in

# Please Fill Out Highlighted Areas Only.

SFMTA - ADMINISTRATION PARATRANSIT SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2015-16

| ROJECTED PERSONNEL COSTS  |                               | # of Full Time    |               | T       |   | · .   |
|---|-------------------------------|-------------------|---------------|---------|---|---|
|   |                               | Equivalent        |               | Į       | 1   |   |
| . C. Title  | Class                         | Positions         | Bi-Weekly R   | ate (2) | Low   | High  |
| ob Class Title  | 9163                          | 148.0             |               |         | ,   | \$ 9,158,891                                    |
| ransit Operators  | 7312                          | 231.0             |               |         | \$ 7,204,539                                    | \$ 11,436,237                                   |
| Chauffeur (5)<br>Auto Mechanic Assistant Supervisor   | 7382                          | 2.0               |               | -,      |   | \$ 190,160                                      |
| Auto Mechanic   | 7381                          | 12.0              |               |         |   |   |
| Auto Service Worker   | 7410                          | 8.0               |               |         | \$ 421,086                                      | \$ 511,843<br>\$ 427,689                        |
| ransit Car Cleaner  | 9102                          | 7.0               |               |         | \$ 351,761                                      | •   |
| Transit Supervisor  | 9139                          | 2.0               |               | -,      | \$ 145,986                                      | \$ 177,479                                      |
| ransit Manager I  | 9140                          | 4.0               |               | -,      | \$ 344,687                                      | \$ 418,990                                      |
| Passenger Services Specialist   | 9135                          | 14.0              | +             | _,      | ¥   | \$ 940,475                                      |
| Senior Clerk Typist   | 1426                          | 6.0               | ¥ 17          |         | \$ 296,479                                      | \$ 360,302<br>\$ 374,922                        |
| Senior Eligibility Worker   | 2905                          | 5.0               | \$ 2,354 \$   | 2,862   | \$ 308,374                                      | 3 3/4,922                                       |
| Overtime pay during holidays (50% of holiday pay, al<br>Night / Shift Differential (8.25% of salary for estimate<br>Other Pay: 9163 (Uniform \$300/person/year) | oplicable cla<br>od 1/3 of em | ass)<br>ployees)  |               |         | 344,467<br>460,270<br>44,400<br>69,300<br>2,000 | 514,837<br>685,273<br>44,400<br>69,300<br>2,000 |
| Other Cov. 7410 (Shoes \$250/person/year)   |                               |                   |               |         | 7,700   | 7,700   |
| Other Pay: 7381 and 7382 (Tool \$550/person/year)   |                               |                   |               |         | 7,700   | .,  |
| FY2011-12 Projected Trips<br>FY2015-16 Projected Trips  | 1,106,377<br>860,213          |                   |               |         | (3,934,167)                                     | (5,844,397)                                     |
| % Change in Projected Passenger Trips (6)   | -22%                          | (97.7             | )             |         | (3,334,107)                                     | (0,0,00)  |
| Total Salary Costs  |                               | 341.3             | T .           |         | 13,747,833                                      | 20,423,075                                      |
| FRINGE BENEFITS   |                               |                   |               |         |   |   |
| Variable Fringes (3)  |                               |                   |               |         | 6,582,813                                       |   |
| Fixed Fringes (4)   |                               |                   |               |         | 4,199,157                                       |   |
| Fringe on Overtime/Premium  |                               |                   |               | 7.9%    |   |   |
| % Change in Projected Passenger Trips (6)   | -22%                          |                   |               |         | (2,413,121                                      |   |
| Total Fringe Benefits   |                               |                   |               |         | 8,432,583                                       | 10,449,130                                      |
| Capital and Operating Costs   |                               | Quantity          | Unit cost     |         |   |   |
| Estimated Capital Costs   |                               | 200               | \$ 28,000     |         | 5,600,000                                       | 5,600,000                                       |
| Sedans, 4-door midsize (200 Count)  |                               | 49                | \$ 56,000     |         | 2,744,000                                       | 2,744,000                                       |
| Vans, Type A, lift equipped   |                               | 64                | \$ 60,000     |         | 3,840,000                                       | 3,840,000                                       |
| Vans, Type B, lift equipped   |                               | 25                | \$ 45,000     |         | 1,125,00  | 0 1,125,000                                     |
| Vans, ramp-equipped   |                               | 338               | \$ 50         |         | 16,90   | 0 16,900  |
| 2-way radios  | -22%                          | 000               | •             |         | (2,964,95                                       | 4) (2,964,954                                   |
| % Change in Projected Passenger Trips (8)   | -22.70                        |                   |               |         |   |   |
| Vans, Type A, lift equipped - MTA Owner   | . t                           | 0                 | \$ 56,000     |         |   | 0   |
| Vans, Type A, lift equipped - Lease revenue los   | <br>Q                         | 0                 | \$ 56,000     |         |   | 0   |
| Vans, Type B, lift equipped - MTA Owne  | d .                           | (61)              | \$ 60,000     |         | (3,660,00                                       |   |
| Vans, Type B, lift equipped - Lease Revenue los   | -<br>9.                       | 61                | \$ 60,000     |         | 3,660,00  |   |
| Vans, Type B, lift equipped - Lease nevertible tos<br>Vans, ramp-equipped - MTA Owne  | d                             | (6)               | \$ 45,000     |         | (270,00   |   |
| Vans, ramp-equipped - lease Revenue los   | Q .                           | 6                 | \$ 45,000     |         | 270,00  |   |
|   |                               | _                 |               |         | 10,360,94                                       |   |
| Total Capital Cost % Change In Projected Passenger Trips (6)  | s (Straight                   | line depreciation | over 4 years) |         | 2,590,23  | 37 2,590,23                                     |
| Entimeted Operating Costs   |                               |                   |               |         |   |   |
| Fuel (Est miles per gal 6.61 at 3.96 miles per trip   | &                             |                   |               |         | 1,597,5   | 76 1,597,5                                      |
| \$3.10 per gallon Parts (Est at \$2,324 per vehicle) (7) CPI =  | 3%                            | •                 |               |         | 629,0   |   |
| Claims (Est at 3.9% of salaries and capital cost: 2.5% payout/.9% City Attorney/.5% added   |                               |                   |               |         |   | 85 897,5  |
| exposure in paratransit)  | sts.                          |                   |               |         | 2,863,8   |   |
| Total Operating Cos   |                               |                   |               |         |   | _   |
| · · ·   |                               |                   |               |         | 27,634,4  | 175 36,586,5                                    |
| ESTIMATED TOTAL CITY COST   |                               |                   |               |         | 27,634,4<br>(21,144,6                           |   |
| · · · ·   |                               |                   |               |         | (21,144,6                                       |   |

- Comments/Assumptions:

  1. FY94 was the first year these services were contracted out.

  2. Biweekly salary rates: FY1415 rates based on June 2014 rates. FY1516 assumed no salary rate increase.

  3. Variable frings benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.

  4. Fixed frings benefits consist of health and dental rates plus an estimate of dependent coverage.

  5. Classification has been abolished; this analysis assumes the class would be reestablished with a compensation rate equivalent to 6. Passenger trip projections have decreased 22% from FY1112; this reduction has been applied to Staff, Capital and Operating cost included in this estimate. included in this estimate.
- 7. Assumed 3% CPI adjustment for FY1516 automotive parts.

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Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: SFMTA Paratransit Services Contract - FY 2014-15 and FY 2015-16

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

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 2014-15 and 2015-16 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield,

Controller

Enclosures

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations Kate Howard, Mayor's Budget Office

# Please Fill Out Highlighted Areas \_.ily.

SFMTA - ADMINISTRATION PARATRANSIT SERVICES COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2) FISCAL YEAR 2014-15

| PROJECTED | <b>PERSONNEL</b> | COSTS |
|-----------|------------------|-------|
|-----------|------------------|-------|

| PROJECTED PERSONNEL COSTS  |                               |                 |        |          |       |        |          |   |   |
|--|-------------------------------|-----------------|--------|----------|-------|--------|----------|---|---|
|  |                               | # of Full Time  | •      |          |       |        | _        |   |   |
|  |                               | Equivalent      | -      |          |       |        |          |   | į   |
| Job Class Title  | Class                         | Positions       |        | Bi-Week  | ly Ra | te (2) |          | Low   | High  |
| Transit Operators  | 9163                          | 148.0           | \$     | 1,488    | \$    | 2,362  | \$       | 5,747,846                                       |   |
| Chauffeur (5)  | 7312                          | 231.0           | \$     | 1,190    | \$    | 1,890  | \$       | 7,177,041 8                                     |   |
| Auto Mechanic Assistant Supervisor   | 7382                          | 2.0             | \$     | 3,629    | \$    | 3,629  | \$       | 189,434   |   |
| Auto Mechanic  | 7381                          | 12.0            | \$     | 3,012    | \$    | 3,012  | \$       | 943,358   |   |
| Auto Service Worker  | 7410                          | 0.8             | \$     | 2,009    | \$    | 2,442  | \$       | 419,479   |   |
| Transit Car Cleaner  | 9102                          | 7.0             | \$     | 1,918    | \$    | 2,332  | \$       | 350,419 \$                                      |   |
| Transit Supervisor   | 9139                          | 2.0             | \$     | 2,786    |       | 3,387  | \$       | 145,429 \$                                      | 176,801   |
| Transit Manager I  | 9140                          | 4.0             | \$     | 3,289    | \$    | 3,998  | \$       | 343,372 \$                                      | 417,391   |
| Passenger Services Specialist  | 9135                          | 14.0            | \$     | 2,110    | \$    | 2,564  | \$       | 770,994 \$                                      | 936,886   |
| Senior Clerk Typist  | 1426                          | 6.0             | \$     | 1,886    | \$    | 2,292  | \$       | 295,348 \$                                      |   |
| Senior Eligibility Worker  | 2905                          | 5.0             | \$     | 2,354    | \$    | 2,862  | \$       | 307,197 .\$                                     |   |
| Overtime pay during holidays (50% of holiday pay, ap<br>Night / Shift Differential (8.25% of salary for estimate<br>Other Pay: 9163 (Uniform \$300/person/year)<br>Other Pay: 7312 (Uniform \$300/person/year)<br>Other Pay: 7410 (Shoes \$250/person/year)<br>Other Pay: 7381 and 7382 (Tool \$550/person/year) | pplicable classed 1/3 of empl | s)<br>oyees)    |        |          |       |        |          | 344,467<br>458,514<br>44,400<br>69,300<br>2,000 | 514,837<br>682,657<br>44,400<br>69,300<br>2,000 |
| ·  |                               |                 |        |          |       |        |          | 7,700   | 7,700   |
| FY2011-12 Projected Trips  | 1,106,377                     |                 |        |          |       |        |          |   |   |
| FY2014-15 Projected Trips  | 860,213                       |                 |        |          |       |        |          |   |   |
| % Change in Projected Passenger Trips (6)  | -22%                          | (97.7)          | )      |          |       |        |          | (3,919,548)                                     | (5,822,632)                                     |
| Total Salary Costs   |                               | 241.2           | -      |          |       |        | <u>.</u> |   |   |
| Total Galary Costs   |                               | 341.3           |        |          |       |        | \$       | 13,696,749 \$                                   | 20,347,019                                      |
| FRINGE BENEFITS  |                               |                 |        |          |       |        |          |   |   |
| Variable Fringes (3)   |                               |                 |        |          |       |        |          | 6,820,001                                       | 9,892,768                                       |
| Fixed Fringes (4)  |                               |                 |        |          |       |        |          | 4.070.469                                       | 4,070,469                                       |
| Fringe on Overtime/Premium   |                               |                 |        |          |       | 7.9%   |          | 63,436  | 94,602  |
| % Change in Projected Passenger Trips (6)  | -22%                          |                 |        |          |       |        |          | (2,437,196)                                     | (3,127,807)                                     |
| Total Fringe Benefits  |                               | •               |        |          |       | ·      |          | 8,516,710                                       | 10,930,032                                      |
| Capital and Operating Costs  |                               |                 |        |          |       |        |          |   |   |
| Estimated Capital Costs  |                               |                 |        |          |       |        |          |   |   |
| Sedans, 4-door midsize   |                               | Quantity        |        | nit cost |       |        |          |   |   |
| Vans, Type A, lift equipped  |                               | 200             |        | 28,000   |       |        |          | 5,600,000                                       | 5,600,000                                       |
| Vans, Type B, lift equipped  |                               | 49              |        | 56,000   |       |        |          | 2,744,000                                       | 2,744,000                                       |
| Vans, ramp-equipped  |                               | 64<br>25        |        | 60,000   |       |        |          | 3,840,000                                       | 3,840,000                                       |
| 2-way radios   |                               | 25<br>338       |        | 45,000   |       |        |          | 1,125,000                                       | 1,125,000                                       |
| % Change in Projected Passenger Trips (6)  | -22%                          | 336             | \$     | 50       |       |        |          | 16,900  | 16,900  |
| Vans, Type A, lift equipped - MTA Owned  | -LL /0                        | 0               | \$     | 56,000   |       |        |          | (2,964,954)                                     | (2,964,954)                                     |
| Vans, Type A, lift equipped - Lease revenue loss   | 1                             | Ö               |        | 56,000   |       |        |          | 0   | 0   |
| Vans, Type B, lift equipped - MTA Owned  |                               | (61)            |        | 60,000   |       |        |          | 0   | 0   |
| Vans, Type B, lift equipped - Lease Revenue loss   |                               | 61              |        | 60,000   |       |        |          | (3,660,000)                                     | (3,660,000)                                     |
| Vans, ramp-equipped - MTA Owned  |                               | (6)             |        | 45,000   |       |        |          | 3,660,000                                       | 3,660,000                                       |
| Vans, ramp-equipped - Lease Revenue loss   |                               | ě               |        | 45,000   |       |        |          | (270,000)<br>270,000                            | (270,000)                                       |
|  |                               | -               | •      | 70,000   |       |        |          | 10,360,946                                      | 270,000   |
| Total Capital Costs (5   | Straight line d               | epreciation ove | er 4 v | ears)    |       | -      | _        | 2,590,237                                       | 10,360,946<br>2,590,237                         |
| Fuel (Est miles per gal 6.61 at 3.96 miles per trip &  |                               | •               |        | ,        |       |        |          | L,500,201                                       | 2,590,237                                       |
| \$3.10 per gallon  |                               |                 |        |          |       |        |          | 1,597,578                                       | 1,597,576                                       |
| Parts (Est at \$2,324 per vehicle)   |                               |                 |        |          |       |        |          | 610,739   | 610,739   |
| Claims (Est at 3.9% of salaries and capital cost:  |                               |                 |        |          |       |        |          |   | 0.0,.00   |
| 2.5% payout/.9% City Attorney/.5% added  |                               |                 |        |          |       |        |          |   |   |
| exposure in paratransit)   |                               |                 |        |          |       | _      |          | 635,192   | 635,192   |
| Total Operating Costs  |                               |                 |        |          |       | _      |          | 2,843,507                                       | 2,843,507                                       |
| ESTIMATED TOTAL CITY COST  |                               |                 |        |          |       |        |          | 77 747 007                                      |   |
|  | 2                             |                 |        |          |       |        |          | 27,647,202                                      | 36,710,794                                      |
| LESS: ESTIMATED TOTAL CONTRACT COST  | •                             |                 |        |          |       | _      |          | (20,524,139)                                    | (20,495,569)                                    |
| ESTIMATED SAVINGS  |                               |                 |        |          |       |        | \$       | 7,123,063 \$                                    | 16,215,224                                      |
| % of Savings to City Cost  |                               |                 |        |          |       |        |          | 26%   | 44%   |
|  |                               |                 |        |          |       |        |          |   |   |

- Comments/Assumptions:

  1. FY84 was the first year these services were contracted out.

  2. Biweekly salary rates: FY1415 rates based on June 2014 rates. FY1516 assumed no salary rate increase.

  3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability,

  4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

  5. Classification has been abolished; this analysis assumes the class would be reestablished with a compensation rate equivalent to related

  6. Passenger trip projections have decreased 22% from FY1112; this reduction has been applied to Staff, Capital and Operating cost included in

# Please Fill Out Highlighted Areas Only,

SFMTA - ADMINISTRATION
PARATRANSIT SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015-16

| PROJECTED PERSONNEL COSTS                                |                      |                  |                                   |       |                         |               |
|--|----------------------|------------------|-----------------------------------|-------|-------------------------|---------------|
|  |                      | # of Full Time   |                                   |       |                         | 1             |
| ·  |                      | Equivalent       |                                   | -     |                         |               |
| Job Class Title  | Class                | Positions        | Bi-Weekly Ra                      |       | Low !                   | High          |
| Transit Operators  | 9163                 | 148.0            |                                   | 2,362 |                         | 9,158,891     |
| Chauffeur (5)  | 7312                 | 231.0            |                                   | 1,890 |                         | \$ 11,436,237 |
| Auto Mechanic Assistant Supervisor                       | 7382                 | 2.0              |                                   | 3,629 |                         |               |
| Auto Mechanic  | 7381                 | 12.0             |                                   | 3,012 |                         |               |
| Auto Service Worker                                      | 7410                 | 8.0              |                                   |       | 421,086                 |               |
| Transit Car Cleaner                                      | 9102                 | 7.0              |                                   |       |                         | \$ 427,689    |
| Transit Supervisor                                       | 913 <b>9</b>         | 2.0              |                                   | 3,387 |                         | \$ 177,479    |
| Transit Manager I  | 9140                 | 4.0              | \$ 3,289 \$                       | 3,998 |                         | \$ 418,990    |
| Passenger Services Specialist                            | 9135                 | 14.0             | \$ 2,110 \$ 2                     | 2,564 | \$ 773,948              |               |
| Senior Clerk Typist                                      | 1426                 | 6.0              | \$ 1,886 \$                       | 2,292 | \$ 296,479              | \$ 360,302    |
| Senior Eligibility Worker                                | 2905                 | 5.0              | \$ 2,354 \$                       | 2,862 | \$ 308,374              | \$ 374,922    |
| Overtime pay during holidays (50% of holiday pay, ap     | oplicable cla        | ss)              |                                   |       | 344,467                 | 514,837       |
| Night / Shift Differential (8.25% of salary for estimate | d 1/3 of em          | ployees)         |                                   |       | 460,270                 | 685,273       |
| Other Pay: 9163 (Uniform \$300/person/year)              |                      | ,                |                                   |       | 44,400                  | 44,400        |
| Other Pay: 7312 (Uniform \$300/person/year)              |                      |                  |                                   |       | 69,300                  | 69,300        |
| Other Pay: 7410 (Shoes \$250/person/year)                |                      |                  |                                   |       | 2,000                   | 2,000         |
| Other Pay: 7381 and 7382 (Tool \$550/person/year)        |                      |                  |                                   |       | 7,700                   | 7,700         |
|  |                      |                  | . *                               |       | •                       | •             |
| FY2011-12 Projected Trips<br>FY2015-16 Projected Trips   | 1,106,377<br>860,213 |                  |                                   |       |                         |               |
| % Change in Projected Passenger Trips (6)                | -22%                 | (97.7)           |                                   |       | (3,934,167)             | (5,844,397)   |
| Total Salary Costs                                       |                      | 341.3            | _                                 | -     | 13,747,833              | 20,423,075    |
| lotal Salary Costs                                       |                      | 041.3            |                                   |       | 10,111,000              |               |
| FRINGE BENEFITS  |                      |                  |                                   |       |                         | 0.445.440     |
| Variable Fringes (3)                                     |                      |                  |                                   |       | 6,582,813               | 9,145,113     |
| Fixed Fringes (4)  |                      |                  |                                   |       | 4,199,157               | 4,199,157     |
| Fringe on Overtime/Premium                               |                      |                  |                                   | 7.9%  | 63,735                  | 95,049        |
| % Change in Projected Passenger Trips (6)                | -22%                 |                  |                                   |       | (2,413,121)             | (2,990,189)   |
| Total Fringe Benefits                                    |                      |                  |                                   |       | 8,432,583               | 10,449,130    |
| Capital and Operating Costs                              |                      |                  |                                   |       |                         |               |
| Estimated Capital Costs                                  |                      | Quantity         | Unit cost                         |       |                         |               |
| Sedans, 4-door midsize (200 Count)                       |                      | 200              | \$ 28,000                         |       | 5,600,000               | 5,600,000     |
| Vans, Type A, lift equipped                              |                      | 49               | \$ 66,000                         |       | 2,744,000               | 2,744,000     |
| Vans, Type B, lift equipped                              |                      | -64              | \$ 60,000                         |       | 3,840,000               | 3,840,000     |
| Vans, ramp-equipped                                      |                      | 25               | \$ 45,000                         |       | 1,125,000               | 1,125,000     |
| 2-way radios   |                      | 33 <b>8</b>      | \$ 50                             |       | 16,900                  | 16,900        |
| % Change in Projected Passenger Trips (8)                | -22%                 |                  |                                   |       | (2,964,954)             | (2,964,954)   |
| Vans, Type A, lift equipped - MTA Owned                  |                      | 0                | \$ 56,000                         |       | ·0                      | 0             |
|  |                      | 0                | \$ 56,000                         |       | Ö                       | ō             |
| Vans, Type A, lift equipped - Lease revenue loss         |                      | (61)             | \$ 60,000                         |       | (3,660,000)             | -             |
| Vans, Type B, Ilft equipped - MTA Owned                  |                      |                  | \$ 60,000                         |       | 3,660,000               | 3,660,000     |
| Vans, Type B, lift equipped - Lease Revenue loss         |                      | 61               |                                   |       | (270,000)               |               |
| Vans, ramp-equipped - MTA Owned                          |                      | (6)              | \$ 45,000                         |       | 270,000                 | 270,000       |
| Vans, ramp-equipped - Lease Revenue loss                 |                      | . 6              | \$ 45,000                         |       |                         | 10,360,946    |
| Total Capital Costs                                      | (Straight lie        | ne depreciation  | over 4 vears)                     |       | 10,360,946<br>2,590,237 | 2,590,237     |
| % Change in Projected Passenger Trips (6)                | (on might hi         | is appropriately | , , , , , , , , , , , , , , , , , |       | -,500,001               | ,             |
| Estimated Operating Costs                                |                      |                  |                                   |       |                         |               |
| Fuel (Est miles per gal 6.61 at 3.96 miles per trip &    |                      |                  |                                   |       |                         | •             |
| \$3.10 per gallon  |                      |                  |                                   | ,     | 1,597,576               | 1,597,576     |
| Parts (Est at \$2,324 per vehicle) (7) CPI =             | 3%                   |                  |                                   |       | 629,061                 | 629,061       |
| Claims (Est at 3.9% of salaries and capital cost:        |                      |                  |                                   |       | ,                       | •             |
| 2.5% payout/.9% City Attorney/.5% added                  |                      |                  |                                   |       |                         |               |
|  |                      |                  |                                   |       | 637,185                 | 897,519       |
| exposure in paratransit)  Total Coording Costs           |                      |                  |                                   |       | 2,863,822               |               |
| Total Operating Costs                                    | •                    |                  |                                   |       | -,000,066               | 5,127,100     |
|  |                      |                  |                                   |       | 07.001./55              | 20 700 700    |
| ESTIMATED TOTAL CITY COST                                |                      |                  |                                   |       | 27,634,475              | 36,586,598    |
| LESS: ESTIMATED TOTAL CONTRACT COST                      |                      |                  |                                   |       | (21,144,601             | ) (21,116,844 |
| ESTIMATED SAVINGS  |                      |                  |                                   |       | \$ 6,489,874            | \$ 15,469.76  |
| % of Savings to City Cos                                 | t                    |                  |                                   |       | 239                     | 6 42°         |
|  |                      |                  |                                   |       |                         |               |

