

**BUDGET FORM 1A: Summary of Major Changes  
FY 2021-22 and FY 2022-23**

**AIRPORT COMMISSION**

Major Changes	Department Response to Major Changes	Equity Lens: Explain what populations are benefited by these changes and how they are benefited. How will the department know those were successful?	Equity Lens: Explain what populations are negatively impacted by these changes and how they are impacted. Describe what strategies your Department recommends to mitigate any potential adverse impacts.
<p><b>1. SUMMARY.</b> What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.</p>	<p>Airport's major changes include expenditure reductions to match the current decline in passenger traffic. Recovery is anticipated to be a multi-year process, thus, the focus is on priorities that support safety and security, maintain Airport operations, maintain existing workforce and to keep airline costs competitive.</p>	<p>See below.</p>	<p>N/A</p>
<p><b>2. TARGET.</b> How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>Enterprise departments are not subject to the target reductions. Airport has balanced within our revenue projection.</p>	<p>N/A</p>	<p>N/A</p>
<p><b>3. EXPENDITURE CHANGES.</b> What major expenditure changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.</p>	<p>In FY 2022, \$241 million or 18% reduction to expenditures when compared to base budget. Significant reductions were in Debt Service (\$154 million or 23%), Non-Personnel (\$53.5 million or 25%), and Materials &amp; Supplies (\$3.4 million or 6%). FY 2022 also includes increased attrition to support the delay of hiring non-essential staff. FY 2023 expenditure remains relatively flat when compared to FY 2022 and will be adjusted in the next two-year budget cycle.</p>	<p>Despite the expenditure reductions, Airport continues to build a culture of inclusion by providing a network of support for our employees with shared interests or common life experiences. We continue to create various opportunities for employee learning and engagement.</p>	<p>N/A</p>
<p><b>4. REVENUE.</b> What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.  (This should match an Audit Trail, as shown in form 2A Revenue Report).</p>	<p>For FY 2022, the Airport budgeted \$321.9 million lower revenues than the base budget primarily due to lower landing and gate fees, terminal rents and concessions revenues (primarily consists of parking revenues, groundside trip fees from taxis, limousines, and rate share vehicles, vehicle rentals, food and beverage sales, and other retail and duty-free concessions). FY 2022 budget also includes \$135.1 million of PFC revenue (\$149.1 million lower than the base budget) and the application of \$40.6 million funding from the Coronavirus Response and Relief Supplemental Act. FY 2023 budget reflects revenue increase of \$101.2 million primarily due to higher landing and gate fees and concessions revenues. FY 2023 budgeted PFC revenue is \$135.3 million (\$0.2 million higher than FY 2022) and no additional federal stimulus funding.</p>	<p>N/A</p>	<p>N/A</p>
<p><b>5. LEGISLATION.</b> Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?  If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected date of submission, if still in progress.</p>	<p>Airport is not submitting legislation with the budget submission.</p>	<p>N/A</p>	<p>N/A</p>
<p><b>6. PROP J.</b> Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.</p>	<p>Airport is not proposing any new contracting out of work previously done by City workers. Airport has four existing Prop Js that will continue. The contracts are for Parking Facilities Management, Airport Customer Services, Shuttle Bus Services, and Security Services.</p>		
<p><b>7. TRANSFER OF FUNCTION.</b> Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>Airport is not anticipating the Transfer of Functions of positions between departments.</p>		

<p><b>8. INTERIM EXCEPTIONS.</b> Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.77)? If so, for what reason are the request being made?</p>	<p>Airport is not requesting interim exceptions.</p>		
<p><b>9. FELLOWSHIP PROGRAMS.</b> Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?</p>	<p>Airport is not participating in the Fellowship Program this year.</p>	<p>N/A</p>	<p>N/A</p>
<p><b>10. BUDGET EQUITY.</b> How will your department support advancing racial equity through its services to the community and within your organization, including the goals and actions identified in the Racial Equity Action Plan?</p>	<p>People, Performance and Development is focused on expanding strategies and pipeline programs to attract and retain a diverse and equitable talent pool; improving the hiring and onboarding processes; addressing advancement obstacles for employees of color; ensuring that every employee has equitable access to resources and support; meeting the desires expressed by employees around increased mentorship opportunities; creating a clear, equitable, and accountable protocol for disciplinary actions; and building an internal pipeline that uplifts the employee journey by offering professional development opportunities centered on employee needs and interests. Efforts underway: the Talent Acquisition &amp; Recruitment team is evaluating current recruitment strategies, materials, data, job requirements, exam structure, testing components and hiring practices to implement changes. These actions include designing career lattices across the organization to identify gaps and opportunities to increase racial equity and inclusion.</p>		

**Please complete all shaded sections in this worksheet, as is required by San Francisco Administrative Code Section 2.15:**

Department: Airport Commission  
Contract: Airport Public and Employee Parking

**SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED**

Any officer, department or agency seeking Board approval of a contract for personal services under Charter Section 10.104(15) shall submit a supplemental report to the Board of Supervisors in connection with the contract and the Controller's certification.

The report shall summarize the essential terms of the proposed contract and address the following subjects:

**1. The department's basis for proposing the Prop J certification;**

It is more cost effective to contract out for the professional services associated with managing and operating the Airport's public and employee parking facilities than it is to staff them with civil service positions.

**2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;**

City employees have never provided this type of service. Professional services to operate and manage the Airport's public and employee parking facilities have always been contracted to a third party.

**3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:**

Contract provides monthly, as well as rolling annual statistical reports, on revenues and expenses by location and by category. Additionally, revenues and expenses are itemized by function and are submitted twice per month with supporting documentation. Volume related reports are provided to the Airport on a monthly basis to determine future pricing strategies and facility utilization schemes. Airport staff reconciles reports submitted by contractor with online access to parking systems. Staff works with contractor to establish goals and conduct inspections to ensure compliance with contractual obligations.

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract:

Contractor has labor agreements with 3 unions: SEIU Local 1877 for janitorial employees; IUOE Local 39 for maintenance employees (stationary engineers); and Teamsters Local 665 for security guards and all parking employees (cashiers, supervisors, LPI clerks and office administrative staff). Copies of contracts are on file with the Airport.

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);

The contract with New South Parking – California includes provisions for compliance with Chapter 12P (MCO), Chapter 12Q (HCAO), Chapter 12B and 12C Non Discrimination in Contracts, Chapter 12B.2 Non Discrimination in the Provisions of Employee Benefits, and 21C.3 Prevailing Rate of Wages. Contractor must be certified compliant and maintain compliance with these provisions as stipulated in the Agreement for Professional Services.

6. The department's plan for City employees displaced by the contract; and,  
N/A.

7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)

The parking facilities at the Airport are operated 24 hours per day, 7 days per week. The Prop J analysis concludes this contract will save the City money for managing and operating parking facilities versus using City employees. Pay scales for civil service positions would have to be reduced accordingly to achieve cost savings for the City. To accommodate current civil service wages, staffing levels would have to be reduced to meet the proposed budget, resulting in an unacceptable decrease in customer service to the public. The unions that represent the contractor's current employees would also take issue with the change to civil service as they would lose their employee base to a different union. Current service levels provided by contractor meet the Airport's high expectations, which in turn keep customers returning to the Airport for their parking needs. Public parking revenues currently exceed \$65M per year and are included in the calculation of the Annual Service Payment made to the City.

Name and job title of the person completing this questionnaire:

Adam Gubser, Airport Parking Manager

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### PROP J ANALYSIS SUMMARY

Airport Commission  
Airport Public and Employee Parking

FISCAL YEAR 2021-22

#### City cost if services are not contracted out

	<i>low range</i>	<i>high range</i>
Total Annual Salary	\$ 12,981,853	\$ 15,864,794
Total Other Pay	\$ 779,376	\$ 952,455
Total Fringe Benefits	\$ 6,868,961	\$ 7,673,179
Additional City Costs	\$ 3,030,245	\$ 3,030,245
	<hr/>	<hr/>
	\$ 23,660,434	\$ 27,520,673

#### City cost if services are contracted out

Contract Cost	\$ 22,605,307	\$ 22,605,307
City Contract Monitoring	\$ 325,367	\$ 391,630
	<hr/>	<hr/>
	\$ 22,930,674	\$ 22,996,937

<b>City Savings from Contracting Out, Savings/(Cost)</b>	<b>\$ 729,760</b>	<b>\$ 4,523,736</b>
	3%	16%

**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	\$ 5,336	\$ 6,810	\$ 139,270	\$ 177,741
Manager II	0923	1.0	4,610	5,884	120,321	153,572
Manager I	0922	1.0	4,293	5,481	112,047	143,054
Accountant IV	1657	1.0	4,328	5,260	112,961	137,286
Senior Management Assistant	1844	1.0	3,516	4,275	91,768	111,578
Sr. Payroll & Personnel Clerk	1222	1.0	2,893	3,516	75,507	91,768
Clerk	1404	1.0	2,062	2,505	53,818	65,381
Senior Clerk	1406	4.0	2,138	2,601	223,207	271,544
Principal Clerk	1408	1.0	2,822	3,431	73,654	89,549
Management Assistant	1842	1.0	3,069	3,730	80,101	97,353
Accountant II	1652	1.0	3,092	3,755	80,701	98,006
Collection Supervisor	4366	1.0	3,077	3,740	80,310	97,614
Investigator, Tax Collector	4334	2.0	3,431	4,169	179,098	217,622
Customer Service Agent Sup	1326	21.0	3,184	3,868	1,745,150	2,120,051
Customer Service Agent	1324	2.5	2,810	3,417	183,353	222,959
Cashier III	4322	38.0	2,574	3,129	2,552,893	3,103,342
Electronic Maintenance Tech	7318	1.0	4,114	4,999	107,375	130,474
Stationary Engineer	7334	2.0	4,035	4,035	210,627	210,627
Chief Stationary Engineer	7205	1.0	5,119	5,119	133,606	133,606
Sheriff's Lieutenant	8209	1.0	5,024	6,409	131,126	167,275
Institutional Police Sergeant	8205	3.0	3,165	5,516	247,820	431,903
Building & Grounds Patrol Officer	8207	57.0	2,403	2,922	3,574,943	4,347,059
Custodial Supervisor	2718	1.0	2,611	3,175	68,147	82,868
Custodial Assistant Supervisor	2716	3.0	2,369	2,880	185,493	225,504
Custodian	2708	43.0	2,155	2,617	2,418,557	2,937,059
Holiday Pay (if applicable)	n/a	n/a			411,924	503,402
Night / Shift Differential (if applicable)	n/a	n/a			367,451	449,053
Overtime Pay (if applicable)	n/a	n/a				
Other Pay (if applicable)	n/a	n/a				
Total FTE		190.5				
Total Salary Costs-->					\$ 12,981,853	\$ 15,864,794
Total of Other Compensation-->					\$ 779,375.52	\$ 952,455.09

**FRINGE BENEFITS**

Job Class	\$ Amount
Benefits per FTE--Job Class #:	0932 71073
Benefits per FTE--Job Class #:	0923 65485
Benefits per FTE--Job Class #:	0922 62967
Benefits per FTE--Job Class #:	1657 56162
Benefits per FTE--Job Class #:	1844 48430
Benefits per FTE--Job Class #:	1222 42496
Benefits per FTE--Job Class #:	1404 34579
Benefits per FTE--Job Class #:	1406 35329
Benefits per FTE--Job Class #:	1408 41827
Benefits per FTE--Job Class #:	1842 44165
Benefits per FTE--Job Class #:	1652 45040
Benefits per FTE--Job Class #:	4366 44246
Benefits per FTE--Job Class #:	4334 47608
Benefits per FTE--Job Class #:	1326 45245
Benefits per FTE--Job Class #:	1324 41714

Benefits per FTE--Job Class #:	4322	39465		
Benefits per FTE--Job Class #:	7318	56865		
Benefits per FTE--Job Class #:	7334	48419		
Benefits per FTE--Job Class #:	7205	56283		
Benefits per FTE--Job Class #:	8209	104272		
Benefits per FTE--Job Class #:	8205	59216		
Benefits per FTE--Job Class #:	8207	37844		
Benefits per FTE--Job Class #:	2718	39827		
Benefits per FTE--Job Class #:	2716	37514		
Benefits per FTE--Job Class #:	2708	35458		
			Low	High
Total Fringe Benefits			\$ 6,868,961	\$ 7,673,179

#### ADDITIONAL CITY COSTS

Operating Expenses	\$ 1,180,245	\$ 1,180,245
Credit Card Processing Fees	\$ 1,250,000	\$ 1,250,000
Training	\$ 300,000	\$ 300,000
Parking/Billing Technology	\$ 300,000	\$ 300,000
Total Capital & Operating	\$ 3,030,245	\$ 3,030,245

#### COST COMPARISON SUMMARY

<b>ESTIMATED TOTAL CITY COST</b>	\$ 23,660,434	\$ 27,520,673
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	\$ 22,605,307	\$ 22,605,307
<b>ESTIMATED SAVINGS</b>	\$ 1,055,127	\$ 4,915,366
<b>% of Savings to City Cost</b>	4%	18%

#### 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.
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. Operating costs include operating expenses & credit card fees. FTEs are based on Contractor FTEs.



