

File No. 170164

Committee Item No. 2

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

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date March 2, 2017

Board of Supervisors Meeting

Date \_\_\_\_\_

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- 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

(Use back side if additional space is needed)

- Proposed Work Plan 2017
- Proposed Perf Goals 2017
- Referral FYI 02/13/17
- \_\_\_\_\_
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Completed by: Erica Major

Date February 24, 2017

Completed by: \_\_\_\_\_

Date \_\_\_\_\_

1 [Setting the 2017 Budget and Legislative Analyst Services Work Plan]

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3 **Motion approving the Budget and Legislative Analyst Services work plan for 2017,**  
4 **which allocates hours for calendar year 2017, 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 2017 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 2017, 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% of these hours based  
25

1 on Board of Supervisors service needs, and (c) requires the Board of Supervisors approval to  
2 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, 2018, for  
5 the Board of Supervisors to complete the 2017 annual performance evaluation of the Budget  
6 and Legislative Analyst Joint Venture Partnership.

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Service	Description	Hours Allocation
<b>Budget Analysis</b>	<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"> <li>◆ Prepare five-year summary budget projection in coordination with the Controller's Office and the Mayor's Office (Administrative Code Section 3.6).</li> <li>◆ Review the City's long range financial policies and budget compliance with these policies (Proposition A, approved by the voters in November 2009).</li> <li>◆ Review, analyze and report on Mayor's proposed General Fund department budgets in June 2017, as directed by the Board of Supervisors.</li> <li>◆ Attend budget hearings and present results of analyses.</li> <li>◆ Provide a briefing on our budget analysis and recommendations to any member of the Board of Supervisors who requests a briefing.</li> </ul>	3,000
<b>Legislative Analysis</b>	<ul style="list-style-type: none"> <li>◆ Review all legislation introduced by the Board of Supervisors for "fiscal impact" determination (Administrative Code Section 2.6-3).</li> <li>◆ 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.</li> <li>◆ Upon request, provide any member of the Board of Supervisors and the Clerk of the Board a briefing on our weekly legislative reports.</li> <li>◆ Submit weekly electronic legislative reports to all members of the Board of Supervisors, the Clerk of the Board, the Controller's Office, the City Attorney and the Mayor's Office in advance of committee meetings.</li> <li>◆ Attend weekly Budget and Finance Committee meetings to present an overview of the legislative reports, findings, and recommendations, and respond to any questions from the Committee.</li> </ul>	7,200

Service	Description	Estimated Hours Allocation
<p style="text-align: center;"><b>Performance Audits and Policy Analysis</b></p>	<ul style="list-style-type: none"> <li>◆ 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.</li> <li>◆ 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.</li> <li>◆ Present performance audit findings and recommendations to the Government Audit and Oversight Committee and respond to Committee questions.</li> <li>◆ Prepare and present policy analysis reports as requested by individual members of the Board of Supervisors. These will cover projects that will require approximately 240 staff hours or less each.</li> <li>◆ Coordinate the Board of Supervisors response to Grand Jury recommendations directed to the Board of Supervisors.</li> <li>◆ Participate in the Public Utilities Commission Revenue Bond Oversight Committee as mandated by Proposition P.</li> </ul>	<p>6,660</p>
<p><b>Total</b></p>		<p><b>16,860</b></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.

**Attachment II  
Proposed Performance Goals**

Performance Goal	Criteria
<b>Budget Analysis</b>	
Submit final budget analysis reports on time	◆ On time submission of budget analysis reports and recommendations to the Budget and Finance Committee
Budget analysis reports contain useable recommendations	◆ Clearly stated and specific recommendations that can be practically implemented by the appropriate City officials
<b>Legislative Reports</b>	
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 to any member of the Board of Supervisors or the Clerk of the Board as requested	◆ 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
<b>Performance Audits and Policy Analysis</b>	
Provide recommendations for performance audit topics to the Board of Supervisors	◆ Recommended topics
Submit final performance audit reports consistent within the timeline and budget agreed to by Government Audit and Oversight Committee	◆ Inform Government Audit and Oversight Committee members of status of performance audits ◆ Final performance audit reports provided within the estimated hours and by the expected completion date
Performance audit reports to be clearly presented and to address all audit or project objectives	◆ Clearly presented reports that address audit or project objectives ◆ Clearly stated and specific recommendations in reports that can be practically implemented
Respond to Board member or staff requesting a policy analysis by email within 48 hours, and provide proposed project approach and timeline prior to commencement	◆ Responses provided in a timely manner
Requesting Supervisors to be kept apprised of status of policy analysis projects	◆ Requesting member's office consulted with regarding project status and timeline
Policy analysis reports to be clearly presented and responsive to intent of request	◆ Clearly presented reports that are responsive to intent of request; and recommendations, if requested, that can be practically implemented ◆ Research completed and verbal or written report provided within the agreed timeline

BOARD of SUPERVISORS



City Hall  
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: Erica Major, Assistant Clerk, Government Audit and Oversight Committee,  
Board of Supervisors

DATE: February 13, 2017

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Supervisor Kim on February 7, 2017:

**File No. 170164**

**Motion approving the Budget and Legislative Analyst Services work plan for 2017, which allocates hours for calendar year 2017, 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 2017 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 the Mayor

2017 FEB 17 PM 2:08  
 Time stamp  
 or meeting date  
 BY eu

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 [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach 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 a Imperative Form.**

**Sponsor(s):**

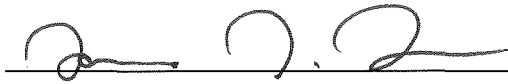
Supervisor Kim

**Subject:**

[Motion setting the 2016 Budget and Legislative Analyst Services Work Plan]

**The text is listed below or attached:**

Motion approving the Budget and Legislative Analyst Services work plan for 2017, which (a) allocates hours for calendar year 2017, (b) authorizes the Budget and Legislative Analyst to reallocate up to 20 percent of the hours between service categories based on Board of Supervisors service needs, and (c) requires Board of Supervisors approval of hours re-allocation greater than 20 percent; and establishes performance goals and sets a date for the 2017 annual performance evaluation of the Budget and Legislative Analyst Joint Venture Partnership.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only: