



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

Ben Rosenfield  
Controller  
Todd Rydstrom  
Deputy Controller

July 31, 2020

Eric Shaw, Director  
Mayor's Office of Housing and Community Development  
One South Van Ness Ave, 5<sup>th</sup> Floor  
San Francisco, CA 94102

Attention: Benjamin McCloskey, Director of Finance and Administration

RE: Contracting for Security Services – FY 2020-21

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

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

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

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

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

Sincerely,

/s/

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Ben Rosenfield,  
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst  
Human Resources, Employee Relations  
Rally Catapang, Finance Manager

**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 (minimum staffing with PTO)	8202	13.7	1,962	2,385	\$ 701,972	\$ 853,251	
Security Guard (supervision)	8204	2.0	2,711	3,295	\$ 142,062	\$ 172,678	
0					\$ -	\$ -	
0					\$ -	\$ -	
0					\$ -	\$ -	
0					\$ -	\$ -	
0					\$ -	\$ -	
0					\$ -	\$ -	
0					\$ -	\$ -	
0					\$ -	\$ -	
Holiday Pay (if applicable)	n/a	n/a			21,059	25,598	
Night / Shift Differential (if applicable)	n/a	n/a			49,138	59,728	
Overtime Pay (if applicable)	n/a	n/a					
Other Pay (if applicable)	n/a	n/a					
Total FTE			15.7				
					Total Salary Costs-->	\$ 844,034.11	\$ 1,025,928.74
					Total of Other Compensation-->	\$ 70,197.18	\$ 85,325.11

**FRINGE BENEFITS**

Job Class	\$ Amount	Low	High
Benefits per FTE--Job Class #:	8202	\$ 34,240	
Benefits per FTE--Job Class #:	8204	\$ 41,641	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Benefits per FTE--Job Class #:	0	0	
Total Fringe Benefits		\$ 498,114	\$ 550,893

**ADDITIONAL CITY COSTS**

vehicles (2 vehicles and maintenance)	80,000	80,000
parking for 2 vehicles	4,800	4,800
supplies estimates at \$800 per officer	9,794	9,794
radios/communication equipment	3,131	3,131
Total Capital & Operating	\$ 97,725	\$ 97,725

**COST COMPARISON SUMMARY**

<b>ESTIMATED TOTAL CITY COST</b>	1,510,071	1,759,872
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	906,576	997,133
<b>ESTIMATED SAVINGS</b>	\$ 603,494	\$ 762,739
<b>% of Savings to City Cost</b>	40%	43%

Comments/Assumptions:

1. FY 2019-20 was the first year these services were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2020. 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.

<List any other comments or assumptions>