**Salary and Benefits for Each Job Class from Enterprise Planning FTE Cost Report**

Complete this with the cost of 1.0 FTE; the actual FTE needs will be calculated in the Personnel and Fringe Benefit costs.

Year (BY, aka FY 21/22)	Job Class Number	Job Class Title	FTE	5010 Salary	5130 Benefits	Total Sal & Ben
BY	0932	Manager IV	1.00	\$ 172,573	\$ 71,073	\$ 243,646
BY	0923	Manager II	1.00	\$ 149,109	\$ 65,485	\$ 214,594
BY	0922	Manager I	1.00	\$ 138,878	\$ 62,967	\$ 201,845
BY	1657	Accountant IV	1.00	\$ 133,293	\$ 56,162	\$ 189,455
BY	1844	Senior Management Assistant	1.00	\$ 108,315	\$ 48,430	\$ 156,745
BY	1222	Sr. Payroll & Personnel Clerk	1.00	\$ 89,105	\$ 42,496	\$ 131,601
BY	1404	Clerk	1.00	\$ 63,475	\$ 34,579	\$ 98,054
BY	1406	Senior Clerk	4.00	\$ 65,903	\$ 35,329	\$ 404,928
BY	1408	Principal Clerk	1.00	\$ 86,939	\$ 41,827	\$ 128,766
BY	1842	Management Assistant	1.00	\$ 94,508	\$ 44,165	\$ 138,673
BY	1652	Accountant II	1.00	\$ 95,161	\$ 45,040	\$ 140,201
BY	4366	Collection Supervisor	1.00	\$ 94,769	\$ 44,246	\$ 139,015
BY	4334	Investigator, Tax Collector	2.00	\$ 105,653	\$ 47,608	\$ 306,522
BY	1326	Customer Service Agent Sup	21.00	\$ 98,006	\$ 45,245	\$ 3,008,271
BY	1324	Customer Service Agent	2.50	\$ 86,574	\$ 41,714	\$ 320,720
BY	4322	Cashier III	38.00	\$ 79,292	\$ 39,465	\$ 4,512,766
BY	7318	Electronic Maintenance Tech	1.00	\$ 126,663	\$ 56,865	\$ 183,528
BY	7334	Stationary Engineer	2.00	\$ 102,243	\$ 48,419	\$ 301,324
BY	7205	Chief Stationary Engineer	1.00	\$ 129,726	\$ 56,283	\$ 186,009
BY	8209	Sheriff's Lieutenant	1.00	\$ 161,873	\$ 104,272	\$ 266,145
BY	8205	Institutional Police Sergeant	3.00	\$ 139,766	\$ 59,216	\$ 596,946
BY	8207	Building & Grounds Patrol Officer	57.00	\$ 74,046	\$ 37,844	\$ 6,377,730
BY	2718	Custodial Supervisor	1.00	\$ 80,466	\$ 39,827	\$ 120,293
BY	2716	Custodial Assistant Supervisor	3.00	\$ 72,976	\$ 37,514	\$ 331,470
BY	2708	Custodian	43.00	\$ 66,320	\$ 35,458	\$ 4,376,454

**Please Fill Out Blue Shaded Areas Only.**

FISCAL YEAR 2021-22

**Contract Cost Details**

	Low	High
Estimated Contract Cost	\$ 22,605,307	\$ 22,605,307
Estimated Monitoring Cost	\$ 325,367	\$ 391,630

**Contract Cost Calculation:**

Please show all calculations made to estimate contract cost. Describe assumptions and source of data above, and feel free to enter more rows as needed.

List of all contract components	Number of Units	Notes	Total Cost - low end est	Total Cost - high end est
Labor			\$ 5,528,914	\$ 5,528,914
Fringe			\$ 3,215,611	\$ 3,215,611
Operating Costs			\$ 1,180,245	\$ 1,180,245
Management Fee			\$ 109,250	\$ 109,250
Sub Contract Services			\$ 12,571,287	\$ 12,571,287
TOTAL CONTRACT COST			\$ 22,605,307	\$ 22,605,307

**1. List all assumptions made in calculating contract cost.**

Include any private wage rates, population estimates, square footage estimates or other data used in calculating your contract cost. Please insert more lines as needed.

- 1) Low contract cost assumes a flat rate from current year.
- 2) Budget has been revised due to COVID-19 resulting in temporary staffing reduction.

**2. What is the source of data used to calculate the contract cost?**

Current negotiated contract for parking services.

**3. What year is your data from?**

FY20-21

**4. If contract cost is based on an RFP and before a contract has been approved, was the RFP for comparable services?**

Yes

**Contract Monitoring Costs:**

Does/would contract require monitoring? If yes, fill out the details below. If not, explain why, as this would be unusual.	YES
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**Salary:**

Job Class	Job Class Title	# of FTEs (can be partial; e.g. a half time employee would be 0.5 FTE)	Biweekly Rate		Annual Salary Expense		Benefits per FTE		Annual Benefit Expense		TOTAL EXPENSES	
			Low	High	Low	High	Low	High	Low	High	Low	High
0932	Manager IV	0.40	5,336	6,810	\$ 55,708	\$ 71,096	\$ 61,709	\$ 71,073	\$ 24,684	\$ 28,429	\$ 80,391	\$ 99,526
9255	Airport Economic Planner	0.80	4,772	5,799	\$ 99,639	\$ 121,083	\$ 52,392	\$ 59,888	\$ 41,913	\$ 47,910	\$ 141,553	\$ 168,994
1823	Sr. Administrative Analyst	0.70	3,886	4,723	\$ 70,997	\$ 86,289	\$ 46,322	\$ 52,602	\$ 32,426	\$ 36,821	\$ 103,423	\$ 123,111
					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
<b>TOTAL CONTRACT MONITORING COST</b>					\$ 226,344	\$ 278,469	\$ 160,423	\$ 183,563	\$ 99,023	\$ 113,161	\$ 325,367	\$ 391,630

**Please complete all shaded sections in this worksheet, as is required by San Francisco Administrative Code Section 2.15:**

Department: Airport Commission - Customer Care  
Contract: Airport Information and Guest Assistance Services

**SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED**

Any officer, department or agency seeking Board approval of a contract for personal services under Charter Section 10.104(15) shall submit a supplemental report to the Board of Supervisors in connection with the contract and the Controller's certification.

The report shall summarize the essential terms of the proposed contract and address the following subjects:

**1. The department's basis for proposing the Prop J certification;**

Under this contract, Hallmark provides a variety of services to international arriving guests within the Federal Inspection Services (FIS) area, including Automated Passport Control (APC) assistance, queuing, language assistance, processing assistance, wayfinding, and a variety of other tasks requested by the Airport or Customs and Border Protection officials in pursuit of friendly and expeditious processing of arriving guests. In light of the significant operational changes caused and necessitated by the Covid-19 pandemic, and emerging needs of both the airport and guests for more assistance and guidance, this contact has become more critical in addressing the safety and health of guests and staff, and the economic recovery of the airport.  
No changes to the others.

**2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;**

Services were not performed by City staff prior to this contract. Automated Passport Control did not exist prior to this contract, so a comparison is not possible. The facility's volume, and complexity differed greatly as well.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:

Oversight is daily by City staff and continuous by contract staff. An audit of performance, including staffing levels, uniforms, and complaints is conducted quarterly.

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract:

See next tab (Wage Rate Overview) for wage details.

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);

The contract administrator meets regularly with The Office of Employment and Quality Standards at SFO to review the agreement and ensure the vendor abides by all required ordinances

6. The department's plan for City employees displaced by the contract; and,

No City employees are currently engaged in this work, thus no City employees will be displaced due to certification of this Prop J.

7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)

The department will continue to compare vendor costs against projected costs if services were provided by City employees, and recommend an alternate staffing strategy if appropriate.

Name and job title of the person completing this questionnaire:

Christopher Birch, Director, Guest Experience

Department: Airport Commission - Customer Care  
Contract: Airport Information and Guest Assistance Services

<b>Position Title</b>	<b>Current Rate</b>	<b>FY20/21 Rate</b>
Lead Supervisor	\$ 51.41	\$ 52.49
Office Coordinator	\$ 36.95	\$ 37.73
Volunteer Program Coordinator	\$ 38.68	\$ 39.49
Volunteer Training Coordinator	\$ 38.68	\$ 39.49
Senior Supervisor	\$ 20.51	\$ 20.94
Supervisor 2	\$ 20.11	\$ 20.53
Senior Info Reps.	\$ 19.13	\$ 19.53
Intermediate Info Reps	\$ 18.64	\$ 19.03
Office Assistant	\$ 19.71	\$ 20.12
Junior Info Reps	\$ 18.14	\$ 18.52
Junior Info Reps	\$ 18.14	\$ 18.52
Starting Info Reps	\$ 15.31	\$ 15.63
APC Lead	\$ 20.81	\$ 21.25
APC Staff	\$ 18.16	\$ 18.54
L&F Lead	\$ 20.81	\$ 21.25
L&F Agent	\$ 18.16	\$ 18.54
Bookkeeper Ticket Sales ^	\$ 15.31	\$ 15.63
Program Supervisor	\$ 55.35	\$ 56.51
Accountant - Payroll	\$ 36.90	\$ 37.67

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### PROP J ANALYSIS SUMMARY

Airport Commission - Customer Care  
Airport Information and Guest Assistance Services

FISCAL YEAR 2021-22

#### City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>	
Total Annual Salary	\$	7,276,669	\$	8,974,405
Total Other Pay	\$	423,425	\$	508,271
Total Fringe Benefits	\$	2,712,504	\$	3,051,156
Additional City Costs	\$	339,130	\$	339,130
	\$	10,751,728	\$	12,872,962

#### City cost if services are contracted out

Contract Cost	\$	5,957,804	\$	5,957,804
City Contract Monitoring	\$	48,592	\$	57,582
	\$	6,006,395	\$	6,015,386

<b>City Savings from Contracting Out, Savings/(Cost)</b>	<b>\$</b>	<b>4,745,333</b>	<b>\$</b>	<b>6,857,576</b>
		44%		53%

**ESTIMATED CITY COSTS:**

**PROJECTED PERSONNEL COSTS**

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Senior Operations Manager	9143	0.0	\$ -	\$ -	\$ -	\$ -
Senior Management Assistant	1844	1.7	5,063	6,078	224,645.31	269,680.86
Management Assistant	1842	7.0	4,482	5,380	815,351.99	978,713.46
Accountant I	1650	0.0	0	0	-	-
Principal Account Clerk	1634	5.0	4,254	5,107	555,147.00	666,463.50
Senior Account Clerk	1632	54.1	3,823	4,589	5,398,114.23	6,479,713.89
Account Clerk	1232	0.0	0	0	-	-
Training Officer	1232	0.5	5,076	6,093	59,617.62	71,562.29
	1827				-	-
	0.00				-	-
Holiday Pay (if applicable)	n/a	n/a			223,793	268,637
Night / Shift Differential (if applicable)	n/a	n/a			199,632	239,634
Overtime Pay (if applicable)	n/a	n/a				
Other Pay (if applicable)	n/a	n/a				
<b>Total FTE</b>		<b>68.2</b>				
<b>Total Salary Costs--&gt;</b>					<b>\$ 7,276,669.34</b>	<b>\$ 8,974,404.86</b>
<b>Total of Other Compensation--&gt;</b>					<b>\$ 423,424.85</b>	<b>\$ 508,270.87</b>

**FRINGE BENEFITS**

Job Class	\$ Amount
Benefits per FTE--Job Class #:	1232 50339
Benefits per FTE--Job Class #:	1630 37100
Benefits per FTE--Job Class #:	1632 40465
Benefits per FTE--Job Class #:	1634 43683
Benefits per FTE--Job Class #:	1650 43395
Benefits per FTE--Job Class #:	1842 45378
Benefits per FTE--Job Class #:	1844 49710
Benefits per FTE--Job Class #:	9143 75822
Benefits per FTE--Job Class #:	1827 54362
Benefits per FTE--Job Class #:	0 0
<b>Total Fringe Benefits</b>	<b>Low High</b> <b>\$ 2,712,503.84 \$ 3,051,155.75</b>

