

File No. 221255

Committee Item No. 9

Board Item No. 9

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date January 11, 2023

Board of Supervisors Meeting Date January 24, 2023

#### Cmte Board

<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 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)

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>CoB Presentation 1/11/2023</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u> </u>
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Completed by: Brent Jalipa Date January 5, 2023

Completed by: Brent Jalipa Date January 19, 2023

1 [Amending the Budget and Legislative Analyst Services Contract - Harvey M. Rose  
2 Associates, LLC]

3 **Motion authorizing the Clerk of the Board of Supervisors to take all administrative**  
4 **steps to amend the Budget and Legislative Analyst Services contract with Harvey M.**  
5 **Rose Associates, LLC for additional work under the existing scope of services, to the**  
6 **extent that funds are appropriated for that purpose.**

7  
8 WHEREAS, In an effort to assure that the Board of Supervisors can more fully exercise  
9 its power of inquiry and oversight role, additional resources are required for the Budget and  
10 Legislative Analyst to expand its work under the existing scope of services in the Budget and  
11 Legislative Analyst Services contract; and

12 WHEREAS, The Board of Supervisors authorized an increase of up to \$1.1 million  
13 dollars on an on-going basis through Motion No. M22-114; and \$400,000 was appropriated for  
14 the additional work such as performance audits and report writing on an annualized basis to  
15 the Board of Supervisors' annual budget effective July 1, 2022; and

16 WHEREAS, The amount appropriated authorizes an increase to the existing annual  
17 amounts under the current Budget and Legislative Analyst Services contract by \$400,000 in  
18 Fiscal Years (FYs) 2022-23, 2023-24, 2024-25, and 2025-26 for the current contract term of  
19 January 1, 2022, through December 31, 2025; and

20 WHEREAS, The City has one option to renew the Agreement for a period of six years  
21 up to December 31, 2031, and the amount appropriated authorizes an increase to the existing  
22 annual amounts under the current Budget and Legislative Analyst Services contract by  
23 \$400,000 in Fiscal Years 2026-27, 2027-28, 2028-29, 2029-30, 2030-31, and FY 2031-32  
24 when the City exercises this option to renew; now, therefore, be it

1           MOVED, That the Board of Supervisors of the City and County of San Francisco  
2     authorizes the Clerk of the Board of Supervisors to take all administrative steps to amend the  
3     Budget and Legislative Analyst Services contract with Harvey M. Rose Associates, LLC and  
4     to increase the annual contract hours and the not to exceed amount using funds  
5     appropriated for that purpose by \$1.6 million dollars for the current contract term of January 1,  
6     2022, through December 31, 2025.



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# Board of Supervisors

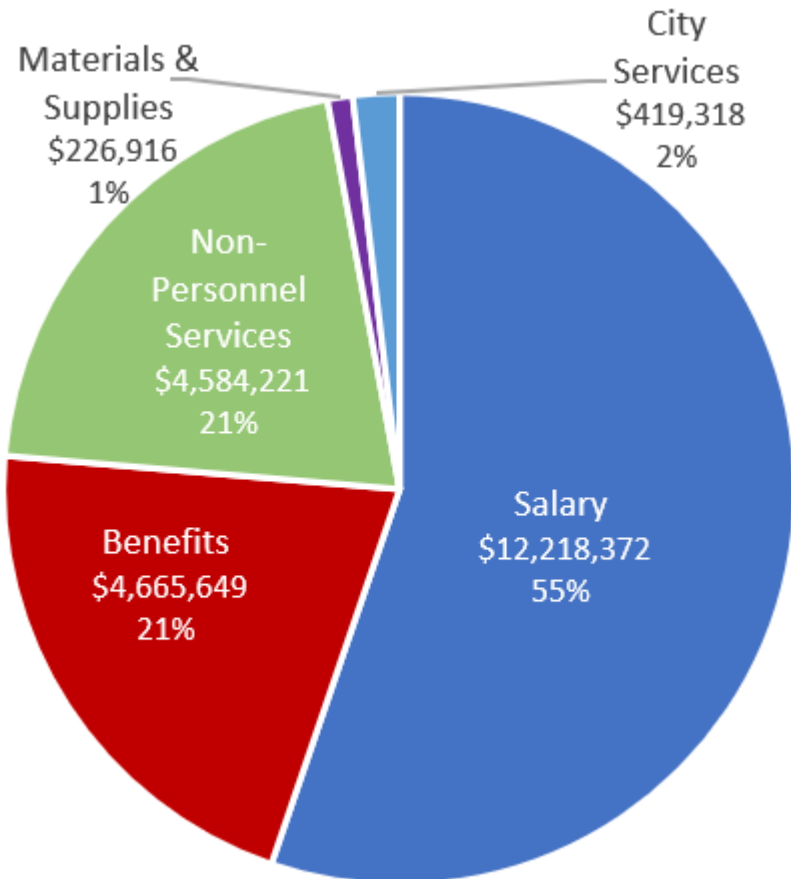
## Guideline Hearing for the Proposed Budget