- Comments/Assumptions:

  1. FY84 was the first year these services were contracted out.
- Biweeklý salary rates: FY1415 rates based on Junė 2014 rates. FY1516 assumed no salary rate increase.
   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. Classification has been abolished; this analysis assumes the class would be reestablished with a compensation rate equivalent to 6. Passenger trip projections have decreased 22% from FY1112; this reduction has been applied to Staff, Capital and Operating cost included in this estimate.
- 7. Assumed 3% CPI adjustment for FY1516 automotive parts.

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Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: SFMTA Parking Meter Payment Collection Services - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for parking meter payment collection 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 2014-15 and 2015-16 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely.

Ben Rosenfield, Controller

**Enclosures** 

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations Kate Howard, Mayor's Budget Office SFMTA - FINANCE & INFORMATION TECHNOLOL
Con Collection, Counting and Data Management Services
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015

### **ESTIMATED CITY COSTS:**

| PROJECTED | PERSONNEL | COSTS |
|-----------|-----------|-------|
|-----------|-----------|-------|

| Job Class Title   | Class        | # of Full Time<br>Equivalent<br>Positions |   | Bi-Wee         | kiy F | late  |    | Low         |          | High       |
|---|--------------|---|---|----------------|-------|-------|----|-------------|----------|------------|
| Collections   |              |   | _ |                | _     |       |    |             |          |            |
| Manager IV  | 9174         | 0.75                                      | - | 3,989          |       | 5,090 | \$ | 78,085      | \$       | 99,637     |
| Analyst   | 1824         | 0.25                                      |   | 3,608          |       | 4,385 | \$ | 23,542      |          | 28,612     |
| Transit Revenue Supervisor  | 9118         | 2.00                                      |   | 2,902          |       | 3,527 |    | 151,484     |          | 184,109    |
| Principal Fare Collections Receiver<br>Senior Fare Collections Receiver | 9117         | 2.00                                      |   | 2,793          |       | 3,396 | \$ | 145,795     | \$       | 177,271    |
| Fare Collections Receiver   | 9116<br>9110 | 8.00<br>24.00                             | • | 2,221<br>1,918 |       | 2,700 | \$ | •           | \$       | 563,760    |
| Counting  | 9110         | 24.00                                     | Ф | 1,910          | Ф     | 2,332 | \$ | 1,201,435   | Ð        | 1,460,765  |
| Senior Fare Collections Receiver  | 9116         | 1.00                                      | ¢ | 2,221          | œ.    | 2,700 | \$ | 57.968      | \$       | 70,470     |
| Fare Collections Receiver   | 9110         | 3.00                                      |   | 1,918          |       | 2,332 | \$ | 150,179     | \$       | 182,596    |
| Holiday Pay (if applicable)   | 0110         | 0.00                                      | Ψ | 1,010          | ٣     | 2,002 | \$ | 100,170     | Š        | 102,390    |
| Night / Shift Differential (if applicable)                              |              |   |   |                |       |       | \$ | -           | Š        | -          |
| Overtime Pay (if applicable)  |              |   |   |                |       |       | Š  | · <u>-</u>  | s        | <u>.</u>   |
| Other Pay (if applicable)   |              |   |   |                |       |       | \$ | -           | Ś        | -          |
| Total Salary Costs  | ·            | 41.0                                      |   | <del></del>    |       |       | \$ | 2,170,607   | \$       | 2,638,971  |
| FRINGE BENEFITS Variable Fringes <sup>(3)</sup>                         |              |   |   |                |       |       |    | 557,920     |          | 679,418    |
| Fixed Fringes (4)   |              |   |   |                |       |       | \$ | 532,765     | \$       | 532,765    |
| Total Fringe Benefits   |              | ٠   |   |                |       |       | S  | 1,090,685   | \$       | 1,212,183  |
| Total Personnel Costs   |              |   |   |                |       |       |    | 3,261,292   | <u> </u> | 3,851,154  |
| ADDITIONAL CITY COSTS (if applicable)                                   | · · .        |   | : |                | · ·.  |       |    |             | . :      |            |
| Rent  |              |   |   |                |       |       | S  | 84,000      | \$       | 84,000     |
| Utilities   |              |   |   |                |       |       | \$ | 24,000      | \$       | 24,000     |
| Uniform   |              |   |   |                |       |       | \$ | 40,000      | \$       | 40,000     |
| Vehicles  |              |   |   |                |       |       | \$ | 108,000     | \$       | 108,000    |
| Radios  |              |   |   |                |       |       | \$ | 18,000      | \$       | 18,000     |
| Gas   |              | •   |   |                |       |       | \$ | 43,200      | \$       | 43,200     |
| Total City Additional Costs   |              |   |   |                |       |       | \$ | 317,200     | \$       | 317,200    |
|   |              |   |   |                |       |       |    |             |          |            |
| Subtotal  |              |   |   |                |       | ,     | \$ | 3,578,492   | \$       | 4,168,354  |
|   |              |   | , |                |       |       | \$ |             | \$       | _          |
| ESTIMATED TOTAL CITY COST   |              |   |   |                |       |       | \$ | 3,578,492   | \$       | 4,168,354  |
| LESS: ESTIMATED TOTAL CONTRACT COST                                     |              |   |   |                |       |       |    | (3,498,993) |          | (3,512,649 |
| ESTIMATED SAVINGS   |              |   |   |                |       |       | \$ | 79,499      | •        | 655,705    |
| % of Savings to City Cost   |              |   |   |                |       |       |    |             |          | 16%        |
| % or savings to City Cost   |              |   |   |                |       |       |    | 2%          |          | 16%        |

- 1. FY 1978-1979 was the first year these services were contracted out.
- 2. Salary levelsare as posted on DHR website salary rates effective June 30,2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

SFMTA - FINANCE & INFORMATION TECHNOLC
Con Collection, Counting and Data Management Services
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2016

# ESTIMATED CITY COSTS:

| ROJECTED PERSONNEL COSTS ob Class Title  | Class | # of Full Time<br>Equivalent<br>Positions |    | Bi-Wee      | kly R | ate            |                | Low  |            | High   |
|--|-------|---|----|-------------|-------|----------------|----------------|--|------------|--|
| Callections  |       |   | •  | 0.000       | d     | 5,090          | \$             | 78,085                                       | ¢          | 99,637                                       |
| lanager IV   | 9174  | 0.75                                      | \$ | 3,989       | \$    | 4,385          | э<br>\$        | 23,542                                       |            | 28,612                                       |
| nalyst   | 1824  | 0.25                                      | \$ | 3,608       | \$    | 3,527          | Ф<br>\$        | 151,484                                      |            | 184,109                                      |
| ransit Revenue Supervisor  | 9118  | 2.0                                       | \$ | 2,902       | \$    |                | э<br>\$        | 145,795                                      |            | 177,271                                      |
| Principal Fare Collections Receiver  | 9117  | 2.0                                       | \$ | 2,793       | \$    | 3,396<br>2,700 | э<br>\$        | 463,745                                      |            | 563,760                                      |
| Senior Fare Collections Receiver   | 9116  | 8.0                                       | \$ | 2,221       | \$    |                | \$             | 1,201,435                                    |            | 1,460,765                                    |
| are Collections Receiver   | 9110  | 24.0                                      | \$ | 1,918       | \$    | 2,332          | Ф.,            | 1,201,400                                    | Ψ          | 1,400,700                                    |
| Counting   |       |   |    | 0.004       | •     | 9.700          | d-             | 57,968                                       | ¢          | 70,470                                       |
| Senior Fare Collections Receiver   | 9116  | 1.0                                       | \$ | 2,221       | \$    | 2,700          | \$             | 150,179                                      | \$         | 182,596                                      |
| Fare Collections Receiver  | 9110  | 3.0                                       | \$ | 1,918       | \$    | 2,332          | \$<br>\$       | 130,178                                      | \$         | 102,000                                      |
| foliday Pay (if applicable)  |       |   |    |             |       |                | φ.             |  | \$         |  |
| light / Shift Differential (if applicable)   |       |   |    |             |       |                | \$             | _  | s.         | _  |
| Overtime Pay (if applicable)   | *     |   |    |             |       |                | **             | _  | ¢.         | _  |
| Other Pay (if applicable)  |       |   |    |             |       |                | \$<br>\$       | 2,272,233                                    | \$         | 2,767,220                                    |
| Total Salary Cost  | s     | 41.0                                      |    | <del></del> |       |                | 3              | 2,212,233                                    | Ψ          | 2,101,220                                    |
| /ariable Fringes <sup>(3)</sup><br>Fixed Fringes <sup>(4)</sup> Total Fringe Benefi<br>Total Personnel Cos |       |   |    |             |       |                | \$<br>\$<br>\$ | 525,427<br>551,162<br>1,076,589<br>3,348,823 | \$         | 639,847<br>551,162<br>1,191,009<br>3,958,229 |
| ADDITIONAL CITY COSTS (if applicable)  |       |   |    |             |       |                |                |  |            |  |
| Rei  | nt    |   |    |             |       |                | S              | 86,520                                       |            | 86,520                                       |
| Utiliti  | es    |   |    |             |       |                | \$             | 24,720                                       |            | 24,720                                       |
| Unifor   | m     |   |    |             |       |                | \$             | 41,200                                       |            | 41,200                                       |
| Vehicl   | es    |   |    |             |       |                | \$             | 108,000                                      |            | 108,000                                      |
| Radi   | os    |   |    |             |       |                | \$             | 18,540                                       |            | 18,540                                       |
|  | as    |   |    |             |       |                | \$             | 44,496                                       |            | 44,49  |
| Total City Additional Cos  | its   |   |    |             |       |                | \$             | 323,476                                      | \$_        | 323,476                                      |
|  | •     |   |    |             |       |                |                |  |            |  |
|  |       |   |    |             |       |                | \$             | 3,672,299                                    | \$         | 4,281,70                                     |
| Subtot   | ai    |   |    |             |       |                |                |  |            |  |
| Subtot   | al    |   |    |             |       |                |                |  | \$         |  |
|  | ai    |   |    |             |       |                | \$             | 3,672,299                                    |            | 4,281,70                                     |
| ESTIMATED TOTAL CITY COST  | al    |   |    |             |       |                |                |  | \$         | 4,281,70                                     |
|  | al    |   |    |             |       |                |                | 3,672,299<br>(3,498,788<br>173,511           | ) \$<br>3) | 4,281,70<br>(3,514,12<br>767,57              |

# Comments/Assumptions:

- 1. FY 1978-1979 was the first year these services were contracted out.
- 2. Salary levels reflect proposed salary rates effective July 1, 2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

% of Savings to City Cost

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Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: SFMTA Parking Meter Payment Collection Services - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for parking meter payment collection 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 2014-15 and 2015-16 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield, Controller

**Enclosures** 

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations

Kate Howard, Mayor's Budget Office

SFMTA - FINANCE & INFORMATION TECHNOLO
Con Collection, Counting and Data Management Services
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015

## **ESTIMATED CITY COSTS:**

| PROJECTED | PERSONNEL | COSTS |
|-----------|-----------|-------|
|-----------|-----------|-------|

| PROJECTED PERSONNEL COSTS                  | en de la companya de |       | # of E. d. Time              |              | <del></del> | <del></del> |               |                   | r        |            |
|--|--|-------|------------------------------|--------------|-------------|-------------|---------------|-------------------|----------|------------|
| Job Class Title                            | 直接 医胃肠切开   | Class | # of Full Time<br>Equivalent |              | Bi-Weel     | dy Rate     |               | Low               | -        | Linh       |
|  |  | 0,003 | Positions                    |              | DI-11001    | ay Hato     |               | LUW               | 1        | High       |
| Collections                                |  |       |                              | <del>'</del> |             |             |               |                   | <u> </u> |            |
| Manager IV                                 |  | 9174  | 0.75                         | \$           | 3,989       | \$ 5,09     | 0 \$          | 78,085            | \$       | 99,637     |
| Analyst                                    |  | 1824  | 0.25                         | \$           | 3,608       | \$ 4,38     | 5 \$          | 23,542            | \$       | 28,612     |
| Transit Revenue Supervisor                 |  | 9118  | 2.00                         | \$           | 2,902       | \$ 3,52     | 7 \$          | 151,484           | \$       | 184,109    |
| Principal Fare Collections Receiver        |  | 9117  | 2.00                         | \$           | 2,793       | \$ 3,39     | 6 S           | 145.795           | \$       | 177,271    |
| Senior Fare Collections Receiver           |  | 9116  | 8.00                         | \$           | 2,221       | \$ 2,70     | 0 \$          | 463,745           | \$       | 563,760    |
| Fare Collections Receiver                  |  | 9110  | 24.00                        | \$           | 1,918       | \$ 2,33     | 2 \$          | 1,201,435         | \$       | 1,460,765  |
| Counting                                   | •  |       |                              |              |             |             |               |                   |          | . , .,     |
| Senior Fare Collections Receiver           |  | 9116  | 1.00                         |              | 2,221       | \$ 2,70     | 0 \$          | 57,968            | \$       | 70,470     |
| Fare Collections Receiver                  |  | 9110  | 3.00                         | \$           | 1,918       | \$ 2,33     | 2 \$          | 150,179           | \$       | 182,596    |
| Holiday Pay (if applicable)                |  |       |                              |              |             |             | \$            | -                 | \$       | -          |
| Night / Shift Differential (if applicable) |  |       |                              |              |             |             | \$            | -                 | \$       | -          |
| Overtime Pay (if applicable)               |  |       |                              |              |             |             | \$            | -                 | \$       | . •        |
| Other Pay (if applicable)                  |  |       |                              |              |             |             | \$            |                   | \$       |            |
| · · · · · · · · · · · · · · · · · · ·      | Total Salary Costs   |       | 41.0                         |              |             |             | \$            | 2,170,607         | \$       | 2,638,971  |
|  |  |       |                              |              |             |             |               |                   |          |            |
| FRINGE BENEFITS                            |  |       |                              |              |             |             |               |                   |          |            |
| Variable Fringes <sup>(3)</sup>            |  |       |                              |              |             |             |               | 557,920           |          | 679,418    |
| Fixed Fringes (4)                          |  |       |                              |              |             |             | \$            | 532,765           | \$       | 532,765    |
| *  | <b>Total Fringe Benefits</b>   |       |                              |              |             |             | \$            | 1,090,685         |          | 1,212,183  |
|  | Total Personnel Costs  |       |                              |              |             |             | _ <del></del> | 3,261,292         |          | 3,851,154  |
| ADDITIONAL CITY COSTS (if applicable)      |  |       |                              |              |             |             |               | 3,201,232         |          | 3,001,104  |
| ADDITIONAL OIL TOODIO (II applicable)      | Rent   |       | • • • • •                    | ·            |             |             |               |                   |          |            |
|  | Utilities  |       |                              |              |             |             | \$            | 84,000            | \$       | 84,000     |
|  | Uniform  |       | •                            |              |             |             | \$            | 24,000            | \$       | 24,000     |
| •  | Vehicles :   |       |                              |              |             |             | \$<br>\$      | 40,000<br>108,000 | \$<br>S  | 40,000     |
|  | Radios   |       |                              |              |             |             | \$            |                   |          | 108,000    |
|  | Gas  |       | '                            |              |             |             | -             | 18,000<br>43,200  | \$       | 18,000     |
| Total                                      | ol City Additional Costs   | *     |                              |              |             |             | \$            |                   | \$       | 43,200     |
| 10(2                                       | ii City Additional Costs   |       |                              |              |             |             | \$            | 317,200           | \$       | 317,200    |
|  |  | *     |                              |              |             |             |               |                   |          |            |
|  | Subtotal   |       |                              |              |             |             | \$            | 3,578,492         | \$       | 4,168,354  |
|  |  |       |                              |              |             |             | \$            | •                 | \$       | -          |
| ESTIMATED TOTAL CITY COST                  |  |       |                              |              |             |             | \$            | 3,578,492         |          | 4,168,354  |
|  | •  |       |                              |              |             |             |               |                   |          |            |
| LESS: ESTIMATED TOTAL CONTRACT             | COST   |       | •                            |              |             |             |               | (3,498,993)       |          | (3,512,649 |
| ESTIMATED SAVINGS                          |  |       |                              |              |             |             | \$            | 79,499            | \$       | 655,705    |
| %  | of Savings to City Cost  |       |                              |              |             |             |               | 2%                |          | 169        |
|  |  |       |                              |              |             |             |               |                   |          |            |

- 1. FY 1978-1979 was the first year these services were contracted out.
- 2. Salary levelsare as posted on DHR website salary rates effective June 30,2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

SFMTA - FINANCE & INFORMATION TECHNOL
Con Collection, Counting and Data Management Services
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2016