**ADDITIONAL CITY COSTS**

Office Equipment and Technical Support	\$ 46,552	\$ 46,552
Reward & Recognition	\$ 10,000	\$ 10,000
Uniform and Dry Cleaning	\$ 70,000	\$ 70,000
ADM Guest Support Supplies	\$ 30,000	\$ 30,000
Performance Bond	\$ 38,000	\$ 38,000
Fringe Benefit	\$ 5,000	\$ 5,000
Healthy Airport Ordinance	\$ 139,578	\$ 139,578
<b>Total Capital &amp; Operating</b>	<b>\$ 339,130</b>	<b>\$ 339,130</b>

**COST COMPARISON SUMMARY**

<b>ESTIMATED TOTAL CITY COST</b>	\$ 10,751,728.17	\$ 12,872,961.63
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	\$ 5,957,803.79	\$ 5,957,803.79
<b>ESTIMATED SAVINGS</b>	<u>\$ 4,793,924</u>	<u>\$ 6,915,158</u>
<b>% of Savings to City Cost</b>	45%	54%



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, 2021. Costs are represented as annual 12 month costs.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. The estimated Contract Cost includes 0.25 FTE for contract monitoring.

**Salary and Benefits for Each Job Class from Enterprise Planning FTE Cost Report**

Complete this with the cost of 1.0 FTE; the actual FTE needs will be calculated in the Personnel and Fringe Benefit costs.

Year (BY, aka FY 21/22)	Job Class Number	Job Class Title	FTE	5010 Salary	5130 Benefits	Total Sal & Ben	Bi Weekly High	Bi Weekly Low
BY+1	1232	Training Officer	1.00	\$ 108,080	\$ 50,339	\$ 158,419	6,093	5,076
BY+1	1630	Account Clerk	1.00	\$ 68,121	\$ 37,100	\$ 105,221	4,047	3,371
BY+1	1632	Senior Account Clerk	1.00	\$ 78,848	\$ 40,465	\$ 119,313	4,589	3,823
BY+1	1634	Principal Account Clerk	1.00	\$ 89,105	\$ 43,683	\$ 132,788	5,107	4,254
BY+1	1650	Accountant I	1.00	\$ 85,921	\$ 43,395	\$ 129,316	4,974	4,143
BY+1	1842	Management Assistant	1.00	\$ 94,508	\$ 45,378	\$ 139,886	5,380	4,482
BY+1	1844	Senior Management Assistant	1.00	\$ 108,315	\$ 49,710	\$ 158,025	6,078	5,063
BY+1	9143	Senior Operations Manager	1.00	\$ 182,935	\$ 75,822	\$ 258,757	9,952	8,290
BY+1	1827	Administrative Services Manager	1.00	\$ 120,921	\$ 54,362	\$ 175,283	6,742	5,616
						\$ -	0	0

**Contract Cost Details**

	Low	High
Estimated Contract Cost	\$ 5,957,803.79	\$ 5,957,803.79
Estimated Monitoring Cost	\$ 48,591.54	\$ 57,582.05

**Contract Cost Calculation:**

Please show all calculations made to estimate contract cost. Describe assumptions and source of data above, and feel free to enter more rows as needed.

List of all contract components	Number of Units	Notes	Total Cost - low end est	Total Cost - high end est
Direct Labor Costs	68.2 FTE		\$ 2,818,935.60	\$ 2,818,935.60
Payroll Taxes / Fringe Benefits			\$ 1,388,405.04	\$ 1,388,405.04
Management Fee			\$ 1,411,366.00	\$ 1,411,366.00
Other Direct Costs			\$ 199,518.87	\$ 199,518.87
Healthy Airport Ordinance			\$ 139,578.28	\$ 139,578.28
<b>TOTAL CONTRACT COST</b>			<b>\$ 5,957,803.79</b>	<b>\$ 5,957,803.79</b>

**1. List all assumptions made in calculating contract cost.**

Include any private wage rates, population estimates, square footage estimates or other data used in calculating your contract cost. Please insert more lines as needed.

- 1) Labor costs are based on the current rates of pay except for covered employees under the Airport's Quality Standards Program (QSP).
- 2) Additional City Costs adjusted to remove items no longer applicable and reflect new service levels and increased staff count.
- 3) Costs based on FTE count that realistically provides the Airport with sufficient level of services.
- 4) Total number of FTEs have been further reduced due to COVID-19 pandemic.
- 5) 5% Reduction in Management Fees
- 6) Added cost for Healthy Airport Ordinance

**2. What is the source of data used to calculate the contract cost?**

Data is primarily from RFP, contract # 9075, SFPD (Lost and Found Services) and SFOTECT agreement with Primeflight Aviation for Customs staffing.

**3. What year is your data from?**

Prior submission of Prop J FY21-22 and Contract's Cost Proposal for FY21-22

**4. If contract cost is based on an RFP and before a contract has been approved, was the RFP for comparable services?**

**Contract Monitoring Costs:**

Does/would contract require monitoring? If yes, fill out the details below. If not, explain why, as this would be unusual.	Yes
--	-----

**Salary:**

Job Class	Job Class Title	# of FTEs <i>(can be partial; e.g. a half time employee would be 0.5 FTE)</i>	Biweekly Rate		Annual Salary Expense		Benefits p
			Low	High	Low	High	Low
1827	Administrative Services Manager	0.25	5,616	6,742	\$ 36,644	\$ 43,992	\$ 47,789
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
<b>TOTAL CONTRACT MONITORING COST</b>					<b>\$ 36,644</b>	<b>\$ 43,992</b>	<b>\$ 47,789</b>

**Please complete all shaded sections in this worksheet, as is required by San Francisco Administrative Code Section 2.15:**

Department: Airport Commission  
Contract: Airport Shuttle Bus Service

**SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED**

Any officer, department or agency seeking Board approval of a contract for personal services under Charter Section 10.104(15) shall submit a supplemental report to the Board of Supervisors in connection with the contract and the Controller's certification.

The report shall summarize the essential terms of the proposed contract and address the following subjects:

1. The department's basis for proposing the Prop J certification;

In-house staff cannot perform the services because it is more economical and efficient to contract with a vendor that specializes in this business. These services have been contracted out since 1975. SFO Hotel Shuttle Bus Company has satisfactorily operated the Airport's shuttle bus service under the current agreement. The Office of the Controller has annually concluded that these services can be performed at a lower cost by SFO Hotel Shuttle Bus Company than if work was performed by City employees (MUNI).

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;

Since its inception in 1975, the management and operations of long-term parking and employee shuttle bus service has been performed by contract. A comparison between the levels of service provided by City employees is therefore not applicable.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:

Pursuant to contract, the Contractor will maintain logs as required by the Director demonstrating schedule adherence and ridership. Trip reports and driver hours are compiled, summarized and submitted according to a format and schedule approved by the Director. Reports are submitted as part of regular monthly invoices, or as requested by the Director. Landside staff currently reviews each individual report for accuracy.

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract:

See attachment to Prop J that details current wages and benefits for Drivers (Local 665), Supervisors (Local 856) and Mechanics (Local 1414). Wages and benefits are capped per the current contract, dated December 1, 2012.

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);

The Contractor continues to meet the provisions of the Minimum Compensation Ordinance. Although the contract does not require health insurance, the Contractor per labor agreements, continues to provide applicable health benefits per Section 12Q.3 of the HCAO as set forth by the contract. Contractor must adhere to the City's non-discrimination ordinance contained in Chapter 12B & 12C of the City's Administrative Code. Landside staff regularly monitors and follows up regarding any compliance issues.

6. The department's plan for City employees displaced by the contract; and,

N/A, this service has been performed by contract since inception and therefore no City employees will be displaced. (See #2)

7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)

Currently, the Airport operates a 24- hour/7 day a week shuttle bus service for both long-term parking and employees, as well as remote airfield bus operations (contracted with SFO Hotel Shuttle Bus Company and administered by Landside Operations). Based on annual cost estimates as provided to the Controller's Office, contractor wage and benefit costs for transit operators, supervisors and mechanics are appreciably less than for similar City classifications. MUNI would be the most logical agency to send drivers, supervisors and mechanics to the Airport. If MUNI had drivers,

Name and job title of the person completing this questionnaire:

Seth Morgan, 5290 Senior Transportation Planner

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## PROP J ANALYSIS SUMMARY

Airport Commission  
Airport Shuttle Bus Service

FISCAL YEAR 2021-22

### City cost if services are not contracted out

	<i>low range</i>	<i>high range</i>
Total Annual Salary	\$ 5,762,078	\$ 6,917,260
Total Other Pay	\$ 57,486	\$ 69,011
Total Fringe Benefits	\$ 3,123,133	\$ 3,496,654
Additional City Costs	\$ 4,365,138	\$ 4,687,176
	<hr/>	<hr/>
	\$ 13,307,835	\$ 15,170,101

### City cost if services are contracted out

Contract Cost	\$ 9,560,776	\$ 9,560,776
City Contract Monitoring	\$ 17,505	\$ 20,714
	<hr/>	<hr/>
	\$ 9,578,281	\$ 9,581,490

<b>City Savings from Contracting Out, Savings/(Cost)</b>	<b>\$ 3,729,554</b>	<b>\$ 5,588,611</b>
	28%	37%

**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	64.0	\$ 2,500	\$ 3,001	\$ 4,175,716	\$ 5,012,864
Transit Supervisor	9139	5.0	3,414	4,099	445,588.36	534,920.00
Transit Manager II	9141	1.0	4,553	5,466	118,838.28	142,663.00
Transit Manager I	9140	3.0	4,049	4,861	317,038.13	380,598.00
Automotive Mechanic	7381	5.0	3,057	3,670	398,952.86	478,935.00
Transit Car Cleaner	9102	2.0	2,351	2,822	122,707.56	147,308.00
Transit Spotters	7454	4.0	1,755	2,107	183,236.68	219,972.00
0	0				\$ -	\$ -
0	0				\$ -	\$ -
0	0				\$ -	\$ -
Holiday Pay (if applicable)	n/a	n/a			30,383	36,475
Night / Shift Differential (if applicable)	n/a	n/a			27,103	32,537
Overtime Pay (if applicable)	n/a	n/a				
Other Pay (if applicable)	n/a	n/a				
Total FTE		84.0				
Total Salary Costs-->					\$ 5,762,077.58	\$ 6,917,260.00
Total of Other Compensation-->					\$ 57,486.46	\$ 69,011.36

**FRINGE BENEFITS**

Job Class	\$ Amount	
Benefits per FTE--Job Class #:	9163 40,299	
Benefits per FTE--Job Class #:	9139 49,520	
Benefits per FTE--Job Class #:	9141 59,699	
Benefits per FTE--Job Class #:	9140 54,893	
Benefits per FTE--Job Class #:	7381 46,966	
Benefits per FTE--Job Class #:	9102 37,723	
Benefits per FTE--Job Class #:	7454 33,816	
Benefits per FTE--Job Class #:	0 0	
Benefits per FTE--Job Class #:	0 0	
Benefits per FTE--Job Class #:	0 0	
Total Fringe Benefits		Low High \$ 3,123,132.78 \$ 3,496,654.00

**ADDITIONAL CITY COSTS**

Fuel, Lubricants and Utilities	\$ 430,680	\$ 430,680
Bus Maintenance (same as contractor)	1,065,009	1,065,009
Liability Insurance (same as contractor)	414,821	414,821
Worker's Compensation (same as contractor)	205,533	205,533
Property Insurance (same as contractor)	7,002	7,002
Payroll Taxes (same as contractor)	328,612	328,612
Pension (same as contractor)	344,976	344,976
Health and Welfare (same as contractor)	1,077,585	1,077,585
Unanticipated Operational Expenses (same as contractor)	168,882	168,882
Emergency Contingency	322,038	644,076
Total Capital & Operating	\$ 4,365,138	\$ 4,687,176

**COST COMPARISON SUMMARY**

<b>ESTIMATED TOTAL CITY COST</b>	\$ 13,307,834.82	\$ 15,170,101.36
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	\$ 9,578,281.23	\$ 9,581,489.98
<b>ESTIMATED SAVINGS</b>	\$ 3,729,554	\$ 5,588,611
<b>% of Savings to City Cost</b>	28%	37%

Comments/Assumptions:

1. FY XXXX 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.
- <List any other comments or assumptions>



**Salary and Benefits for Each Job Class from Enterprise Planning FTE Cost Report**

Complete this with the cost of 1.0 FTE; the actual FTE needs will be calculated in the Personnel and Fringe Benefit costs.

