

File No. 180460

Committee Item No. 1

Board Item No. \_\_\_\_\_

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date May 10, 2018

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

#### OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date \_\_\_\_\_

Completed by: Linda Wong Date \_\_\_\_\_

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

2  
3 **Resolution concurring with the Controller's certification that services previously**  
4 **approved can be performed by private contractor for a lower cost than similar work**  
5 **performed by City and County employees for the following services: information**  
6 **booths, security, parking operations, and shuttle bus (Airport); citations processing,**  
7 **towing, paratransit, parking meter, security, and transit shelter (Municipal**  
8 **Transportation Agency); security and janitorial (Port); and security (Public Utilities**  
9 **Commission).**

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

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

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

20 WHEREAS, The City and County of San Francisco must reconcile a projected \$37.9  
21 million budget deficit for Fiscal Year 2018-2019 and a projected \$99.0 million budget deficit for  
22 Fiscal Year 2019-2020 with a Charter obligation to enact a balanced budget each fiscal year;  
23 and

24 WHEREAS, The Mayor has determined that the state of the City's budget for Fiscal  
25 Year 2018-2019 and Fiscal Year 2019-2020 as indicated herein has created an emergency

1 situation justifying a Purchaser's award of a contract for the following services: information  
 2 booth, security, parking, and shuttle bus services (Airport); citations processing, towing,  
 3 paratransit, parking meter, security, and transit shelter services (MTA); security and janitorial  
 4 services (Port); security services (PUC); and

5 WHEREAS, The Controller's certification, which confirms that said services can be  
 6 performed at lower costs to the City and County by private contractor than by employees of  
 7 the City and County, is on file with the Clerk of the Board of Supervisors in File No. 180460,  
 8 which is hereby declared to be part of this resolution as if set forth fully herein; now, therefore,  
 9 be it

10 RESOLVED, That the Board of Supervisors hereby concurs with the Controller's  
 11 certification, and the Mayor's determination of an emergency situation, and approves the  
 12 Proposition J Resolution concerning the Purchaser's award of a contract to a private  
 13 contractor for the services listed below for the period of July 1, 2018 through June 30, 2019;

Department/Function	City Cost (High)	Contract Cost (High)	SAVINGS	FTEs
Airport (AIR)				
Info Booths	14,370,675	7,875,464	6,495,211	116.3
Security Services	3,020,017	2,231,691	788,326	31.1
Parking Operations	29,752,288	23,719,471	6,032,817	226.0
Shuttle Bus	17,561,521	14,433,188	3,128,333	110.0
Municipal Transportation Agency (MTA)				
Citations Processing	14,298,139	11,071,383	3,226,756	48.0
Towing Services	29,296,145	12,679,476	16,616,668	112.0

1		City Cost	Contract Cost		
2	Department/Function	(High)	(High)	SAVINGS	FTEs
3	Paratransit Services	52,798,645	29,000,766	23,797,879	385.0
4	Parking Meter Services	8,610,995	3,758,285	4,852,710	35.3
5	Security Services	13,544,000	6,553,146	6,990,854	89.0
6	Transit Shelter Services	653,814	400,948	252,867	3.0
7	Port (PRT)				
8	Security Services	2,729,613	1,529,420	1,200,394	26.0
9	Janitorial Services	866,588	680,145	186,443	8.0
10	Public Utilities Commission (PUC)				
11	Security Services	998,504	546,641	451,863	10.3

12  
13 and, be it

14 FURTHER RESOLVED, That the Board of Supervisors hereby concurs with the  
15 Mayor's determination that the state of the City's budget for fiscal year 2019-20 as indicated  
16 herein has created an emergency situation and concurs with the Controller's certification and  
17 approves the Proposition J Resolution concerning the Purchaser's award of a contract to a  
18 private contractor for the services listed below for the period of July 1, 2019 through  
19 June 30, 2020.

20		City Cost	Contract Cost		
21	Department/Function	(High)	(High)	SAVINGS	FTEs
22	Airport (AIR)				
23	Info Booths	14,492,590	7,992,964	6,499,626	116.3
24	Security Services	3,052,702	2,322,269	730,433	31.1

	City Cost	Contract Cost		
Department/Function	(High)	(High)	SAVINGS	FTEs
Parking Operations	30,089,277	24,422,919	5,666,358	226.0
Shuttle Bus	17,273,271	14,083,061	3,190,210	110.0
<b>Municipal Transportation Agency (MTA)</b>				
Citations Processing	14,802,530	11,755,816	3,046,713	48.0
Towing Services	30,321,771	13,162,196	17,159,575	112.0
Paratransit Services	54,268,152	30,443,849	23,824,303	385
Parking Meter Services	8,983,135	3,884,185	5,098,950	35.3
Security Services	13,909,568	6,717,239	7,192,328	89.0
Transit Shelter Services	676,963	405,589	271,373	3.0
<b>Port (PRT)</b>				
Security Services	2,757,206	1,574,611	1,182,595	26.0
Janitorial Services	875,077	700,326	174,751	8.0
<b>Public Utilities Commission (PUC)</b>				
Security Services	1,012,825	546,819	466,007	10.3



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

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

April 30, 2018

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

Attn: Kaitlyn Connors, Budget Director, San Francisco International Airport

RE: Contracting for Airport Information Booth & Guest Assistance – FY 2018-19 and FY 2019-20

The cost information and supplemental data provided by your office on the proposed contract referenced above has 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 2018-19 and 2019-20 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met. Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,

A handwritten signature in black ink, appearing to be "Ben Rosenfield", written over a large, horizontal, oval-shaped scribble.

Ben Rosenfield,  
Controller

Enclosures

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

**Please Fill Out Highlighted Areas Only.**

AIR Airport Commission  
 109662 AIR Chief Operating Officer/228993 AIR Communications & Mrktng  
 Airport Information and Guest Assistance Services Contract  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2018-19

**ESTIMATED CITY COSTS:**

PROJECTED PERSONNEL COSTS						
Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Senior Operational Manager	9143	3.0	\$ 5,543	\$ 6,738	\$ 432,390	\$ 525,584
Sr. Management Assistant	1844	2.5	3,282	3,989	213,303	259,297
Training Officer	1232	0.5	3,275	3,981	42,580	51,752
Management Assistant	1842	8.4	2,957	3,481	645,837	760,338
Principal Account Clerk	1634	5.6	2,700	3,282	393,066	477,798
Senior Account Clerk	1632	93.3	2,390	2,897	5,796,692	7,028,489
Account Clerk	1630	1.0	2,064	2,509	53,667	65,236
Accountant I	1650	2.0	2,885	3,505	150,022	182,265
					\$ -	\$ -
Holiday Pay (if applicable)					245,201	296,707
Night / Shift Differential (if applicable)					218,728	264,673
Overtime Pay (if applicable)						
Other Pay (if applicable)						
Total FTE		116.3				
Total Salary Costs-->					\$ 7,727,556	\$ 9,350,759
Total of Other Compensation-->					\$ 463,930	\$ 561,380

FRINGE BENEFITS	
	Amount
9143 Senior Operational Manager	70,077.90
1844 Sr. Management Assistant	43,011.84
1232 Training Officer	43,424.90
1842 Management Assistant	39,391.19
1634 Principal Account Clerk	37,966.93
1632 Senior Account Clerk	35,272.39
1630 Account Clerk	32,460.10
1650 Accountant I	40,037.59
Total Fringe Benefits	
	Low High
	\$ 3,861,924.18 \$ 4,286,425.79

ADDITIONAL CITY COSTS		
Office Equipment and Technical Support	57,110	57,110
Reward & Recognition	10,000	10,000
Uniforms and Dry Cleaning	85,000	85,000
ADM Customer Support Supplies	15,000	15,000
Fringe Reimbursement	5,000	5,000
Total Capital & Operating	172,110	172,110

**COST COMPARISON SUMMARY**

ESTIMATED TOTAL CITY COST	\$ 12,225,520	\$ 14,370,675
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 7,870,300	\$ 7,875,464
ESTIMATED SAVINGS	\$ 4,355,221	\$ 6,495,211
% of Savings to City Cost	36%	45%

Comments/Assumptions:

1. FY 1990 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2018. Costs are represented as annual 12 month costs, disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. The Estimated Contract Cost includes 0.20 FTE for contract monitoring.

**Please Fill Out Highlighted Areas Only.**

AIR Airport Commission  
 109662 AIR Chief Operating Officer/228993 AIR Communications & Mrktng  
 Airport Information and Guest Assistance Services Contract  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2019-20

**ESTIMATED CITY COSTS:**

**PROJECTED PERSONNEL COSTS**

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Senior Operational Manager	9143	3.0	\$ 5,543	\$ 6,738	\$ 432,390	\$ 525,584
Sr. Management Assistant	1844	2.5	3,282	3,989	213,303	259,297
Training Officer	1232	0.5	3,275	3,981	42,580	51,752
Management Assistant	1842	8.4	2,957	3,481	645,837	760,338
Principal Account Clerk	1634	5.6	2,700	3,282	393,066	477,798
Senior Account Clerk	1632	93.3	2,390	2,897	5,796,692	7,028,489
Account Clerk	1630	1.0	2,064	2,509	53,667	65,236
Accountant I	1650	2.0	2,885	3,505	150,022	182,265
					\$ -	\$ -
					\$ -	\$ -
Holiday Pay (if applicable)					245,201	296,707
Night / Shift Differential (if applicable)					218,728	264,673
Overtime Pay (if applicable)						
Other Pay (if applicable)						
Total FTE		116.3				
Total Salary Costs-->					\$ 7,727,556	\$ 9,350,759
Total of Other Compensation-->					\$ 463,930	\$ 561,380

**FRINGE BENEFITS**

	Amount
9143 Senior Operational Manager	70,077.90
1844 Sr. Management Assistant	44,014.95
1232 Training Officer	44,468.55
1842 Management Assistant	40,409.76
1634 Principal Account Clerk	38,989.75
1632 Senior Account Clerk	36,306.08
1630 Account Clerk	33,504.80
1650 Accountant I	41,094.37
<b>Total Fringe Benefits</b>	
	Low High
	\$ 3,959,314 \$ 4,403,340

**ADDITIONAL CITY COSTS**

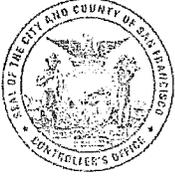
Office Equipment and Technical Support	57,110	57,110
Reward & Recognition	10,000	10,000
Uniforms and Dry Cleaning	85,000	85,000
ADM Customer Support Supplies	20,000	20,000
Fringe Reimbursement	5,000	5,000
<b>Total Capital &amp; Operating</b>	<b>177,110</b>	<b>177,110</b>

**COST COMPARISON SUMMARY**

<b>ESTIMATED TOTAL CITY COST</b>	\$ 12,327,910	\$ 14,492,590
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	\$ 7,987,765	\$ 7,992,964
<b>ESTIMATED SAVINGS</b>	<u>\$ 4,340,145</u>	<u>\$ 6,499,626</u>
<b>% of Savings to City Cost</b>	35%	45%

**Comments/Assumptions:**

1. FY 1990 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2018. Costs are represented as annual 12 month costs.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. The Estimated Contract Cost includes 0.20 FTE for contract monitoring.