### **ESTIMATED CITY COSTS:**

| DDO | ICCTED | PERSONNEL | COSTS |
|-----|--------|-----------|-------|
| PRO | JECTED | PERSUNNEL | COSIS |

| Job Class Title                            | Class     | # of Full Time<br>Equivalent<br>Positions |             | Bi-Wee | kiy P | ate   |   | Low              |             | High              |
|--|-----------|---|-------------|--------|-------|-------|---|------------------|-------------|-------------------|
| Collections                                |           |   | <del></del> |        |       |       |   |                  |             | ···               |
| Manager IV                                 | 9174      | 0.75                                      | \$          | 3,989  | \$    | 5.090 | \$                                      | 78,085           | S           | 99,637            |
| Analyst                                    | 1824      | 0.25                                      | \$          | 3,608  | \$    |       | Ś                                       | 23,542           |             | 28,612            |
| Transit Revenue Supervisor                 | 9118      | 2.0                                       | \$          | 2,902  | \$    | 3,527 | Ś                                       | 151,484          | Š           | 184,109           |
| Principal Fare Collections Receiver        | 9117      | 2.0                                       | \$          | 2,793  | \$    | 3,396 |   | 145,795          |             | 177,271           |
| Senior Fare Collections Receiver           | 9116      | 8.0                                       | \$          | 2,221  | \$    | 2,700 | \$                                      | 463,745          |             | 563,760           |
| Fare Collections Receiver<br>Counting      | 9110      | 24.0                                      | \$          | 1,918  | \$    | 2,332 | \$                                      | 1,201,435        |             | 1,460,765         |
| Senior Fare Collections Receiver           | 9116      | 1.0                                       | \$          | 2,221  | S     | 2,700 | \$                                      | 57,968           | \$          | 70,470            |
| Fare Collections Receiver                  | 9110      | 3.0                                       | \$          | 1,918  | \$    | 2,332 | \$                                      | 150,179          | \$          | 182,596           |
| Holiday Pay (if applicable)                |           |   |             |        |       |       | \$                                      | •                | Ś           | 102,000           |
| Night / Shift Differential (if applicable) |           |   |             |        |       |       | \$                                      | • .              | \$          |                   |
| Overtime Pay (if applicable)               |           |   |             |        |       |       | \$                                      | -                | \$          |                   |
| Other Pay (if applicable)                  | Francisco |   |             |        |       |       | \$                                      | 1                | \$          | · -               |
| Total Salary Cos                           | its       | 41.0                                      |             |        |       |       | \$                                      | 2,272,233        | \$          | 2,767,220         |
| FRINGE BENEFITS                            |           |   |             |        |       |       |   |                  |             |                   |
| Variable Fringes (3)                       |           |   |             |        |       |       | \$                                      | 525,427          | \$          | 639,847           |
| Fixed Fringes (4)                          |           |   |             |        |       |       | \$                                      | 551,162          | \$          | 551,162           |
| Total Fringe Benefi                        | its       |   |             |        |       |       | \$                                      | 1,076,589        |             | 1,191,009         |
| Total Personnel Cos                        | its       |   |             |        |       |       | <u> </u>                                | 3,348,823        | <u> </u>    | 3,958,229         |
| ADDITIONAL CITY COSTS (if applicable)      |           |   |             |        |       |       | *************************************** | 0,040,023        |             | 3,330,229         |
| Re   | nŧ        | :   | ·           |        |       |       |   | 06 500           |             | 22 722            |
| Utiliti                                    |           |   |             |        |       |       | S<br>S                                  | 86,520<br>24,720 |             | 86,520            |
| Unifor                                     |           |   |             |        |       |       | \$<br>\$                                | 41,200           | \$<br>\$    | 24,720            |
| Vehici                                     | es        |   |             |        |       |       | \$                                      | 108,000          | \$<br>\$    | 41,200<br>108,000 |
| Radi                                       | os        |   |             |        |       |       | \$                                      | 18,540           | \$          | •                 |
| G  | as        |   |             |        |       |       | -                                       | 44,496           | \$          | 18,540<br>44,496  |
| Total City Additional Cos                  | its       |   |             | •      |       |       | <u>\$</u><br>\$                         | 323,476          | \$          | 323,476           |
|  |           |   |             |        |       |       |   |                  | <del></del> |                   |
| Subtot                                     | al        |   |             |        |       |       | \$                                      | 3,672,299        | \$          | 4,281,705         |
|  |           |   |             |        |       |       | \$                                      |                  | \$          |                   |
| ESTIMATED TOTAL CITY COST                  |           |   |             |        |       |       | \$                                      | 3,672,299        | Ş           | 4,281,705         |
| LESS: ESTIMATED TOTAL CONTRACT COST        |           | •   |             |        |       |       |   | (3,498,788)      |             | (3,514,127        |
| ESTIMATED SAVINGS                          |           |   |             |        |       |       | \$                                      | 173,511          | \$          | 767.578           |
| % of Savings to City Co                    | st        |   |             |        |       |       |   | 5%               |             | 18%               |
|  |           |   |             |        |       |       |   | . 3 /0           |             | 107               |

- 1. FY 1978-1979 was the first year these services were contracted out.
- 2. Salary levels reflect proposed salary rates effective July 1, 2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

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Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: SFMTA Parking Meter Payment Collection Services - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for parking meter payment collection 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 2014-15 and 2015-16 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield, Controller

**Enclosures** 

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations Kate Howard, Mayor's Budget Office SFMTA - FINANCE & INFORMATION TECHNOLOC
Con Collection, Counting and Data Management Services
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015

### **ESTIMATED CITY COSTS:**

| c | 204 | _ | ı  | CT | En | D | EC | 121 | SKIA | JEI  | CO | STS         |  |
|---|-----|---|----|----|----|---|----|-----|------|------|----|-------------|--|
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|--|------------------|-------|-------------------------|----|---------|--------|-------|-----------------|-------------|------------|---------------------|
| ob Class Title                             |                  | Class | Equivalent<br>Positions |    | DI-Wee  | kiy H  | ate   |                 | Low         |            | High                |
| Collections                                |                  |       | -                       |    |         |        |       |                 |             |            |                     |
| Manager IV                                 |                  | 9174  | 0.75                    | \$ | 3,989   |        | 5,090 | \$              | 78,085      |            | 9 <del>9</del> ,637 |
| nalyst                                     |                  | 1824  | 0.25                    | \$ | 3,608   |        | 4,385 | \$              | 23,542      |            | 28,612              |
| Fransit Revenue Supervisor                 |                  | 9118  | 2.00                    | \$ | 2,902   |        | 3,527 | -               | 151,484     |            | 184,109             |
| Principal Fare Collections Receiver        |                  | 9117  | 2.00                    | \$ | 2,793   |        | 3,396 | \$              | 145,795     | \$         | 177,271             |
| Senior Fare Collections Receiver           |                  | 9116  |                         | \$ | 2,221   |        | 2,700 | \$              | 463,745     | \$         | 563,760             |
| Fare Collections Receiver                  |                  | 9110  | 24.00                   | \$ | 1,918   | \$     | 2,332 | \$              | 1,201,435   | \$         | 1,460,765           |
| Counting                                   |                  |       |                         |    |         |        |       |                 |             |            |                     |
| Senior Fare Collections Receiver           |                  | 9116  | 1.00                    | \$ | 2,221   |        | 2,700 | -               | 57,968      |            | 70,470              |
| Fare Collections Receiver                  | 9                | 9110  | 3.00                    | \$ | 1,918   | \$     | 2,332 | \$              | 150,179     | \$         | 182,596             |
| Holiday Pay (if applicable)                |                  |       |                         |    |         |        |       | \$              | -           | \$         | -                   |
| Night / Shift Differential (if applicable) |                  |       |                         |    |         |        |       | \$              | -           | \$         |                     |
| Overtime Pay (if applicable)               |                  |       |                         |    |         |        |       | \$              | -           | \$         | -                   |
| Other Pay (if applicable)                  | <del> </del>     |       |                         |    |         |        |       | \$              |             | <u>\$</u>  | <u> </u>            |
| 10   | tal Salary Costs |       | 41.0                    |    |         |        |       | \$              | 2,170,607   | \$         | 2,638,971           |
|  |                  |       |                         |    |         |        |       |                 |             |            |                     |
| FRINGE BENEFITS                            |                  |       |                         |    |         |        |       |                 |             |            |                     |
| Variable Fringes <sup>(3)</sup>            |                  |       |                         |    |         |        |       |                 | 557,920     |            | 679,418             |
| Fixed Fringes (4)                          |                  |       |                         |    |         |        |       | \$              | 532,765     | \$         | 532,765             |
| Total                                      | Fringe Benefits  |       |                         |    |         |        |       | \$              | 1,090,685   | \$         | 1,212,183           |
| Total I                                    | Personnel Costs  |       |                         |    |         |        |       |                 | 3,261,292   |            | 3,851,154           |
| ADDITIONAL CITY COSTS (if applicable)      | 100000           | + * . |                         | :  |         | ٠.     | . '   |                 |             |            |                     |
| ,  | Rent             |       |                         |    |         |        |       | \$              | 84,000      | \$         | 84,000              |
|  | Utilities        |       |                         |    |         |        | ·     | \$              | 24,000      | S          | 24,000              |
| •  | Uniform          |       |                         | •  | •       |        |       | \$              | 40,000      | \$         | 40,000              |
|  | Vehicles         |       |                         |    |         |        |       | \$              | 108,000     | \$         | 108,000             |
|  | Radios           |       |                         |    |         |        |       | \$              | 18,000      | <b>s</b> . | 18,000              |
| • •  | Gas              |       |                         |    |         |        |       | \$              | 43,200      | \$         | 43,200              |
| Total City /                               | Additional Costs |       |                         |    |         |        |       | \$              | 317,200     |            | 317,200             |
| •  |                  |       |                         |    |         |        |       |                 |             |            | ii                  |
|  | Subtotal         | -     |                         |    |         |        |       | \$              | 3,578,492   | · ·        | 4,168,354           |
| •  | Odbiolai         |       |                         |    |         |        |       |                 | 3,070,702   | S          | 4,100,004           |
| ESTIMATED TOTAL CITY COST                  |                  |       |                         |    |         |        |       | <u>\$</u><br>\$ | 3,578,492   |            | 4,168,354           |
| ESTIMATED TOTAL OIT GOOT                   | •                |       | •                       |    |         |        |       | <del>-</del>    | 3,376,432   | 7          | 4,100,334           |
| LESS: ESTIMATED TOTAL CONTRACT COST        |                  |       |                         |    |         |        |       |                 | (3,498,993) |            | (3,512,649          |
| ESTIMATED SAVINGS                          |                  |       |                         |    |         |        |       | \$              | 79,499      |            | 655,705             |
| % of Savi                                  | ngs to City Cost |       |                         |    |         |        |       |                 | 2%          |            | 169                 |
|  | J 2, 2001        |       |                         |    |         |        |       |                 |             |            | . •                 |

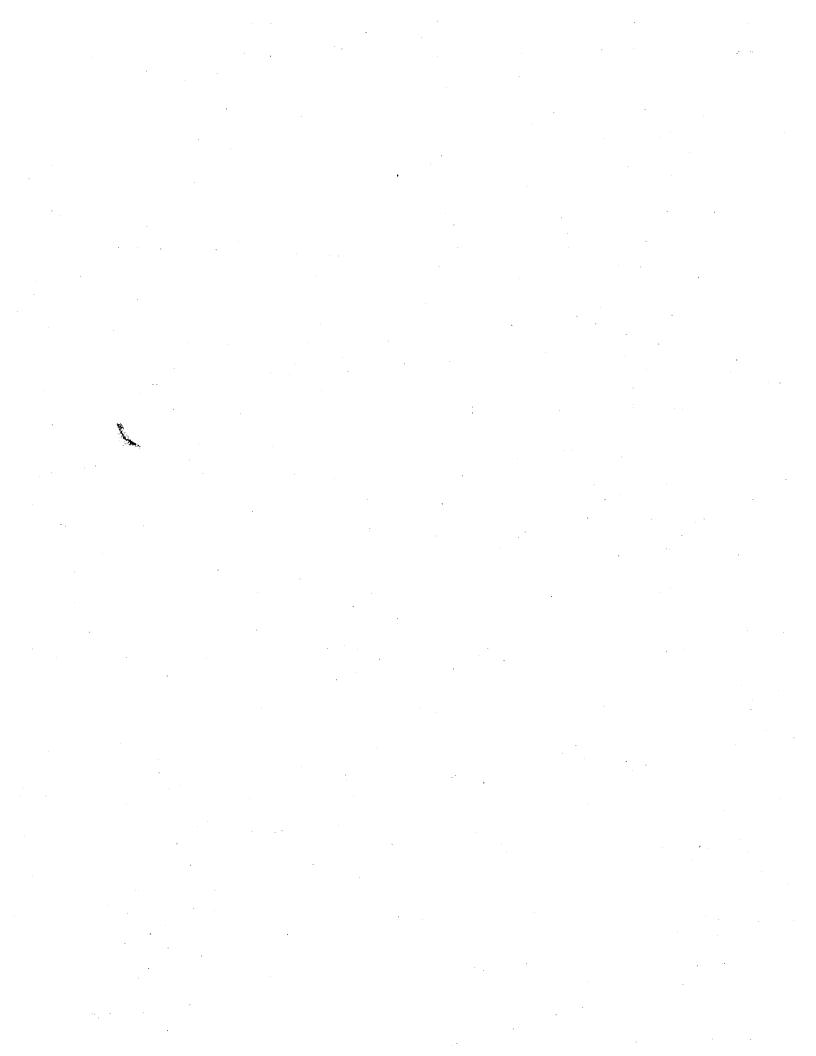
- 1. FY 1978-1979 was the first year these services were contracted out.
- 2. Salary levelsare as posted on DHR website salary rates effective June 30,2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

SFMTA - FINANCE & INFORMATION TECHNOL Con Collection, Counting and Data Management Services COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2016

## **ESTIMATED CITY COSTS:**

| Job Class Title                            | Class     | # of Full Time<br>Equivalent<br>Positions | Bi-Weekly Rate |             |    | Low   |        | High        |             |             |
|--|-----------|---|----------------|-------------|----|-------|--------|-------------|-------------|-------------|
| Collections                                |           |   | <del></del>    | <del></del> |    |       | Щ_     |             | L,          |             |
| Manager IV                                 | 9174      | 0.75                                      | \$             | 3,989       | \$ | 5,090 | s      | 78,085      | œ           | 00.607      |
| Analyst                                    | 1824      | 0.25                                      | \$             | 3,608       | Ś  | 4,385 |        | 23,542      | \$          | 99,637      |
| Transit Revenue Supervisor                 | 9118      | 2.0                                       | \$             | 2,902       |    | 3,527 | \$     | 151,484     | S           | 28,612      |
| Principal Fare Collections Receiver        | 9117      | 2.0                                       | \$             | 2,793       | \$ | 3,396 | \$     | 145,795     | S           | 184,109     |
| Senior Fare Collections Receiver           | 9116      | 8.0                                       | \$             | 2,221       | \$ | 2,700 |        | 463,745     | \$          | 177,271     |
| Fare Collections Receiver                  | 9110      | 24.0                                      | \$             |             | \$ | 2,332 |        | 1,201,435   | \$<br>\$    | 563,760     |
| Counting                                   |           |   | -              | ,           | •  | ,     | Ψ      | 1,201,400   | φ           | 1,460,765   |
| Senior Fare Collections Receiver           | 9116      | 1.0                                       | \$             | 2,221       | s  | 2,700 | •      | 57,968      | œ           | 70.4        |
| Fare Collections Receiver                  | 9110      | 3.0                                       | \$             | 1,918       |    | 2,332 |        | 150,179     | \$          | 70,470      |
| Holiday Pay (if applicable)                |           |   | •              | .,          | *  | £,00£ | 4      | 130,179     | \$          | 182,596     |
| Night / Shift Differential (if applicable) |           |   |                |             |    |       | Φ.     | •           | Þ           | -           |
| Overtime Pay (if applicable)               |           |   |                |             |    |       | φ.     | · .         | <b>3</b>    | -           |
| Other Pay (if applicable)                  |           |   |                |             |    |       | a<br>a | •           | \$          | •           |
| Total Salary                               | Costs     | 41.0                                      |                |             |    |       | \$     | 2 270 200   | \$          | <u>.</u>    |
|  |           |   |                |             |    |       | 3      | 2,272,233   | \$          | 2,767,220   |
| FRINGE BENEFITS                            |           |   |                |             |    |       |        |             |             |             |
| Variable Fringes (3)                       |           |   |                | •           |    |       |        |             |             |             |
| Fixed Fringes (4)                          |           |   |                |             |    |       | \$     | 525,427     |             | 639,847     |
| •  | -         |   |                |             |    |       | \$     | 551,162     | \$          | 551,162     |
| Total Fringe Be                            |           | •   |                |             |    |       | \$     | 1,076,589   | s           | 1,191,009   |
| Total Personnel                            | Costs     |   |                |             |    | •     |        | 3,348,823   | <del></del> | 3,958,229   |
| ADDITIONAL CITY COSTS (if applicable)      |           |   |                |             |    | :     |        | 0,040,023   |             | 3,956,229   |
|  | Rent      |   |                |             |    |       |        |             |             |             |
|  | Jtilities |   |                |             |    |       | \$     | 86,520      | \$          | 86,520      |
|  | niform    |   |                |             |    |       | \$     | 24,720      | \$          | 24,720      |
|  | ehicles   |   |                |             |    |       | \$     | 41,200      | \$          | 41,200      |
|  | Radios    |   |                |             |    |       | \$     | 108,000     | \$          | 108,000     |
|  | Gas       |   |                |             |    |       | \$     | 18,540      | \$          | 18,540      |
| Total City Additional                      |           |   |                |             |    |       | \$     | 44,496      | \$          | 44,496      |
| Total Oily Additional                      | Cosis     |   |                |             |    |       | \$     | 323,476     | \$          | 323,476     |
|  |           | •   |                |             |    |       |        |             |             | <del></del> |
| Su   | btotal    |   |                |             |    |       | \$     | 3,672,299   | •           | 4.004.00    |
|  |           |   |                |             |    |       |        | 3,072,299   | \$          | 4,281,705   |
| ESTIMATED TOTAL CITY COST                  |           |   |                |             |    |       | \$     | <del></del> | \$          |             |
|  |           |   |                |             |    |       | \$     | 3,672,299   | \$          | 4,281,705   |
| ESS: ESTIMATED TOTAL CONTRACT COST         | •         |   |                |             |    |       |        | /3 /00 700  |             |             |
| ESTIMATED SAVINGS                          |           |   |                |             |    | -     |        | (3,498,788) |             | (3,514,127  |
| % of Savings to City                       | Cont      |   |                |             |    | =     | \$     | 173,511     | \$          | 767,578     |
| /e or savings to City                      | COST      |   |                |             |    |       |        | 5%          |             | 18%         |

- 1. FY 1978-1979 was the first year these services were contracted out.
- 2. Salary levels reflect proposed salary rates effective July 1, 2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-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 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: SFMTA Comprehensive Facility Security Service Contract – FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for comprehensive facility 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 2014-15 and 2015-16 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield

Controller

**Enclosures** 

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations

Kate Howard, Mayor's Budget Office

SECURITY SERVICES & ASSOCIATED ADMINIST ON COMPARATIVE COSTS OF CONTRACTING VS. IN-. JUSE SERVICES (1)(2)(3) FISCAL YEAR 2014-15

### **ESTIMATED CITY COSTS:**

### PROJECTED CIVIL SERVANT PERSONNEL COSTS

|   |       | # of Full |                | - 1      |              | ,            |  |
|---|-------|-----------|----------------|----------|--------------|--------------|--|
| · · · · · · · · · · · · · · · · · · ·   | İ     | Time      |                | i        |              |              |  |
| Job Class Title   | Class | Positions | Bi-Weekly Rate |          | Low          | High         |  |
| Client Manager  | 8229  | 1.0       | \$ 2,533       | \$ 3,080 | \$ 66,111    | \$ 80,388    |  |
| ADA Observer  | 8202  | 3.0       | 1,588          | 1,927    | \$ 124,340   | \$ 150,884   |  |
| Courier   | 8202  | 1.0       | 1,588          | 1,927    | \$ 41,447    | \$ 50,295    |  |
| Badging Clerk   | 1406  | 1.0       | 1,714          | 2,084    | \$ 44,735    | \$ 54,392    |  |
| Administrative Support  | 1408  | 1.0       | 2,264          | 2,752    | \$ 59,090    | \$ 71,827    |  |
| Video Surveillance Supervisor   | 1408  | 1.0       | 2,264          | 2,752    | \$ 59,090    | \$ 71,827    |  |
| Video Surveillance Assistants   | 1408  | 13.0      | 2,264          | 2,752    | \$ 768,175   | \$ 933,754   |  |
| Security Operations Coordinator   | 8202  | 1.0       | 1,588          | 1,927    | \$ 41,447    | \$ 50,295    |  |
| Field Supervisor  | 8202  | 16.0      | 1,588          | 1,927    | \$ 663,149   | \$ 804,715   |  |
| Armed Security Guards   | 8202  | 15.0      | 1,588          | 1,927    | \$ 621,702   | \$ 754,421   |  |
| Assistant Client Manager  | 2785  | 1.0       | 2,274          | 2,764    | \$ 59,351    | \$ 72,140    |  |
| Unarmed Security Guards   | 8202  | 46.0      | 1,588          | 1,927    | \$ 1,906,553 | \$ 2,313,556 |  |
| Overtime pay during holidays (50% of holiday pay, applicable class) (4)               |       |           | .4             |          | 87,143       | 105.784      |  |
| Night / Shift Differential (8.5% of salary for estimated 1/3 of employees) (5)        |       | 1         |                |          | 113,886      | 138,246      |  |
| Overtime Pay (if applicable)  |       | •         |                |          |              | ,-           |  |
| Other Pay (if applicable)   |       |           |                |          |              |              |  |
| Total Salary Cost   | s     | 100       |                |          | 4,656,221    | 5,652,525    |  |
| FRINGE BENEFITS   |       |           |                |          |              | <del></del>  |  |
| Variable Fringes (8)  |       |           |                |          | 1,094,415    | 1,328,591    |  |
| Fixed Fringes (7)   |       |           |                |          | 1,300,096    | 1,300,096    |  |
| Overtime / Night / Shift Differential (8.5% of salary for estimated 1/3 of employees) |       |           | •              | 7.9%     | 15,881       | 19,278       |  |
| Total Fringe Benefit  | s     |           |                | _        | 2,410,392    | 2,647,966    |  |
| Total Personnel Costs   |       |           |                | _        | 7,066,613    | 8,300,490    |  |
| ADDITIONAL CITY COSTS (if applicable)   |       |           |                | =        |              | •            |  |
| V   |       |           |                |          |              |              |  |
| ESTIMATED TOTAL CITY COST   |       |           |                | -        | 7,066,613    | 8,300,490    |  |
| LESS: ESTIMATED TOTAL CONTRACT COST   |       |           |                | -        | 6,316,572    | 6,316,572    |  |
| ESTIMATED SAVINGS   |       |           |                |          | \$ 750,041   | \$ 1,983,918 |  |
| % of Savings to City Cos  | it    |           |                | -        | 11%          | 24%          |  |

- 1. FY 2008 was the first year these services were contracted out.
- 2. In order to better reflect the function and wage of Cypress Security contractors, we included some job classifications outside of SFMTA (for example: Classification 8229 Manager Museum Security Services, Classification 8202 Security Guard, and Classification 2785 Assistant General Services Manager.
- 3. Salary levels are as posted in DHR websited at June 30, 2014. Costs are represented as annual 12 month costs and based on each employee working 40 hours per week. The 'Low' reflects step 1 and the 'High' reflects step 5.
- 4. Holiday pay is calculated based on the following assumption: 11 days of holiday pay at a rate of time and a half for eight hours. The following number of Cypress employees work holidays in accordance with the contract: Assistant Client Manager (1), Video Surveillance Supervisor (1), Video Surveillance Assistants (13), Field Supervisors (16), Armed Security Guards (14), Unarmed Security Guards (46), and Security Operations Coordinator (1),
- 5. Night /Shift Differential is calculated the same as previous years: the sum of personnel costs times 2.7%. This is to account for the fact that not all employees would be obtaining this rate differential.
- 6. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 7. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 8. The estimated cost does not include materials, weapons, services, vehicle and capital.

