

File No. 130271

Committee Item No. \_\_\_\_\_

Board Item No. 3

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date April 23, 2013

#### Cmte Board

- |                          |                                     |  |
|--------------------------|-------------------------------------|--|
| <input 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"/>            | Legislative Analyst Report                   |
| <input type="checkbox"/> | <input type="checkbox"/>            | Youth Commission Report                      |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/> | <input checked="" 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)

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Completed by: Rana Calonsag Date April 16, 2013

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.

1 [Approving the 2013 Budget and Legislative Analyst Services Work Plan]

2  
3 **Motion approving the Budget and Legislative Analyst Services work plan for 2013,**  
4 **which allocates hours for Calendar Year 2013, authorizes the Budget and Legislative**  
5 **Analyst to reallocate up to 10 percent of the hours between service categories based**  
6 **on Board of Supervisors service needs; and requires Board of Supervisors approval of**  
7 **hours re-allocation greater than 10 percent; and establishes performance goals and**  
8 **sets a date for the 2013 annual performance evaluation of the Budget and Legislative**  
9 **Analyst Joint Venture Partnership.**

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

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

4       MOVED, That the Board of Supervisors approves the proposed Budget and Legislative  
5 Analyst work plan for calendar year 2013, which (a) allocates hours for Budget Analysis,  
6 Legislative Analysis, Policy Analysis and Performance Audits and Special Projects, (b)  
7 authorizes the Budget and Legislative Analyst to reallocate up to 10 percent of these hours  
8 based on Board of Supervisors service needs, and (c) requires the Board of Supervisors  
9 approval to reallocate greater than 10 percent of these hours; and, be it

10       FURTHER MOVED, That the Board of Supervisors establishes performance goals for  
11 Budget and Legislative Analyst services and sets a date of no later than January 31, 2014 for  
12 the Board of Supervisors to complete the 2013 annual performance evaluation of the Budget  
13 and Legislative Analyst Joint Venture Partnership.



**CITY AND COUNTY OF SAN FRANCISCO**

**BOARD OF SUPERVISORS**

**BUDGET AND LEGISLATIVE ANALYST**

1390 Market Street, Suite 1150, San Francisco, CA 94102 (415) 552-9292  
FAX (415) 252-0461

April 8, 2013

**TO:** Government Audit and Oversight Committee  
**FROM:** Budget and Legislative Analyst *Janice Chan*  
**SUBJECT:** April 11, 2013 Government Audit and Oversight Committee Meeting

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<b>Item 2</b> <b>File 13-0271</b>	<b>Department:</b> Budget and Legislative Analyst's Office
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## DETAILS OF PROPOSED LEGISLATION

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 input, review and approval. The proposed (a) 2013 work plan and service hours' allocation (Attachment I), and (b) 2013 performance goals (Attachment II) are attached to this memorandum. The Board of Supervisors may approve, revise, and add to our proposed work plan and performance goals at their discretion.

## RECOMMENDATION

Approval is a policy matter for the Board of Supervisors.

Service	Description	Estimated Hours Allocation
<p><b>Budget Analysis</b></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"> <li>◆ Prepare three-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>◆ Conduct analyses of various budget topics, including analysis of continuing projects, limited tenure positions, and encumbered and special fund balances, as directed by the Budget and Finance Committee, in advance of release of the Mayor's proposed FY 2012-13 budget.</li> <li>◆ Review, analyze and report on enterprise department budgets in May, if necessary, and in General Fund department budgets in June 2013, as directed by the Board of Supervisors.</li> <li>◆ Attend budget hearings and present results of analyses.</li> <li>◆ Provide any member of the Board of Supervisors who so requests a briefing on our budget analysis and recommendations.</li> </ul>	<p>2,750</p>

Service	Description	Estimated Hours Allocation
<p><b>Legislative Analysis</b></p>	<ul style="list-style-type: none"> <li>◆ Review all legislation introduced by the Board of Supervisors for "fiscal impact" determination.</li> <li>◆ Evaluate legislation pending before the Budget and Finance Committee determined to have fiscal impact as defined in the Administrative Code and prepare weekly written analyses of those items.</li> <li>◆ Provide any member of the Board of Supervisors who so requests a briefing on our weekly Legislative Analysis 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>	<p>8,650</p>

<sup>1</sup> Section 2.6-3 of the Administrative Code requires that the Budget Analyst of the Board of Supervisors review introduced legislation for fiscal impact, defined as an expenditure or commitment of City funds in any fiscal year in excess of \$200,000, or a total expenditure or commitment of City funds in excess of \$1,000,000 over a five year period.



Service	Description	Estimated Hours Allocation
<p>Performance Audits, Special Projects and Policy Analysis</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/special project plan and draft a motion for the Board of Supervisors to approve the annual performance audit/special project work plan. Assist the Government Audit and Oversight Committee and Board of Supervisors in revising the annual performance audit/special project work plan during the year as requested.</li> <li>◆ Conduct performance audits and special projects as 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>◆ Provide policy analysis research reports as requested by individual members of the Board of Supervisors. These will cover projects that will require approximately 180 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>5,600</p>
<p>Total</p>		<p>17,000</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. The Budget and Legislative Analyst may re-allocate service hours among the three 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 hours between service categories that exceeds 10 percent of the total hours.

Performance Goal	Criteria
<b>Legislative Reports</b>	
Provide weekly legislative reports to the Budget and Finance Committee three business days in advance of meetings.	<ul style="list-style-type: none"> <li>◆ Reports provided timely</li> </ul>
Provide a weekly briefing on our legislative reports to any member of the Board of Supervisors who so requests.	<ul style="list-style-type: none"> <li>◆ Weekly legislative report briefings provided to members of the Board of Supervisors who so requested.</li> </ul>
On an ongoing basis, identify policy considerations and options for Board of Supervisors in addition to legislative report recommendations.	<ul style="list-style-type: none"> <li>◆ Policy considerations and options included in legislative reports as appropriate.</li> </ul>
<b>Performance Audits and Special Projects</b>	
Provide recommendations for performance audit and special project topics to the Board of Supervisors.	<ul style="list-style-type: none"> <li>◆ Recommended topics submitted prior to January 31, 2013.</li> </ul>
Submit final performance audit and special project reports consistent with timeline and budget agreed to by Government Audit and Oversight Committee.	<ul style="list-style-type: none"> <li>◆ Inform Government Audit and Oversight Committee members of status of performance audits and special projects.</li> <li>◆ Final performance audit and special project reports provided within the estimated hours and by the expected completion date.</li> </ul>
Performance audit and special project reports to be clearly presented and to address all audit or project objectives.	<ul style="list-style-type: none"> <li>◆ Clearly presented reports that address audit or project objectives.</li> <li>◆ Clearly stated and specific recommendations in performance audit and special project reports that can be practically implemented by appropriate City officials.</li> </ul>

Performance Goal	Criteria
<b>Policy Analysis</b>	
<p>Respond to Board member or staff requesting a policy analysis by email within 48 hours receipt by the Budget and Legislative Analyst. Provide proposed project approach and timeline to requesting Board member's office prior to commencement.</p>	<ul style="list-style-type: none"> <li>◆ Responses provided in a timely manner to requests from individual members of the Board of Supervisors for Policy Analysis projects.</li> </ul>
<p>Requesting Supervisors to be kept apprised of status of policy analysis projects.</p>	<ul style="list-style-type: none"> <li>◆ Requesting member's office consulted with regarding project status and any revisions to timeline.</li> </ul>
<p>Policy analysis reports to be clearly presented. Policy analysis reports to be responsive to intent of request.</p>	<ul style="list-style-type: none"> <li>◆ Clearly presented reports that are responsive to intent of request. Recommendations provided, if requested, that can be practically implemented by appropriate City officials.</li> <li>◆ Research completed and verbal or written report provided within originally estimated, or revised and approved, timeline.</li> </ul>
<b>Budget Analysis</b>	
<p>Submit final budget analysis reports on time.</p>	<ul style="list-style-type: none"> <li>◆ Budget analysis and recommendation reports for June 2013 Budget and Finance Committee hearings in advance of hearings.</li> </ul>
<p>Budget analysis reports contain useable recommendations.</p>	<ul style="list-style-type: none"> <li>◆ Reports contain clearly stated and specific recommendations that can be practically implemented by the appropriate City officials.</li> </ul>

**BOARD OF SUPERVISORS**

**BUDGET AND LEGISLATIVE ANALYST**

1390 Market Street, Suite 1150 San Francisco, CA 94102 (415) 552-9292  
FAX (415) 252-0461

February 1, 2013

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 input, review and approval. 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 new project and information needs are identified by the Board of Supervisors.

The Agreement also provides for the Board of Supervisors to conduct a formal annual performance evaluation prior to January 31 of each year of Budget and Legislative Analyst services with pre-established goals and evaluation criteria so that Board members can provide structured feedback and suggest changes in Budget and Legislative Analyst services to respond to the Board's changing analytical needs.

The proposed (a) 2013 work plan and service hours' allocation, and (b) 2013 performance goals are attached to this memorandum. The Board of Supervisors may approve, revise, and add to our proposed work plan and performance goals at their discretion.



Harvey M. Rose

Cc: Supervisor Avalos  
Supervisor Breed  
Supervisor Campos  
Supervisor Cohen  
Supervisor Chu  
Supervisor Farrell  
Supervisor Kim  
Supervisor Mar  
Supervisor Weiner  
Supervisor Yee  
Clerk of the Board

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



Service	Description	Estimated Hours Allocation
<p><b>Budget Analysis</b></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"> <li>◆ Prepare three-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>◆ Conduct analyses of various budget topics, including analysis of continuing projects, limited tenure positions, and encumbered and special fund balances, as directed by the Budget and Finance Committee, in advance of release of the Mayor's proposed FY 2012-13 budget.</li> <li>◆ Review, analyze and report on enterprise department budgets in May, if necessary, and in General Fund department budgets in June 2013, as directed by the Board of Supervisors.</li> <li>◆ Attend budget hearings and present results of analyses.</li> <li>◆ Provide any member of the Board of Supervisors who so requests a briefing on our budget analysis and recommendations.</li> </ul>	<p>2,750</p>

Service	Description	Estimated Hours Allocation
Legislative Analysis	<ul style="list-style-type: none"> <li>◆ Review all legislation introduced by the Board of Supervisors for "fiscal impact" determination.</li> <li>◆ Evaluate legislation pending before the Budget and Finance Committee determined to have fiscal impact as defined in the Administrative Code and prepare weekly written analyses of those items.</li> <li>◆ Provide any member of the Board of Supervisors who so requests a briefing on our weekly Legislative Analysis 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>	8,650

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Service	Description	Estimated Hours Allocation
<p><b>Performance Audits, Special Projects 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/special project plan and draft a motion for the Board of Supervisors to approve the annual performance audit/special project work plan. Assist the Government Audit and Oversight Committee and Board of Supervisors in revising the annual performance audit/special project work plan during the year as requested.</li> <li>◆ Conduct performance audits and special projects as 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>◆ Provide policy analysis research reports as requested by individual members of the Board of Supervisors. These will cover projects that will require approximately 180 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>5,600</p>
<p><b>Total</b></p>		<p><b>17,000</b></p>

**Reporting Requirements**

1. Submit quarterly reports to the Clerk of the Board on service hours provided for each of the four service categories and conduct quarterly reviews and assessments of hours provided to the Clerk of the Board.
2. Provide monthly reports to the Clerk of the Board of Supervisors on the status of each performance audit and special project authorized by a motion of the Board of Supervisors.
3. Based on the quarterly assessments and any requests for analyses by the Board of Supervisors, the Budget and Legislative Analyst may re-allocate service hours among the three service areas by up to 10 percent of total hours.
4. The Budget and Legislative Analyst must obtain Board of Supervisors approval for re-allocation of hours between service categories that exceeds 10 percent of the total hours.

Performance Goal	Criteria
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Provide recommendations for performance audit and special project topics to the Board of Supervisors.	<ul style="list-style-type: none"> <li>◆ Recommended topics submitted prior to January 31, 2013.</li> </ul>
Submit final performance audit and special project reports consistent with timeline and budget agreed to by Government Audit and Oversight Committee.	<ul style="list-style-type: none"> <li>◆ Inform Government Audit and Oversight Committee members of status of performance audits and special projects.</li> <li>◆ Final performance audit and special project reports provided within the estimated hours and by the expected completion date.</li> </ul>
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<p>Submit final budget analysis reports on time.</p>	<ul style="list-style-type: none"> <li>◆ Budget analysis and recommendation reports for June 2013 Budget and Finance Committee hearings in advance of hearings.</li> </ul>
<p>Budget analysis reports contain useable recommendations.</p>	<ul style="list-style-type: none"> <li>◆ Reports contain clearly stated and specific recommendations that can be practically implemented by the appropriate City officials.</li> </ul>

# Introduction Form

By a Member of the Board of Supervisors or the 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 [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. 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

Sponsor(s):

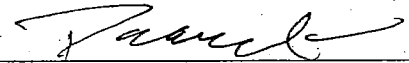
Supervisors Chiu, Cohen

Subject:

Approving the 2013 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 2013, which (a) allocates hours for calendar year 2013, (b) authorizes the Budget and Legislative Analyst to reallocate up to 10 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 10 percent; and establishes performance goals and sets a date for the 2013 annual performance evaluation of the Budget and Legislative Analyst Joint Venture Partnership.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

130271