Year (BY, aka FY 21/22)	Job Class Number	Job Class Title	FTE	5010 Salary	5130 Benefits	Total Sal & Ben
BY	9163	Transit Operators	1.00	\$ 78,326	\$ 40,299	\$ 118,625
BY	9139	Transit Supervisor	1.00	\$ 106,984	\$ 49,520	\$ 156,504
BY	9141	Transit Manager II	1.00	\$ 142,663	\$ 59,699	\$ 202,362
BY	9140	Transit Manager I	1.00	\$ 126,866	\$ 54,893	\$ 181,759
BY	7381	Automotive Mechanic	1.00	\$ 95,787	\$ 46,966	\$ 142,753
BY	9102	Transit Car Cleaner	1.00	\$ 73,654	\$ 37,723	\$ 111,377
BY	7454	Transit Spotters	1.00	\$ 54,993	\$ 33,816	\$ 88,809
			1.00			\$ -
			1.00			\$ -
			1.00			\$ -

**Contract Cost Details**

	Low	High
Estimated Contract Cost	\$ 9,560,775.88	\$ 9,560,775.88
Estimated Monitoring Cost	\$ 17,505.35	\$ 20,714.10

**Contract Cost Calculation:**

Please show all calculations made to estimate contract cost. Describe assumptions and source of data above, and feel free to enter more rows as needed.

List of all contract components	Number of Units	Notes	Total Cost - low end est	Total Cost - high end est
Management Fee	N/A		1,288,152.00	1,288,152.00
Payroll	N/A			
Drivers/Supervisors	N/A		3,985,415.20	3,985,415.20
Maintenance Staff	N/A		405,516.80	405,516.80
Other Contract Costs	N/A			
Vehicle Operating Costs	N/A		1,605,679.77	1,605,679.77
Worker's Compensation	N/A		218,247.74	218,247.74
Payroll taxes	N/A		413,111.79	413,111.79
Pension	N/A		510,543.81	510,543.81
Health and Welfare	N/A		1,134,108.77	1,134,108.77
<b>TOTAL CONTRACT COST</b>			<b>\$ 9,560,775.88</b>	<b>\$ 9,560,775.88</b>

**1. List all assumptions made in calculating contract cost.**

Include any private wage rates, population estimates, square footage estimates or other data used in calculating your contract cost. Please insert more lines as needed.

- 1) Pension and Healthcare costs are based on current contract terms for future years
- 2) Vehicle maintenance costs include all expenses related to the upkeep of vehicles, including equipment for facilities
- 3) Payroll taxes, workers compensation costs, and vehicle operations costs cannot be easily projected into future years for either City or Contractor, so both are assumed to hold constant since they would escalate approximately at the same rate
- 4)

**2. What is the source of data used to calculate the contract cost?**

Primarily previous invoices from the contractor, as level of service required by the airport is likely to remain constant, in addition to union contract terms

**3. What year is your data from?**

Data is from Calendar 2020

**4. If contract cost is based on an RFP and before a contract has been approved, was the RFP for comparable services?**

Yes, the contract cost is based on an RFP and the RFP was for comparable services.

**Contract Monitoring Costs:**

Does/would contract require monitoring? If yes, fill out the details below. If not, explain why, as this would be unusual.	Yes
--	-----

**Salary:**

Job Class	Job Class Title	# of FTEs (can be partial; e.g. a half time employee would be 0.5 FTE)	Biweekly Rate		Annual Salary Expense		Benefits per FTE		Annual Benefit Expense		TOTAL EXPENSES	
			Low	High	Low	High	Low	High	Low	High	Low	High
5290	Transit Planner IV	0.1	4,694	5,635	\$ 12,252	\$ 14,708	\$ 52,534	\$ 60,059	\$ 5,253	\$ 6,006	\$ 17,505	\$ 20,714
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CONTRACT MONITORING COST</b>					<b>\$ 12,252</b>	<b>\$ 14,708</b>	<b>\$ 52,534</b>	<b>\$ 60,059</b>	<b>\$ 5,253</b>	<b>\$ 6,006</b>	<b>\$ 17,505</b>	<b>\$ 20,714</b>

**Please complete all shaded sections in this worksheet, as is required by San Francisco Administrative Code Section 2.15:**

Department: 027 Airport Commission - Safety & Security Services  
Contract: General Airport Security Services

**SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED**

Any officer, department or agency seeking Board approval of a contract for personal services under Charter Section 10.104(15) shall submit a supplemental report to the Board of Supervisors in connection with the contract and the Controller's certification.

The report shall summarize the essential terms of the proposed contract and address the following subjects:

1. The department's basis for proposing the Prop J certification;

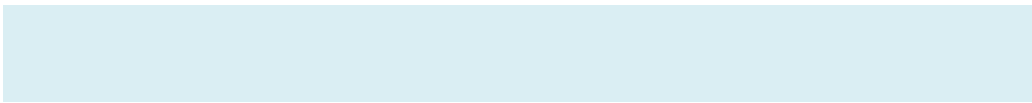
The cost for security guard services is less through a contract.

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;

The scope of work in this contract has never been performed by City employees.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:

Contractor compiles daily report listing vendor delivery access details and employee screening at select airfield/sterile area elevator entries. Oversight of this service is accomplished by Aviation Security audits and by contractor supervision. For the Checkpoint and Exit Lane duties, periodic on-post visits are conducted.



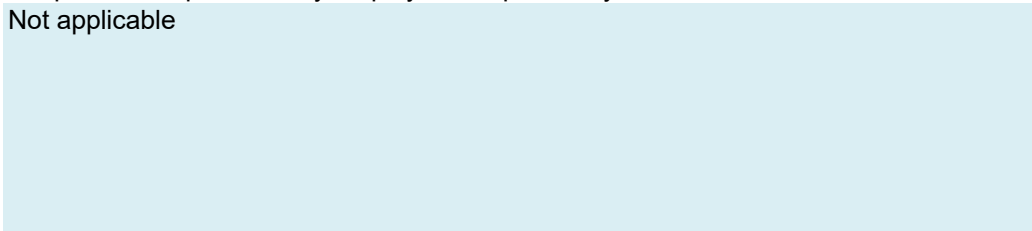
4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract:

The City extended the agreement for an additional two years effective 6/2/20. The security guard wages and benefits are governed by the Memorandum of Agreement between Service Employees International Union, United Services Workers West and Covenant Aviation Security effective 10/6/18 through 10/6/21.

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);

The Airport's Aviation Security Department oversees these requirements chiefly through its Quality Standards Program auditing. Furthermore, the terms of the contract require compliance certification with all applicable contracting requirements.