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

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

April 30, 2018

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

Attn: Kaitlyn Connors, Budget Director, San Francisco International Airport

RE: Contracting for Airport Security Service – FY 2018-19 and FY 2019-20

The cost information and supplemental data provided by your office on the proposed contract referenced above has 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 2018-19 and 2019-20 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met. Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,

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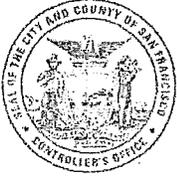
Ben Rosenfield,  
Controller

Enclosures

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







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

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

April 30, 2018

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

Attn: Kaitlyn Connors, Budget Director, San Francisco International Airport

RE: Contracting for Airport Parking Operations – FY 2018-19 and FY 2019-20

The cost information and supplemental data provided by your office on the proposed contract referenced above has 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 2018-19 and 2019-20 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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Ben Rosenfield,  
Controller

Enclosures

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

**Please Fill Out Highlighted Areas Only.**

AIR AIRPORT COMMISSION  
 109648 AIR Business & Finance  
 PARKING OPERATIONS  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2018-19

**ESTIMATED CITY COSTS:**

**PROJECTED PERSONNEL COSTS**

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Manager IV	0932	1.0	\$ 4,981	\$ 6,356	\$ 129,508	\$ 165,259
Manager II	0923	2.0	\$ 4,303	\$ 5,491	\$ 223,774	\$ 285,528
Manager I	0922	1.0	\$ 4,007	\$ 5,115	\$ 104,174	\$ 132,989
Accountant IV	1657	1.0	\$ 4,039	\$ 4,909	\$ 105,004	\$ 127,633
Sr. Management Assistant	1844	1.0	\$ 3,282	\$ 3,989	\$ 85,321	\$ 103,719
Sr. Payroll & Personnel Clerk	1222	1.0	\$ 2,700	\$ 3,282	\$ 70,190	\$ 85,321
Clerk	1404	2.0	\$ 1,924	\$ 2,338	\$ 100,050	\$ 121,581
Sr. Clerk	1406	6.0	\$ 1,995	\$ 2,427	\$ 311,237	\$ 378,562
Principal Clerk	1408	1.0	\$ 2,634	\$ 3,202	\$ 68,476	\$ 83,259
Management Assistant	1842	1.0	\$ 2,864	\$ 3,481	\$ 74,475	\$ 90,516
Accountant II	1652	1.0	\$ 2,885	\$ 3,505	\$ 75,011	\$ 91,132
Collection Supervisor	4366	1.0	\$ 2,871	\$ 3,490	\$ 74,636	\$ 90,731
Investigator	4334	2.0	\$ 3,202	\$ 3,891	\$ 166,518	\$ 202,350
Customer Service Agent Supervisor	1326	21.0	\$ 2,971	\$ 3,610	\$ 1,621,904	\$ 1,971,142
Customer Service Agent	1324	3.0	\$ 2,622	\$ 3,188	\$ 204,546	\$ 248,652
Cashier III	4322	73.0	\$ 2,402	\$ 2,920	\$ 4,558,920	\$ 5,542,255
Electronic Maintenance Technician	7318	1.0	\$ 3,839	\$ 4,665	\$ 99,809	\$ 121,287
Stationary Engineer	7334	2.0	\$ 3,675	\$ 3,675	\$ 191,102	\$ 191,102
Chief Stationary Engr	7205	1.0	\$ 4,662	\$ 4,662	\$ 121,206	\$ 121,206
Institutional Police Lieutenant	8209	1.0	\$ 4,630	\$ 5,906	\$ 120,371	\$ 153,560
Institutional Police Sergeant	8205	2.0	\$ 2,957	\$ 5,153	\$ 153,774	\$ 267,979
Bldg & Grounds Patrol Officer	8207	59.0	\$ 2,246	\$ 2,730	\$ 3,444,959	\$ 4,188,361
Custodial Supervisor	2718	1.0	\$ 2,437	\$ 2,963	\$ 63,361	\$ 77,046
Custodial Assistant Supervisor	2716	3.0	\$ 2,211	\$ 2,687	\$ 172,490	\$ 209,607
Custodian	2708	38.0	\$ 2,011	\$ 2,443	\$ 1,986,433	\$ 2,413,842
Holiday Pay (if applicable)					\$ 454,615	\$ 554,166
Night / Shift Differential (if applicable)					\$ 405,533	\$ 494,336
Overtime Pay (if applicable)						
Other Pay (if applicable)						
<b>Total FTE</b>		<b>226.0</b>				
<b>Total Salary Costs--&gt;</b>					<b>\$ 14,327,251</b>	<b>\$ 17,464,621</b>
<b>Total of Other Compensation--&gt;</b>					<b>\$ 860,148</b>	<b>\$ 1,048,502</b>

**FRINGE BENEFITS**

		Amount						
Manager IV	0932	62,323						
Manager II	0923	57,747						
Manager I	0922	55,758						
Accountant IV	1657	49,416						
Sr. Management Assistant	1844	43,012						
Sr. Payroll & Personnel Clerk	1222	37,967						
Clerk	1404	31,241						
Sr. Clerk	1406	31,873						
Principal Clerk	1408	37,402						
Management Assistant	1842	39,391						
Accountant II	1652	40,038						
Collection Supervisor	4366	39,451						
Investigator	4334	42,314						
Customer Service Agent Supervisor	1326	40,309						
Customer Service Agent	1324	37,299						
Cashier III	4322	35,390						
Electronic Maintenance Technician	7318	50,372						
Stationary Engineer	7334	42,423						
Chief Stationary Engr	7205	48,872						
Institutional Police Lieutenant	8209	59,143						
Institutional Police Sergeant	8205	51,606						
Bldg & Grounds Patrol Officer	8207	34,017						
Custodial Supervisor	2718	35,698						
Custodial Assistant Supervisor	2716	33,730						
Custodian	2708	31,990						
<b>Total Fringe Benefits</b>		<table border="0"> <tr> <td align="right">Low</td> <td></td> <td align="right">High</td> </tr> <tr> <td align="right">\$</td> <td align="right">7,318,763</td> <td align="right">\$ 8,106,403</td> </tr> </table>	Low		High	\$	7,318,763	\$ 8,106,403
Low		High						
\$	7,318,763	\$ 8,106,403						

**ADDITIONAL CITY COSTS**

Operating Expenses	775,471	643,125
Credit Card Processing Fees	1,835,888	2,489,637
	0	0
	0	0
<b>Total Capital &amp; Operating</b>	<b>2,611,359</b>	<b>3,132,762</b>

**COST COMPARISON SUMMARY**

<b>ESTIMATED TOTAL CITY COST</b>	\$ 25,117,521	\$ 29,752,288
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	21,108,142	23,719,471
<b>ESTIMATED SAVINGS</b>	<u>\$ 4,009,378</u>	<u>\$ 6,032,817</u>
<b>% of Savings to City Cost</b>	16%	20%

Comments/Assumptions:

1. 1971 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2018. Costs are represented as annual 12 month costs. disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. Operating costs include operating expenses & credit card fees. FTEs are based on Contractor FTEs.

**Please Fill Out Highlighted Areas Only.**

AIR AIRPORT COMMISSION  
 109648 AIR Business & Finance  
 PARKING OPERATIONS  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2019-20

**ESTIMATED CITY COSTS:**

**PROJECTED PERSONNEL COSTS**

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Manager IV	0932	1.0	\$ 4,981	\$ 6,356	\$ 129,508	\$ 165,259
Manager II	0923	2.0	\$ 4,303	\$ 5,491	\$ 223,774	\$ 285,528
Manager I	0922	1.0	\$ 4,007	\$ 5,115	\$ 104,174	\$ 132,989
Accountant IV	1657	1.0	\$ 4,039	\$ 4,909	\$ 105,004	\$ 127,633
Sr. Management Assistant	1844	1.0	\$ 3,282	\$ 3,989	\$ 85,321	\$ 103,719
Sr. Payroll & Personnel Clerk	1222	1.0	\$ 2,700	\$ 3,282	\$ 70,190	\$ 85,321
Clerk	1404	2.0	\$ 1,924	\$ 2,338	\$ 100,050	\$ 121,581
Sr. Clerk	1406	6.0	\$ 1,995	\$ 2,427	\$ 311,237	\$ 378,562
Principal Clerk	1408	1.0	\$ 2,634	\$ 3,202	\$ 68,476	\$ 83,259
Management Assistant	1842	1.0	\$ 2,864	\$ 3,481	\$ 74,475	\$ 90,516
Accountant II	1652	1.0	\$ 2,885	\$ 3,505	\$ 75,011	\$ 91,132
Collection Supervisor	4366	1.0	\$ 2,871	\$ 3,490	\$ 74,636	\$ 90,731
Investigator	4334	2.0	\$ 3,202	\$ 3,891	\$ 166,518	\$ 202,350
Customer Service Agent Supervisor	1326	21.0	\$ 2,971	\$ 3,610	\$ 1,621,904	\$ 1,971,142
Customer Service Agent	1324	3.0	\$ 2,622	\$ 3,188	\$ 204,546	\$ 248,652
Cashier III	4322	73.0	\$ 2,402	\$ 2,920	\$ 4,558,920	\$ 5,542,255
Electronic Maintenance Technician	7318	1.0	\$ 3,839	\$ 4,665	\$ 99,809	\$ 121,287
Stationary Engineer	7334	2.0	\$ 3,675	\$ 3,675	\$ 191,102	\$ 191,102
Chief Stationary Engr	7205	1.0	\$ 4,662	\$ 4,662	\$ 121,206	\$ 121,206
Institutional Police Lieutenant	8209	1.0	\$ 4,630	\$ 5,906	\$ 120,371	\$ 153,560
Institutional Police Sergeant	8205	2.0	\$ 2,957	\$ 5,153	\$ 153,774	\$ 267,979
Bldg & Grounds Patrol Officer	8207	59.0	\$ 2,246	\$ 2,730	\$ 3,444,959	\$ 4,188,361
Custodial Supervisor	2718	1.0	\$ 2,437	\$ 2,963	\$ 63,361	\$ 77,046
Custodial Assistant Supervisor	2716	3.0	\$ 2,211	\$ 2,687	\$ 172,490	\$ 209,607
Custodian	2708	38.0	\$ 2,011	\$ 2,443	\$ 1,986,433	\$ 2,413,842
					\$ -	\$ -
Holiday Pay (if applicable)					454,615	554,166
Night / Shift Differential (if applicable)					405,533	494,336
Overtime Pay (if applicable)						
Other Pay (if applicable)						
Total FTE		226.0				
Total Salary Costs-->					\$ 14,327,251	\$ 17,464,621
Total of Other Compensation-->					\$ 860,148	\$ 1,048,502

**FRINGE BENEFITS**

		Amount
Manager IV	0932	64,087
Manager II	0923	59,533
Manager I	0922	57,255
Accountant IV	1657	50,433
Sr. Management Assistant	1844	44,015
Sr. Payroll & Personnel Clerk	1222	38,990
Clerk	1404	34,343
Sr. Clerk	1406	32,920
Principal Clerk	1408	38,427
Management Assistant	1842	40,410
Accountant II	1652	41,094
Collection Supervisor	4366	40,468
Investigator	4334	43,320
Customer Service Agent Supervisor	1326	41,323
Customer Service Agent	1324	38,325
Cashier III	4322	36,423
Electronic Maintenance Technician	7318	52,171
Stationary Engineer	7334	43,557
Chief Stationary Engr	7205	50,564
Institutional Police Lieutenant	8209	60,514
Institutional Police Sergeant	8205	52,802
Bldg & Grounds Patrol Officer	8207	35,055
Custodial Supervisor	2718	36,731
Custodial Assistant Supervisor	2716	34,770
Custodian	2708	33,037
<b>Total Fringe Benefits</b>		
		Low                      High
		\$ 7,521,188      \$ 8,349,409

<b>ADDITIONAL CITY COSTS</b>		
Operating Expenses	643,125	662,419
Credit Card Processing Fees	2,489,637	2,564,326
	0	0
	0	0
<b>Total Capital &amp; Operating</b>		
	3,132,762	3,226,745

**COST COMPARISON SUMMARY**

<b>ESTIMATED TOTAL CITY COST</b>	\$ 25,841,348	\$ 30,089,277
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	23,685,292	24,422,919
<b>ESTIMATED SAVINGS</b>	\$ 2,156,056	\$ 5,666,358
<b>% of Savings to City Cost</b>	8%	19%

Comments/Assumptions:

- 1971 would be/was the first year these services are/were contracted out.
- Salary levels reflect proposed salary rates effective July 1, 2018. Costs are represented as annual 12 month costs. disability, where applicable.
- Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- Operating costs include operating expenses & credit card fees. FTEs are based on Contractor FTEs.



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

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

April 30, 2018

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

Attn: Kaitlyn Connors, Budget Director, San Francisco International Airport

RE: Contracting for Airport Shuttle Bus Service – FY 2018-19 and FY 2019-20

The cost information and supplemental data provided by your office on the proposed contract referenced above has 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 2018-19 and 2019-20 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met. Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,

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

Ben Rosenfield,  
Controller

Enclosures

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



## COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 14,291,724	\$ 17,561,521
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 14,430,057	\$ 14,433,188
 ESTIMATED SAVINGS	 \$ (138,333)	 \$ 3,128,333
% of Savings to City Cost	-1%	18%

Comments/Assumptions:

1. This service has been contracted out since 1975
2. Salary levels reflect proposed salary rates effective July 1, 2017. Costs are represented as annual 12 month costs.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement.
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 contractor's bid for services and contract monitoring costs.
7. Shuttle bus contract renewed December 1, 2018.



## COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 13,985,830	\$ 17,273,271
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 14,079,908	\$ 14,083,061
 ESTIMATED SAVINGS	 \$ (94,077)	 \$ 3,190,210
% of Savings to City Cost	-1%	18%

Comments/Assumptions:

1. This service has been contracted out since 1975
2. Salary levels reflect proposed salary rates effective July 1, 2017. Costs are represented as annual 12 month costs.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement.
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 contractor's bid for services and contract monitoring
7. Shuttle bus contract renewed December 1, 2018.



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

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

March 14, 2018

Ed Reiskin, Director of Transportation  
Municipal Transportation Agency  
One South Van Ness Avenue, 7<sup>th</sup> Floor  
San Francisco, CA 94102-4645

Attn: Sonali Bose, Chief Financial Officer, Municipal Transportation Agency

RE: Contracting for SFMTA Citation Processing Services – FY 2018-29 and FY 2019-20

The cost information and supplemental data provided by your office on the proposed contract referenced above has 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 2018-19 and 2019-20 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met. Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,

A handwritten signature in black ink, appearing to be "Ben Rosenfield", written over a large, empty oval shape.

Ben Rosenfield,  
Controller

Enclosures

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

SFMTA  
 CITATION PROCESSING AND COLLECTIONS  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2018-19

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
IS Business Analyst	1052	2.00	3,476	4,173	181,451	217,829
Senior Administrative Analyst	1823	1.00	3,658	4,392	95,477	114,618
IS Administrator III	1094	1.00	3,898	4,680	101,746	122,144
IS Engineer - Senior	1043	1.00	4,774	5,732	124,611	149,593
IS Engineer - Principal	1044	1.00	5,137	6,167	134,070	160,948
IS Programmer Analyst	1062	1.00	3,002	3,604	78,345	94,051
IS Programmer Analyst - Senior	1063	1.00	3,650	4,382	95,276	114,377
IS Programmer Analyst - Principal	1064	1.00	4,248	5,099	110,869	133,097
IS Project Director	1070	1.00	5,137	6,167	134,070	160,948
Clerk	1404	1.00	1,940	2,329	50,639	60,791
Principal Clerk	1408	1.00	2,657	3,190	69,355	83,259
Account Clerk	1630	3.0	2,082	2,499	163,025	195,708
Principal Account Clerk	1634	1.0	2,723	3,269	71,072	85,321
Senior Management Assistant	1844	1.0	3,310	3,974	86,398	103,719
Cashier II	4321	27.0	2,161	2,594	1,522,637	1,827,896
Cashier III	4322	3.0	2,423	2,909	189,727	227,764
Manager III	9177	1.0	4,556	5,470	118,923	142,764
Holiday Pay (if applicable)						
Night / Shift Differential (if applicable)						
Overtime Pay (if applicable)						
Other Pay (if applicable)						
Total FTE		48.0				
Total Salary Costs--->					3,327,690	3,994,826
Total of Other Compensation--->					-	-

FRINGE BENEFITS

	Amount	
1052	46,471	
1823	48,115	
1,093	-	
1,094	49,694	
1043	56,446	
1044	58,959	
1062	42,188	
1063	48,045	
1064	52,795	
1070	58,959	
1404	32,115	
1408	38,598	
1630	33,398	
1634	39,193	
1844	44,502	
4321	34,108	
4322	36,481	
9177	59,855	
Total Fringe Benefits		Low High 1,663,764 1,852,970

SFMTA  
 CITATION PROCESSING AND COLLECTIONS  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2018-19

ADDITIONAL CITY COSTS

Software/Data Conversion	766,776	1,014,164
Capital and material costs	1,143,300	1,143,300
Mis (handheld devices/accessories, data cards)	240,000	240,000
Pay-by-phone/800#/Credit Card Fees	944,367	944,367
Residential Permit Parking Fullfillment, Freight and Postage	155,429	155,429
SFMTA Transit Operations Overhead of 84.7% applying to salary and fringe	4,227,161	4,953,083
<b>Total Capital &amp; Operating</b>	<b>7,477,633</b>	<b>8,450,343</b>

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	12,469,087	14,298,139
LESS: ESTIMATED TOTAL CONTRACT COST	10,806,482	11,071,383
<b>ESTIMATED SAVINGS</b>	<b>1,662,605</b>	<b>3,226,756</b>
<b>% of Savings to City Cost</b>	<b>13%</b>	<b>23%</b>

Comments/Assumptions:

1. FY 1998 was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2018. 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.

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 Processing and Collections 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.

Pay by phone-credit card fees are approx. \$79k/month for a total of close to \$944k/year. Would be the same on both City and Contractor side.