MUNICIPAL TRANSPORTATION AGENCY, SUST/
SECURITY SERVICES & ASSOCIATED ADMINIST.
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2)(3)
FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

PROJECTED CIVIL SERVANT PERSONNEL COSTS

|   |       | # of Full |          |          |              |               |
|---|-------|-----------|----------|----------|--------------|---------------|
|   |       | Time      |          |          |              |               |
| Job Class Title   | Class | Positions | Bi-Week  | y Rate   | Low          | High          |
| Client Manager  | 8229  | 1.0       | \$ 2,533 | \$ 3,080 | \$ 66,111    | \$ 80,388     |
| ADA Observer  | 8202  | 3.0       | 1,588    | 1,927    | \$ 124,340   | \$ 150,884    |
| Courier   | 8202  | 1.0       | 1,588    | 1,927    | \$ 41,447    | \$ 50,295     |
| Badging Clerk   | 1406  | 1.0       | 1,714    | 2,084    | \$ 44,735    | \$ 54,392     |
| Administrative Support  | 1408  | 1.0       | 2,264    | 2,752    | \$ 59,090    | \$ 71,827     |
| Video Surveillance Supervisor   | 1408  | 1.0       | 2,264    | 2,752    | \$ 59,090    | \$ 71,827     |
| Video Surveillance Assistants   | 1408  | 13.0      | 2,264    | 2,752    | \$ 768,175   | \$ 933,754    |
| Security Operations Coordinator   | 8202  | 1.0       | 1,588    | 1,927    | \$ 41,447    | \$ 50,295     |
| Field Supervisor  | 8202  | 16.0      | 1,588    | 1,927    | \$ 663,149   | \$ 804,715    |
| Armed Security Guards   | 8202  | 15.0      | 1,588    | 1,927    | \$ 621,702   | \$ 754,421    |
| Assistant Client Manager  | 2785  | 1.0       | 2,274    | 2,764    | \$ 59,351    | \$ 72,140     |
| Unarmed Security Guards   | 8202  | 46.0      | 1,588    | 1,927    | \$ 1,906,553 | \$ 2,313,556  |
| Overtime pay during holidays (50% of holiday pay, applicable class) (4)           |       |           |          |          | 87,143       | 105,784       |
| Night / Shift Differential (8.5% of salary for estimated 1/3 of employees) (5)    |       |           |          |          | 113,886      | 138,246       |
| Overtime Pay (if applicable)  |       | •         |          |          | ,            | , , , , , , , |
| Other Pay (if applicable)   |       |           |          |          |              |               |
| Total Salary Costs  | i     | 100       |          |          | 4,656,221    | 5,652,525     |
| FRINGE BENEFITS   |       |           |          |          |              |               |
| Variable Fringes <sup>(8)</sup>   |       |           |          |          | 1,030,706    | 1,251,250     |
| Fixed Fringes (7)   |       |           |          |          | 1,345,280    | 1,345,280     |
| Overtime / Night / Shift Differential (8.5% of salary for estimated 1/3 of employ | rees) |           |          | 7.9%     | 15,881       | 19,278        |
| Total Fringe Benefits   |       |           |          | •        | 2,391,867    | 2,615,808     |
| Total Personnel Costs   |       |           |          | •        | 7,048,088    | 8,268,333     |
|   |       |           |          | •        | <del></del>  |               |
| ADDITIONAL CITY COSTS (if applicable)   |       |           |          |          |              |               |
|   |       |           |          |          |              |               |
|   |       |           |          |          |              | •             |
| ESTIMATED TOTAL CITY COST   |       |           |          |          | 7,048,088    | 8,268,333     |
|   |       |           |          |          | . )          | -,,           |
| LESS: ESTIMATED TOTAL CONTRACT COST   |       |           |          |          | 6,316,572    | 6,316,572     |
|   |       |           |          | •        |              | 210 , 210 , 2 |
| ESTIMATED SAVINGS   |       |           |          |          | \$ 731,516   | \$ 1,951,761  |
| % of Savings to City Cost   | ,     |           |          |          | 10%          | 24%           |

- 1. FY 2008 was the first year these services were contracted out.
- 2. In order to better reflect the function and wage of Cypress Security contractors, we included some job classifications outside of SFMTA (for example; Classification 8229 Manager Museum Security Services, Classification 8202 Security Guard, and Classification 2785 Assistant General Services Manager.
- 3. Salary levels are as posted in DHR websited at June 30, 2014, Costs are represented as annual 12 month costs and based on each employee working 40 hours per week. The 'Low' reflects step 1 and the 'High' reflects step 5.
- 4. Holiday pay is calculated based on the following assumption: 11 days of holiday pay at a rate of time and a half for eight hours. The following number of Cypress employees work holidays in accordance with the contract: Assistant Client Manager (1), Video Surveillance Supervisor (1), Video Surveillance Assistants (13), Field Supervisors (16), Armed Security Guards (14), Unarmed Security Guards (46), and Security Operations Coordinator (1).
- 5. Night /Shift Differential is calculated the same as previous years: the sum of personnel costs times 2.7%. This is to account for the fact that not all employees would be obtaining this rate differential.
- 6. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 7. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 8. The estimated cost does not include materials, weapons, services, vehicle and capital.

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Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: SFMTA Comprehensive Facility Security Service Contract – FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for comprehensive facility 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 2014-15 and 2015-16 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield

Controller

Enclosures

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations

Kate Howard, Mayor's Budget Office

SECURITY SERVICES & ASSOCIATED ADMINISTI IN COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2)(3) FISCAL YEAR 2014-15

#### **ESTIMATED CITY COSTS:**

PROJECTED CIVIL SERVANT PERSONNEL COSTS

|   |          | # of Full<br>Time |          |          |    |           |      |           |
|---|----------|-------------------|----------|----------|----|-----------|------|-----------|
| Job Class Title   | Class    | Positions         | BI-Week  | ly Rate  |    | Low       | Н    | igh       |
| Client Manager  | 8229     | 1.0               | \$ 2,533 | \$ 3,080 | \$ | 66,111    | \$   | 80,388    |
| ADA Observer  | 8202     | 3.0               | 1,588    | 1,927    | \$ | 124,340   | \$   | 150,884   |
| Courier   | 8202     | 1.0               | 1,588    | 1,927    | \$ | 41,447    | \$   | 50,295    |
| Badging Clerk   | 1406     | 1.0               | 1,714    | 2,084    | \$ | 44,735    | \$   | 54,392    |
| Administrative Support  | 1408     | 1.0               | 2,264    | 2,752    | \$ | 59,090    | \$   | 71,827    |
| Video Surveillance Supervisor   | 1408     | 1.0               | 2,264    | 2,752    | \$ | 59,090    | \$   | 71,827    |
| Video Surveillance Assistants   | 1408     | 13.0              | 2,264    | 2,752    | \$ | 768,175   | \$   | 933,754   |
| Security Operations Coordinator   | 8202     | 1.0               | 1,588    | 1,927    | \$ | 41,447    | \$   | 50,295    |
| Field Supervisor  | 8202     | 16.0              | 1,588    | 1,927    | \$ | 663,149   | \$   | 804,715   |
| Armed Security Guards   | 8202     | 15.0              | 1,588    | 1,927    | \$ | 621,702   | \$   | 754,421   |
| Assistant Client Manager  | 2785     | 1.0               | 2,274    | 2,764    | \$ | 59,351    | \$   | 72,140    |
| Unarmed Security Guards   | 8202     | 46.0              | 1,588    | 1,927    | \$ | 1,906,553 | \$ 2 | ,313,556  |
| Overtime pay during holidays (50% of holiday pay, applicable class) (4)           |          |                   |          |          |    | 87,143    |      | 105,784   |
| Night / Shift Differential (8.5% of salary for estimated 1/3 of employees) (5)    |          | 1                 |          | •        |    | 113,886   |      | 138,246   |
| Overtime Pay (if applicable)  |          | •                 |          |          |    |           |      |           |
| Other Pay (if applicable)   |          |                   |          |          |    | (         |      |           |
| Total Salary Cost   | <b>s</b> | 100               |          |          |    | 4,656,221 |      | 5,652,525 |
| FRINGE BENEFITS   |          |                   |          |          |    |           |      |           |
| Variable Fringes <sup>(a)</sup>   |          |                   |          |          |    | 1,094,415 |      | 1,328,591 |
| Fixed Fringes <sup>(7)</sup>  |          |                   |          |          |    | 1,300,096 |      | 1,300,096 |
| Overtime / Night / Shift Differential (8.5% of salary for estimated 1/3 of employ | ees)     |                   |          | 7.9%     |    | 15,881    |      | 19,278    |
| Total Fringe Benefit  | s        |                   |          |          |    | 2,410,392 |      | 2,647,96€ |
| Total Personnel Costs   |          |                   |          | •        |    | 7,066,613 |      | 8,300,490 |
|   | -        |                   |          | •        |    |           | ,    |           |
| ADDITIONAL CITY COSTS (if applicable)   |          |                   |          |          |    |           |      | 1         |
|   |          |                   |          |          |    |           |      |           |
|   |          |                   |          | ٠.       |    |           |      |           |
| ESTIMATED TOTAL CITY COST   |          |                   |          |          |    | 7,066,613 | 3    | 8,300,490 |
| LESS: ESTIMATED TOTAL CONTRACT COST   |          |                   |          | ,        | ·  | 6,316,572 |      | 6,316,57  |
| ESTIMATED SAVINGS   |          |                   |          |          | \$ | 750,041   | \$   | 1,983,91  |
| % of Savings to City Cos  | it       |                   |          |          |    | 11%       |      | 249       |

- 1. FY 2008 was the first year these services were contracted out.
- 2. In order to better reflect the function and wage of Cypress Security contractors, we included some job classifications outside of SFMTA (for example: Classification 8229 Manager Museum Security Services, Classification 8202 Security Guard, and Classification 2785 Assistant General Services Manager.
- 3. Salary levels are as posted in DHR websited at June 30, 2014. Costs are represented as annual 12 month costs and based on each employee working 40 hours per week. The 'Low' reflects step 1 and the 'High' reflects step 5.
- 4. Holiday pay is calculated based on the following assumption: 11 days of holiday pay at a rate of time and a half for eight hours. The following number of Cypress employees work holidays in accordance with the contract: Assistant Client Manager (1), Video Surveillance Supervisor (1), Video Surveillance Assistants (13), Field Supervisors (16), Armed Security Guards (14), Unarmed Security Guards (46), and Security Operations Coordinator (1).
- 5. Night /Shift Differential is calculated the same as previous years: the sum of personnel costs times 2.7%. This is to account for the fact that not all employees would be obtaining this rate differential.
- 6. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 7. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 8. The estimated cost does not include materials, weapons, services, vehicle and capital.

MUNICIPAL TRANSPORTATION AGENCY, SUSTA' SECURITY SERVICES & ASSOCIATED ADMINISTR COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2)(3) FISCAL YEAR 2015-16

## ESTIMATED CITY COSTS:

|  | Class        | # of Full<br>Time<br>Positions | Bi-Weeki\ | Rate     | Low          | High         |
|--|--------------|--------------------------------|-----------|----------|--------------|--------------|
| ob Class Title   | 8229         | 1.0                            | \$ 2,533  | \$ 3,080 | \$ 66,111    | \$ 80,388    |
| lent Manager   | 8202         | 3.0                            | 1,588     | 1,927    | \$ 124,340   | \$ 150,884   |
| DA Observer  | 8202         | 1.0                            | 1,588     | 1,927    | \$ 41,447    | \$ 50,295    |
| ourier   | 1406         | 1.0                            | 1,714     | 2,084    | \$ 44,735    | \$ 54,392    |
| adging Clerk   | 1408         | 1.0                            | 2,264     | 2,752    | \$ 59,090    | \$ 71,827    |
| dministrative Support  | 1408         | 1.0                            | 2,264     | 2,752    | \$ 59,090    | \$ 71,827    |
| ideo Surveillance Supervisor   | 1408         | 13.0                           | 2,264     | 2,752    | \$ 768,175   | \$ 933,754   |
| ideo Surveillance Assistants   | 8202         | 1.0                            | 1,588     | 1.927    | \$ 41,447    | \$ 50,295    |
| ecurity Operations Coordinator   | 8202         | 16.0                           | 1,588     | 1,927    | \$ 663,149   | \$ 804,715   |
| ield Supervisor  | 8202<br>8202 | 15.0                           | 1,588     | 1,927    | \$ 621,702   | \$ 754,421   |
| rmed Security Guards   | 2785         | 1,0                            | 2,274     | 2,764    | \$ 59,351    | \$ 72,140    |
| ssistant Client Manager  | 8202         | 46.0                           | 1,588     | 1,927    | \$ 1,906,553 | \$ 2,313,556 |
| Inarmed Security Guards  | 0202         | 40.0                           | 1,000     | 1,327    | 87,143       | 105,784      |
| overtime pay during holidays (50% of holiday pay, applicable class) (4)                              |              | 1                              |           |          | 113,886      | 138,246      |
| light / Shift Differential (8.5% of salary for estimated 1/3 of employees) (5)                       |              | ı                              |           |          | ,            |              |
| Overtime Pay (if applicable)   | Art -        |                                |           |          |              |              |
| Other Pay (if applicable)  |              | 100                            |           |          | 4,656,221    | 5,652,52     |
| Total Salary Cos   | 13           | 100                            |           |          |              |              |
| RINGE BENEFITS   |              |                                |           |          | 1,030,706    | 1,251,250    |
| /ariable Fringes (8)   |              |                                |           |          | 1,345,280    | 1,345,28     |
| Fixed Fringes (7)  | lavaac)      |                                |           | 7.9%     | 15,881       | 19,27        |
| Overtime / Night / Shift Differential (8.5% of salary for estimated 1/3 of emp<br>Total Fringe Benef | ioyees)      |                                |           |          | 2,391,867    | 2,615,80     |
| · · · · · · · · · · · · · · · · · · ·  | ıtə          |                                |           | -        | 7,048,088    | 8,268,33     |
| Total Personnel Costs  |              |                                |           | =        |              |              |
| ADDITIONAL CITY COSTS (if applicable)  |              |                                |           |          |              |              |
|  |              |                                |           |          |              |              |
| ESTIMATED TOTAL CITY COST  |              |                                |           | -        | 7,048,088    | 8,268,33     |
| LESS: ESTIMATED TOTAL CONTRACT COST  |              |                                |           | _        | 6,316,572    | 6,316,57     |
|  |              |                                |           | ·        | \$ 731,516   | \$ 1,951,70  |
| ESTIMATED SAVINGS  |              |                                |           |          | 10%          | 24           |

- 1. FY 2008 was the first year these services were contracted out.
- 2. In order to better reflect the function and wage of Cypress Security contractors, we included some job classifications outside of SFMTA (for example: Classification 8229 - Manager Museum Security Services, Classification 8202 - Security Guard, and Classification 2785 - Assistant General Services Manager.
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- 8. The estimated cost does not include materials, weapons, services, vehicle and capital.

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# OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: SFMTA Comprehensive Facility Security Service Contract - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for comprehensive facility 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 2014-15 and 2015-16 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely.

Ben Rosenfield Controller

Condoner

**Enclosures** 

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations

Kate Howard, Mayor's Budget Office

SECURITY SERVICES & ASSOCIATED ADMINIST IN COMPARATIVE COSTS OF CONTRACTING VS. IN-house Services (1)(2)(3) FISCAL YEAR 2014-15

#### **ESTIMATED CITY COSTS:**

#### PROJECTED CIVIL SERVANT PERSONNEL COSTS

|  |       | # of Full |          |          |              |              |
|--|-------|-----------|----------|----------|--------------|--------------|
|  |       | Time      |          | ·        |              |              |
| Job Class Title  | Class | Positions | Bi-Week  | ly Rate  | Low          | High         |
| Client Manager   | 8229  | 1.0       | \$ 2,533 | \$ 3,080 | \$ 66,111    | \$ 80,388    |
| ADA Observer   | 8202  | 3.0       | 1,588    | 1,927    | \$ 124,340   | \$ 150.884   |
| Courier  | 8202  | 1.0       | 1,588    | 1,927    | \$ 41,447    | \$ 50,295    |
| Badging Clerk  | 1406  | 1.0       | 1,714    | 2,084    | \$ 44,735    | \$ 54,392    |
| Administrative Support   | 1408  | 1.0       | 2,264    | 2,752    | \$ 59,090    | \$ 71,827    |
| Video Surveillance Supervisor  | 1408  | 1.0       | 2,264    | 2,752    | \$ 59,090    | \$ 71,827    |
| Video Surveillance Assistants  | 1408  | 13.0      | 2,264    | 2,752    | \$ 768,175   | \$ 933,754   |
| Security Operations Coordinator  | 8202  | 1.0       | 1,588    | 1,927    | \$ 41,447    | \$ 50,295    |
| Field Supervisor   | 8202  | 16.0      | 1,588    | 1,927    | \$ 663,149   | \$ 804,715   |
| Armed Security Guards  | 8202  | 15.0      | 1.588    | 1.927    | \$ 621,702   | \$ 754,421   |
| Assistant Client Manager   | 2785  | 1.0       | 2.274    | 2.764    | \$ 59,351    | \$ 72,140    |
| Unarmed Security Guards  | 8202  | 46.0      | 1,588    | 1,927    | \$ 1,906,553 | \$ 2,313,556 |
| Overtime pay during holidays (50% of holiday pay, applicable class) (4)            |       |           | .,       | .,       | 87,143       | 105,784      |
| Night / Shift Differential (8.5% of salary for estimated 1/3 of employees) (5)     |       | - 1       |          |          | 113,886      | 138,246      |
| Overtime Pay (if applicable)   |       | '         |          |          | 110,000      | 150,240      |
| Other Pay (if applicable)  |       |           |          |          |              |              |
| Total Salary Costs   | \$    | 100       |          |          | 4,656,221    | 5,652,525    |
| FRINGE BENEFITS  |       |           |          |          |              | 9,002,020    |
| Variable Fringes (6)   |       |           |          |          | 1,094,415    | 1,328,591    |
| Fixed Fringes (7)  |       | •         |          |          | 1,300,096    | 1,300,096    |
| Overtime / Night / Shift Differential (8.5% of salary for estimated 1/3 of employe | ees)  |           |          | 7.9%     | 15,881       | 19,278       |
| Total Fringe Benefits  |       |           |          |          | 2,410,392    | 2,647,966    |
| Total Personnel Costs  |       |           |          | •        | 7,066,613    | 8,300,490    |
|  |       |           |          |          |              | 0,000,400    |
| ADDITIONAL CITY COSTS (if applicable)  |       |           |          |          |              | ·            |
| ESTIMATED TOTAL CITY COST  |       |           |          | -        | 7,066,613    | 8,300,490    |
| LESS: ESTIMATED TOTAL CONTRACT COST  |       |           |          |          | 6,316,572    | 6,316,572    |
|  |       |           |          | -        | 5,5.0,512    | 0,010,012    |
| ESTIMATED SAVINGS % of Savings to City Cos   |       |           |          |          | \$ 750,041   | \$ 1,983,918 |
| % of davings to City Cos   | ·     |           |          |          | 11%          | 24%          |

- 1. FY 2008 was the first year these services were contracted out.
- 2. In order to better reflect the function and wage of Cypress Security contractors, we included some job classifications outside of SFMTA (for example: Classification 8229 Manager Museum Security Services, Classification 8202 Security Guard, and Classification 2785 Assistant General Services Manager.
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- 7. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 8. The estimated cost does not include materials, weapons, services, vehicle and capital.

