

File No. 100148

Committee Item No. 1

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight Date February 16, 2010

Board of Supervisors Meeting Date _____

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget Analyst Report
- Legislative Analyst Report
- Youth Commission Report
- Introduction Form (for hearings)
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER

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Completed by: Alisa Somera Date February 11, 2010

Completed by: _____ Date _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document can be found in the file and the online version.

1 [Setting the 2010 Budget and Legislative Analyst Services Work Plan]

2
3 **Motion approving the Budget and Legislative Analyst Services work plan for 2010,**
4 **which (a) allocates hours for calendar year 2010, (b) authorizes the Budget and**
5 **Legislative Analyst to reallocate up to 10 percent of the hours based on Board of**
6 **Supervisors service needs, and (c) requires Board of Supervisors approval of hours re-**
7 **allocation greater than 10 percent; and establishes performance goals and sets a date**
8 **for the 2010 annual performance evaluation of the Budget and Legislative Analyst Joint**
9 **Venture Partnership.**

10
11
12 WHEREAS, the Board of Supervisors approved the contract for Budget and Legislative
13 Analyst services on December 8, 2009, which became effective on January 1, 2010; and

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

21 WHEREAS, the contract for Budget and Legislative Analyst services requires (1) the
22 Budget and Legislative Analyst to submit an annual work plan for input, review and approval
23 by the Board of Supervisors, estimating the allocation of staff hours for each service category
24 and major project; and (2) the Board of Supervisors to conduct a formal annual performance
25

1 evaluation of Budget and Legislative Analyst services with pre-established goals and
2 evaluation criteria so that Board members, or a designated committee, can provide structured
3 feedback and suggest changes in Budget and Legislative Analyst services to respond to the
4 Board's changing analytical needs; now, therefore, be it

5
6 MOVED, That the Board of Supervisors approves the proposed Budget and Legislative
7 Analyst work plan for calendar year 2010, which (a) allocates hours for Budget Analysis,
8 Legislative Analysis, Policy Analysis and Audits and Special Projects, (b) authorizes the
9 Budget and Legislative Analyst to reallocate up to 10 percent of these hours based on Board
10 of Supervisors service needs, and (c) requires the Board of Supervisors approval to reallocate
11 greater than 10 percent of these hours; and, be it

12 FURTHER MOVED, That the Board of Supervisors establishes performance goals for
13 Budget and Legislative Analyst services and sets a date of no later than December 15, 2010
14 for the Board of Supervisors to complete the 2010 annual performance evaluation of the
15 Budget and Legislative Analyst Joint Venture Partnership.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET AND LEGISLATIVE ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

February 11, 2010

TO: Government Audit and Oversight Committee
FROM: Budget and Legislative Analyst
SUBJECT: February 16, 2010 Government Audit and Oversight Committee Meeting

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Items # 1 File 10- 0148	Department(s): Board of Supervisors
EXECUTIVE SUMMARY	
<p style="text-align: center;">Legislative Objectives</p> <p><u>File 10-01148</u>: Motion approving the Budget and Legislative Analyst Services work plan for 2010, which (a) allocates hours for calendar year 2010, (b) authorizes the Budget and Legislative Analyst to reallocate up to 10 percent of the hours based on Board of Supervisors service needs, and (c) requires Board of Supervisors approval of hours re-allocation greater than 10 percent; and establishes performance goals and sets a date for the 2010 annual performance evaluation of the Budget and Legislative Analyst Joint Venture Partnership.</p> <p style="text-align: center;">Details of Proposed Legislation</p> <p>The details of this proposed legislation are described in the following January 25, 2010 memorandum to the Board of Supervisors. The proposed allocation of 17,000 professional service hours provided by the Budget and Legislative Analyst from January 1, 2010 to December 31, 2010 are detailed in the attachment to the memorandum.</p> <p style="text-align: center;">Recommendation</p> <p>Approval of the proposed motion is a policy matter for the Board of Supervisors.</p>	

**BOARD OF SUPERVISORS****BUDGET AND LEGISLATIVE ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

January 25, 2010

Honorable David Chiu, President,
and Members of the Board of Supervisors
City and County of San Francisco
Room 244, City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Dear President Chiu, and Members of the Board of Supervisors:

The Agreement between the Budget and Legislative Analyst Joint Venture Partnership and the City and County of San Francisco requires that the Budget and Legislative Analyst submit an annual work plan to the Board of Supervisors for approval. Appendix A of the Agreement states:

Annual Work Plan and Evaluation

1. The Budget and Legislative Analyst will prepare and submit an annual work plan for input, review and approval by the Board of Supervisors, prior to the beginning of each year. The plan will estimate the allocation of staff hours for each service category and major project. The Budget and Legislative Analyst will also submit a quarterly report of actual hours used, and will work collaboratively with the Board to shift the emphasis of the annual work plan, as necessary. Though this work plan will be in place at the start of each year, periodic updates to the work plan and changes to the reporting templates could occur during the year as new project and information needs are identified by the Board of Supervisors. This annual work plan is intended to ensure that the approach used, allocation of hours and topics to be analyzed and audited are consistent with Board priorities and are feasible within the total number of staff hours supported by the funding level proposed for this contract.
2. The Board of Supervisors will conduct a formal annual performance evaluation of Budget and Legislative Analyst services with pre-established goals and evaluation criteria so that Board members, or a designated committee, can provide structured feedback and suggest changes in Budget and Legislative Analyst services to respond to the Board's changing analytical needs.

BOARD OF SUPERVISORS
BUDGET AND LEGISLATIVE ANALYST

Proposed 2010 Work Plan and Service Hours Allocation

The proposed annual work plan and service hours allocation are attached to this memorandum.