SFMTA  
 CITATION PROCESSING AND COLLECTIONS  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2019-20

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
			IS Business Analyst	1052	2.00	3,619
Senior Administrative Analyst	1823	1.00	3,809	4,573	99,415	119,346
IS Administrator III	1094	1.00	4,059	4,873	105,942	127,182
IS Engineer - Senior	1043	1.00	4,971	5,968	129,751	155,764
IS Engineer - Principal	1044	1.00	5,349	6,421	139,600	167,587
IS Programmer Analyst	1062	1.00	3,126	3,752	81,576	97,931
IS Programmer Analyst - Senior	1063	1.00	3,801	4,563	99,206	119,095
IS Programmer Analyst - Principal	1064	1.00	4,423	5,310	115,443	138,587
IS Project Director	1070	1.00	5,349	6,421	139,600	167,587
Clerk	1404	1.00	2,020	2,425	52,727	63,298
Principal Clerk	1408	1.00	2,767	3,322	72,216	86,693
Account Clerk	1630	3.0	2,168	2,603	169,749	203,781
Principal Account Clerk	1634	1.0	2,835	3,404	74,004	88,840
Senior Management Assistant	1844	1.0	3,447	4,138	89,962	107,997
Cashier II	4321	27.0	2,250	2,701	1,585,444	1,903,294
Cashier III	4322	3.0	2,523	3,029	197,553	237,159
Manager III	9177	1.0	4,744	5,696	123,828	148,653
Holiday Pay (if applicable)						
Night / Shift Differential (if applicable)						
Overtime Pay (if applicable)						
Other Pay (if applicable)						
Total FTE		48.0				
Total Salary Costs---->					3,464,952	4,159,607
Total of Other Compensation---->					-	-

FRINGE BENEFITS

	Amount
1052	48,919
1823	50,630
1,093	-
1,094	52,275
1043	59,327
1044	61,944
1062	44,459
1063	50,558
1064	55,506
1070	61,944
1404	33,952
1408	40,703
1630	35,288
1634	41,322
1844	46,850
4321	36,028
4322	38,498
9177	63,084

Low High

SFMTA  
 CITATION PROCESSING AND COLLECTIONS  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2019-20

Total Fringe Benefits	1,748,351	1,954,515
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ADDITIONAL CITY COSTS

Software/Data Conversion	766,776	1,014,164
Capital and material costs	1,155,788	1,155,788
Mis (handheld devices/accessories, data cards)	240,000	240,000
Pay-by-phone/800#/Credit Card Fees	944,367	944,367
Residential Permit Parking Fullfillment, Freight and Postage	155,429	155,429
SFMTA Transit Operations Overhead of 84.7% applying to salary and fringe	4,415,668	5,178,661
Total Capital & Operating	7,678,027	8,688,408

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	12,891,330	14,802,530
LESS: ESTIMATED TOTAL CONTRACT COST	11,482,045	11,755,816
ESTIMATED SAVINGS	1,409,285	3,046,713
% of Savings to City Cost	11%	21%

Comments/Assumptions:

1. FY 1998 was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2018. 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.

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.

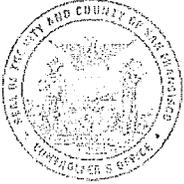
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The shown 109x System administrators and 104x System Engineers would be required to perform the maintenance and oversee operation the citations system. The number of staff is representative for the critical business function this system provides to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

Pay by phone-credit card fees are approx. \$79k/month for a total of close to \$944k/year. Would be the same on both City and Contractor side.



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

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

March 14, 2018

Ed Reiskin, Director of Transportation  
Municipal Transportation Agency  
One South Van Ness Avenue, 7<sup>th</sup> Floor  
San Francisco, CA 94102-4645

Attn: Sonali Bose, Chief Financial Officer, Municipal Transportation Agency

RE: Contracting for SFMTA Towing Services – FY 2018-19 and FY 2019-20

The cost information and supplemental data provided by your office on the proposed contract referenced above has 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 2018-19 and 2019-20 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met. Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,

A large, stylized handwritten signature in black ink, which appears to be "BR", is written over a large, thin, horizontal oval shape.

Ben Rosenfield,  
Controller

Enclosures

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

SFMTA  
 SFMTA-FINANCE AND INFORMATION TECHNOLOGY  
 TOWING SERVICES  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2018-19

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
MIS Administrator III	1023	1.0			99,423	119,787
Senior Payroll & Personnel Clerk	1222	1.0			70,821	85,327
Accountant IV	1657	1.0			105,935	127,633
Principal Administrative Analyst	1824	1.0	\$ -		110,115	132,668
Clerk	1404	3.0	\$ -		231,333	278,715
Account Clerk	1630	3.0	\$ -		155,964	187,908
Principal Account Clerk	1634	1.0	\$ -		70,816	85,321
Senior Accountant	1652	1.0	\$ -		75,640	91,132
Communications Dispatcher I	1704	7.0	\$ -		390,223	470,148
Communications Dispatcher II	1705	1.0	\$ -		61,814	74,475
Senior Management Assistant	1844	1.0	\$ -		86,087	103,719
Cashier II	4321	7.0	\$ -		393,337	473,900
Cashier III	4322	3.0	\$ -		189,043	227,763
Sr Materials & Supplies Supervisor	1926	2.0	\$ -		113,670	136,952
Storekeeper	1934	10.0	\$ -		552,133	665,220
Senior Storekeeper	1936	3.0	\$ -		176,573	212,739
Assistant Materials Coordinator	1942	1.0	\$ -		92,866	111,887
Purchaser	1952	2.0	\$ -		160,393	193,244
Security Guard	8202	6.0	\$ -		290,468	349,962
Collection Supervisor	4366	1.0	\$ -		75,307	90,731
Truck Driver	7355	50.0	\$ -		3,821,984	4,604,800
Automobile Mechanic-Asst Supvsr (3)	7382	1.0	\$ -		91,210	109,892
Automobile Mechanic (3)	7381	5.0	\$ -		378,534	456,065
Holiday Pay (if applicable)						
Night / Shift Differential (if applicable)					26,091	31,435
Overtime Pay (if applicable)						
Other Pay (if applicable)						
	Total FTE	112.0				
Total Salary Costs--->					7,793,690	9,389,988
Total of Other Compensation--->					26,091	31,435

FRINGE BENEFITS

	Amount
1023	49,027
1222	39,193
1657	51,250
1824	52,676
1404	32,115
1630	33,398
1634	39,193
1652	41,347
1704	33,954
1705	36,063
1844	44,502
4321	34,108

SFMTA  
 SFMTA-FINANCE AND INFORMATION TECHNOLOGY  
 TOWING SERVICES  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2018-19

4322	36,481		
1926	34,333		
1934	33,768		
1936	35,036		
1942	47,328		
1952	42,929		
8202	33,373		
4366	40,754		
7355	43,233		
7382	48,559		
7381	43,242		
Benefits per FTE (Job Class #####)			
		Low	High
Total Fringe Benefits		3,985,510	4,447,719

ADDITIONAL CITY COSTS		
Postage+supplies+uniforms	66,172	66,172
Specialized Software	368,168	368,168
Vehicles - tow trucks (66 *\$75,000/5 years)	990,000	990,000
Fuel (125 miles/day/truck, assume 10mi/gal at \$3.58.gallon)	797,445	797,445
Communications (handheld devices)	15,000	15,000
Utilities	42,000	42,000
Dues and Subscriptions	51,265	51,265
Fees (facility transfer, auction, lien process)	523,185	523,185
Equipment	853,230	853,230
Overhead, at 84.7% applied to salaries and fringe benefits	9,976,983	11,720,538
Total Capital & Operating	13,683,447	15,427,002

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	25,488,738	29,296,145
LESS: ESTIMATED TOTAL CONTRACT COST	12,671,075	12,679,476
ESTIMATED SAVINGS	12,817,663	16,616,668
% of Savings to City Cost	50%	57%

Comments/Assumptions:

1. FY 2005 was the first year these services
2. Salary levels reflect proposed salary rates effective July 1, 2018. 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 AND INFORMATION TECHNOLOGY  
 TOWING SERVICES  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2019-20

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
MIS Administrator III	1023	1.0	\$ 3,981	\$ 4,779	103,898	124,728
Senior Payroll & Personnel Clerk	1222	1.0	\$ 2,835	\$ 3,404	74,004	88,840
Accountant IV	1657	1.0	\$ 4,242	\$ 5,092	110,704	132,898
Principal Administrative Analyst	1824	1.0	\$ 4,409	\$ 5,293	115,071	138,140
Clerk	1404	3.0	\$ 2,020	\$ 2,425	158,182	189,894
Account Clerk	1630	3.0	\$ 2,168	\$ 2,603	169,749	203,781
Principal Account Clerk	1634	1.0	\$ 2,835	\$ 3,404	74,004	88,840
Senior Accountant	1652	1.0	\$ 3,029	\$ 3,636	79,045	94,891
Communications Dispatcher I	1704	7.0	\$ 2,232	\$ 2,679	407,789	489,543
Communications Dispatcher II	1705	1.0	\$ 2,475	\$ 2,971	64,597	77,547
Senior Management Assistant	1844	1.0	\$ 3,447	\$ 4,138	89,962	107,997
Cashier II	4321	7.0	\$ 2,250	\$ 2,701	411,041	493,446
Cashier III	4322	3.0	\$ 2,523	\$ 3,029	197,553	237,159
Sr Materials & Supplies Supervisor	1926	2.0	\$ 2,276	\$ 2,732	118,787	142,602
Storekeeper	1934	10.0	\$ 2,211	\$ 2,654	576,981	692,654
Senior Storekeeper	1936	3.0	\$ 2,357	\$ 2,829	184,522	221,516
Assistant Materials Coordinator	1942	1.0	\$ 3,718	\$ 4,464	97,046	116,502
Purchaser	1952	2.0	\$ 3,211	\$ 3,855	167,613	201,216
Security Guard	8202	6.0	\$ 1,938	\$ 2,327	303,542	364,396
Collection Supervisor	4366	1.0	\$ 3,015	\$ 3,620	78,696	94,473
Truck Driver	7355	50.0	\$ 3,061	\$ 3,674	3,994,037	4,794,763
Automobile Mechanic-Asst Supvsr (3)	7382	1.0	\$ 3,652	\$ 4,384	95,316	114,425
Automobile Mechanic (3)	7381	5.0	\$ 3,031	\$ 3,639	395,571	474,875
Holiday Pay (if applicable)						
Night / Shift Differential (if applicable)					27,265	32,732
Overtime Pay (if applicable)						
Other Pay (if applicable)						
Total FTE		112.0				
Total Salary Costs--->					8,067,712	9,685,129
Total of Other Compensation--->					27,265	32,732

FRINGE BENEFITS

	Amount
1023	51,580
1222	41,322
1657	53,894
1824	55,380
1404	33,952
1630	35,288
1634	41,322
1652	43,583

1704	35,867
1705	38,064
1844	46,850
4321	36,028
4322	38,498
1926	36,262
1934	35,674
1936	36,994
1942	49,811
1952	45,231
8202	35,262
4366	42,948
7355	45,599
7382	51,166
7381	45,630
Benefits per FTE (Job Class #####)	
Total Fringe Benefits	Low High
	4,189,656 4,692,793

ADDITIONAL CITY COSTS		
Postage+supplies+uniforms	66,172	66,172
Specialized Software	368,168	368,168
Vehicles - tow trucks (66 *\$75,000/5 years)	990,000	990,000
Fuel (125 miles/day/truck, assume 10mi/gal at \$3.58.gallon with 3.33% CPI)	824,000	824,000
Communications (handheld devices)	15,000	15,000
Utilities	42,000	42,000
Dues and Subscriptions	51,265	51,265
Fees (facility transfer, auction, lien process)	523,185	523,185
Equipment	853,230	853,230
MTA overhead 84.7% applied to salaries and fringe benefits	10,381,991	12,178,099
Total Capital & Operating	14,115,010	15,911,118

#### COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	26,399,644	30,321,771
LESS: ESTIMATED TOTAL CONTRACT COST	12,676,759	13,162,196
ESTIMATED SAVINGS	13,722,885	17,159,575
% of Savings to City Cost	52%	57%

#### Comments/Assumptions:

1. FY 2005 was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2018. 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.



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

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

March 14, 2018

Ed Reiskin, Director of Transportation  
Municipal Transportation Agency  
One South Van Ness Avenue, 7<sup>th</sup> Floor  
San Francisco, CA 94102-4645

Attn: Sonali Bose, Chief Financial Officer, Municipal Transportation Agency

RE: Contracting for SFMTA Paratransit Services – FY 2018-19 and FY 2019-20

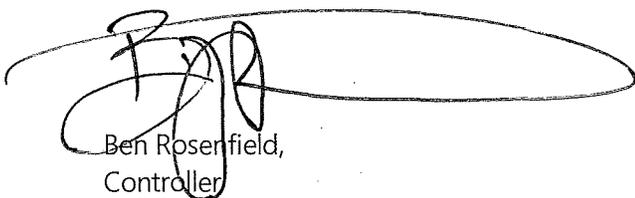
The cost information and supplemental data provided by your office on the proposed contract referenced above has been reviewed by my staff.

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 2018-19 and 2019-20 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met. Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,

A handwritten signature in black ink, appearing to be "Ben Rosenfield", is written over a large, horizontal, oval-shaped scribble or stamp. Below the signature, the name "Ben Rosenfield, Controller" is printed in a standard font.

Ben Rosenfield,  
Controller

Enclosures

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

PROP J ANALYSIS SUMMARY  
 SFMTA-TAXI AND ACCESSIBLE SERVICES  
 PARATRANSIT SERVICES

FISCAL YEAR 2018-19

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Transit Operators	9163	155.0	\$ 1,808	\$ 2,870	7,313,985	11,609,500
CON: Replaced nonexistent Chauffer 7312 class with existing transit operator class	9163	131.0	\$ 1,808	\$ 2,870	6,181,497	9,811,900
Auto Mechanic Assistant Supervisor	7382	2.0	\$ 3,507	\$ 4,210	183,081	219,785
Auto Mechanic	7381	12.0	\$ 2,911	\$ 3,495	911,762	1,094,552
Auto Service Worker	7410	8.0	\$ 2,358	\$ 2,831	492,376	591,088
Senior Parts Storekeeper	1931	1.0	\$ 2,593	\$ 3,113	67,682	81,251
Transit Car Cleaner	9102	7.0	\$ 2,251	\$ 2,703	411,310	493,770
Transit Supervisor	9139	12.0	\$ 3,269	\$ 3,925	1,023,925	1,229,202
Manager III	9177	2.0	\$ 4,556	\$ 5,470	237,845	285,528
Transit Manager I	9140	4.0	\$ 3,861	\$ 4,635	403,056	483,861
Transportation Safety Specialist	9520	1.0	\$ 4,065	\$ 4,880	106,096	127,366
Communications Dispatcher II	1705	28.0	\$ 2,377	\$ 2,853	1,737,059	2,085,305
Executive Secretary I	1450	2.0	\$ 2,657	\$ 3,190	138,710	166,518
Senior Transit Information Clerk	9124	5.0	\$ 2,569	\$ 3,084	335,285	402,503
Senior Payroll and Personnel Clerk	1222	2.0	\$ 2,723	\$ 3,269	142,145	170,642
Accountant VI	1657	1.0	\$ 4,074	\$ 4,890	106,319	127,633
Accountant II	1652	2.0	\$ 2,909	\$ 3,492	151,826	182,265
Senior Clerk	1406	7.0	\$ 2,014	\$ 2,417	367,899	441,656
Senior Account Clerk	1632	3.0	\$ 2,409	\$ 2,892	188,657	226,478
Overtime pay during holidays (50% of holiday pay, applicalble class)					399,866	590,462
Night / Shift Differential (8.25% of salary for estimated 1/3 of employees)					539,767	795,741
Overtime Pay (if applicable)					-	-
Other Pay: 9163 (Uniform \$300/person/year Shoes \$250/year)					85,250	85,250
Other Pay: 7355 (Uniform \$300/person/year Shoes \$250/year)					72,050	72,050
Other Pay: 7410 (Shoes \$250/person/year)					2,000	2,000
Other Pay: 7381 and 7382 (Tool \$600/person/year)					8,400	8,400
Other Pay: 9140 (Shoes \$150/person/year)					600	600
Other Pay: 9139 (Shoes \$150/person/year)					1,800	1,800
<b>Total FTE</b>		<b>385.0</b>				
<b>Total Salary Costs---</b>					<b>20,500,515</b>	<b>29,830,803</b>
<b>Total of Other Compensation---</b>					<b>1,109,733</b>	<b>1,556,303</b>

FRINGE BENEFITS

	Amount
9163	37,026
9163	37,026
7382	48,559
7381	43,242
7410	36,492
1931	38,018
9102	34,928
9139	46,060
9177	59,855
9140	50,824

PROP J ANALYSIS SUMMARY  
 SFMTA-TAXI AND ACCESSIBLE SERVICES  
 PARATRANSIT SERVICES

FISCAL YEAR 2018-19

9520	52,640		
1705	36,063		
1450	38,598		
9124	37,802		
1222	39,193		
1657	51,250		
1652	41,347		
1406	32,779		
1632	36,357		
Total Fringe Benefits		Low	High
		13,072,212	14,535,159

ADDITIONAL CITY COSTS

CPI 3.27%

<u>Capital and other costs</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Replacement Years</u>		
Sedan, 4 door midsize	200	28,000	4	1,400,000	1,400,000
Van, Type A, life equipped	49	56,000	4	686,000	686,000
Van, Type B, lift equipped	64	60,000	4	960,000	960,000
Minivans, ramp equipped	25	45,000	4	281,250	281,250
2 way radios	338	50	4	4,225	4,225
Mobile Data Computers	200	1,900	4	95,000	95,000
Fuel: (Est miles per gal is 6.61 at \$3.58 per gallon for 2,435,044 miles/year * CPI)	368,388	\$ 3.58		1,361,954	1,361,954
Parts (Est at \$2,467 per vehicle)	338	2,467		861,113	861,113
Claims (Est at 3.9% of salaries: 2.5% payout/.9% City Attorney/.5% added exposure in paratransit)				799,520	1,163,401
Janitorial services				61,887	63,436
Total Capital & Operating				6,510,949	6,876,379

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	41,193,410	52,798,645
LESS: ESTIMATED TOTAL CONTRACT COST	28,943,894	29,000,766
ESTIMATED SAVINGS	12,249,516	23,797,879
% of Savings to City Cost	30%	45%

Comments/Assumptions:

1. FY 1984 was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2018. 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. MTA originally proposed using a job class, Chauffer, that does not currently exist. CON replaced with the most similar existing job class, Transit Operator.

PROP J ANALYSIS SUMMARY  
 SFMTA-TAXI AND ACCESSIBLE SERVICES  
 PARATRANSIT SERVICES

FISCAL YEAR 2019-20

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Transit Operators	9163	155.0	\$ 1,868	\$ 2,965	7,556,638	11,994,664
CON: Replaced nonexisting 7312 class with existing transit operator class	9163	131.0	\$ 1,868	\$ 2,965	6,386,578	10,137,426
Auto Mechanic Assistant Supervisor	7382	2.0	\$ 3,652	\$ 4,384	190,632	228,850
Auto Mechanic	7381	12.0	\$ 3,031	\$ 3,639	949,371	1,139,701
Auto Service Worker	7410	8.0	\$ 2,455	\$ 2,948	512,686	615,470
Senior Parts Storekeeper	1931	1.0	\$ 2,700	\$ 3,241	70,473	84,602
Transit Car Cleaner	9102	7.0	\$ 2,344	\$ 2,814	428,276	514,137
Transit Supervisor	9139	12.0	\$ 3,404	\$ 4,087	1,066,161	1,279,905
Manager III	9177	2.0	\$ 4,744	\$ 5,696	247,656	297,306
Transit Manager I	9140	4.0	\$ 4,020	\$ 4,826	419,682	503,820
Transportation Safety Specialist	9520	1.0	\$ 4,233	\$ 5,081	110,472	132,619
Communications Dispatcher II	1705	28.0	\$ 2,475	\$ 2,971	1,808,710	2,171,321
Executive Secretary I	1450	2.0	\$ 2,767	\$ 3,322	144,431	173,387
Senior Transit Information Clerk	9124	5.0	\$ 2,675	\$ 3,212	349,115	419,106
Senior Payroll and Personnel Clerk	1222	2.0	\$ 2,835	\$ 3,404	148,008	177,681
Accountant VI	1657	1.0	\$ 4,242	\$ 5,092	110,704	132,898
Accountant II	1652	2.0	\$ 3,029	\$ 3,636	158,089	189,783
Senior Clerk	1406	7.0	\$ 2,097	\$ 2,517	383,075	459,873
Senior Account Clerk	1632	3.0	\$ 2,509	\$ 3,012	196,438	235,820
Overtime pay during holidays (50% of holiday pay, applicable class)					414,056	611,160
Night / Shift Differential (8.25% of salary for estimated 1/3 of employees)					558,948	823,670
Overtime Pay (if applicable)					-	-
Other Pay: 9163 (Uniform \$300/person/year Shoes \$250/year)					85,250	85,250
Other Pay: <del>7312</del> 7355 (Uniform \$300/person/year Shoes \$250/year)					72,050	72,050
Other Pay: 7410 (Shoes \$250/person/year)					2,000	2,000
Other Pay: 7381 and 7382 (Tool \$600/person/year)					8,400	8,400
Other Pay: 9140 (Shoes \$150/person/year)					600	600
Other Pay: 9139 (Shoes \$150/person/year)					1,800	1,800
<b>Total FTE</b>		<b>385.0</b>				
<b>Total Salary Costs----&gt;</b>					<b>21,237,196</b>	<b>30,888,368</b>
<b>Total of Other Compensation----&gt;</b>					<b>1,143,104</b>	<b>1,604,930</b>