MUNICIPAL TRANSPORTATION AGENCY, SUSTA LE STREETS
SECURITY SERVICES & ASSOCIATED ADMINISTI JN
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2)(3)
FISCAL YEAR 2015-16

#### ESTIMATED CITY COSTS:

| ROJECTED CIVIL SERVANT PERSONNEL COSTS  | Class | # of Full<br>Time<br>Positions | Bi-Weekly | , Pate         | Low                      | High                   |
|---|-------|--------------------------------|-----------|----------------|--------------------------|------------------------|
| ob Class Title  | 8229  | 1.0                            | \$ 2,533  | \$ 3,080       | \$ 66.111                | \$ 80,388              |
| lient Manager   | 8202  | 3.0                            | 1,588     | 1,927          | \$ 124,340               | \$ 150,884             |
| DA Observer   |       | 3.u<br>1.0                     | 1,588     | 1,927          | \$ 41,447                | \$ 50,295              |
| Courier   | 8202  |                                | 1,714     | 2,084          | \$ 44,735                | \$ 54,392              |
| ladging Clerk   | 1406  | 1.0                            |           | •              | \$ 59,090                | \$ 71,827              |
| dministrative Support   | 1408  | 1.0                            | 2,264     | 2,752          | \$ 59,090<br>\$ 59,090   | \$ 71,827<br>\$ 71,827 |
| /ideo Surveillance Supervisor   | 1408  | 1.0                            | 2,264     | 2,752          |                          | \$ 933,754             |
| /ideo Surveillance Assistants   | 1408  | 13.0                           | 2,264     | 2,752          | \$ 768,175               |                        |
| Security Operations Coordinator   | 8202  | 1.0                            | 1,588     | 1,927          | \$ 41,447                | \$ 50,295              |
| Field Supervisor  | 8202  | 16.0                           | 1,588     | 1,927          | \$ 663,149               | \$ 804,715             |
| Armed Security Guards   | 8202  | 15.0                           | 1,588     | 1,927          | \$ 621,702               | \$ 754,421             |
| Assistant Client Manager  | 2785  | 1.0                            | 2,274     | 2,764          | \$ 59,351                | \$ . 72,140            |
| Inarmed Security Guards   | 8202  | 46.0                           | 1,588     | 1,927          | \$ 1,906,55 <b>3</b>     | \$ 2,313,556           |
| Overtime pay during holidays (50% of holiday pay, applicable class) (4)           |       |                                |           |                | 87,143                   | 105,784                |
| Night / Shift Differential (8.5% of salary for estimated 1/3 of employees) (5)    |       | 1                              |           |                | 1 <b>13</b> ,88 <b>6</b> | 138,246                |
| Overtime Pay (if applicable)  | •     |                                |           |                |                          |                        |
| Other Pay (if applicable)   |       |                                |           |                |                          |                        |
| Total Salary Costs  |       | 100_                           |           |                | 4,656,221                | 5,652,525              |
| FRINGE BENEFITS   |       |                                |           |                |                          | 4 054 550              |
| Variable Fringes <sup>(8)</sup>   |       |                                |           |                | 1,030,706                | 1,251,250              |
| Fixed Fringes (7)   |       |                                |           |                | 1,345,280                | 1,345,280              |
| Overtime / Night / Shift Differential (8.5% of salary for estimated 1/3 of employ | rees) |                                |           | 7.9% _         | 15,881                   | 19,278                 |
| Total Fringe Benefits   |       |                                |           |                | 2,391,867                | 2,615,808              |
| Total Personnel Costs   |       |                                |           | =              | 7,048,088                | 8,268,333              |
|   |       |                                |           |                |                          |                        |
| ADDITIONAL CITY COSTS (if applicable)   |       |                                |           |                |                          |                        |
| ESTIMATED TOTAL CITY COST   |       | •                              |           | -              | 7,048,088                | 8,268,333              |
| LESS: ESTIMATED TOTAL CONTRACT COST   |       |                                |           |                | 6,316,572                | 6,316,57               |
| ESTIMATED SAVINGS   |       |                                |           | . <del>-</del> | \$ 731,516               | \$ 1,951,76            |
| % of Savings to City Cos  |       |                                |           | =              | 10%                      | 24                     |

- 1. FY 2008 was the first year these services were contracted out.
- 2. In order to better reflect the function and wage of Cypress Security contractors, we included some job classifications outside of SFMTA (for example: Classification 8229 Manager Museum Security Services, Classification 8202 Security Guard, and Classification 2785 Assistant General Services Manager.
- 3. Salary levels are as posted in DHR websited at June 30, 2014. Costs are represented as annual 12 month costs and based on each employee working 40 hours per week. The 'Low' reflects step 1 and the 'High' reflects step 5.
- 4. Holiday pay is calculated based on the following assumption: 11 days of holiday pay at a rate of time and a half for eight hours. The following number of Cypress employees work holidays in accordance with the contract: Assistant Client Manager (1), Video Surveillance Supervisor (1), Video Surveillance Assistants (13), Field Supervisors (16), Armed Security Guards (14), Unarmed Security Guards (46), and Security Operations Coordinator (1).
- 5. Night /Shift Differential is calculated the same as previous years: the sum of personnel costs times 2.7%. This is to account for the fact that not all employees would be obtaining this rate differential.
- 6. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 7. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 8. The estimated cost does not include materials, weapons, services, vehicle and capital.

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## OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: Transit Shelter Maintenance and Advertising Contract - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for transit shelter maintenance and advertising 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 2014-15 and 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield,

Controller

Endosures

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations

Kate Howard, Mayor's Budget Office

SFMTA FINANCE & INFORMATION TECHNOLOGY TRANSIT SHELTER MAINTENANCE & ADVERTISING SERVICES COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2) FISCAL YEAR 2014-15

## **ESTIMATED CITY COSTS:**

PROJECTED PERSONNEL COSTS

| PROJECTED PERSONNEL COSTS                      | · · · · · · · · · · · · · · · · · · · |                  |          |             |             |         |           |                |
|--|---------------------------------------|------------------|----------|-------------|-------------|---------|-----------|----------------|
|  |                                       | # of Full Time   |          |             | T           |         | Т         | <del></del>    |
| Ich Class Till-                                |                                       | Equivalent       |          |             |             |         |           |                |
| Job Class Title                                | Class                                 | Positions        | Bi-Weel  | dv Rate     |             | Low     | l         | Hìgh           |
| General Laborer                                | 7514                                  | 1.5              | \$ 1,951 | \$2,371     | \$          | 76,382  | \$        | 92,825         |
| Track Maintenance Worker                       | 7540                                  | 1.5              | 4.070    | 2,395       | 7           | 77,126  | Ψ         | 93,764         |
| Overtime pay during holidays (50% of hol       | liday pay, a                          | applicable class | ٠        | -,000       |             | 3,247   |           | 5,764<br>5,921 |
| 1419(11.7 Shift Differential (8.5% of salary f | or estimate                           | d 1/3 of employ  | ees)     |             |             | 4,345   |           |                |
| Overtime Pay (if applicable)                   | •                                     | • •              | ,        |             |             | -,040   |           | 5,281          |
| Other Pay (if applicable)                      |                                       |                  |          |             |             | 0       |           | 0              |
| Total Salary Costs                             |                                       | 3.0              |          | ĺ           |             | 161,099 |           | 0<br>197,791   |
| FRINGE BENEFITS                                |                                       |                  |          | <del></del> |             |         |           | 131,131        |
| Variable                                       |                                       |                  |          |             |             |         |           |                |
| Fixed  |                                       |                  |          |             |             | 55,247  |           | 60,156         |
| · · · · · · · · · · · · · · · · · · ·          |                                       |                  |          |             |             | 40,125  |           | 40,125         |
| Total Fringe Benefits                          |                                       |                  |          | -           |             | 95,372  |           | 100,281        |
| ADDITIONAL CITY COSTS (if applicable           | `                                     |                  |          |             |             |         |           | •              |
| Materials & Supplies (5)                       | ,                                     | *                |          |             |             |         |           |                |
| Safety Equipment (6)                           |                                       |                  |          |             |             | 140,000 |           | 140,000        |
| Vehicle Maintenance (7)                        |                                       |                  |          |             |             | 5,000   |           | 5,000          |
| (1)  |                                       |                  |          |             |             | 1,000   |           | 1,000          |
| Total Capital & Operating                      |                                       |                  |          | -           |             |         |           |                |
|  |                                       |                  |          |             |             | 146,000 |           | 146,000        |
| ESTIMATED TOTAL CITY COST                      |                                       |                  |          | -           | <del></del> | ···     |           |                |
|  |                                       |                  |          |             |             | 402,472 |           | 444,072        |
| ESS: ESTIMATED TOTAL CONTRACT                  | COST (8)                              |                  |          |             |             | 222.22  |           |                |
| Contract Monitoring                            | (o)                                   |                  |          |             |             | 360,266 |           | 363,889        |
| otal Contract Cost                             |                                       |                  |          |             |             | 10,634  |           | 13,852         |
|  |                                       |                  |          |             |             | 370,900 |           | 377,741        |
| STIMATED SAVINGS                               |                                       | •                |          |             | æ           | 04 570  | ^         |                |
| % of Savings to City Cost                      |                                       |                  |          | =           | Φ           |         | <u>\$</u> | 66,331         |
|  |                                       |                  |          |             |             | 8%      |           | 15%            |
|  |                                       |                  |          |             |             |         |           |                |

- 1. FY 2007-08 was the first year these services were contracted out.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014. Costs are represented as annual 12 month
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 5. Materials and supplies would be the costs for the cleaning materials, glass, protective film for the glass, paint for railing, etc.
- 6. Safety equipment is personal protective gear for the workers.
- 7. Vehicle maintenance is the usual type of maintenance for City vehicles.
- 8. Additional City Costs, assumes a 3% 2013-14.

SFMTA FINANCE & INFORMATION TECHNOLOGY
TRANSIT SHELTER MAINTENANCE & ADVERTISING SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015-16

## **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

|  |              | # of Full Time   |          |         |    | ,       |    |         |
|--|--------------|------------------|----------|---------|----|---------|----|---------|
|  | •            | Equivalent       |          |         |    |         |    |         |
| Job Class Title                            | Class        | Positions        | Bi-Week  | dy Rate |    | Low     |    | High    |
| General Laborer                            | 7514         | 1.5              | \$ 1,951 | \$2,371 | \$ | 76,382  | \$ | 92,825  |
| Track Maintenance Worker                   | 7540         | 1.5              | 1,970    | 2,395   |    | 77,126  |    | 93,764  |
| Overtime pay during holidays (50% of ho    | liday pay, a | ipplicable class | }        |         |    | 3,247   |    | 5,921   |
| Night / Shift Differential (8.5% of salary | or estimate  | d 1/3 of employ  | rees)    |         |    | 4,345   |    | 5,281   |
| Overtime Pay (if applicable)               |              |                  |          |         |    | 0       |    | 0       |
| Other Pay (if applicable)                  |              |                  |          |         |    | 0       |    | 0       |
| Total Salary Costs                         |              | 3.0              | <u>]</u> |         |    | 161,099 |    | 197,791 |
|  |              |                  |          |         |    |         |    |         |
| FRINGE BENEFITS                            | •            |                  |          |         |    |         |    |         |
| Variable                                   |              |                  |          |         |    | 52,668  |    | 57,488  |
| Fixed                                      |              |                  |          |         |    | 41,424  |    | 41,424  |
| Total Fringe Benefits                      |              |                  |          |         |    | 94,092  |    | 98,912  |
| ADDITIONAL OUTVOORTO //f libi              | -1           |                  |          |         |    |         |    |         |
| ADDITIONAL CITY COSTS (if applicable       | e)           |                  |          |         |    | 140,000 |    | 140,000 |
| Materials & Supplies (5)                   |              |                  |          |         |    | 5,000   |    | 5,000   |
| Safety Equipment (6)                       |              |                  |          |         |    | 1,000   |    | 1,000   |
| Vehicle Maintenance (7)                    |              |                  |          |         |    | 1,000   |    |         |
| Total Capital & Operating                  | •            |                  |          |         |    | 146,000 |    | 146,000 |
| ESTIMATED TOTAL CITY COST                  |              |                  |          |         |    | 401,192 |    | 442,703 |
| LESS: ESTIMATED TOTAL CONTRA               | CT COST (8   | 3)               |          |         |    | 367,471 |    | 371,167 |
| Contract Monitoring                        | ,            | •                |          |         |    | 10,624  |    | 13,824  |
| Total Contract Cost                        |              |                  |          |         |    | 378,095 |    | 384,991 |
| ESTIMATED SAVINGS                          |              |                  |          |         | \$ | 23,097  | \$ | 57,712  |
|  | •            |                  |          | * .     | -  | 6%      |    | 13%     |
| % of Savings to City Cost                  | •            |                  |          |         |    | 070     | ,  | 1,378   |

- 1. FY 2007-08 was the first year these services were contracted out.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014. Costs are represented as annual 12 month
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 5. Materials and supplies would be the costs for the cleaning materials, glass, protective film for the glass, paint for railing, etc.
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- 7. Vehicle maintenance is the usual type of maintenance for City vehicles.
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Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7th Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: Transit Shelter Maintenance and Advertising Contract - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for transit shelter maintenance and advertising 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 2014-15 and 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield.

Controller

Enclosures

Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations

Kate Howard, Mayor's Budget Office

SFMTA FINANCE & INFORMATION TECHNOLOGY TRANSIT SHELTER MAINTENANCE & ADVERTISING SERVICES COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2014-15

# **ESTIMATED CITY COSTS:**

# PROJECTED PERSONNEL COSTS

| THOUSE THOUMACE COSTS   |              |                 |          |               |     |            |          |                |
|---|--------------|-----------------|----------|---------------|-----|------------|----------|----------------|
|   |              | # of Full Time  |          | <del> ,</del> | T   |            | <u> </u> |                |
|   |              | Equivalent      |          |               |     |            |          |                |
| Job Class Title   | Class        | Positions       | Bi-Week  | dv Rate       | İ   | Low        |          | Lligh          |
| General Laborer   | 7514         | 1.5             | \$ 1,951 | \$2,371       | \$  | 76,382     | \$       | High<br>92,825 |
| Track Maintenance Worker                                      | 7540         | 1.5             | 4.070    | 2,395         | . • | 77,126     | Ψ        | 93,764         |
| Overtime pay during holidays (50% of ho                       | liday pay, a | pplicable class | ٠        | -,000         |     | 3,247      |          |                |
| ryight / Shift Differential (8.5% of salary f                 | or estimate  | d 1/3 of employ | ees)     |               |     | 4,345      |          | 5,921          |
| Over unite Pay (if applicable)                                |              | , ,             | ,        |               |     | -,o-s<br>0 |          | 5,281          |
| Other Pay (if applicable)                                     |              |                 |          |               |     | 0          |          | 0              |
| Total Salary Costs  |              | 3.0             |          | · 1           | _   | 161,099    | Г —      | 197,791        |
|   |              |                 |          |               |     | 101,033    | L        | 191,191        |
| FRINGE BENEFITS   |              |                 |          |               |     | •          |          |                |
| Variable  |              | •               |          |               |     | 55,247     |          | 60,156         |
| Fixed   |              |                 |          |               |     | 40,125     |          | 40,125         |
| Total Fringe Benefits   |              |                 |          |               |     | 95,372     |          | 100,281        |
| ADDITIONAL CITY COSTS (if applicable Materials & Supplies (5) | )            |                 |          |               |     |            |          | 100,201        |
| Safety Equipment (6)  |              |                 |          |               |     | 140,000    |          | 140,000        |
| Vehicle Maintenance (7)                                       |              |                 |          |               |     | 5,000      |          | 5,000          |
| vernore maintenance (/)                                       |              |                 |          |               |     | 1,000      |          | 1,000          |
| Total Capital & Operating                                     |              |                 |          | _             |     |            |          | .,             |
| Total Capital & Operating                                     |              | •               |          |               |     | 146,000    | ٠.       | 146,000        |
| ESTIMATED TOTAL CITY COST                                     |              |                 |          | _             |     |            |          | •              |
| 1017E 011 CO31  |              |                 |          |               |     | 402,472    |          | 444,072        |
| ESS: ESTIMATED TOTAL CONTRACT                                 | COST (S)     |                 |          |               |     |            |          |                |
| Contract Monitoring   | CO3 (8)      |                 |          |               |     | 360,266    |          | 363,889        |
| Total Contract Cost   |              |                 |          |               |     | 10,634     |          | 13,852         |
|   |              |                 |          |               |     | 370,900    |          | 377,741        |
| STIMATED SAVINGS  |              |                 |          |               | _   |            |          |                |
| % of Savings to City Cost                                     |              |                 |          | . =           | \$  | 31,572     | \$       | 66,331         |
| " or ournings to city Cost                                    |              |                 |          |               |     | 8%         |          | 15%            |
| Samuel = 1-4-14   |              | •               |          |               |     |            |          |                |

- 1. FY 2007-08 was the first year these services were contracted out.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014. Costs are represented as annual 12 month
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 5. Materials and supplies would be the costs for the cleaning materials, glass, protective film for the glass, paint for
- 6. Safety equipment is personal protective gear for the workers.
- 7. Vehicle maintenance is the usual type of maintenance for City vehicles.
- 8. Additional City Costs, assumes a 3% 2013-14.

SEMTA FINANCE & INFORMATION TECHNOLOGY TRANSIT SHELTER MAINTENANCE & ADVERTISING SERVICES COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2) FISCAL YEAR 2015-16

# ESTIMATED CITY COSTS:

|  |              |                  | •        |         |  |             |  |             |
|--|--------------|------------------|----------|---------|--|-------------|--|-------------|
| PROJECTED PERSONNEL COSTS  |              |                  |          |         |  | <del></del> |  | <del></del> |
|  |              | # of Full Time   |          |         |  |             |  |             |
|  | •            | Equivalent       |          |         |  | 1           |  | High        |
| Job Class Title  | Class        | Positions        | Bi-Week  |         | <u> </u>                               | Low         | \$   | 92,825      |
| General Laborer  | 7514         | 1.5              | \$ 1,951 | \$2,371 | \$                                     |             | Ф  | 93,764      |
| T als Maintanance Worker   | 7540         | 1.5              | 1,970    | 2,395   |  | 77,126      |  | 5,921       |
| a with a new during holidays (50% of ho  | liday pay, a | applicable class | )        |         |  | 3,247       |  | 5,281       |
| Night / Shift Differential (8.5% of salary f   | or estimate  | ed 1/3 of employ | /ees)    |         |  | 4,345       |  | 3,231       |
| Overtime Pay (if applicable)   |              |                  |          |         |  | 0           |  | اه          |
| Other Pay (if applicable)  |              |                  | -        |         |  |             |  | 197,791     |
| Total Salary Costs   | l            | 3.0              | <u> </u> |         | ــــــــــــــــــــــــــــــــــــــ | 161,099     |  | 197,791     |
|  |              |                  |          |         |  |             |  |             |
| FRINGE BENEFITS  | _            |                  |          |         |  | 52,668      |  | 57,488      |
| Variable   |              |                  |          |         |  | 41,424      |  | 41,424      |
| Fixed  |              |                  |          |         |  | 94,092      |  | 98,912      |
| Total Fringe Benefits  |              |                  |          |         |  | 34,032      |  | 00,0        |
|  | -1           | in .             |          |         |  |             |  |             |
| ADDITIONAL CITY COSTS (if applicable   | ie)          |                  |          |         |  | 140,000     |  | 140,000     |
| Materials & Supplies (5)   |              |                  |          |         |  | 5,000       |  | 5,000       |
| Safety Equipment (6)   |              |                  |          |         |  | 1,000       |  | 1,000       |
| Vehicle Maintenance (7)  | •            |                  |          |         |  |             |  |             |
| and the second s | _            |                  |          |         |  | 146,000     |  | 146,000     |
| Total Capital & Operating  | 3            |                  |          |         |  |             |  |             |
|  |              |                  |          |         |  | 401,192     |  | 442,703     |
| ESTIMATED TOTAL CITY COST  |              |                  |          |         |  |             |  |             |
| TOTAL CONTRA   | CT COST      | (8)              |          |         |  | 367,471     |  | 371,167     |
| LESS: ESTIMATED TOTAL CONTRA   | (0) 0001     | (5)              |          |         |  | 10,624      | 1  | 13,824      |
| Contract Monitoring  |              |                  |          |         |  | 378,095     | <u>.                                    </u> | 384,991     |
| Total Contract Cost  |              |                  |          |         |  |             |  |             |
| TOTAL TED CAVINGS  |              |                  |          |         | _ \$                                   | 23,09       | 7 \$   |             |
| ESTIMATED SAVINGS  |              |                  |          |         |  | 6'          | %  | 13%         |

# Comments/Assumptions:

- 1. FY 2007-08 was the first year these services were contracted out.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014. Costs are represented as annual 12 month

- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 5. Materials and supplies would be the costs for the cleaning materials, glass, protective film for the glass, paint for railing, etc.
- 6. Safety equipment is personal protective gear for the workers.
- 7. Vehicle maintenance is the usual type of maintenance for City vehicles.
- 8. Additional City Costs, assumes a 3% 2013-14.