6. The department's plan for City employees displaced by the contract; and,  
Not applicable



7. A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)

Service costs less by using a private contractor at this time. If the Airport is to staff for the service, it would need to provide full-time supervisors, uniforms and equipment required for the job, break/lunch room facility, etc. Unless the guard rates increase significantly or if the process by which this function changes, e.g. off-site security inspection facility, it is not currently economically feasible to staff this function with civil servants.

Name and job title of the person completing this questionnaire:

Rob Forester  
Director, Security, Emergency Management & Communications  
Safety & Security Services

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## PROP J ANALYSIS SUMMARY

027 Airport Commission - Safety & Security Services  
General Airport Security Services

FISCAL YEAR 2021-22

### City cost if services are not contracted out

	<i>low range</i>		<i>high range</i>	
Total Annual Salary	\$	2,939,896	\$	3,529,287
Total Other Pay	\$	369,227	\$	423,304
Total Fringe Benefits	\$	1,830,669	\$	2,028,978
Additional City Costs	\$	-	\$	-
	\$	5,139,792	\$	5,981,570

### City cost if services are contracted out

Contract Cost	\$	3,698,500	\$	3,698,500
City Contract Monitoring	\$	17,078	\$	20,201
	\$	3,715,578	\$	3,718,701

<b>City Savings from Contracting Out, Savings/(Cost)</b>	<b>\$</b>	<b>1,424,214</b>	<b>\$</b>	<b>2,262,868</b>
		28%		38%

**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	8202	48.0	\$ 1,943	\$ 2,333	\$ 2,434,666	\$ 2,922,768	
Building and Grounds Patrol Officer	8207	8.0	2,363	2,837	493,442.54	592,368.00	
Aviation Security Operations Supervisor	9220	0.1	3,903	4,685	5,092.92	6,113.95	
Aviation Security Manager	0931	0.1	5,130	6,159	6,695.24	8,037.50	
0	0.00				\$ -	\$ -	
0	0.00				\$ -	\$ -	
0	0.00				\$ -	\$ -	
0	0.00				\$ -	\$ -	
0	0.00				\$ -	\$ -	
0	0.00				\$ -	\$ -	
Holiday Pay (if applicable)	n/a	n/a			95,470	100,566	
Night / Shift Differential (if applicable)	n/a	n/a			109,784	125,892	
Overtime Pay (if applicable)	n/a	n/a			163,973	196,846	
Other Pay (if applicable)	n/a	n/a					
Total FTE		56.1					
					Total Salary Costs-->	\$ 2,939,896.45	\$ 3,529,287.45
					Total of Other Compensation-->	\$ 369,226.83	\$ 423,304.22

**FRINGE BENEFITS**

Job Class	\$ Amount
Benefits per FTE--Job Class #:	8202 35,837
Benefits per FTE--Job Class #:	8207 37,844
Benefits per FTE--Job Class #:	9220 52,743
Benefits per FTE--Job Class #:	0931 68,257
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	
	Low High
	\$ 1,830,669.17 \$ 2,028,978.00

**ADDITIONAL CITY COSTS**

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

**COST COMPARISON SUMMARY**

<b>ESTIMATED TOTAL CITY COST</b>	\$ 5,139,792.45	\$ 5,981,569.67
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	\$ 3,715,578.31	\$ 3,718,701.45
<b>ESTIMATED SAVINGS</b>	\$ 1,424,214	\$ 2,262,868
<b>% of Savings to City Cost</b>	28%	38%

Comments/Assumptions:

1. FY XXXX 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.
- <List any other comments or assumptions>





**Contract Cost Details**

	Low	High
Estimated Contract Cost	\$ 3,698,500.00	\$ 3,698,500.00
Estimated Monitoring Cost	\$ 17,078.31	\$ 20,201.45

**Contract Cost Calculation:**

Please show all calculations made to estimate contract cost. Describe assumptions and source of data above, and feel free to enter more rows as needed.

List of all contract components	Number of Units	Notes	Total Cost - low end est	Total Cost - high end est
Labor	N/A	assumes 4% increase	2579229.674	2579229.674
Health Insurance	N/A	assumes 4% increase	365976	365976
Cell Phone Service	N/A	assume flat	7272	7272
Management Fee	N/A	assume flat	612759.36	612759.36
Contingency	N/A	Training, random inspections, respond to unplanned TSA security directives	133262.9662	133262.9662
<b>TOTAL CONTRACT COST</b>			\$ 3,698,500.00	\$ 3,698,500.00

**1. List all assumptions made in calculating contract cost.**

Include any private wage rates, population estimates, square footage estimates or other data used in calculating your contract cost. Please insert more lines as needed.

- Labor costs are based on the Airport Quality Standards Program rate plus premium per Memorandum of Agreement between Service Employees International Union, United Services Workers West and Covenant Aviation Security effective 10/6/18 through 10/6/21 and assumes a 4% COLA.
- Health Insurance assumes 4% increase
- Cell phone service cost assumes flat
- Assumes flat management fee
- Contingency is for training, random inspections and response to unplanned TSA security directives

**2. What is the source of data used to calculate the contract cost?**

Per terms and conditions of Contract 50178 for General Airport Security Services

**3. What year is your data from?**

Data based on estimated FY21 costs

**4. If contract cost is based on an RFP and before a contract has been approved, was the RFP for comparable services?**

Yes, the contract cost is based on an RFP and the RFP was for comparable services.

**Contract Monitoring Costs:**

Does/would contract require monitoring? If yes, fill out the details below. If not, explain why, as this would be unusual.	Yes, to ensure services are performed per contract
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**Salary:**

Job Class	Job Class Title	# of FTEs <small>(can be partial e.g. a half time employee would be 0.5 FTE)</small>	Biweekly Rate		Annual Salary Expense		Benefits per FTE		Annual Benefit Expense		TOTAL EXPENSES	
			Low	High	Low	High	Low	High	Low	High	Low	High
9220	Aviation Security Operations Supervisor	0.1	3,903	4,685	\$ 5,093	\$ 6,114	\$ 46,440	\$ 52,743	\$ 2,322	\$ 2,637	\$ 7,415	\$ 8,751
0931	Aviation Security Manager	0.1	5,130	6,159	\$ 6,695	\$ 8,038	\$ 59,363	\$ 68,257	\$ 2,968	\$ 3,413	\$ 9,663	\$ 11,450
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CONTRACT MONITORING COST</b>					\$ 11,788	\$ 14,151	\$ 105,803	\$ 121,000	\$ 5,290	\$ 6,050	\$ 17,078	\$ 20,201