

File No. 201305

Committee Item No. 16

Board Item No. 23

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date December 9, 2020

Board of Supervisors Meeting

Date December , 2020

Cmte Board

- | | | |
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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

- | | | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Board of Supervisors Presentation - December 9, 2020</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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Completed by: Linda Wong

Date December 4, 2020

Completed by: Linda Wong

Date December 0, 2020

1 [Request for Proposal - Budget and Legislative Analyst Services]

2

3 **Motion directing the Clerk of the Board to initiate a Request for Proposal process for**
4 **Budget and Legislative Analyst services; and further directing the Clerk of the Board to**
5 **explore available office space in City Hall with the City’s Real Estate Division for onsite**
6 **satellite space for the new Budget and Legislative Analyst contractor.**

7

8 WHEREAS, The current contract for the Budget and Legislative Analyst services,
9 competitively bid in 2013 and effective since January 1, 2014, will expire on December 31,
10 2021, with no remaining option to renew or extend; and

11 WHEREAS, Charter, Section 2.117 states that the Board of Supervisors shall appoint
12 and may remove a Budget Analyst and such appointment shall be made solely on the basis of
13 qualifications by education, training and experience for the position; and

14 WHEREAS, In accordance with Charter, Section 10.104.15, the Controller certified on
15 July 31, 2020, that services of a Budget Analyst could be performed under private contract at
16 lower cost to the City and the Board of Supervisors concurred by Resolution No. 417-20 with
17 said certification on October 2, 2020; and

18 WHEREAS, Section 21.1 of the Administrative Code requires that contracts for
19 services be procured through a competitive selection process unless the Board of Supervisors
20 requests a sole source contract; and

21 WHEREAS, The Board of Supervisors wishes to engage in an open and fair process to
22 select its Budget Analyst; now, therefore, be it

23 MOVED, That the Clerk of the Board shall initiate a Request for Proposal process for
24 Budget and Legislative Analyst services; and, be it

25

1 FURTHER MOVED, That the Clerk of the Board shall ensure that the process is fair
2 and open; and, be it

3 FURTHER MOVED, That the minimum qualifications and selection criteria shall consist
4 of education, training and experience for the position pursuant to the Charter; and, be it

5 FURTHER MOVED, That the Clerk of the Board shall ensure that the process complies
6 with City laws and regulations; and, be it

7 FURTHER MOVED, That the Request for Proposal shall be well advertised to
8 encourage responses from local business enterprises; and, be it

9 FURTHER MOVED, That the selection panel shall be free of conflict, bias, and have
10 the experience necessary to understand the research, analysis and advice needs of a
11 legislative body; and, be it

12 FURTHER MOVED, Further directing the Clerk of the Board to explore available office
13 space in City Hall with the City's Real Estate Division for onsite satellite office space for the
14 new Budget and Legislative Analyst contractor to conduct meetings and necessary official City
15 business with the Members of the Board; and, be it

16 FURTHER MOVED, That the Clerk of the Board is authorized and directed to take all
17 actions necessary to implement the Request for Proposal pursuant to these policy directives
18 of the Board and shall, after review of the proposals and recommendations of the selection
19 panel described herein, submit a written recommendation to the Board.

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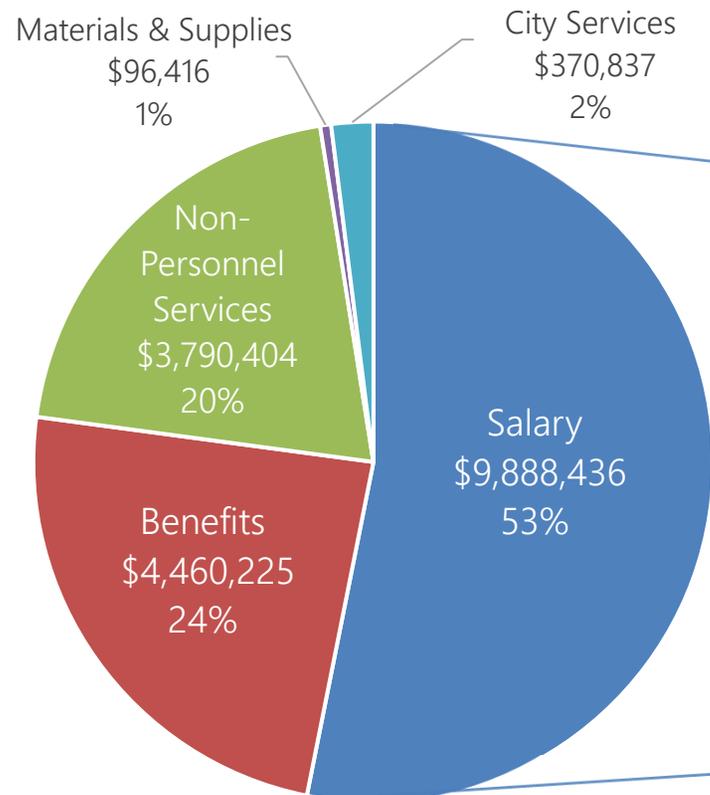