% of Savings to City Cost

|   | •  | • | ,   | ÷ |                                       |   |   |
|---|----|---|-----|---|---------------------------------------|---|---|
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Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Ed Reiskin, Director of Transportation Municipal Transportation Agency One South Van Ness Avenue, 7<sup>th</sup> Floor San Francisco, CA 94103

Attention:

Sonali Bose, Chief Financial Officer

Municipal Transportation Agency

RE: Transit Shelter Maintenance and Advertising Contract - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for transit shelter maintenance and advertising 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 2014-15 and 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield,

Controller

Enclosures

cc: Severin Campbell, Board of Supervisors' Budget Analyst Martin Gran, Human Resources, Employee Relations Kate Howard, Mayor's Budget Office SFMTA FINANCE & INFORMATION TECHNOLOGY
TRANSIT SHELTER MAINTENANCE & ADVERTISING SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES
(1) (2)
FISCAL YEAR 2014-15

## **ESTIMATED CITY COSTS:**

PROJECTED PERSONNEL COSTS

| PROJECTED PERSONNEL COSTS   |              |                 |          |         |          |         |    |          |
|---|--------------|-----------------|----------|---------|----------|---------|----|----------|
|   |              | # of Full Time  | -        |         |          |         |    |          |
| Job Class Title   | 01           | Equivalent      |          |         | 1        |         |    |          |
| General Laborer   | Class        | Positions       | Bi-Week  |         | <u> </u> | Low     |    | High     |
| Track Maintenance Worker  | 7514         | 1.5             | \$ 1,951 | \$2,371 | \$       | 76,382  | \$ | 92,825   |
|   | 7540         | 1.5             | 1,970    | 2,395   |          | 77,126  |    | 93,764   |
| Overtime pay during holidays (50% of ho                                     | liday pay, a | pplicable class | }        |         |          | 3,247   |    | 5,921    |
| Night / Shift Differential (8.5% of salary for overtime Pay (if applicable) | or estimate  | d 1/3 of employ | ees)     |         |          | 4,345   |    | 5,281    |
| Other Pay (if applicable)   |              |                 |          |         |          | 0       |    | 0        |
| Other Pay (if applicable)   | •            |                 |          |         |          | 0       |    | 0        |
| Total Salary Costs  |              | 3.0             |          |         |          | 161,099 |    | 197,791  |
| FRINGE BENEFITS   |              |                 |          |         |          |         |    |          |
| Variable  |              |                 |          |         |          |         |    |          |
| Fixed   |              |                 |          |         |          | 55,247  |    | 60,156   |
|   |              |                 |          |         |          | 40,125  |    | 40,125   |
| Total Fringe Benefits   |              |                 |          |         |          | 95,372  |    | 100,281  |
| ADDITIONAL CITY COSTS (if applicable  | )            |                 |          |         |          |         |    |          |
| Materials & Supplies (5)  | ,            |                 |          |         |          | 140.000 |    | 4.40.000 |
| Safety Equipment (6)  |              | •               |          |         |          | 140,000 |    | 140,000  |
| Vehicle Maintenance (7)   |              |                 |          |         |          | 5,000   |    | 5,000    |
| `,  |              |                 |          |         |          | 1,000   |    | 1,000    |
| Total Capital & Operating   |              |                 |          | •       |          | 146,000 |    | 146,000  |
|   |              | -               |          |         |          |         |    | 170,000  |
| ESTIMATED TOTAL CITY COST   |              |                 |          | •       |          | 402,472 |    | 444,072  |
| LESS: ESTIMATED TOTAL CONTRACT  | COST (e)     |                 |          |         |          |         |    |          |
| Contract Monitoring   | CO31 (6)     |                 |          |         |          | 360,266 |    | 363,889  |
| Total Contract Cost   |              |                 |          |         |          | 10,634  |    | 13,852   |
|   |              |                 |          | . •     |          | 370,900 |    | 377,741  |
| ESTIMATED SAVINGS   |              |                 |          |         | æ        | 04 570  | •  |          |
| % of Savings to City Cost   |              |                 |          | =       | \$       |         | \$ | 66,331   |
| 74 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -                                    |              |                 |          |         |          | 8%      |    | 15%      |
|   |              |                 |          |         |          |         |    |          |

- 1. FY 2007-08 was the first year these services were contracted out.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014. Costs are represented as annual 12 month
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 5. Materials and supplies would be the costs for the cleaning materials, glass, protective film for the glass, paint for railing, etc.
- 6. Safety equipment is personal protective gear for the workers.
- 7. Vehicle maintenance is the usual type of maintenance for City vehicles.
- 8. Additional City Costs, assumes a 3% 2013-14.

SFMTA FINANCE & INFORMATION TECHNOLOGY
TRANSIT SHELTER MAINTENANCE & ADVERTISING SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

PROJECTED PERSONNEL COSTS

| PROJECTED PERSONNEL COSTS                    |              |                  |          |         |          |         |    |         |
|--|--------------|------------------|----------|---------|----------|---------|----|---------|
| *  |              | # of Full Time   |          | ,       |          | .       |    |         |
|  |              | Equivalent       |          |         |          |         |    | į       |
| Job Class Title                              | Class        | Positions        | Bi-Week  | ly Rate |          | Low     |    | High    |
| General Laborer                              | 7514         | 1.5              | \$ 1,951 | \$2,371 | \$       | 76,382  | \$ | 92,825  |
| Track Maintenance Worker                     | 7540         | 1.5              | 1,970    | 2,395   |          | 77,126  |    | 93,764  |
| Overtime pay during holidays (50% of ho      | liday pay, a | ipplicable class | )        |         |          | 3,247   |    | 5,921   |
| Night / Shift Differential (8.5% of salary f | or estimate  | d 1/3 of employ  | rees)    |         |          | 4,345   |    | 5,281   |
| Overtime Pay (if applicable)                 |              |                  |          |         |          | 0       |    | 0       |
| Other Pay (if applicable)                    | +            |                  |          |         |          | 0       |    | 0       |
| Total Salary Costs                           |              | 3.0              |          |         | <u>L</u> | 161,099 |    | 197,791 |
|  | ,            | -                |          |         |          |         |    |         |
| FRINGE BENEFITS                              |              |                  |          |         |          |         |    |         |
| Variable                                     |              |                  |          |         |          | 52,668  |    | 57,488  |
| Fixed  |              |                  |          |         |          | 41,424  |    | 41,424  |
| Total Fringe Benefits                        |              |                  |          |         |          | 94,092  |    | 98,912  |
| ADDITIONAL CITY COSTS (if applicable         | e)           |                  |          |         |          |         |    |         |
| Materials & Supplies (5)                     |              | •                |          |         |          | 140,000 |    | 140,000 |
| Safety Equipment (6)                         |              |                  |          |         |          | 5,000   |    | 5,000   |
| Vehicle Maintenance (7)                      |              |                  |          |         |          | 1,000   |    | 1,000   |
| Total Capital & Operating                    |              |                  |          |         |          | 146,000 |    | 146,000 |
| ESTIMATED TOTAL CITY COST                    | *.           |                  |          |         |          | 401,192 |    | 442,703 |
| LESS: ESTIMATED TOTAL CONTRAC                | CT COST (8   | 3)               |          |         |          | 367,471 |    | 371,167 |
| Contract Monitoring                          | ,            | ,                |          |         |          | 10,624  |    | 13,824  |
| Total Contract Cost                          |              |                  |          |         |          | 378,095 |    | 384,991 |
| ESTIMATED SAVINGS                            |              |                  |          |         | \$       | 23,097  | \$ | 57,712  |
| % of Savings to City Cost                    | :            |                  |          |         |          | 6%      | )  | 13%     |

- 1. FY 2007-08 was the first year these services were contracted out.
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- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up
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## OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Monique Moyer
Executive Director
Port of San Francisco
Pier 1, The Embarcadero
San Francisco, CA 94111

Attention:

Meghan Wallace, Budget Manager

Port of San Francisco Pier 1, The Embarcadero San Francisco, CA 94111

RE: Security Services - FY 2014-15 and FY 2015-16

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) 2012-13 and FY 2013-14 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield,

Controller

**Enclosures** 

cc: Board of Supervisors' Budget Analyst

Human Resources, Employee Relations

PORT OF SAN FRANCISCO
EXECUTIVE DIVISION-HOMELAND SECURITY FOR SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2014-15

#### ESTIMATED CITY COSTS:

## PROJECTED PERSONNEL COSTS

|   |       | # of Full Time |          | <del></del> | Γ  |             | Π  |                   |
|---|-------|----------------|----------|-------------|----|-------------|----|-------------------|
|   |       | Equivalent     |          |             |    |             |    |                   |
| Job Class Title                         | Class | Positions      | Bi-Week  | lv Rate     |    | Low         |    | High              |
| Institutional Police Sergeant           | 8205  | 1.0            | \$ 3,411 | \$4,355     | \$ | 89,027      | \$ | 113,666           |
| Institutional Police Officer            | 8204  | 2.0            | 2,247    | 2,732       | Ψ. | 117,293     | Ψ  | 142,610           |
| Security Guard                          | 8202  | 8.0            | 1,588    | 2,342       |    | 331,574     |    |                   |
| Buildings & Grounds Patrol Officer      | 8207  | 4.0            | 1,927    | 2,342       |    | 201,179     |    | 489,010           |
|   |       | , 1            | 1,02,1   | 2,042       |    | 201,179     |    | 244,505           |
| Night Shift & Overtime Differential     |       |                |          |             |    | 32,043      |    | 38,874            |
| Overtime for Contingency/Fire Watch (7) |       |                |          |             |    | 0           |    | 77,747            |
| Holiday Pay                             |       |                |          |             |    | 18,195      |    | 22,069            |
| Premium Pay                             |       |                |          |             |    | 16,293      |    | 19,762            |
| Total Salary Costs                      |       | 15.0           |          | l           |    | 805,605     |    | 1,148,242         |
| FRINGE BENEFITS                         |       | _              |          |             |    | <del></del> |    |                   |
| Variable Fringes (3)                    |       |                |          |             |    |             |    |                   |
| Fixed Fringes (4)                       |       |                |          |             |    | 256,992     |    | 341,518           |
| <b>3</b>                                |       |                |          |             |    | 194,014     |    | 194,014           |
| Total Fringe Benefits                   |       |                |          | •           |    | 451,006     |    | 535,532           |
| ESTIMATED TOTAL CITY COST               |       |                |          | _           |    |             |    |                   |
|   | ,     |                |          |             |    | 1,256,611   |    | 1,683,774         |
| LESS: ESTIMATED TOTAL CONTRACT CO       | OST   |                |          |             |    | (706,837)   |    | (708,208)         |
| EPTHAATED CAMBIOG                       |       |                | •        | -           |    |             |    | <u>,, 00,200/</u> |
| ESTIMATED SAVINGS                       |       |                |          | =           | \$ | 549,774     | \$ | 975,566           |
| % of Savings to City Cost               |       |                |          |             |    | 44%         |    | 58%               |

- 1. Services have been contracted out since 1976.
- 2. Salary levels reflect proposed salary rates effective July 1, 2013. 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 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 0.05 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.

PORT OF SAN FRANCISCO
EXECUTIVE DIVISION-HOMELAND SECURITY FOR SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

| T TOOLOTED LETTOOTTILE OOOTO            |       |                |          |         |               |         |           |
|---|-------|----------------|----------|---------|---------------|---------|-----------|
|   |       | # of Full Time |          |         |               | ľ       |           |
|   |       | Equivalent     |          |         |               |         |           |
| Job Class Title                         | Class | Positions      | Bi-Week  | ly Rate | Low           |         | High      |
| Institutional Police Sergeant           | 8205  | 1.0            | \$ 3,565 | \$4,551 | \$<br>93,047  | \$      | 118,781   |
| Institutional Police Officer            | 8204  | 2.0            | 2,348    | 2.856   | 122,566       | •       | 149.083   |
| Security Guard                          | 8202  | 8.0            | 1,659    | 2,447   | 346,399       |         | 510,934   |
| Buildings & Grounds Patrol Officer      | 8207  | 4.0            | 2,013    | 2,447   | 210,157       |         | 255,467   |
| Night Shift & Overtime Differential     |       |                |          |         | 32,043        |         | 38,874    |
| Overtime for Contingency/Fire Watch (7) |       |                |          |         | 0             |         | 77,747    |
| Holiday Pay                             |       |                |          |         | 18,195        |         | 22,069    |
| Premium Pay                             |       |                |          |         | 16,293        |         | 19,762    |
| Total Salary Costs                      |       | 15.0           |          |         | 838,699       | · · · · | 1,192,717 |
| EDIMOE DEMERITO                         |       |                |          |         |               |         |           |
| FRINGE BENEFITS                         |       |                |          |         |               | •       |           |
| Variable Fringes (3)                    |       |                |          |         | 254,829       |         | 338,307   |
| Fixed Fringes (4)                       |       |                |          |         | <br>200,325   |         | 200,325   |
| Total Fringe Benefits                   |       |                |          |         | 455,154       |         | 538,632   |
| ESTIMATED TOTAL CITY COST               |       |                |          |         | <br>1,293,853 | ···     | 1,731,349 |
| CERC. ECTIMATED TOTAL CONT.             |       |                |          |         | . , .         | -       |           |
| LESS: ESTIMATED TOTAL CONTRACT O        | OST   |                |          |         | <br>(754,314) | ····    | (755,667) |
| ESTIMATED SAVINGS                       |       |                |          |         | \$<br>539,539 | \$      | 975,682   |
| % of Savings to City Cost               |       |                |          |         | <br>42%       | ·       | 56%       |

- 1. Services have been contracted out since 1976.
- 2. Salary levels reflect proposed salary rates effective July 1, 2012. Costs are represented as annual 12 month costs.
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- 6. The estimated contract cost for annual service is based upon the contract and includes 0.05 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.

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### OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda **Deputy Controller** 

April 29, 2014

Monique Moyer **Executive Director** Port of San Francisco Pier 1. The Embarcadero San Francisco, CA 94111

Attention:

Meghan Wallace, Budget Manager

Port of San Francisco Pier 1. The Embarcadero San Francisco, CA 94111

RE: Security Services - FY 2014-15 and FY 2015-16

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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) 2012-13 and FY 2013-14 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield.

Controller

**Enclosures** 

Board of Supervisors' Budget Analyst Human Resources, Employee Relations PORT OF SAN FRANCISCO
EXECUTIVE DIVISION-HOMELAND SECURITY FOR SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2)
FISCAL YEAR 2014-15

## ESTIMATED CITY COSTS:

#### PROJECTED PERSONNEL COSTS

|   |             | # of Full Time<br>Equivalent |          |         |    | ****      |    | -M                 |
|---|-------------|------------------------------|----------|---------|----|-----------|----|--------------------|
| Job Class Title                         | Class       | Positions                    | Bi-Week  | ly Rate |    | Low       |    | High               |
| Institutional Police Sergeant           | 8205        | 1.0                          | \$ 3,411 | \$4,355 | \$ | 89,027    | \$ | 113,666            |
| Institutional Police Officer            | 8204        | 2.0                          | 2,247    | 2,732   | Ψ  | 117,293   | Ψ  | 142,610            |
| Security Guard                          | 8202        | 8.0                          | 1,588    | 2,342   |    | 331,574   |    | 489,010            |
| Buildings & Grounds Patrol Officer      | 8207        | 4.0                          | 1,927    | 2,342   |    | 201,179   |    | 244,505            |
| Night Shift & Overtime Differential     |             |                              |          |         |    | 32,043    |    | 38,874             |
| Overtime for Contingency/Fire Watch (7) |             |                              |          |         |    | 02,010    |    | 77,747             |
| Holiday Pay                             |             |                              | ,        |         |    | 18.195    |    | 22,069             |
| Premium Pay                             |             |                              |          |         |    | 16,293    |    | 19,762             |
| Total Salary Costs                      | <del></del> | 15.0                         |          |         |    | 805,605   |    | 1,148,242          |
| FRINGE BENEFITS                         |             |                              |          |         |    |           |    |                    |
| Variable Fringes (3)                    |             |                              |          |         |    | 256,992   |    | 244 540            |
| Fixed Fringes (4)                       |             |                              |          |         |    | 194,014   |    | 341,518            |
| Total Fringe Benefits                   |             |                              |          |         |    | 451,006   |    | 194,014<br>535,532 |
| <u> </u>                                |             |                              |          |         |    | 431,000   |    | 000,002            |
| ESTIMATED TOTAL CITY COST               |             |                              |          |         |    | 1,256,611 |    | 1,683,774          |
| LESS: ESTIMATED TOTAL CONTRACT CO       | OST         |                              |          |         |    | (706,837) |    | (708,208)          |
| ESTIMATED SAVINGS                       |             |                              |          |         | \$ | 549,774   | \$ | 975,566            |
| % of Savings to City Cost               |             | •                            |          | :       |    | 44%       |    | 58%                |

- 1. Services have been contracted out since 1976.
- 2. Salary levels reflect proposed salary rates effective July 1, 2013. 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.
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- 6. The estimated contract cost for annual service is based upon the contract and includes 0.05 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.

PORT OF SAN FRANCISCO
EXECUTIVE DIVISION-HOMELAND SECURITY FOR SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2)
FISCAL YEAR 2015-16

# **ESTIMATED CITY COSTS:**

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|------|--------|------|------|------|-----|----|
|      |        |      |      |      |     |    |

| PROJECTED PERSONNEL COSTS                |       | # of Full Time |          |       |         |    |   |    |           |
|--|-------|----------------|----------|-------|---------|----|---|----|-----------|
|  |       | Equivalent     |          |       |         |    |   |    |           |
| Job Class Title                          | Class | Positions      |          |       | ly Rate |    | Low                                     |    | Hìgh      |
| Institutional Police Sergeant            | 8205  | 1.0            | \$       | 3,565 | \$4,551 | \$ | 93,047                                  | \$ | 118,781   |
| Institutional Police Officer             | 8204  | 2.0            |          | 2,348 | 2,856   |    | 122,566                                 |    | 149,083   |
| Security Guard                           | 8202  | 8.0            |          | 1,659 | 2,447   |    | 346,399                                 |    | 510,934   |
| Buildings & Grounds Patrol Officer       | 8207  | 4.0            |          | 2,013 | 2,447   |    | 210,157                                 |    | 255,467   |
| Night Shift & Overtime Differential      |       |                |          |       |         |    | 32,043                                  |    | 38,874    |
| Overtime for Contingency/Fire Watch (7)  |       |                |          |       |         |    | 0                                       |    | 77,747    |
| Holiday Pay                              |       |                |          |       |         |    | 18,195                                  |    | 22,069    |
| Premium Pay                              |       |                | _        | 1 -   |         |    | 16,293                                  |    | 19,762    |
| Total Salary Costs                       |       | 15.0           | <u> </u> |       |         |    | 838,699                                 | Ĺ  | 1,192,717 |
|  |       |                |          |       |         |    |   | ٠. |           |
| FRINGE BENEFITS                          | _     |                | •        |       |         |    | 254,829                                 |    | 338,307   |
| Variable Fringes (3)                     |       |                |          |       |         |    | 200,325                                 |    | 200,325   |
| Fixed Fringes (4)  Total Fringe Benefits | ,     |                |          |       |         |    | 455,154                                 |    | 538,632   |
| rotal Fringe benefits                    |       |                |          |       |         |    | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |    | ,         |
| ESTIMATED TOTAL CITY COST                |       |                |          |       |         |    | 1,293,853                               |    | 1,731,349 |
|  |       |                |          |       | 1.      |    |   |    |           |
| LESS: ESTIMATED TOTAL CONTRACT           | COST  |                |          |       |         |    | (754,314)                               |    | (755,667  |
| ESTIMATED SAVINGS                        | •     |                |          |       |         | \$ | 539,539                                 | \$ | 975,682   |
| % of Savings to City Cos                 | t ·   |                |          |       |         | -  | 42%                                     |    | 56%       |

- 1. Services have been contracted out since 1976.
- 2. Salary levels reflect proposed salary rates effective July 1, 2012. 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 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 0.05 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.

