



OFFICE OF THE CONTROLLER
CITY AND COUNTY OF SAN FRANCISCO

Greg Wagner
Controller

ChiaYu Ma
Deputy Controller

May 28, 2025

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: Contracting for Budget & Legislative Analyst Services – FY 2025-26

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 2025-26 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 Devin Macaulay at Devin.Macaulay@sfgov.org if you have any questions regarding this determination.

Sincerely,

_____/s/_____

Greg Wagner,
Controller

Enclosures

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

BOS - Board Of Supervisors

Budget and Legislative Analyst Services (21341)

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES

FISCAL YEAR 2025-26

PROJECTED PERSONNEL COSTS					
vJCName	Job Class	FTE	FY 2025-26 Personnel Cost Low		FY 2025-26 Personnel Cost High
Manager III	0931_C	1.00	\$	221,060	\$ 273,181
Deputy Director III	0953_C	1.00	\$	266,995	\$ 330,097
Executive Secretary I	1450_C	1.00	\$	130,198	\$ 154,095
Senior Administrative Analyst	1823_C	5.50	\$	947,029	\$ 1,126,594
Principal Administrative Analyst	1824_C	3.00	\$	588,262	\$ 701,856
Principal Administrative Analyst II	1825_C	1.00	\$	212,757	\$ 253,704
Performance Analyst III - Project Manager	1830_C	3.00	\$	631,046	\$ 752,462
Sum:		15.50	\$	2,997,347	\$ 3,591,989

ADDITIONAL CITY COSTS					
Item Description	Nbr of Units	Notes / Unit Measure	FY 2025-26 Low Estimate		FY 2025-26 High Estimate
Operating expenses (materials & supplies, travel & training, membership, copier lease, off-site storage, telephone, etc.)	0		\$	84,086	\$ 84,086
Space rental	0		\$	260,718	\$ 260,718
Equipment & furniture	0		\$	34,088	\$ 34,088
Email & software licenses	0		\$	35,237	\$ 35,237
Total Non-Personnel Costs:			\$	414,129	\$ 414,129

ESTIMATED TOTAL CITY COST **\$ 3,411,476 \$ 4,006,118**

COST COMPARISON SUMMARY					
ESTIMATED TOTAL CITY COST		\$	3,411,476	\$	4,006,118
LESS: ESTIMATED TOTAL CONTRACT COST		\$	3,410,221	\$	3,414,494
ESTIMATED SAVINGS		\$	1,255	\$	591,624
% of Savings to City Cost			0.04%		14.77%