



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

**Ben Rosenfield**  
**Controller**  
**Todd Rydstrom**  
**Deputy Controller**

May 17, 2017

Honorable Board of Supervisors  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

Attention: Angela Calvillo, Clerk of the Board

RE: Budget and Legislative Analyst Services – FY 2017-18

The cost information and supplemental data provided by your office on the proposed contract for Budget and Legislative Analyst services have been reviewed by my staff.

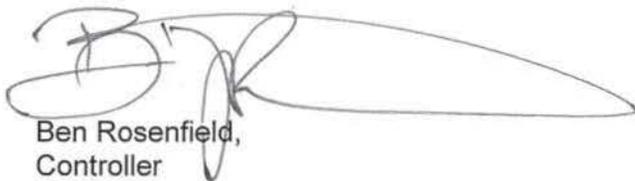
If these services are provided at the proposed contract price, it appears they can be performed at a lower cost than if the work were performed by City employees.

The requirements of Charter Section 10.104.15 relative to the Controller's findings that work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco has been satisfied. Attached is a statement of projected cost and estimated savings for Fiscal Year 2017-18 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, when comparing contract costs to the high end of comparable City wages and benefits.

Please contact Theresa Kao at 415-554-5253 if you have any questions regarding this determination.

Sincerely,



Ben Rosenfield,  
Controller

Enclosures

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

Board of Supervisors  
 Budget and Legislative Analyst Services  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2017-18

**ESTIMATED CITY COSTS:**

**PROJECTED PERSONNEL COSTS**

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Budget & Legislative Analyst	0955	1.00	\$ 6,759	\$ 8,625	\$ 176,410	\$ 225,113
Policy and Legislative Director	0953	1.00	5,577	7,117	145,560	185,754
Audit, Special Projects, and Budget Direc	0953	1.00	5,577	7,117	145,560	185,754
Principal Administrative Analyst	1824	3.00	4,060	4,935	317,898	386,411
Senior Administrative Analyst	1823	4.00	3,507	4,263	366,131	445,057
Manager I	0922	1.00	3,875	4,947	101,138	129,117
Executive Secretary	1450	1.00	2,548	3,097	66,503	80,832
Temporary Salaries	TEMP_M	0.50			50,000	50,000
Overtime Pay					3,500	3,500
<b>Total Salary Costs</b>		<b>12.5</b>			<b>1,372,698</b>	<b>1,691,536</b>

**FRINGE BENEFITS**

Fringe Benefits per FTE (0955)	\$ 73,708	
Fringe Benefits per FTE (0953)	\$ 65,642	
Fringe Benefits per FTE (0953)	\$ 65,642	
Fringe Benefits per FTE (1824)	\$ 49,222	
Fringe Benefits per FTE (1823)	\$ 45,069	
Fringe Benefits per FTE (0922)	\$ 54,037	
Fringe Benefits per FTE (1450)	\$ 36,230	
<b>Total Fringe Benefits</b>		<b>555,823 623,204</b>

**ADDITIONAL CITY COSTS**

Operating Expenses (materials and supplies, office equipment, other expenses)	64,473	64,473
Space Rental	175,000	175,000
Data Processing Hardware & Software	55,896	55,896
<b>Total Capital &amp; Operating</b>	<b>295,369</b>	<b>295,369</b>

**COST COMPARISON SUMMARY**

<b>ESTIMATED TOTAL CITY COST</b>	<b>2,223,890</b>	<b>2,610,109</b>
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	<b>(2,223,739)</b>	<b>(2,223,739)</b>
<b>ESTIMATED SAVINGS</b>	<b>\$ 151</b>	<b>\$ 386,370</b>
	<b>% of Savings to City Cost</b>	<b>0% 15%</b>

Comments/Assumptions:

1. FY 1979 would be/was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2017. Costs are represented as annual 12 month
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. Classifications based on current configuration of Budget and Legislative Analyst services.
6. Full time equivalent (FTE) positions include 11 managers and analyst staff and 1 administrative staff. The staff level of 11 managers and analysts is based on the number of staff required to provide 16,860 hours of productive service, as well as MOU-mandated leave and training hours and other nonproductive administrative hours (staff meetings, performance evaluations, and other administrative hours) consistent with ALGA (Association of Local Government Auditors) standards.
7. Calculations do not include liability for retiree health. Based on the CAFR for year ending June 30, 2016, the City's annual liability for post retirement employee health benefits is \$326.1 million. If the Budget and Legislative Analyst services were provided by City employees, the annual liability for retiree health benefits would be \$116,139 (equal to 0.04 percent of the City's total annual retiree health liability, based on FTE count.)
8. Estimated total contract cost includes the 2.25% COLA requested by the contractor. If this COLA is not approved by the Board of Supervisors, the total estimated contract cost would be \$2,174,806 in FY 2017-18.