

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

---

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

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

2  
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.

7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25