FY 2023-24 & FY 2024-25

January 11, 2023



# Current Year Budget - \$ 22.1 M



Division	Total # of Positions
Supervisors	55
Clerk of the Board	27
Assessment Appeals Board	5
Youth Commission	3
Sunshine Ordinance Task Force	1
Local Agency Formation Commission	2
Total	93



# Current Year Projects

- New Contract for Assessment Appeals Board System
  - Work has begun to integrate the AAB System with Assessor's SMART system
- New Contract for Salesforce Constituent Relationship Management System
- Remote Participation System for Hybrid Meetings
- Maintenance of the Legislative Chamber and the Committee Rooms
- Maintenance of the HVAC in the Server Room
- Return to Normal Operations
- Budget and Legislative Analyst Expansion
- Public Bank Reinvestment Working Group
- Municipal Housing Feasibility Study



# Proposed Budget Requests

<b>Budget Requests - Proposed Changes</b>	<b>FY23-24</b>	<b>FY24-25</b>
Legislative Management System	TBD	TBD
Employee Morale Budget	\$7K	\$7K
1 Substitution of Three-Year 1840 Jr. Mgmt Asst in AAB to PCS	\$0	\$0
1 FTE Transfer of Function of 1063 Sr. Prog. Analyst from Assessor	\$0	\$0
1 Substitution from 1244 Sr HR Analyst to 1246 Pr HR Analyst	\$30K	\$30K
1 FTE 1094 Operations Support Administrator IV	\$208K	\$208K
Budget and Legislative Analyst Contract - COLA	\$142K	\$142K
LAFCo General Fund support	TBD	TBD
1 Substitution of LAFCo Temporary Policy Analyst to PCS	\$23K	\$23K
<b>Subtotal - Recommended Adjustments:</b>	<b>\$410K</b>	<b>\$410K</b>
Expanding Language Access	\$25K	\$25K
<b>Total Costs</b>	<b>\$435K</b>	<b>\$435K</b>



# Budget Instructions Requested from the Committee

1. Does the Committee support the following recommended budget requests be included in the FY 2023-24 and FY 2024-25 proposed budget?

Line	Budget Requests - Proposed Changes	FY23-24	FY24-25
1	Legislative Management System	TBD	TBD
2	Employee Morale Budget	\$7K	\$7K
3	1 Substitution of Three-Year 1840 Jr. Mgmt Asst in AAB to PCS	\$0	\$0
4	1 FTE Transfer of Function of 1063 Sr. Prog. Analyst from Assessor	\$0	\$0
5	1 Substitution from 1244 Sr HR Analyst to 1246 Pr HR Analyst	\$30K	\$30K
6	1 FTE 1094 Operations Support Administrator IV	\$208K	\$208K
7	Budget and Legislative Analyst Contract - COLA	\$142K	\$142K
8	LAFCo General Fund support	TBD	TBD
9	1 Substitution of LAFCo Temporary Policy Analyst to PCS	\$23K	\$23K
	<b>Subtotal - Recommended Adjustments:</b>	<b>\$410K</b>	<b>\$410K</b>

2. Does the Committee support adding \$25k for expanding language access to the FY 2023-24 and FY 2024-25 proposed budget?
3. Does the Committee have other recommendations for the FY 2023-24 and FY 2024-25 proposed 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:

Motion authorizing the Clerk of the Board of Supervisors to take all administrative steps to amend the Budget and Legislative Analyst Services contract with Harvey M. Rose Associates, LLC by increasing the existing annual amounts by \$400 thousand dollars in Fiscal Years (FYs) 2022-23, 2023-24, 2024-25, and 2025-26 for the current contract term of January 1, 2022 to December 31, 2025 for additional work under the existing scope of services.

Signature of Sponsoring Supervisor:



For Clerk's Use Only