Proposed 2010 Performance Goals

The Budget and Legislative Analyst proposes the following performance goals. The Board of Supervisors may approve, revise, and add to these performance goals at their discretion.

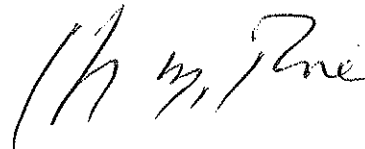
Performance Goal	Criteria
Implement new legislative report format	<ul style="list-style-type: none"> ◆ Implement prior to January 29, 2010 ◆ On ongoing basis, identify policy considerations for Board of Supervisors
Recommend performance audits and special projects submitted to the Board of Supervisors	<ul style="list-style-type: none"> ◆ Submit prior to January 29, 2010
Recommend new legislative report criteria that (1) revises the threshold for fiscal impact, and (2) identifies significant risk to the City if fiscal impact is not known	<ul style="list-style-type: none"> ◆ Recommend prior to March 30, 2010
Respond in a timely matter to requests from individual members of the Board of Supervisors for confidential research and analysis	<ul style="list-style-type: none"> ◆ Respond by email within 48 hours from when the request has been received by the Budget and Legislative Analyst ◆ Contact the requesting member's office within 72 hours of receipt to discuss the specific request ◆ Assign the request to staff analyst within 48 hours of discussing the specific request

Performance Goal	Criteria
<p>Provide verbal or written reports on confidential research and analysis on time and on budget</p>	<ul style="list-style-type: none"> ◆ Provide an estimate of the number of hours required and date of completion for each request ◆ Consult with requesting member on expected revisions to the estimated number of hours or completion date before incurring additional hours or postponing the completion date ◆ Complete research and provide verbal or written report within the estimated hours and by the expected completion date ◆ Provide clearly stated and specific recommendations that can be practically implemented by the appropriate City officials
<p>Submit final performance audit and special project reports on time and on budget</p>	<ul style="list-style-type: none"> ◆ Provide an estimate of the number of hours required and date of completion for each performance audit or special project to the Chair of the Government Audit and Oversight Committee ◆ Consult with the Chair of the Government Audit and Oversight Committee or Clerk of the Board on expected revisions to the estimated number of hours or completion date before incurring the additional hours or postponing the completion date ◆ Provide final performance audit or special project report within the estimated hours and by the expected completion date ◆ Provide clearly stated and specific recommendations that can be practically implemented by the appropriate City officials

Performance Goal	Criteria
Submit final Budget reports on time and on budget that contain useable recommendations	<ul style="list-style-type: none">◆ Provide budget analysis and recommendations for May and June, 2010 Budget and Finance Committee hearings ◆ Provide clearly stated and specific recommendations that can be practically implemented by the appropriate City officials

Proposed 2010 Performance Evaluation

The Board of Supervisors will conduct a formal performance evaluation of the Budget and Legislative Analyst Joint Venture Partnership prior to December 15, 2010.



Harvey M. Rose

cc: Supervisor Alioto-Pier
Supervisor Avalos
Supervisor Campos
Supervisor Chu
Supervisor Daly
Supervisor Dufty
Supervisor Elsbernd
Supervisor Mar
Supervisor Maxwell
Supervisor Mirkarimi
Clerk of the Board

Proposed Budget and Legislative Analyst 2010 Work Plan

Service	Description	Estimated Hours Allocation
<p align="center">Budget Analysis</p>	<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 three-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). ◆ Review the proposed two-year budgets for the Airport, Port, and Public Utilities Commission in May 2010. ◆ Review other proposed non-General Fund department budgets in May 2010 as directed by the Board of Supervisors. ◆ Review General Fund department budgets in June 2010 as directed by the Board of Supervisors. 	<p align="center">3,000</p>
<p align="center">Legislative Analysis</p>	<ul style="list-style-type: none"> ◆ Review all legislation introduced by the Board of Supervisors for "fiscal impact" determination. ◆ Evaluate legislation pending before the Budget and Finance Committee and prepare weekly written reports. ◆ Implement new legislative report format. ◆ Submit weekly legislative reports in electronic and hard copy through June 2010 and in electronic copy through December 2010. We will continue to provide hard copies upon request after June 2010. ◆ Recommend new criteria for determining which pending legislation the Budget and Legislative Analyst will prepare weekly reports that (1) revises the threshold for fiscal impact, and (2) identifies significant risks to the City if fiscal impact is not known. 	<p align="center">8,450</p>

Proposed Budget and Legislative Analyst 2010 Work Plan

Service	Description	Estimated Hours Allocation
Policy Analysis	<ul style="list-style-type: none"> ◆ Provide 100 hours of research, analysis, and confidential reports to individual members of the Board of Supervisors. 	1,100
Performance Audits and Special Projects	<ul style="list-style-type: none"> ◆ Provide recommended performance audits and special projects to members of the Board of Supervisors no later than January 29, 2010 based upon (1) City departments or programs that have not been audited previously but present potential risk to the City, (2) City programs that are costly, inefficient, or have failed to achieve program goals that we have previously identified in our reports submitted to the Board of Supervisors, and (3) significant programs or issues identified by members of the Board of Supervisors. ◆ Conduct performance audits and special projects as requested by the Board of Supervisors through approved motions. 	4,450
Total		17,000

1. Submit quarterly reports to the Clerk of the Board on service hours provided for each of the four tasks, allocated by Supervisor, and conduct quarterly reviews and assessments of hours provided to the Clerk of the Board.
2. Based on the quarterly assessments, the Budget and Legislative Analyst may re-allocate service hours among the four service areas by up to 10 percent of total hours.
3. The Budget and Legislative Analyst must obtain Board of Supervisors approval for re-allocation of service hours that exceed 10 percent of the total hours.