

File No. 250408

Committee Item No. 15

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date May 21, 2025

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	Introduction Form
<input type="checkbox"/>	<input 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)

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Completed by: Brent Jalipa Date May 15, 2025

Completed by: Brent Jalipa Date \_\_\_\_\_

1 [Cost of Living Adjustment - Budget and Legislative Analyst Services - \$3,392,249 - FY2025-  
2 2026]

3 **Motion enacting a 4.50% cost of living adjustment (COLA) to the base Fiscal Year (FY)**  
4 **2024-2025 contract amount of \$3,246,171 for Budget and Legislative Analyst Services,**  
5 **to be effectuated as of July 1, 2025, resulting in a new FY2025-2026 contract amount of**  
6 **\$3,392,249 an annual increase of \$146,078 and a new total not to exceed contract**  
7 **amount of \$36,000,000 for the contract term ending December 31, 2031; and directing**  
8 **the Clerk of the Board to take all necessary administrative action to amend the contract**  
9 **accordingly.**

10  
11 WHEREAS, A Request for Proposal ("RFP") was issued on April 14, 2021, and the City  
12 selected Harvey M. Rose Associates, LLC as the highest qualified scorer pursuant to the  
13 RFP; and

14 WHEREAS, The original term of the contract is from January 1, 2022, through  
15 December 31, 2025, with one option to renew the contract for an additional period of six  
16 years; and

17 WHEREAS, The City exercised one option to renew the contract for a period of six  
18 years which extended the contract term to December 31, 2031, which was approved by the  
19 Board of Supervisors in Motion No. M24-122, through which the Board of Supervisors directed  
20 the Clerk of the Board to take all necessary administrative actions to amend the contract  
21 accordingly; and

22 WHEREAS, The contract for Budget and Legislative Analyst Services allows the  
23 contractor to request a COLA to their billing rates at least 60 days in advance of each January  
24 1st anniversary date of the contract; and

1           WHEREAS, The contract between the City and County of San Francisco and Harvey  
2 M. Rose Associates, LLC states that any COLA request shall be no more than the COLA rate  
3 agreed between the City and The International Federation of Professional and Technical  
4 Engineer Local 21; and

5           WHEREAS, The COLA rate agreed between the City and The International Federation  
6 of Professional and Technical Engineer Local 21 is 4.50% for FY 2025-26; and

7           WHEREAS, The Budget Analyst Joint Venture submitted a request for a 4.50% COLA  
8 to their contract, to be effectuated as of July 1, 2025; and

9           WHEREAS, The compensation provision of the contract establishes a not to exceed  
10 amount of \$3,246,171 per fiscal year beginning in FY 2024-25 unless the Board of  
11 Supervisors adopts a Motion enacting a COLA; now, therefore, be it

12           MOVED, That the Board of Supervisors enact a 4.50% COLA to the FY 2024-25 base  
13 contract of \$3,246,171 for Budget and Legislative Analyst Services, to be effective on July 1,  
14 2025, resulting in a new base contract in FY 2025-26 of not to exceed \$3,392,249, an annual  
15 increase of \$146,078, and a total not to exceed amount of \$36,000,000 for the contract term  
16 ending December 31, 2031; and directs the Clerk of the Board to take all necessary  
17 administrative action to amend the contract accordingly.

## Introduction Form

(by a Member of the Board of Supervisors or the Mayor)

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

- ☒ 1. For reference to Committee (Ordinance, Resolution, Motion or Charter Amendment)
- ☐ 2. Request for next printed agenda (For Adoption Without Committee Reference)  
(Routine, non-controversial and/or commendatory matters only)
- ☐ 3. Request for Hearing on a subject matter at Committee
- ☐ 4. Request for Letter beginning with "Supervisor \_\_\_\_\_ inquiries..."
- ☐ 5. City Attorney Request
- ☐ 6. Call File No. \_\_\_\_\_ from Committee.
- ☐ 7. Budget and Legislative Analyst Request (attached written Motion)
- ☐ 8. Substitute Legislation File No. \_\_\_\_\_
- ☐ 9. Reactivate File No. \_\_\_\_\_
- ☐ 10. Topic submitted for Mayoral Appearance before the Board on \_\_\_\_\_

The proposed legislation should be forwarded to the following (please check all appropriate boxes):

- ☐ Small Business Commission    ☐ Youth Commission    ☐ Ethics Commission
- ☐ Planning Commission    ☐ Building Inspection Commission    ☐ Human Resources Department

General Plan Referral sent to the Planning Department (proposed legislation subject to Charter 4.105 & Admin 2A.53):

- ☐ Yes    ☐ No

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

Sponsor(s):

Clerk of the Board

Subject:

Cost of Living Adjustment to the Contract for Budget and Legislative Analyst Services - FY 2025-26

Long Title or text listed:

Motion enacting a 4.50% cost of living adjustment (COLA) to the base FY 2024-2025 contract amount of \$3,246,171 for Budget and Legislative Analyst Services, to be effectuated as of July 1, 2025, resulting in a new FY 2025-2026 contract amount of \$3,392,249, an annual increase of \$146,078, and a new total not-to-exceed contract amount of \$36,000,000 for the contract term; and directing the Clerk of the Board to take all necessary administrative action to amend the contract accordingly.

Signature of Sponsoring Supervisor:

