

File No. 180139

Committee Item No. 2

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: March 21, 2018

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

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Proposed Work Plan 2018</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Proposed Performance Goals 2018</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Referral FYI - February 13, 2018</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Prepared by: John Carroll

Date: March 16, 2018

Prepared by: _____

Date: _____

1 [Setting the 2018 Budget and Legislative Analyst Services Work Plan]

2
3 **Motion approving the Budget and Legislative Analyst Services work plan for 2018,**
4 **which allocates hours for calendar year 2018, authorizes the Budget and Legislative**
5 **Analyst to reallocate up to 20% of the hours between service categories based on**
6 **Board of Supervisors service needs, and requires Board of Supervisors approval of**
7 **hours re-allocation greater than 20%; and establishes performance goals and sets a**
8 **date for the 2018 annual performance evaluation of the Budget and Legislative Analyst**
9 **Joint Venture Partnership.**

10
11 WHEREAS, The contract between the City and the Budget and Legislative Analyst
12 Joint Venture Partnership for Budget and Legislative Analyst services to the Board of
13 Supervisors was effective on January 1, 2014; and

14 WHEREAS, The contract for Budget and Legislative Analyst services defines the scope
15 of services to include: (1) detailed review of the Annual Appropriation Ordinance and Annual
16 Salary Ordinance from a financial and policy perspective, or Budget Analysis; (2) evaluation of
17 legislation pending before the Board and its committees, or Legislative Analysis; (3) policy
18 analysis and recommendations on legislative initiatives, or Policy Analysis; and (4)
19 performance and management audits and special projects pertaining to City and County
20 departments and programs; now, therefore, be it

21 MOVED, That the Board of Supervisors approves the proposed Budget and Legislative
22 Analyst work plan for calendar year 2018, which (a) allocates hours for Budget Analysis,
23 Legislative Analysis, Policy Analysis and Performance Audits and Special Projects, (b)
24 authorizes the Budget and Legislative Analyst to reallocate up to 20 percent of these hours
25

1 based on Board of Supervisors service needs, and (c) requires the Board of Supervisors
2 approval to reallocate greater than 20 percent of these hours; and, be it

3 FURTHER MOVED, That the Board of Supervisors establishes performance goals for
4 Budget and Legislative Analyst services and sets a date of no later than January 31, 2019, for
5 the Budget and Legislative Analyst to submit the 2018 annual performance evaluation of the
6 Budget and Legislative Analyst Joint Venture Partnership to the Board of Supervisors for
7 review and comment.

Attachment I
Proposed 2018 Budget and Legislative Analyst's Work Plan

Service	Description	Hours Allocation
Budget Analysis	<p>Detailed review of the Annual Appropriation Ordinance and Annual Salary Ordinance from a financial and policy perspective:</p> <ul style="list-style-type: none"> ◆ Prepare five-year summary budget projection in coordination with the Controller's Office and the Mayor's Office (Administrative Code Section 3.6). ◆ Review the City's long range financial policies and budget compliance with these policies (Proposition A, approved by the voters in November 2009). ◆ Assist Board of Supervisors in identifying policy priorities in Spring 2018. ◆ Review, analyze and report on Mayor's proposed budget in May and June 2018, including reporting on historical budget trends and major changes in FY 2018-19. ◆ Attend budget hearings and present results of analyses. ◆ Provide briefings on our budget analysis and recommendations to members of the Budget and Finance Committee and other members of the Board of Supervisors on request. 	3,225
Legislative Analysis	<ul style="list-style-type: none"> ◆ Review all legislation introduced by the Board of Supervisors for "fiscal impact" determination (Administrative Code Section 2.6-3). ◆ Evaluate all legislation determined to have fiscal impact, prepare a written report, and make recommendations to the Budget and Finance Committee or Government Audit and Oversight Committee. ◆ Upon request, provide any member of the Board of Supervisors and the Clerk of the Board a briefing on our weekly legislative reports. ◆ Submit weekly electronic legislative reports to all members of the Board of Supervisors in advance of committee meetings. ◆ Attend weekly Budget and Finance Committee meetings to present an overview of the legislative reports, findings, and recommendations. 	6,775

Attachment I
Proposed 2018 Budget and Legislative Analyst's Work Plan

Service	Description	Estimated Hours Allocation
<p style="text-align: center;">Performance Audits and Policy Analysis</p>	<ul style="list-style-type: none"> ◆ Consult with the Board of Supervisors and Government Audit and Oversight Committee on the annual performance audit plan and draft a motion for the Board of Supervisors to approve the annual performance audit work plan. Assist the Government Audit and Oversight Committee and Board of Supervisors in revising the annual performance audit work plan during the year as requested. ◆ Conduct performance audits requested by the Board of Supervisors through approved motions, provide written reports summarizing the findings and recommendations, and brief the requesting Supervisor or other members of the Board of Supervisors as requested. ◆ Present performance audit findings and recommendations to the Government Audit and Oversight Committee and respond to Committee questions. ◆ Prepare policy analysis reports as requested by individual members of the Board of Supervisors. We will conduct initial analysis of up to approximately 40 hours per request, and in consultation with the requesting member, may conduct more detailed analyses once the 40 hour analysis is completed. ◆ Coordinate the Board of Supervisors response to Grand Jury recommendations directed to the Board of Supervisors. ◆ Participate in the Public Utilities Commission Revenue Bond Oversight Committee as mandated by Proposition P. 	<p>6,860</p>
<p>Total</p>		<p>16,860</p>

Reporting Requirements

1. Submit monthly reports to the Clerk of the Board on service hours provided for each of the three service categories.
2. Based on the actual service hours used, the Budget and Legislative Analyst may re-allocate service hours among the three service areas by up to 20 percent of total hours.
3. The Budget and Legislative Analyst must obtain Board of Supervisors approval for re-allocation of hours between service categories that exceed 20 percent of the total hours.

Performance Goal	Criteria
Budget Analysis	
Assist members of the Board of Supervisors in preparing policy priorities during Spring 2018	◆ Work with Board members to draft potential motion on policy priorities prior to May 2018
Prepare report showing historical budget trends and major changes or issues in Mayor's proposed FY 2018-19 budget	◆ Submit report to the Board of Supervisors by second week of June 2018
Submit final budget analysis reports on time to the Board of Supervisors with findings and recommendations	◆ Timely submission of budget analysis reports and recommendations to the Board of Supervisors
Budget analysis reports contain useable recommendations	◆ Clearly stated and specific recommendations that can be practically implemented
Legislative Reports	
Provide weekly legislative reports to the Budget and Finance Committee three business days in advance of meetings	◆ Reports provided on time
Provide a weekly briefing on our legislative reports as requested to members of the Board of Supervisors	◆ Weekly legislative report briefings provided as requested
On an ongoing basis, identify policy considerations and options for the Board of Supervisors	◆ Policy considerations and options included in legislative reports as appropriate
Performance Audits and Policy Analysis	
Provide recommendations for performance audit topics to the Board of Supervisors	◆ Recommend topics and prepare draft audit motions
Submit final performance audit reports with clearly stated findings and recommendations, consistent with the audit objectives, timeline and budget agreed to by the Government Audit and Oversight Committee	◆ Provide status updates to members of the Government Audit and Oversight Committee ◆ Present reports that address audit objectives and provide clearly-stated findings and detailed and specific recommendations within the estimated hours and by the expected completion date
Respond to Board member or staff requesting a policy analysis by email within 48 hours	◆ Respond to requesting Board member or staff person within 48 hours
Conduct initial analysis of up to approximately 40 hours per request, and in consultation with the requesting member, may conduct more detailed analyses once the 40 hour analysis is completed	◆ Provide results of 40-hour analysis and consult with requesting Board member on more detailed analysis
Policy analysis reports to be clearly presented and responsive to intent of request	◆ Clearly presented reports that are responsive to intent of request; and detailed and specific recommendations, if requested.

BOARD of SUPERVISORS



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1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

TO: Harvey Rose, Budget Analyst, Budget and Legislative Analyst's Office

FROM: John Carroll, Assistant Clerk,
Government Audit and Oversight Committee, Board of Supervisors

DATE: February 13, 2017

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Supervisor Kim on February 6, 2017:

File No. 180139

Motion approving the Budget and Legislative Analyst Services work plan for 2018, which allocates hours for calendar year 2018, authorizes the Budget and Legislative Analyst to reallocate up to 20% of the hours between service categories based on Board of Supervisors service needs, and requires Board of Supervisors approval of hours re-allocation greater than 20%; and establishes performance goals and sets a date for the 2018 annual performance evaluation of the Budget and Legislative Analyst Joint Venture Partnership.

If you have any comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

c: Severin Campbell, Budget and Legislative Analyst's Office
Debra Newman, Budget and Legislative Analyst's Office
Gabriela Loeza, Budget and Legislative Analyst's Office

Introduction Form

By a Member of the Board of Supervisors or Mayor

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
Time stamp
or meeting date
2018 FEB 14 PM 2:02

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. Question(s) 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:

Signature of Sponsoring Supervisor:

For Clerk's Use Only