

Performance Goal	Criteria
Budget Analysis	
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
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 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
Performance Audits and Policy Analysis	
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