



OFFICE OF THE CONTROLLER
CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller
Todd Rydstrom
Deputy Controller

May 30, 2019

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 2019-20

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 2019-20 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 Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,

A handwritten signature in black ink, appearing to be "BR", enclosed within a large, hand-drawn oval.

Ben Rosenfield,
Controller

Enclosures

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

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost		
			Low	High	Low	High	
Deputy Director III	0953	1.0	\$ 5,930	\$ 7,568	\$ 155,375	\$ 198,274	
Deputy Director I	0951	1.0	4,121	5,261	107,975	137,832	
Principal Administrative Analyst	1824	3.0	4,318	5,248	339,367	412,527	
Senior Administrative Analyst	1823	4.0	3,730	4,534	390,943	475,124	
Performance Analyst III - Project Manager	1830	2.0	4,667	5,674	244,568	297,330	
Executive Secretary I	1450	1.0	2,709	3,293	70,976	86,283	
Temp		0.5	3,817	3,817	50,000	50,000	
					\$ -	\$ -	
					\$ -	\$ -	
					\$ -	\$ -	
Holiday Pay (if applicable)	n/a	n/a					
Night / Shift Differential (if applicable)	n/a	n/a					
Overtime Pay (if applicable)	n/a	n/a					
Other Pay (if applicable)	n/a	n/a					
Total FTE			12.5				
					Total Salary Costs-->	\$ 1,359,204	\$ 1,657,370
					Total of Other Compensation-->	\$ -	\$ -

FRINGE BENEFITS

Job Class	\$ Amount	Low	High
Benefits per FTE--Job Class #:	0953	73,855	
Benefits per FTE--Job Class #:	0951	60,275	
Benefits per FTE--Job Class #:	1824	55,217	
Benefits per FTE--Job Class #:	1823	50,375	
Benefits per FTE--Job Class #:	1830	57,837	
Benefits per FTE--Job Class #:	1450	40,009	
Total Fringe Benefits		\$ 578,561	\$ 656,961

ADDITIONAL CITY COSTS

Operating Expenses	\$ 204,075	\$ 204,075
Total Capital & Operating	\$ 204,075	\$ 204,075

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 2,141,840	\$ 2,518,406
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 2,377,379	\$ 2,380,599
ESTIMATED SAVINGS	\$ (235,539)	\$ 137,808
% of Savings to City Cost	-11%	5%

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, 2019. Costs are represented as annual 12 month costs.
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 10 managers and analyst staff and 2 administrative staff. The staff level of 10 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. Space rental has been determined using Department of Real Estate estimates for the Civic Center area.
8. Calculations do not include liability for retiree health. Based on the CAFR for year ending June 30, 2017, the City's annual liability for post retirement employee health benefits is \$421 million. If the Budget and Legislative Analyst services were provided by City employees, the annual liability for retiree health benefits would be \$171,992 (equal to 0.04 percent of the City's total annual retiree health liability, based on FTE count.)
9. Estimated total contract cost includes the 3.2% COLA requested by the contractor. If this COLA is not approved by the Board of Supervisors, the total estimated contract cost would be \$2,290,451 in FY 2019-20.