

File No. 160124

Committee Item No. 1

Board Item No. 14

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight Date May 5, 2016

Board of Supervisors Meeting Date MAY 17, 2016

**Cmte Board**

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" 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"/>            | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input checked="" 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 (Use back side if additional space is needed)**

- |                                     |                                     |                                  |
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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Referral FYI - 02/17/2016</u> |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                            |
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| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                            |

Completed by: Erica Major Date April 29, 2016

Completed by: [Signature] Date 5/11/2016

1 [Setting the 2016 Budget and Legislative Analyst Services Audit Plan]

2

3 **Motion directing the Budget and Legislative Analyst to conduct a performance audit of**  
4 **the City's Real Estate Division in 2016.**

5

6 WHEREAS, It is the policy of the Board of Supervisors that each program of the City  
7 and County of San Francisco be the subject of a performance audit at least once every eight  
8 years; and

9 WHEREAS, The function of regular performance audits is to ensure that City  
10 departments and agencies make prudent and efficient use of City resources and also  
11 effectively perform the functions assigned to them by the Charter and applicable laws; and

12 WHEREAS, The Board of Supervisors previously adopted motions directing the Budget  
13 and Legislative Analyst to conduct two performance audits in FY2015-2016, including (1) a  
14 performance audit of City departments' provisions of services to seniors on file with the Clerk  
15 of the Board of Supervisors in File No. 151240, which is in progress and scheduled to be  
16 completed in the winter of 2016; and (2) a performance audit of homeless services in San  
17 Francisco on file with the Clerk of the Board of Supervisors in File No. 150746, which is in  
18 progress and scheduled to be completed in May of 2016; now, be it

19 MOVED, That the Budget and Legislative Analyst is hereby directed conduct a third  
20 performance audit in calendar year 2016 of the City's Real Estate Division.

21

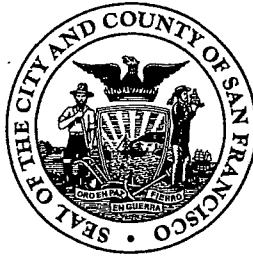
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BOARD of SUPERVISORS



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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 and Legislative Analyst, Office of the Budget and  
Legislative Analyst  
John Updike, Director, Real Estate Division

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

DATE: February 17, 2016

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 Campos on February 9, 2016:

**File No. 160124**

**Motion directing the Budget and Legislative Analyst to conduct a performance audit of the City's Real Estate Division in 2016.**

If you have any additional 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, Office of the Budget and Legislative Analyst  
Debra Newman, Office of the Budget and Legislative Analyst  
Gabriella Loeza, Office of the Budget and Legislative Analyst

Print Form

160124

# 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. 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):**

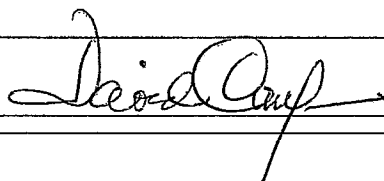
Campos, Avalos, Kim, Yee, Peskin, Mar

**Subject:**

Motion setting the 2016 Budget and Legislative Analyst Services Audit Plan

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

[ ]

Signature of Sponsoring Supervisor: 

**For Clerk's Use Only:**