FRINGE BENEFITS

	Amount
9163	38,928
9163	38,928
7382	51,166
7381	45,630
7410	38,526
1931	40,099
9102	36,881
9139	48,536
9177	63,084

PROP J ANALYSIS SUMMARY  
 SFMTA-TAXI AND ACCESSIBLE SERVICES  
 PARATRANSIT SERVICES

FISCAL YEAR 2019-20

9140	53,496		
9520	55,387		
1705	38,064		
1450	40,703		
9124	39,874		
1222	41,322		
1657	53,894		
1652	43,583		
1406	34,644		
1632	38,370		
		Low	High
Total Fringe Benefits		13,705,801	15,295,770

ADDITIONAL CITY COSTS

			CPI	3.33%
	Quantity	Unit Cost	Replacement Years	
<u>Capital and other costs</u>				
Sedan, 4 door midsize	200	28,000	4	1,400,000 1,400,000
Van, Type A, life equipped	49	56,000	4	686,000 686,000
Van, Type B, lift equipped	64	60,000	4	960,000 960,000
Minivans, ramp equipped	25	45,000	4	281,250 281,250
2 way radios	338	50	4	4,225 4,225
Mobile Data Computers	200	1,900	4	95,000 95,000
Fuel: (Est miles per gal is 6.61 at \$3.58 per gallon for 2,435,044 miles/year * CPI)	368,388	\$ 3.58		1,362,746 1,362,746
Parts (Est at \$2,467 per vehicle)	338	2,467		861,613 861,613
Claims (Est at 3.9% of salaries: 2.5% payout/.9% City Attorney/.5% added exposure in paratransit)				828,251 828,251
Total Capital & Operating				6,479,084 6,479,084

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	42,565,186	54,268,152
LESS: ESTIMATED TOTAL CONTRACT COST	30,389,460	30,443,849
ESTIMATED SAVINGS	12,175,726	23,824,303
% of Savings to City Cost	29%	44%

Comments/Assumptions:

1. FY 1984 was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2018. 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. MTA originally proposed using a job class, Chauffer, that does not currently exist. CON replaced with the most similar existing job class, Transit Operator.



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

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

March 14, 2018

Ed Reiskin, Director of Transportation  
Municipal Transportation Agency  
One South Van Ness Avenue, 7<sup>th</sup> Floor  
San Francisco, CA 94102-4645

Attn: Sonali Bose, Chief Financial Officer, Municipal Transportation Agency

RE: Contracting for SFMTA Parking Meter Payment Collection Services – FY 2018-19 and FY 2019-20

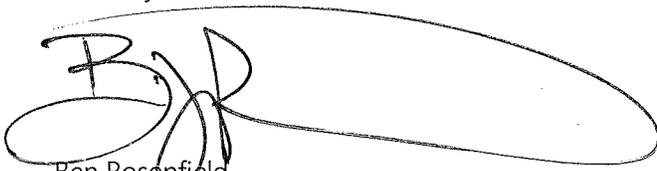
The cost information and supplemental data provided by your office on the proposed contract referenced above has been reviewed by my staff.

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 2018-19 and 2019-20 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met. Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,



Ben Rosenfield,  
Controller

Enclosures

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

SFMTA - Financial Information & Technol  
 Parking Meter Coin Collection, Counting and Data Management Services  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2018-19

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Manager IV, SFMTA (Collections)	9174	0.25	4,895	5,898	31,941	38,483
Manager III, SFMTA (Collections)	9177	1	4,540	5,470	118,494	142,764
Analyst (Collections)	1824	1	4,219	5,083	110,115	132,668
Transit Revenue Supervisor (Collections)	9118	4	3,397	4,093	354,660	427,302
Principal Fare Collections Receiver (Collection)	9117	2	3,267	3,936	170,529	205,456
Senior Fare Collections Receiver (Collections)	9116	10	2,597	3,128	677,713	816,522
Fare Collections Receiver (Collections)	9110	13	2,243	2,703	761,111	917,001
Senior Fare Collections Receiver (Counting)	9116	1	2,597	3,128	67,771	81,652
Fare Collections Receiver (Counting)	9110	3	2,243	2,703	175,641	211,616

Holiday Pay (if applicable)	70,043	84,390
Night / Shift Differential (if applicable)	62,481	75,279

Overtime Pay (if applicable)  
 Other Pay (if applicable)

Total FTE 35.25

Total Salary Costs----> 2,538,018 2,973,464  
 Total of Other Compensation----> 132,524 159,668

FRINGE BENEFITS		Amount
9174		62,287
9177		59,855
1824		52,676
9118		45,398
9117		44,216
9116		38,134
9110		34,928
9116		38,134
9110		34,928

Benefits per FTE (Job Class #####)

	Low	High
Total Fringe Benefits	1,234,880	1,376,445

ADDITIONAL CITY COSTS

	Low	High
Rent	148,709	148,709
Utilities	24,785	24,785
Uniform	41,308	41,308
Vehicles	144,000	144,000
Radios	18,589	18,589

CPI - non personnel: 3.27%

SFMTA - Financial Information & Technolo  
 Parking Meter Coin Collection, Counting and Data Management Services  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2018-19

Gas	39,656	39,656
Total Capital & Operating	417,046	417,046

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST (includes 84.7% overhead on salaries and benefits)	7,518,113	8,610,995
LESS: ESTIMATED TOTAL CONTRACT COST	3,747,813	3,758,285
ESTIMATED SAVINGS	3,770,300	4,852,710
% of Savings to City Cost	50%	56%

Comments/Assumptions:

- (1) Position salaries and fringe costs, plus non-labor costs if performed in-house.
- (2) FY 1978 was the first year these services were contracted out. Contract costs are based on FY16 contract plus contract monitoring costs
- (3) Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and and long term disability, when applicable.
- (4) Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- (5) Holiday pay calculated at time and half for 11 holidays for 50% of the Fare collections staff.
- (6) Premium pay calculated at 8.5% of salary at 1/3 of Fare Collection staff qualifying.
- (7) Additional City Costs
  - Rent \$12,000/month with 3.27% CPI
  - Utilites \$2,000/month with 3.27% CPI
  - Uniform \$800/staff for 50 staff with 3.27% CPI
  - Vehicles 12 vehicles at \$45,000 /5 years
  - Radios
  - Gas
- (9) Overhead rate per SFMTA Indirect Cost Allocation Paln, costs of indirect services provided by central service divisions of the SFMTA, ratio between indirect and direct costs.

CALCULATIONS WITH OVERHEAD ADDED

ESTIMATED TOTAL CITY COST with overhead	4,322,468	4,926,622
SFMTA Overhead @ 84.7% applied to salaries & fringes <sup>(9)</sup>	3,195,644	3,684,372
Total cost with Overhead	7,518,113	8,610,995
LESS: ESTIMATED TOTAL CONTRACT COST	3,747,813	3,758,285
ESTIMATED SAVINGS	3,770,300	4,852,710
% of Savings to City Cost	50%	56%

SFMTA - Financial Information & Technology  
 Parking Meter Coin Collection, Counting and Data Management Services  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2019-20

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Manager IV, SFMTA (Collections)	9174	0.25	5,097	6,141	33,258	40,070
Manager III, SFMTA (Collections)	9177	1	4,727	5,696	123,382	148,653
Analyst (Collections)	1824	1	4,393	5,293	114,657	138,140
Transit Revenue Supervisor (Collections)	9118	4	3,537	4,262	369,290	444,927
Principal Fare Collections Receiver (Collection)	9117	2	3,402	4,098	177,563	213,931
Senior Fare Collections Receiver (Collections)	9116	10	2,704	3,257	705,668	850,202
Fare Collections Receiver (Collections)	9110	13	2,336	2,814	792,505	954,826
Senior Fare Collections Receiver (Counting)	9116	1	2,704	3,257	70,567	85,020
Fare Collections Receiver (Counting)	9110	3	2,336	2,814	182,886	220,344

Holiday Pay (if applicable)	72,932	87,870
Night / Shift Differential (if applicable)	65,058	78,384

Overtime Pay (if applicable)

Other Pay (if applicable)

Total FTE 35.25

Total Salary Costs----> 2,642,708 3,096,115

Total of Other Compensation----> 137,991 166,254

FRINGE BENEFITS		Amount
9174		65,617
9177		63,084
1824		55,380
9118		47,783
9117		46,552
9116		40,220
9110		36,881
9116		40,220
9110		36,881

Benefits per FTE (Job Class #####)

	Low	High
Total Fringe Benefits	1,297,506	1,451,626

ADDITIONAL CITY COSTS

CPI - non personnel: 3.33%

Rent	148,795	148,795
Utilities	24,799	24,799
Uniform	41,332	41,332
Vehicles	144,000	144,000

SFMTA - Financial Information & Technology  
 Parking Meter Coin Collection, Counting and Data Management Services  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2019-20

Radios	18,599	18,599
Gas	39,679	39,679
Total Capital & Operating	417,205	417,205

COST COMPARISON SUMMARY

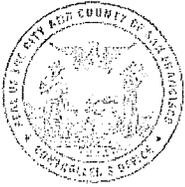
ESTIMATED TOTAL CITY COST (includes 84.7% overhead on salaries and benefits)	7,832,769	8,983,135
LESS: ESTIMATED TOTAL CONTRACT COST	3,873,210	3,884,185
ESTIMATED SAVINGS	3,959,560	5,098,950
% of Savings to City Cost	51%	57%

Comments/Assumptions:

- (1) Position salaries and fringe costs, plus non-labor costs if performed in-house.
- (2) FY 1978 was the first year these services were contracted out. Contract costs are based on FY16 contract plus contract monitoring costs
- (3) Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long term disability, when applicable.
- (4) Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- (5) Holiday pay calculated at time and half for 11 holidays for 50% of the Fare collections staff.
- (6) Premium pay calculated at 8.5% of salary at 1/3 of Fare Collection staff qualifying.
- (7) Additional City Costs
  - Rent \$12,000/month with 3.33% CPI
  - Utilities \$2,000/month with 3.33% CPI
  - Uniform \$800/staff for 50 staff with 3.33% CPI
  - Vehicles 12 vehicles at \$45,000 /5 years
  - Radios
  - Gas
- (9) Overhead rate per SFMTA Indirect Cost Allocation Plan, costs of indirect services provided by central service divisions of the SFMTA, ratio between indirect and direct costs.

ESTIMATED TOTAL CITY COST with overhead	4,495,409	5,131,199
SFMTA Overhead @84.7% applied to salaries & fringes <sup>(9)</sup>	3,337,361	3,851,936

ESTIMATED TOTAL CITY COST with overhead	7,832,769	8,983,135
LESS: ESTIMATED TOTAL CONTRACT COST	3,873,210	3,884,185
ESTIMATED SAVINGS	3,959,560	5,098,950
% of Savings to City Cost	51%	57%



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

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

March 14, 2018

Ed Reiskin, Director of Transportation  
Municipal Transportation Agency  
One South Van Ness Avenue, 7<sup>th</sup> Floor  
San Francisco, CA 94102-4645

Attn: Sonali Bose, Chief Financial Officer, Municipal Transportation Agency

RE: Contracting for SFMTA Security Services – FY 2018-19 and FY 2019-20

The cost information and supplemental data provided by your office on the proposed contract referenced above has 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 2018-19 and 2019-20 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met. Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,

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

Ben Rosenfield,  
Controller

Enclosures

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

MUNICIPAL TRANSPORTATION AGENCY, SUSTAINABLE STREETS  
 SECURITY SERVICES & ASSOCIATED ADMINISTRATION  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2018-19

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Client Manager	9172	1.0	\$ 4,244	\$ 5,095	110,780	132,989
ADA Observer	8202	4.0	\$ 1,862	\$ 2,235	194,345	233,307
Badging Clerk	1406	1.0	\$ 2,014	\$ 2,417	52,557	63,094
Administrative Support	1408	1.0	\$ 2,657	\$ 3,190	69,355	83,259
Video Surveillance Supervisor	1410	1.0	\$ 3,046	\$ 3,657	79,505	95,444
Video Surveillance Assistants	1408	13.0	\$ 2,657	\$ 3,190	901,612	1,082,367
Security Operations Coordinator	8202	1.0	\$ 1,862	\$ 2,235	48,586	58,327
Field Supervisor	8202	5.0	\$ 1,862	\$ 2,235	242,931	291,634
Armed Security Guards	8202	15.0	\$ 1,862	\$ 2,235	728,794	874,903
Unarmed Security Guards	8202	47.0	\$ 1,862	\$ 2,235	2,283,554	2,741,361
Overtime Pay during holidays (50% of holiday pay, applicable class) <sup>4</sup>					90,644	108,816
Night / Shift Differential (if applicable)					120,194	144,290
Overtime pay (if applicable)						
Other Pay (if applicable)						
Total FTE		89.0				
Total Salary Costs---->					2,785,114	5,656,686
Total of Other Compensation---->					210,838	253,106

FRINGE BENEFITS

		Amount		
9172	1.0	57,722.19		
8202	4.0	33,372.86		
1406	1.0	32,779.37		
1408	1.0	38,597.97		
1410	1.0	42,113.87		
1408	13.0	38,597.97		
8202	1.0	33,372.86		
8202	5.0	33,372.86		
8202	15.0	33,372.86		
8202	47.0	33,372.86		
Total Fringe Benefits			Low	High
			2,785,114	3,075,833

ADDITIONAL CITY COSTS

MTA Transit Overhead of 52.2% of salary + benefits	2,907,659	4,558,375
Total Capital & Operating	2,907,659	4,558,375

MUNICIPAL TRANSPORTATION AGENCY, SUSTAINABLE STREETS  
 SECURITY SERVICES & ASSOCIATED ADMINISTRATION  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2019-20

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost		
			Low	High	Low	High	
Client Manager	9172	1.0	\$ 4,420	\$ 5,306	115,350	138,475	
ADA Observer	8202	4.0	\$ 1,938	\$ 2,327	202,361	242,931	
Badging Clerk	1406	1.0	\$ 2,097	\$ 2,517	54,725	65,696	
Administrative Support	1408	1.0	\$ 2,767	\$ 3,322	72,216	86,693	
Video Surveillance Supervisor	1410	1.0	\$ 3,172	\$ 3,808	82,784	99,381	
Video Surveillance Assistants	1408	13.0	\$ 2,767	\$ 3,322	938,802	1,127,013	
Security Operations Coordinator	8202	1.0	\$ 1,938	\$ 2,327	50,590	60,733	
Field Supervisor	8202	5.0	\$ 1,938	\$ 2,327	252,952	303,664	
Armed Security Guards	8202	15.0	\$ 1,938	\$ 2,327	758,855	910,991	
Unarmed Security Guards	8202	47.0	\$ 1,938	\$ 2,327	2,377,747	2,854,438	
Overtime Pay during holidays (50% of holiday pay, applicable class) <sup>4</sup>						94,383	113,305
Night / Shift Differential (if applicable)						125,152	150,242
Overtime pay (if applicable)							
Other Pay (if applicable)							
Total FTE		89.0					
Total Salary Costs---->						4,906,383	5,890,015
Total of Other Compensation---->						219,534	263,547

FRINGE BENEFITS

		Amount		
9172	1.0	57,722.19		
8202	4.0	33,372.86		
1406	1.0	32,779.37		
1408	1.0	38,597.97		
1410	1.0	42,113.87		
1408	13.0	38,597.97		
8202	1.0	33,372.86		
8202	5.0	33,372.86		
8202	15.0	33,372.86		
8202	47.0	33,372.9		
Total Fringe Benefits			Low	High
			2,785,114	3,075,833

ADDITIONAL CITY COSTS

MTA Transit Overhead of 52.2% of salary + benefits	4,014,961	4,680,173
Total Capital & Operating	4,014,961	4,680,173



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

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

March 14, 2018

Ed Reiskin, Director of Transportation  
Municipal Transportation Agency  
One South Van Ness Avenue, 7<sup>th</sup> Floor  
San Francisco, CA 94102-4645

Attn: Sonali Bose, Chief Financial Officer, Municipal Transportation Agency

RE: Contracting for SFMTA Transit Shelter Services – FY 2018-19 and FY 2019-20

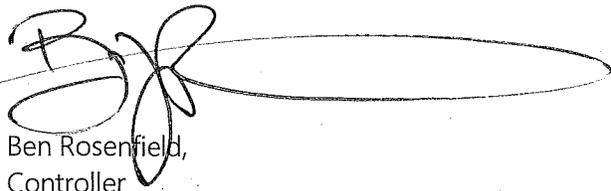
The cost information and supplemental data provided by your office on the proposed contract referenced above has been reviewed by my staff.

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 2018-19 and 2019-20 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met. Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,



Ben Rosenfield,  
Controller

Enclosures

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

SFMTA FINANCE & INFORMATION TECHNOLOGY  
 TRANSIT SHELTER MAINTENANCE & ADVERTISING SERVICES  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2018-19

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
General Laborer	7514	1.5	\$ 2,291	\$ 2,750	\$ 89,677	\$ 107,655
Track Maintenance Worker	7540	1.5	2,337	2,805	91,485	109,826
Holiday Pay (if applicable)					\$ 3,832	\$ 4,601
Night / Shift Differential (if applicable)					\$ 5,128	\$ 6,156
Overtime Pay (if applicable)						
Other Pay (if applicable)						
	Total FTE	3.0				
Total Salary Costs--->					181,161	217,481
Total of Other Compensation--->					8,960	10,756

FRINGE BENEFITS

	Amount		
7514	35,113		
7540	35,530		
		Low	High
Total Fringe Benefits		95,784	105,965

ADDITIONAL CITY COSTS

Materials & Supplies (5)	144,578	144,578
Safety Equipment (6)	5,164	5,164
Vehicle Maintenance (7)	1,033	1,033
Overhead at 52.2% of salaries and benefits	144,565	168,838
Total Capital & Operating	295,339	319,613

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	581,245	653,814
LESS: ESTIMATED TOTAL CONTRACT COST	389,884	400,948
ESTIMATED SAVINGS	\$ 191,360	\$ 252,867
% of Savings to City Cost	33%	39%

Comments/Assumptions:

1. FY 2007-08 was the first year these services were contracted out.
2. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term
3. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
4. Materials and supplies would be the costs for the cleaning materials, glass, protective film for the glass, paint for railing, etc.. Assumes a 4% cost increase (CPI) from FY18
5. Safety equipment is personal protective gear for the workers. Assumes a 3.27% increase (CPI) from FY18.
6. Vehicle maintenance is the usual type of maintenance for City vehicles. Assumes as 3.27% increase (CPI) from FY18.
7. Total Contract Costs 1% increase in Contract Cost from FY18 (Controller's approved low at \$374,857 and high at \$378,627) Prop J submission.

SFMTA  
 SFMTA FINANCE & INFORMATION TECHNOLOGY  
 TRANSIT SHELTER MAINTENANCE & ADVERTISING SERVICES  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2019-20

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
General Laborer	7514	1.5	\$ 2,385	\$ 2,863	\$ 93,376	\$ 112,097
Track Maintenance Worker	7540	1.5	2,433	2,921	95,258	114,356
Holiday Pay (if applicable)					\$ 3,990	\$ 4,790
Night / Shift Differential (if applicable)					\$ 5,339	\$ 6,410
Overtime Pay (if applicable)						
Other Pay (if applicable)						
Total FTE		3.0				
Total Salary Costs--->					188,635	226,452
Total of Other Compensation--->					9,330	11,200

FRINGE BENEFITS

	Amount	Low	High
7514	37,067		
7540	37,502		
Total Fringe Benefits		100,689	111,854

ADDITIONAL CITY COSTS

Materials & Supplies (5)	144,662	144,662
Safety Equipment (6)	5,167	5,167
Vehicle Maintenance (7)	1,033	1,033
Overhead at 52.2% of salaries and benefits	151,027	176,595
Total Capital & Operating	301,888	327,457

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	600,541	676,963
LESS: ESTIMATED TOTAL CONTRACT COST	394,126	405,589
ESTIMATED SAVINGS	\$ 206,416	\$ 271,373
% of Savings to City Cost	34%	40%

Comments/Assumptions:

1. FY 2007-08 was the first year these services were contracted out.
2. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term
3. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
4. Materials and supplies would be the costs for the cleaning materials, glass, protective film for the glass, paint for railing, etc.. Assumes a 4% cost increase (CPI) from FY18
5. Safety equipment is personal protective gear for the workers. Assumes a 3.33% increase (CPI) from FY18.
6. Vehicle maintenance is the usual type of maintenance for City vehicles. Assumes as 3.33% increase (CPI) from FY18.
7. Total Contract Costs 1% increase in Contract Cost from FY18.