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# OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Monique Moyer Executive Director Port of San Francisco Pier 1, The Embarcadero San Francisco, CA 94111

Attention:

Meghan Wallace, Budget Manager

Port of San Francisco Pier 1, The Embarcadero San Francisco, CA 94111

RE: Security Services - FY 2014-15 and FY 2015-16

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) 2012-13 and FY 2013-14 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely.

Ben Rosenfield,

Controller

**Enclosures** 

cc: Board of Supervisors' Budget Analyst Human Resources, Employee Relations PORT OF SAN FRANCISCO
EXECUTIVE DIVISION-HOMELAND SECURITY FOR SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2014-15

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

| PROJECTED PERSONNEL COSTS               |       |                |                |       |           |          |           |
|---|-------|----------------|----------------|-------|-----------|----------|-----------|
|   |       | # of Full Time |                |       |           |          |           |
|   |       | Equivalent     |                |       |           |          |           |
| Job Class Title                         | Class | Positions      | Bi-Weekly Rat  | e     | Low       |          | High      |
| Institutional Police Sergeant           | 8205  | 1.0            | \$ 3,411 \$4,3 | 55 \$ | 89,027    | \$       | 113,666   |
| Institutional Police Officer            | 8204  | 2.0            | 2,247 2,7      | '32   | 117,293   |          | 142,610   |
| Security Guard                          | 8202  | 8.0            | 1,588 2,3      | 42    | 331,574   |          | 489,010   |
| Buildings & Grounds Patrol Officer      | 8207  | 4.0            | 1,927 2,3      | 342   | 201,179   |          | 244,505   |
| Night Shift & Overtime Differential     |       |                |                |       | 32,043    |          | 38,874    |
| Overtime for Contingency/Fire Watch (7) |       |                |                |       | 0         |          | 77,747    |
| Holiday Pay                             |       | •              |                |       | 18,195    |          | 22,069    |
| Premium Pay                             |       |                |                |       | 16,293    |          | 19,762    |
| Total Salary Costs                      |       | 15.0           |                |       | 805,605   |          | 1,148,242 |
|   |       |                |                |       |           |          |           |
| FRINGE BENEFITS                         |       |                |                |       | 256,992   |          | 341,518   |
| Variable Fringes (3)                    |       |                |                |       | 194,014   |          | 194,014   |
| Fixed Fringes (4)                       |       |                |                |       | 451,006   |          | 535,532   |
| Total Fringe Benefits                   |       |                |                |       | 401,000   |          | 333,332   |
| ESTIMATED TOTAL CITY COST               | •     |                |                |       | 1,256,611 | ······   | 1,683,774 |
| LESS: ESTIMATED TOTAL CONTRACT CO       | OST   |                |                |       | (706,837) | <u> </u> | (708,208) |
| ESTIMATED SAVINGS                       |       |                |                | \$    | 549,774   | \$       | 975,566   |
| % of Savings to City Cost               |       |                |                | =     | 44%       |          | 58%       |

- 1. Services have been contracted out since 1976.
- 2. Salary levels reflect proposed salary rates effective July 1, 2013. 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 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 0.05 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.

PORT OF SAN FRANCISCO
EXECUTIVE DIVISION-HOMELAND SECURITY FOR SECURITY SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

| <del></del>                             |       |                |          |         |             |  |    |           |
|---|-------|----------------|----------|---------|-------------|--|----|-----------|
|   |       | # of Full Time |          |         |             |  |    |           |
| ·                                       |       | Equivalent     |          |         | ł           |  |    |           |
| Job Class Title                         | Class | Positions      | Bi-Week  | lv Rate |             | Low                                    |    | High      |
| Institutional Police Sergeant           | 8205  | 1.0            | \$ 3,565 | \$4,551 | \$          | 93,047                                 | S  | 118,781   |
| Institutional Police Officer            | 8204  | 2.0            | 2,348    | 2,856   |             | 122,566                                | Τ. | 149.083   |
| Security Guard                          | 8202  | 8.0            | 1,659    | 2,447   |             | 346,399                                |    | 510,934   |
| Buildings & Grounds Patrol Officer      | 8207  | 4.0            | 2,013    | 2,447   |             | 210,157                                |    | 255,467   |
| Night Shift & Overtime Differential     |       |                |          |         |             | 32,043                                 |    | 38,874    |
| Overtime for Contingency/Fire Watch (7) |       |                |          |         |             | . 0                                    |    | 77,747    |
| Holiday Pay                             |       |                |          |         |             | 18,195                                 |    | 22,069    |
| Premium Pay                             |       |                |          |         |             | 16,293                                 |    | 19,762    |
| Total Salary Costs                      |       | 15.0           |          |         | Γ           | 838,699                                |    | 1,192,717 |
|   |       |                |          |         |             | ······································ |    |           |
| FRINGE BENEFITS                         |       |                | •        |         |             |  |    |           |
| Variable Fringes (3)                    |       |                | •        |         |             | 254,829                                |    | 338,307   |
| Fixed Fringes (4)                       |       |                |          |         |             | 200,325                                |    | 200,325   |
| Total Fringe Benefits                   |       |                |          |         |             | 455,154                                |    | 538,632   |
| ESTIMATED TOTAL CITY COST               |       |                |          |         |             | 1,293,853                              |    | 1,731,349 |
|   |       |                |          |         |             | ,,200,000                              |    | 1,701,049 |
| LESS: ESTIMATED TOTAL CONTRACT C        | OST   |                |          |         |             | (754,314)                              |    | (755,667  |
| ESTIMATED SAVINGS                       |       |                |          |         | \$          | 539,539                                | \$ | 975,682   |
| % of Savings to City Cost               |       |                |          |         | <del></del> | 42%                                    |    | 56%       |

- 1. Services have been contracted out since 1976.
- 2. Salary levels reflect proposed salary rates effective July 1, 2012. 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.
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- 6. The estimated contract cost for annual service is based upon the contract and includes 0.05 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.

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# OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Monique Moyer Executive Director Port of San Francisco Pier 1, The Embarcadero San Francisco, CA 94111

Attention:

Meghan Wallace, Budget Manager

Port of San Francisco Pier 1, The Embarcadero San Francisco, CA 94111

RE: Janitorial Services - FY 2014-15 and FY 2015-16

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) 2012-13 and FY 2013-14 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandier at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield Controller

Enclosures

cc: Board of Supervisors' Budget Analyst Human Resources, Employee Relations PORT, REAL ESTATE DIVISION
JANITORIAL SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2014-15

# **ESTIMATED CITY COSTS:**

# PROJECTED PERSONNEL COSTS

| FROSECIED PERSONNEL COSTS                              |       | T              |          |       |               |           |
|--|-------|----------------|----------|-------|---------------|-----------|
|  |       | # of Full Time |          |       |               |           |
| Job Class Title  | Class | Equivalent     | <b>5</b> |       |               |           |
| Custodial Supervisor                                   |       | Positions      | Bi-Week  |       | Low           | High      |
| Custodian  | 2718  | 1.0            | 2,094    | 2,545 | 54,653        | 66,425    |
|  | 2708  | 4.0            | 1,727    | 2,099 | 180,299       | 219,136   |
| Porter   | 2736  | 1.0            | 1,727    | 2,099 | 45,075        | 54,784    |
| Holiday Pay (if applicable)                            |       |                |          |       | 8,885         | 10,799    |
| Night / Shift Differential (if applicable)             |       |                |          |       | 7,926         | 9,633     |
| Overtime Pay (if applicable)                           |       |                |          |       | -             | 3,000     |
| Other Pay (if applicable)                              |       |                |          |       | - ·           | -         |
| Total Salary Costs                                     |       | 6.0            |          | r     | 296,839       | 360,777   |
| FRINGE BENEFITS Variable Fringes (3) Fixed Fringes (4) |       |                |          |       | 97,630        | 109,072   |
|  |       |                |          | _     | 78,422        | 78,422    |
| Total Fringe Benefits                                  |       |                |          |       | 176,052       | 187,494   |
| ESTIMATED TOTAL CITY COST                              |       |                |          | •     | 472,891       | 548,271   |
| LESS: ESTIMATED TOTAL CONTRACT CO                      | ST    |                |          |       | (297,495)     | (300,105) |
| ESTIMATED SAVINGS                                      |       |                |          |       | \$ 175,395 \$ | 248,166   |
| % of Savings to City Cost                              |       |                |          | 234   | 37%           | 45%       |

- 1. Services have been contracted out since 1997.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 5. Estimated City cost does not include vehicles, equipment, materials and other supplies required to provide services. If
- 6. The estimated contract cost for annual service is based upon the contract and includes 0.1 FTE for contract monitoring

PORT, REAL ESTATE DIVISION
JANITORIAL SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

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|---|-------|----------------|----------|--------|------------|---------------------------------------|------|
|   |       | # of Full Time | -        |        |            |                                       |      |
|   |       | Equivalent     |          |        |            |                                       |      |
| Job Class Title                               | Class | Positions      | Bi-Weekl | y Rate | Low        | High                                  |      |
| Custodial Supervisor                          | 2718  | 1.0            | 2,094    | 2,545  | 54,653     | 66,4                                  | 425  |
| Custodian                                     | 2708  | 4.0            | 1,727    | 2,099  | 180,299    | 219,                                  | 136  |
|   | 2736  | 1,0            | 1,727    | 2,099  | 45,075     | 54,                                   | 784  |
| Porter  | 2100  | 1.0            | 7,7-1    | -,     | 8,885      |                                       | 799  |
| Holiday Pay (if applicable)                   |       |                |          |        | 7,926      | · · · · · · · · · · · · · · · · · · · | 633  |
| Night / Shift Differential (if applicable)    |       |                |          |        | -,5        | -,                                    |      |
| Overtime Pay (if applicable)                  |       |                |          |        |            |                                       | _    |
| Other Pay (if applicable)  Total Salary Costs |       | 6.0            |          |        | 296,839    | 360,                                  | 777  |
| rotal datary costs                            |       |                |          |        |            | <del></del>                           |      |
| FRINGE BENEFITS                               |       |                |          |        | 4.574      |                                       | 7.45 |
| Variable Fringes (3)                          |       |                |          |        | 94,674     | 112,                                  |      |
| Fixed Fringes (4)                             |       |                |          |        | 80,935     |                                       | 935  |
| Total Fringe Benefits                         |       |                |          |        | 175,609    | 193,                                  | 677  |
| ESTIMATED TOTAL CITY COST                     |       | '              |          | • .    | 472,448    | 554,                                  | 454  |
| LESS: ESTIMATED TOTAL CONTRACT O              | COST  |                |          |        | (305,892)  | ) (308,                               | ,466 |
| ESTIMATED SAVINGS                             |       |                | •        |        | \$ 166,556 | \$ 245,                               | ,987 |
| % of Savings to City Cost                     |       |                |          |        | 35%        | •                                     | 440  |

- 1. Services have been contracted out since 1997.
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- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 5. Estimated City cost does not include vehicles, equipment, materials and other supplies required to provide services. If
- 6. The estimated contract cost for annual service is based upon the contract and includes 0.1 FTE for contract monitoring

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## OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda **Deputy Controller** 

April 29, 2014

Monique Moyer **Executive Director** Port of San Francisco Pier 1, The Embarcadero San Francisco, CA 94111

Attention:

Meghan Wallace, Budget Manager

Port of San Francisco Pier 1, The Embarcadero San Francisco, CA 94111

RE: Janitorial Services - FY 2014-15 and FY 2015-16

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Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

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Sincerely,

Ben Rosenfield

Controller

Enclosures

Board of Supervisors' Budget Analyst CC:

Human Resources, Employee Relations

PORT, REAL ESTATE DIVISION
JANITORIAL SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2014-15

#### **ESTIMATED CITY COSTS:**

## PROJECTED PERSONNEL COSTS

| FINOSEGIED FENSONNEL COSTS                 |       |                              |                                       |        |               |             |
|--|-------|------------------------------|---------------------------------------|--------|---------------|-------------|
| late Object Till                           |       | # of Full Time<br>Equivalent |                                       |        |               | <del></del> |
| Job Class Title                            | Class | Positions                    | Bi-Weekl                              | v Rate | Low           | High        |
| Custodial Supervisor                       | 2718  | 1.0                          | 2,094                                 | 2,545  | 54,653        | 66,425      |
| Custodian                                  | 2708  | 4.0                          | 1,727                                 | 2,099  | 180,299       | 219,136     |
| Porter .                                   | 2736  | 1.0                          | 1,727                                 | 2,099  | 45,075        |             |
| Holiday Pay (if applicable)                |       | ,,,                          | 7,12.7                                | 2,000  |               | 54,784      |
| Night / Shift Differential (if applicable) |       |                              |                                       |        | 8,885         | 10,799      |
| Overtime Pay (if applicable)               |       |                              |                                       |        | 7,926         | 9,633       |
| Other Pay (if applicable)                  |       |                              |                                       |        |               | -           |
| Total Salary Costs                         |       | 6.0                          |                                       | ı      | 296,839       | 200 777     |
|  | ·     | 3.0                          | · · · · · · · · · · · · · · · · · · · |        | 230,003       | 360,777     |
| FRINGE BENEFITS                            |       |                              |                                       |        |               |             |
| Variable Fringes (3)                       | •     |                              |                                       |        | 97,630        | 400.070     |
| Fixed Fringes (4)                          |       |                              |                                       |        | •             | 109,072     |
| Total Fringe Benefits                      |       |                              |                                       |        | 78,422        | 78,422      |
|  |       |                              |                                       |        | 176,052       | 187,494     |
| ESTIMATED TOTAL CITY COST                  |       |                              | ,                                     | -      | 472.004       | 540.074     |
|  | •     |                              |                                       |        | 472,891       | 548,271     |
| LESS: ESTIMATED TOTAL CONTRACT (           | COST  |                              |                                       |        | (297,495)     | (300,105)   |
| ESTIMATED SAVINGS                          |       |                              |                                       |        | \$ 175,395 \$ | 248,166     |
| % of Savings to City Cost                  |       |                              |                                       | =      | 37%           | 45%         |

- . 1. Services have been contracted out since 1997.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 5. Estimated City cost does not include vehicles, equipment, materials and other supplies required to provide services. If
- 6. The estimated contract cost for annual service is based upon the contract and includes 0.1 FTE for contract monitoring

PORT, REAL ESTATE DIVISION
JANITORIAL SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

|  |       | # of Full Time |           |       |    | Ī        |         |          |
|--|-------|----------------|-----------|-------|----|----------|---------|----------|
|  |       | Equivalent     |           |       |    | 1        |         |          |
| Job Class Title                            | Class | Positions      | Bi-Weekly | Rate  | 1  | ow       |         | High     |
| Custodial Supervisor                       | 2718  | 1.0            | 2.094     | 2,545 |    | 54,653   |         | 66,425   |
| Custodian                                  | 2708  | 4.0            | 1,727     | 2,099 | •  | 180,299  |         | 219,136  |
| Porter                                     | 2736  | 1.0            | 1,727     | 2,099 |    | 45,075   |         | 54,784   |
| Holiday Pay (if applicable)                |       |                |           |       |    | 8,885    |         | 10,799   |
| Night / Shift Differential (if applicable) |       |                |           |       |    | 7,926    |         | 9,633    |
| Overtime Pay (if applicable)               |       | •              | -         |       |    | -        |         | -        |
| Other Pay (if applicable)                  |       |                |           |       |    |          |         | -        |
| Total Salary Costs                         |       | 6.0            |           |       |    | 296,839  |         | 360,777  |
|  |       |                |           |       |    |          |         |          |
| FRINGE BENEFITS                            |       |                |           |       |    |          |         |          |
| Variable Fringes (3)                       |       |                |           |       |    | 94,674   |         | 112,742  |
| Fixed Fringes (4)                          |       |                |           |       |    | 80,935   |         | 80,935   |
| Total Fringe Benefits                      |       |                |           |       |    | 175,609  |         | 193,677  |
| ESTIMATED TOTAL CITY COST                  |       |                |           |       |    | 472,448  | · · · · | 554,454  |
| LESS: ESTIMATED TOTAL CONTRACT CO          | DST   |                |           |       |    | 305,892) |         | (308,466 |
| ESTIMATED SAVINGS                          |       |                |           |       | \$ | 166,556  | \$      | 245,987  |
| % of Savings to City Cost                  |       |                |           |       |    | 35%      |         | 44%      |

- 1. Services have been contracted out since 1997.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 5. Estimated City cost does not include vehicles, equipment, materials and other supplies required to provide services. If
- 6. The estimated contract cost for annual service is based upon the contract and includes 0.1 FTE for contract monitoring

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#### OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Monique Moyer Executive Director Port of San Francisco Pier 1, The Embarcadero San Francisco, CA 94111

Attention:

Meghan Wallace, Budget Manager

Port of San Francisco Pier 1, The Embarcadero San Francisco, CA 94111

RE: Janitorial Services - FY 2014-15 and FY 2015-16

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) 2012-13 and FY 2013-14 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield,

Enclosures

Controller

PORT, REAL ESTATE DIVISION
JANITORIAL SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2014-15

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

|  |       | # of Full Time<br>Equivalent |          |        |            |           |
|--|-------|------------------------------|----------|--------|------------|-----------|
| Job Class Title                            | Class | Positions                    | Bi-Weekl | v Rate | Low        | High      |
| Custodial Supervisor                       | 2718  | 1.0                          | 2,094    | 2,545  | 54,653     | 66,425    |
| Custodian                                  | 2708  | 4.0                          | 1,727    | 2,099  | 180,299    | 219,136   |
| Porter                                     | 2736  | 1.0                          | 1,727    | 2,099  | 45,075     | 54,784    |
| Holiday Pay (if applicable)                |       |                              | ·        | •      | 8,885      | 10,799    |
| Night / Shift Differential (if applicable) |       |                              |          |        | 7,926      | 9,633     |
| Overtime Pay (if applicable)               |       |                              |          |        | .,,,,,,,   | 5,000     |
| Other Pay (if applicable)                  |       |                              |          |        | -          | _         |
| Total Salary Costs                         |       | 6.0                          |          | .1     | 296,839    | 360,777   |
| FRINGE BENEFITS                            |       |                              |          |        |            | ·····     |
| Variable Fringes (3)                       |       |                              |          | • .    |            |           |
| Fixed Fringes (4)                          |       |                              |          |        | 97,630     | 109,072   |
| • , ,                                      |       |                              |          |        | 78,422     | 78,422    |
| Total Fringe Benefits                      |       |                              |          |        | 176,052    | 187,494   |
| ESTIMATED TOTAL CITY COST                  |       |                              |          | •      | 472,891    | 548,271   |
| LESS: ESTIMATED TOTAL CONTRACT O           | OST   | •                            | •        |        | (297,495)  | (300,105) |
| ESTIMATED SAVINGS                          |       |                              |          |        | \$ 175,395 | 248,166   |
| % of Savings to City Cost                  | •     |                              |          | •      | 37%        | 45%       |

- 1. Services have been contracted out since 1997.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 5. Estimated City cost does not include vehicles, equipment, materials and other supplies required to provide services. If
- 6. The estimated contract cost for annual service is based upon the contract and includes 0.1 FTE for contract monitoring