Board of Supervisors

Guideline Hearing
for the Proposed Budget
FY 2021-22 & FY 2022-23

December 9, 2020

Current Year Budget - \$18.6M



Division	# of Positions
Supervisors	55
Clerk of the Board	24
AAB	4
Youth Commission	3
SOTF	1
LAFCo	1
Total	88

Current Year Projects

Public Engagement & Outreach



COB Virtual Office Hours

- COB staff available to answer questions, provide information, receive comments, and connect callers with City services
- Mondays 3-5 PM & Fridays 1-3 PM



Office of the Clerk of the Board Newsletter

- Inform the public of current events, legislation, and other City businesses
- Promote participation in local government and legislative process
- Also available in Chinese, Spanish, and Filipino



COVID-19 City Services Map

- Map shows resource icons for various City services such as childcare, testing sites, pit stops, food banks, etc.
- Resource icons are defined by the map legends and can be filtered by the drop-down menu
- Map is updated routinely



Improvements Using Virtual Meeting Technology

- Ongoing work with DT and Microsoft to enhance meeting experience
- Continue making improvements on public comment, language assistance, and disability access

Current Year Projects – cont'd

- Chief Information Security Officer
 - Interviews conducted in late November
 - New CISO to be announced shortly

- Assessment Appeals Board
 - For FY 20-21, AAB projects a 40% increase in appeal applications due to the COVID-19 economic downturn

 - Work on upgrading the AAB system to implement the Board of Equalization Property Tax Rule 305(2) – go live for July 2022 filing period

Beginning January 1, 2022, any county offering online filing of an application should provide a mechanism for an agency authorization form to be submitted electronically with the application.

Recommended Adjustments for FY 2021-22

- Outreach Advertising
 - FY 2019-20 Outreach Fund revenue - \$23k
 - Funds needed to publish on all designated papers monthly - \$43k per year
 - Additional \$20k for COB to supplement Outreach Fund

- AAB System Work & Temporary Staffing
 - Seasonal temporary staff during a filing period in FY 2021-22 and FY 2022-23
 - Additional funds may be needed for system upgrade work

- LAFCo Baseline Budget for FY 21-22
 - General Fund support in FY 20-21 (\$341,240) is the new statutory baseline budget in FY 21-22
 - The baseline amount will be submitted in February as a placeholder
 - LAFCo adopts its budget in May

- COLA for Budget & Legislative Analyst Contract
 - 3.25% COLA effective July 1, 2021
 - New contract amount for FY 2021-22 = \$2.44M

Budget and Legislative Analyst Contract

- Motion to initiate a Request for Proposal for Budget and Legislative Analyst services (Agenda Item 16 - File Number 201305)
 - Current contract expires on December 31, 2021 with no remaining option to renew or extend
 - Charter Section 2.117 – the Board of Supervisors shall appoint and may remove a Budget Analyst and such appointment shall be made solely on the basis of qualifications by education, training and experience for the position
 - Prop J Certification – Budget and Legislative Analyst services can be performed at lower cost by a contract
 - Admin Code Section 21.1 requires a competitive selection process

Budget Instructions Requested from the Committee

1. Does the Committee approve the recommended adjustments to be included in the FY 2021-22 and FY 2022-23 proposed budget?
 - Additional funding for Outreach Fund
 - Additional funding for AAB system and staffing
 - LAFCo's new baseline budget
 - COLA for Budget & Legislative Analyst
2. Does the Committee have any questions or feedback on the Department's budget?

Introduction Form

By a Member of the Board of Supervisors or Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor inquiries"
- 5. City Attorney Request.
- 6. Call File No. from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.

Sponsor(s):

Subject:

The text is listed:

Signature of Sponsoring Supervisor:

For Clerk's Use Only

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Sponsor(s):

Clerk of the Board/Board of Supervisors

Subject:

Request for Proposal - Budget and Legislative Analyst Services

The text is listed:

Motion directing the Clerk of the Board to initiate a Request-for-Proposal process for Budget and Legislative Analyst Services

Signature of Sponsor:

For Clerk's Use Only

President, District 7
BOARD of SUPERVISORS



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San Francisco, CA 94102-4689
Tel. No. 554-6516
Fax No. 554-7674
TDD/TTY No. 544-6546

Norman Yee

PRESIDENTIAL ACTION

Date: 11/24/2020

To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No. _____

(Primary Sponsor)

Title. _____

Transferring (Board Rule No 3.3)

File No. _____

201305

Department _____

(Primary Sponsor)

Title. _____

Request for Proposal - Budget and Legislative Analyst Services for the Board of Supervisors

From: Board/Adoption Without Reference to _____

Committee

To: Budget & Finance _____

Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor: _____

Replacing Supervisor: _____

For: _____

(Date)

(Committee)

Meeting

Start Time: _____

End Time: _____

Temporary Assignment: Partial Full Meeting

/s/

Norman Yee, President
Board of Supervisors