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

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

April 30, 2018

Elaine Forbes, Executive Director  
Port of San Francisco  
Pier 1, The Embarcadero  
San Francisco, CA 94111

Attn: Meghan Wallace, Finance Manager, Port of San Francisco

RE: Contracting for Port Janitorial Services – FY 2018-19 and FY 2019-20

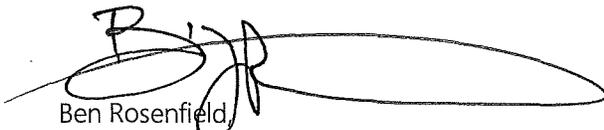
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The requirements of Charter Section 10.104.15 relative to the Controller's findings that work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco have been satisfied. Attached is a statement of projected cost and estimated savings for Fiscal Years 2018-19 and 2019-20 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met. Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,



Ben Rosenfield  
Controller

Enclosures

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

**PORT OF SAN FRANCISCO**  
**REAL ESTATE DIVISION**  
**JANITORIAL SERVICES**  
**COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)**  
**FISCAL YEAR 2019-20**

**ESTIMATED CITY COSTS:**

**PROJECTED PERSONNEL COSTS**

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost		
			Low	High	Low	High	
Custodial Supervisor	2718	1.0	\$ 2,437	\$ 2,963	\$ 63,605	\$ 77,342	
Custodian	2708	5.0	2,011	2,443	\$ 262,378	\$ 318,832	
Porter	2736	2.0	2,011	2,443	\$ 104,951	\$ 127,533	
Holiday Pay (if applicable)						13,674	16,618
Night / Shift Differential (if applicable)						12,198	14,824
Total FTE		8.0					
Total Salary Costs--->					\$	430,934	\$ 523,708
Total of Other Compensation--->					\$	25,871	\$ 31,441

**FRINGE BENEFITS**

	Amount		
Benefits per FTE (Job Class 2718)	36,731		
Benefits per FTE (Job Class 2708)	33,037		
Benefits per FTE (Job Class 2736)	34,007		
Total Fringe Benefits		Low	High
		\$ 244,890	\$ 269,928

**ADDITIONAL CITY COSTS**

Materials and Supplies	30,000	50,000
Total Capital & Operating	30,000	50,000

**COST COMPARISON SUMMARY**

<b>ESTIMATED TOTAL CITY COST</b>	\$	731,696	\$	875,077
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	\$	636,013	\$	700,326
<b>ESTIMATED SAVINGS</b>	\$	95,683	\$	174,751
<b>% of Savings to City Cost</b>		13%		20%

Comments/Assumptions:

- Services have been contracted out since 1997.
- Salary levels reflect proposed salary rates effective July 1, 2018.
- Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- Estimated 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.
- The estimated contract cost for annual service is based upon the contract and includes 0.05 FTE for contract monitoring



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

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

April 30, 2018

Elaine Forbes, Executive Director  
Port of San Francisco  
Pier 1, The Embarcadero  
San Francisco, CA 94111

Attn: Meghan Wallace, Finance Manager, Port of San Francisco

RE: Contracting for Port Security Services – FY 2018-19 and FY 2019-20

The cost information and supplemental data provided by your office on the proposed contract referenced above has 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 2018-19 and 2019-20 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met. Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,



Ben Rosenfield,  
Controller

Enclosures

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

**PORT OF SAN FRANCISCO**

Executive Division - Homeland Security

Security Services

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

FISCAL YEAR 2019-20

**ESTIMATED CITY COSTS:**

**PROJECTED PERSONNEL COSTS**

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Institutional Police Sergeant	8205	1.0	\$ 4,031	\$ 5,128	\$ 105,220	\$ 133,846
Institutional Police Officer	8204	2.0	2,616	3,167	136,566	165,340
Security Guard	8202	19.0	1,846	2,235	915,312	1,108,209
Buildings & Grounds Patrol Officer	8207	4.0	2,243	2,717	234,205	283,652
Holiday Pay					18,195	22,069
Night / Shift Differential					32,043	38,874
Overtime Pay					0	77,747
Other Pay					16,293	19,762
Total FTE		26.0				
Total Salary Costs-->					\$ 1,391,303	\$ 1,691,047
Total of Other Compensation-->					\$ 66,531	\$ 158,452
<b>FRINGE BENEFITS</b>						
		Amount				
Benefits per FTE (Job Class 8205)		52,802				
Benefits per FTE (Job Class 8204)		38,267				
Benefits per FTE (Job Class 8202)		33,587				
Benefits per FTE (Job Class 8207)		35,055				
Total Fringe Benefits					Low	High
					\$ 821,249	\$ 907,706

**COST COMPARISON SUMMARY**

<b>ESTIMATED TOTAL CITY COST</b>	2,279,083	2,757,206
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	1,573,886	1,574,611
<b>ESTIMATED SAVINGS</b>	705,197	1,182,595
<b>% of Savings to City Cost</b>	31%	43%

Comments/Assumptions:

- Services have been contracted out since 1976.
- Salary levels reflect proposed salary rates effective July 1, 2018. Costs are represented as annual 12 month costs.
- Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
- Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
- 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.
- The estimated contract cost for annual service is based upon the contract and includes 0.05 FTE for contract monitoring
- 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.



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

Ben Rosenfield  
Controller  
Todd Rydstrom  
Deputy Controller

April 30, 2018

Eric Sandler, Chief Financial Officer  
San Francisco Public Utilities Commission  
525 Golden Gate Avenue  
San Francisco, CA 94102

Attn: Carlos Jacobo, Budget Director, San Francisco Public Utilities Commission

RE: Contracting for Wastewater Enterprise Security Services – FY 2018-19 and FY 2019-20

The cost information and supplemental data provided by your office on the proposed contract referenced above has 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 2018-19 and 2019-20 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met. Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,

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

Ben Rosenfield,  
Controller

Enclosures

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

**PUBLIC UTILITIES COMMISSION**

Wastewater Enterprise

Security Services

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

FISCAL YEAR 2019-20

**ESTIMATED CITY COSTS:**

**PROJECTED PERSONNEL COSTS**

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Security Guard (SEP)	8202	6.0	\$ 1,846	\$ 2,243	\$ 289,046	\$ 351,307
Security Guard - As-Needed (SEP)	8202	0.5	1,846	2,243	24,087	29,276
Security Guard (SECF)	8202	3.0	1,846	2,243	144,523	175,654
Security Guard - As-Needed (SECF)	8202	0.5	1,846	2,243	24,087	29,276
Security Guard - Saturday (SECF)	8202	0.2	1,846	2,243	9,635	11,710
Administrator/Manager	0931	0.1	4,638	5,920	12,105	15,452
Holiday Pay					15,976	19,441
Night / Shift Differential					14,251	17,342
Total FTE		10.3				
Total Salary Costs-->					\$ 503,484	\$ 612,674
Total of Other Compensation-->					\$ 30,227	\$ 36,782

**FRINGE BENEFITS**

	Amount
Benefits per FTE (Job Class 8202)	33,587
Benefits per FTE (Job Class 0931)	61,793
Total Fringe Benefits	
	Low High
	\$ 316,323 \$ 348,765

**ADDITIONAL CITY COSTS**

Two-way radios (1 per shift/location)-Two (2) needed	5,004	5,004
Uniforms (800/year per person) - Twelve (12) needed	9,600	9,600
Total Capital & Operating	14,604	14,604

**COST COMPARISON SUMMARY**

ESTIMATED TOTAL CITY COST	864,637	1,012,825
LESS: ESTIMATED TOTAL CONTRACT COST	542,690	546,819
ESTIMATED SAVINGS	321,947	466,007
% of Savings to City Cost	37%	46%

Comments/Assumptions:

1. FY2012 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2018. 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.

OFFICE OF THE MAYOR  
SAN FRANCISCO



MARK E. FARRELL  
MAYOR

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2018 MAY - 1 PM 12:05  
BY *RE*

May 1, 2018

Angela Calvillo, Clerk of the Board of Supervisors  
City Hall, 1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

Dear Ms. Calvillo:

Attached is the Mayor's proposed May 1 Budget comprised of the following 13 departments: Airport Commission, Board of Appeals, Child Support Services, Environment, Law Library, the Public Library, Municipal Transportation Agency, Port, Public Utilities Commission, Rent Board, Retirement System, and Office of County Education. Also attached are an Interim Exception letter, a budget memo for the Municipal Transportation Agency (MTA) from the Controller, and the following ten pieces of legislation:

- Three supplemental appropriation ordinances for the Two-Year Capital Budgets of each of the Public Utilities Commission (PUC) Enterprises – Water, Wastewater, and Hetch Hetchy
- Three resolutions approving the issuance and sale of Power, Water, and Wastewater revenue bonds by the PUC
- One Accept and Expend Grant from the Friends of San Francisco Public Library (LIB)
- One Resolution transferring unclaimed, overpaid parking tickets to the General Fund (MTA)
- One Resolution authorizing the MTA to issue Commercial Paper Notes with the concurrence of the Board of Supervisors (MTA)
- One Proposition J Contract/Certification resolution of Specified Contracted-Out Services Previously Approved for Enterprise Departments (MTA, PUC, Airport, and Port)

If you have any questions please feel free to contact me at 554-6125.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Kirkpatrick".

Kelly Kirkpatrick  
Acting Mayor's Budget Director

cc: Members of the Board of Supervisors  
Harvey Rose  
Controller

OFFICE OF THE MAYOR  
SAN FRANCISCO



MARK FARRELL  
MAYOR

180460

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Mayor Farrell  
RE: Proposition J Contract Certification – Specified Contracted-Out Services  
Previously Approved  
DATE: May 1, 2018

Attached for introduction to the Board of Supervisors is a resolution concurring with the Controller's certification that services previously approved can be performed by the private contractor for a lower cost than similar work performed by the 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).

Should you have any questions, please contact Andres Power (415) 554-5168.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2018 MAY -1 PM 12:08  
BY \_\_\_\_\_

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200  
SAN FRANCISCO, CALIFORNIA 94102-4681  
TELEPHONE: (415) 554-6141