PORT, REAL ESTATE DIVISION
JANITORIAL SERVICES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2015-16

#### **ESTIMATED CITY COSTS:**

#### PROJECTED PERSONNEL COSTS

| LIVOREGIED I ENGOMMEE GOOLG                |       | <del></del>    |          |        | ··         | <br>          |
|--|-------|----------------|----------|--------|------------|---------------|
|  |       | # of Full Time |          |        |            |               |
| , .  |       | Equivalent     |          |        |            |               |
| Job Class Title                            | Class | Positions      | Bi-Weekl | y Rate | Low        | <br>High      |
| Custodial Supervisor                       | 2718  | 1.0            | 2,094    | 2,545  | 54,653     | <br>66,425    |
| Custodian                                  | 2708  | 4.0            | 1,727    | 2,099  | 180,299    | 219,136       |
| Porter                                     | 2736  | 1.0            | 1,727    | 2,099  | 45,075     | 54,784        |
| Holiday Pay (if applicable)                |       |                |          |        | 8,885      | 10,799        |
| Night / Shift Differential (if applicable) |       |                |          |        | 7,926      | 9,633         |
| Overtime Pay (if applicable)               |       |                |          |        | -          | -             |
| Other Pay (if applicable)                  |       |                |          |        |            | <br>          |
| Total Salary Costs                         |       | 6.0            |          |        | 296,839    | <br>360,777   |
|  |       |                |          |        |            |               |
| FRINGE BENEFITS                            |       |                |          |        |            |               |
| Variable Fringes (3)                       |       | •              |          |        | 94,674     | 112,742       |
| Fixed Fringes (4)                          |       |                |          |        | 80,935     | <br>80,935    |
| Total Fringe Benefits                      |       |                |          |        | 175,609    | 193,677       |
| ESTIMATED TOTAL CITY COST                  |       |                |          |        | 472,448    | <br>554,454   |
| LESS: ESTIMATED TOTAL CONTRACT O           | OST   |                |          |        | (305,892)  | <br>(308,466  |
| ESTIMATED SAVINGS                          |       |                | •        |        | \$ 166,556 | \$<br>245,987 |
| % of Savings to City Cost                  |       |                |          |        | 35%        | <br>449       |

- 1. Services have been contracted out since 1997.
- 2. Salary levels reflect proposed salary rates effective June 30, 2014. Costs are represented as annual 12 month costs.
- 3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-
- 4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 5. Estimated City cost does not include vehicles, equipment, materials and other supplies required to provide services. If
- 6. The estimated contract cost for annual service is based upon the contract and includes 0.1 FTE for contract monitoring

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#### OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Todd Rydstrom, AGM Business Services & CFO San Francisco Public Utilities Commission 525 Golden Gate Avenue San Francisco, CA 94102

Attention:

Carlos Jacobo, Budget Director

San Francisco Public Utilities Commission

525 Golden Gate Avenue San Francisco, CA 94102

RE: Security Services - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for Public Utilities Commission 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) 2014-15 and FY 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield. Controller

**Enclosures** 

## PROJECTED PERSONNEL COSTS

|   | *************************************** | # of Full Time |                  | T          | T          |
|---|---|----------------|------------------|------------|------------|
|   |   | Equivalent     |                  |            |            |
| Job Class Title   | Class                                   | Positions      | Bi-Weekly Rate   | Low        | High       |
| Institutional Police Officer (Full-time)                                | 8204                                    | 1.0            | \$ 2,247 \$2,732 |            |            |
| Institutional Police Officer (As-needed)                                | 8204                                    | 0.5            | 2,247 2,732      | 29,323     | 35,65      |
| Institutional Police Officer (Full-time)                                | 8204                                    | 2.0            | \$ 2,247 \$2,732 | 117,293    | 142,610    |
| Institutional Police Officer (As-needed)                                | 8204                                    | 0.5            | 2,247 2,732      | 29,323     | 35,653     |
|   |   |                | ·<br>. •         |            |            |
|   |   |                |                  |            |            |
|   |   |                |                  |            |            |
| Holiday Pay (if applicable)   | N/A                                     |                | •                | 0          | (          |
| Night / Shift Differential (if applicable) Overtime Pay (if applicable) |   |                |                  | 6,640      | 8,073      |
| Other Pay (if applicable)   |   |                |                  | 0          | C          |
| Total Salary Costs  | •                                       | 4.0            |                  | 244 227    | 002.00     |
|   |   | 7,0            | ·                | 241,227    | 293,294    |
| FRINGE BENEFITS   |   |                |                  |            |            |
| Variable Fringes (3)<br>Fixed Fringes (4)                               |   |                |                  | 74,012     | 89,987     |
| Total Fringe Benefits   |   | 4              |                  | 51,584     | 51,584     |
|   |   |                |                  | 125,596    | 141,571    |
| ESTIMATED TOTAL CITY COST   | •                                       |                |                  | 366,823    | 434,865    |
| LESS: ESTIMATED TOTAL CONTRACT O  | OST                                     |                |                  | (153,347)  | (153,446   |
| ESTIMATED SAVINGS   |   | •              |                  | \$ 213,476 | \$ 281,419 |
| % of Savings to City Cost   |   |                |                  | 58%        | 65%        |

- 1. Salary levels reflect Classification, Compensation and Collective Bargaining Agreements for 8204 Institutional Police Officer Effective March 29, 2014 to July 1, 2014.
- 2. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 3. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

#### PROJECTED PERSONNEL COSTS

|  |          | # of Full Time |              |         |               |         |          |
|--|----------|----------------|--------------|---------|---------------|---------|----------|
| Job Class Title                            | 01       | Equivalent     | Districts D  |         |               |         |          |
|  | Class    | Positions      | Bi-Weekly R  |         | <br>Low       | <u></u> | High     |
| Institutional Police Officer (Full-time)   | 8204     | 1.0            |              | •       | \$<br>58,647  | \$      | 71,305   |
| Institutional Police Officer (As-needed)   | 8204     | 0.5            | 2,247 2      | ,732    | 29,323        |         | 35,653   |
| Institutional Police Officer (Full-time)   | 8204     | 2.0            | \$ 2,247 \$2 | ,732    | 117,293       |         | 142,610  |
| Institutional Police Officer (As-needed)   | 8204     | 0.5            | 2,247 2      | ,732    | 29,323        |         | 35,653   |
|  |          |                |              |         |               |         |          |
|  |          |                |              |         |               |         |          |
|  |          |                |              |         |               |         |          |
| Holiday Pay (if applicable)                | N/A      |                |              |         | 0             |         | 0        |
| Night / Shift Differential (if applicable) |          |                |              |         | 6,640         |         | 8,073    |
| Overtime Pay (if applicable)               |          |                |              |         | 0             |         | . 0      |
| Other Pay (if applicable)                  |          |                |              | <b></b> | -0            |         | . 0      |
| Total Salary Costs                         | <u> </u> | 4.0            |              |         | <br>241,227   | L       | 293,294  |
| FRINGE BENEFITS                            |          |                |              |         |               |         |          |
| Variable Fringes (3)                       |          |                |              |         | 69,930        |         | 85,024   |
| Fixed Fringes (4)                          |          |                |              |         | 53,228        |         | 53,228   |
| Total Fringe Benefits                      |          |                |              |         | 123,158       |         | 138,252  |
| ESTIMATED TOTAL CITY COST                  |          |                | - T          | -       | <br>364,385   |         | 431,546  |
| LESS: ESTIMATED TOTAL CONTRACT             | COST     |                |              | -       | <br>(153,347) | ·-····  | (153,446 |
| ESTIMATED SAVINGS                          |          |                |              | 2       | \$<br>211,038 | \$      | 278,100  |
| % of Savings to City Cost                  |          |                |              | -       | 58%           |         | 64%      |

- 1. Salary levels reflect Classification, Compensation and Collective Bargaining Agreements for 8204 Institutional Police Officer Effective March 29, 2014 to July 1, 2014.
- 2. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 3. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

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# OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Todd Rydstrom, AGM Business Services & CFO San Francisco Public Utilities Commission 525 Golden Gate Avenue San Francisco, CA 94102

Attention:

Carlos Jacobo, Budget Director

San Francisco Public Utilities Commission

525 Golden Gate Avenue San Francisco, CA 94102

RE: Security Services - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for Public Utilities Commission 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) 2014-15 and FY 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield,

Controller

**Enclosures** 

# PROJECTED PERSONNEL COSTS

| PROJECTED PERSONNEL COSTS                  | ·     |                |          |         |           |               |
|--|-------|----------------|----------|---------|-----------|---------------|
|  |       | # of Full Time |          |         |           |               |
| Job Class Title                            |       | Equivalent     | ·        |         |           |               |
| Institutional Police Officer (Full-time)   | Class | Positions      | Bi-Week  | dv Rate | Low       | Llianta       |
| Institutional Police Officer (As-needed)   | 8204  | 1.0            | \$ 2,247 | \$2,732 |           | High \$ 71.30 |
| (As-needed)                                | 8204  | 0.5            | 2,247    | 2,732   | 29,323    | ,             |
| Institutional Police Officer (Full-time)   |       |                | ·        | -,      | 20,020    | 35,65         |
| Institutional Police Officer (As-needed)   | 8204  | 2.0            | \$ 2,247 | \$2,732 | 117,293   | 142,61        |
| (As-needed)                                | 8204  | 0.5            | 2,247    | 2,732   | 29,323    | -             |
|  |       |                |          | , -     | 20,023    | 35,65         |
|  |       |                |          |         |           |               |
|  |       |                |          |         |           |               |
|  |       |                |          |         |           |               |
| loliday Pay (if applicable)                |       |                |          |         |           |               |
| light / Shift Differential (if applicable) | N/A   |                |          |         | 0         |               |
| Overtime Pay (if applicable)               |       |                |          |         | 6,640     | 9.070         |
| Other Pay (if applicable)                  |       |                |          |         | 0,040     | 8,073         |
| Total Salary Costs                         |       |                |          |         | ŏ         | 0             |
| Total Galary Costs                         |       | 4.0            |          | Г       | 241,227   | 293,294       |
| RINGE BENEFITS                             |       |                |          |         |           | 233,234       |
| ariable Fringes (3)                        |       |                |          |         |           |               |
| ixed Fringes (4)                           |       |                |          |         | 74,012    | 89,987        |
| Total Fringe Benefits                      |       |                |          |         | 51,584    | 51,584        |
|  |       |                |          |         | 125,596   | 141,571       |
| STIMATED TOTAL CITY COST                   |       |                |          |         |           |               |
| ****                                       |       | •              |          |         | 366,823   | 434,865       |
| ESS: ESTIMATED TOTAL CONTRACT C            | OST   |                |          |         |           | •             |
| ,  |       |                |          |         | (153,347) | (153,446)     |
| STIMATED SAVINGS                           |       |                |          |         |           |               |
| % of Savings to City Cost                  |       |                |          |         |           | 281,419       |
|  |       |                |          |         | 58%       |               |

- 1. Salary levels reflect Classification, Compensation and Collective Bargaining Agreements for 8204 Institutional Police Officer Effective March 29, 2014 to July 1, 2014.
- 2. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 3. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

Wastewater Enterprise Security Services COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2) FISCAL YEAR 2015-16

## ESTIMATED CITY COSTS:

| 200  | PECTED               | <b>PERSONNEL</b> | COSTS |
|------|----------------------|------------------|-------|
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| PROJECTED PERSONNEL COSTS                  |          |                |          |         |           | <del> </del> |         |                |
|--|----------|----------------|----------|---------|-----------|--------------|---------|----------------|
|  |          | # of Full Time |          |         |           |              |         |                |
|  |          | Equivalent     |          | :       |           |              |         |                |
| Job Class Title                            | Class    | Positions      | Bi-Week  |         | L         | Low          |         | High           |
| nstitutional Police Officer (Full-time)    | 8204     | 1.0            | \$ 2,247 | \$2,732 | \$        | 58,647       | \$      | 71,305         |
| nstitutional Police Officer (As-needed)    | 8204     | 0.5            | 2,247    | 2,732   |           | 29,323       |         | 35,65 <b>3</b> |
| nstitutional Police Officer (Full-time)    | 8204     | 2.0            | \$ 2,247 | \$2,732 | •         | 117,293      |         | 142,610        |
| Institutional Police Officer (As-needed)   | 8204     | 0.5            | 2,247    | 2,732   |           | 29,323       |         | 35,653         |
|  |          |                |          |         |           |              |         |                |
|  |          |                |          |         |           |              |         |                |
| •  |          |                |          |         |           |              |         |                |
| Holiday Pay (if applicable)                | N/A      |                |          |         |           | 0            |         | 0              |
| Night / Shift Differential (if applicable) | ,        |                |          |         |           | 6,640        |         | 8,073          |
| Overtime Pay (if applicable)               |          |                |          |         |           | 0            |         | 0              |
| Other Pay (if applicable)                  |          |                |          |         |           | 0            |         |                |
| Total Salary Costs                         | <u> </u> | 4.0            | <u> </u> |         |           | 241,227      |         | 293,294        |
|  |          | ,              |          |         |           |              |         |                |
| FRINGE BENEFITS                            | -        |                |          |         |           | 69,930       |         | 85.024         |
| Variable Fringes (3)                       |          |                |          |         |           | 53,228       |         | 53,228         |
| Fixed Fringes (4)  Total Fringe Benefits   |          |                |          |         |           | 123,158      |         | 138,252        |
| Total i Tinge Denomo                       |          | -              | •        |         |           |              |         |                |
| ESTIMATED TOTAL CITY COST                  |          | ,              |          |         |           | 364,385      | i       | 431,546        |
| LESS: ESTIMATED TOTAL CONTRACT             | COST     |                |          |         |           | (153,347     | <u></u> | (153,446       |
| ESTIMATED SAVINGS                          |          |                |          |         | <u>\$</u> | 211,038      | 3 \$    | 278,100        |
| % of Savings to City Cos                   | t        |                |          |         |           | 589          | %       | 640            |

- 1. Salary levels reflect Classification, Compensation and Collective Bargaining Agreements for 8204 Institutional Police Officer Effective March 29, 2014 to July 1, 2014.
- 2. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 3. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

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## OFFICE OF THE CONTROLLER

Ben Rosenfield Controller Monique Zmuda Deputy Controller

April 29, 2014

Todd Rydstrom, AGM Business Services & CFO San Francisco Public Utilities Commission 525 Golden Gate Avenue San Francisco, CA 94102

Attention:

Carlos Jacobo, Budget Director

San Francisco Public Utilities Commission

525 Golden Gate Avenue San Francisco, CA 94102

RE: Security Services - FY 2014-15 and FY 2015-16

The cost information and supplemental data provided by your office on the proposed contract for Public Utilities Commission 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) 2014-15 and FY 2015-16 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 2014-15 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield, Controller

Commone

**Enclosures** 

#### PROJECTED PERSONNEL COSTS

| THOOLOTED FERSONNEL COSTS                  |       |                     |     | •        |               |    |                  |    |   |
|--|-------|---------------------|-----|----------|---------------|----|------------------|----|---|
|  |       | # of Full<br>Equiva |     |          | <del></del> - |    |                  |    | <del>- 1 · · · · · · · · · · · · · · · · · · </del> |
| Job Class Title                            | Class | Positio             |     | Bi-Week  | dv Rate       |    | Low              |    | High  |
| Institutional Police Officer (Full-time)   | 8204  | - I                 | 1.0 | \$ 2,247 | \$2,732       | \$ | 58,647           | \$ | 71,305  |
| Institutional Police Officer (As-needed)   | 8204  | •                   | 0.5 | 2,247    | 2,732         | Ψ  | 29,323           | Ф  | 35,653  |
| Institutional Police Officer (Full-time)   | 8204  | <del></del>         | 2.0 | \$ 2,247 | \$2,732       | •  | 117,293          |    | . 440.040   |
| Institutional Police Officer (As-needed)   | 8204  |                     | 0.5 | 2,247    | 2,732         |    | 29,323           |    | 142,610<br>35,653                                   |
|  |       |                     |     |          |               |    |                  |    |   |
|  |       |                     |     |          |               |    |                  |    |   |
| ·  |       |                     |     |          |               |    |                  |    |   |
|  |       |                     |     |          |               |    |                  |    |   |
| Holiday Pay (if applicable)                | N/A   |                     |     |          |               |    | 0                |    | 0   |
| Night / Shift Differential (if applicable) | *     |                     |     | •        |               |    | 6,640            |    | 8,073   |
| Overtime Pay (if applicable)               |       |                     |     |          |               |    | 0                |    | 0,010   |
| Other Pay (if applicable)                  |       |                     |     |          |               |    | Ō                |    | 0   |
| Total Salary Costs                         |       | <u> </u>            | 4.0 |          |               |    | 241,227          |    | 293,294   |
| FRINGE BENEFITS                            |       |                     |     |          |               |    |                  |    |   |
| Variable Fringes (3)                       |       |                     |     |          | •             |    | 74.040           |    | 20.00=  |
| Fixed Fringes (4)                          |       |                     |     |          |               |    | 74,012<br>51,584 |    | 89,987  |
| Total Fringe Benefits                      |       |                     |     |          | •             |    | 125,596          |    | 51,584<br>141,571                                   |
| ESTIMATED TOTAL CITY COST                  |       |                     |     |          |               |    |                  |    |   |
|  |       |                     |     |          |               |    | 366,823          |    | 434,865   |
| LESS: ESTIMATED TOTAL CONTRACT C           | OST   |                     |     |          |               | ·  | (153,347)        |    | (153,446)   |
| ESTIMATED SAVINGS                          |       |                     |     |          | *             | \$ | 213,476          | \$ | 281,419   |
| % of Savings to City Cost                  |       | •                   |     |          | =             |    | 58%              |    | 65%   |
|  |       |                     |     |          |               |    |                  |    |   |

- 1. Salary levels reflect Classification, Compensation and Collective Bargaining Agreements for 8204 Institutional Police Officer Effective March 29, 2014 to July 1, 2014.
- 2. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 3. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

## PROJECTED PERSONNEL COSTS

| PROJECTED FERSONNEE GOOTG   |          | # of Full Time |          |         |    |            |     | ······································ |
|---|----------|----------------|----------|---------|----|------------|-----|--|
|   |          | Equivalent     |          |         |    |            |     |  |
| Job Class Title   | Class    | Positions      | Bi-Week  | ly Rate | 1. | Low        |     | High                                   |
| Institutional Police Officer (Full-time)                                | 8204     | 1.0            | \$ 2,247 | \$2,732 | \$ | 58,647     | \$  | 71,305                                 |
| Institutional Police Officer (As-needed)                                | 8204     | 0.5            | 2,247    | 2,732   |    | 29,323     |     | 35,653                                 |
| Institutional Police Officer (Full-time)                                | 8204     | 2.0            | \$ 2,247 | \$2,732 | •  | 117,293    |     | 142,610                                |
| Institutional Police Officer (As-needed)                                | 8204     | 0.5            | 2,247    | 2,732   |    | 29,323     |     | 35,653                                 |
|   |          |                |          |         |    |            |     |  |
|   |          |                |          |         |    |            |     |  |
|   |          |                |          |         |    |            |     |  |
| Holiday Pay (if applicable)   | N/A      | •              |          |         |    | 0          |     | 0                                      |
| Night / Shift Differential (if applicable) Overtime Pay (if applicable) |          |                |          |         |    | 6,640<br>0 |     | 8,073<br>0                             |
| Other Pay (if applicable)   |          |                |          |         |    | 0          |     | 0                                      |
| Total Salary Costs  | <u> </u> | 4.0            | 1        |         |    | 241,227    |     | 293,294                                |
| FRINGE BENEFITS   |          |                |          |         |    |            |     |  |
| Variable Fringes (3)  | •        |                |          |         |    | 69,930     |     | 85,024                                 |
| Fixed Fringes (4)   |          |                |          |         |    | 53,228     |     | 53,228                                 |
| Total Fringe Benefits   |          |                | -        | •       |    | 123,158    |     | 138,252                                |
| ESTIMATED TOTAL CITY COST   |          |                |          |         |    | 364,385    |     | 431,546                                |
| LESS: ESTIMATED TOTAL CONTRACT  | COST     |                |          |         |    | (153,347   | )   | (153,446)                              |
| ESTIMATED SAVINGS   |          |                |          |         | \$ | 211,038    | \$_ | 278,100                                |
| % of Savings to City Cost   |          | •              |          |         |    | 58%        | D   | 64%                                    |

- 1. Salary levels reflect Classification, Compensation and Collective Bargaining Agreements for 8204 Institutional Police Officer Effective March 29, 2014 to July 1, 2014.
- 2. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- 3. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

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## OFFICE OF THE MAYOR SAN FRANCISCO



EDWIN M. LEE MAYOR

TO:

Angela Calvillo, Clerk of the Board of Supervisors

FROM: ON Mayor Edwin M. Lee 96

RE:

Proposition J Contract/Certification of Specified Contracted-Out Services

Previously Approved

DATE:

May 1, 2014

Attached for introduction to the Board of Supervisors is the resolution concurring with the Controller's certification that services previously approved can be performed by private contractor for a lower cost than similar work performed by City and County employees, for the following services: information booths, security, parking operations, and shuttle bus (Airport); citations processing, towing, paratransit, parking meter, security, and transit shelter (MTA); security and janitorial (Port); security (PUC).

I request that this item be calendared in Budget and Finance Committee.

Should you have any questions, please contact Jason Elliott (415) 554-5105.

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