MEMORANDUM OF UNDERSTANDING
Between the San Francisco Office of Community Investment and Infrastructure and the
City and County of San Francisco Controller’s Office,
Fiscal Year 2014-15

This memorandum of understanding (“MOU”) is entered into between the Office of Community
Investment and Infrastructure, acting as the Successor to the San Francisco Redevelopment Agency
(“OCII”), and the City and County of San Francisco Office of the Controller (“Controller’s Office”) for
the period of Fiscal Year (“FY”) 2014-15.

Under Redevelopment Dissolution Law, successor agencies may enter into contracts “to conduct the work
of winding down the redevelopment agency, including hiring staff, [and] acquiring necessary professional
administration services (Cal. Health & Safety Code, Section 34177.3(b)).

This MOU is made in recognition of the need for specialized services to OCII in the areas of financial
systems, audits and accounting support. Funding to support this MOU is contained within the Fiscal Year
2014-15 budget approved by the OCII Commission on May 6, 2014 and is consistent with the
administrative budget approved by the OCII Commission, OCII’s Oversight Board, and the State

OCII and the Controller’s Office agree as follows:

Services to be Provided by the Controller’s Office

1. Access to the City’s Financial Analysis and Management Information System (“FAMIS”),
   Executive Information System data warehouse (“EIS”) and budget system (“Budget
   System”), along with associated system support and maintenance services.

2. Financial transaction review services by Controller accounting staff for selected
   transactions that may include journal entries, vendor set-up requests, and other entries
   processed through FAMIS, as determined by agreement between the Controller’s Office
   and the OCII Deputy Executive Director for Finance and Administration. These review
   services are intended to ensure an additional level of fiscal controls to ensure that financial
   transactions are properly carried out within approved budgets and in accordance with OCII
   policies and procedures. OCII will be responsible for providing Controller review staff
   with documentation to establish the budgetary controls, policies and procedures to be
   applied during the review of financial transactions.

3. Limited term accounting staff support during especially high workload periods at OCII
   (such as during year-end close) or staffing shortage due to an extended absence or vacancy
   affecting OCII’s fiscal staff resources.

4. Procurement of independent audit services to support completion of OCII’s
   Comprehensive Annual Financial Audit (CAFR). Since OCII uses the City’s Financial
   System (FAMIS), there are significant economies of scale for OCII to use the same
   independent financial auditor as the City so that the testing of the financial system can be
   accomplished for both Agencies at the same time. The Controller shall work with the
   contractor and OCII to include the scope and cost of OCII’s CAFR within its contract with
   the independent auditor.
Not-to-Exceed Budget

The OCII and the Controller’s agree that services provided under this work order shall not exceed $155,000 for FY 2014-15, unless an amendment to this budget is approved by both parties. This figure excludes any external auditor work billed directly to OCII. This budget estimate for FY 2014-15 is arrived at as follows:

i. Accounting Review Services and Systems Maintenance $ 54,000
ii. Staff support during year-end close, ~295 hours @ ~$85/hr $ 25,000
iii. Independent audit services to support completion of OCII’s CAFR $ 96,000

Total FY 14-15 $175,000

Reporting and Billing

Prior to engaging independent auditors for work to be performed under this work order, the Controller’s Office shall consult with the OCII on the scope and budget for services provided and shall receive approval from OCII for the scope and budget prior to the auditors being authorized to proceed with their work. Any changes in scope or budget shall also be authorized only after approval is received from OCII.

The Controller’s Office shall submit an invoice to OCII on a semi-annual basis, by January 21 for the actual cost of services provided during the period of the prior July 1- December 31, and by July 31 for services provided during the period of the prior January 1 – June 30, not to exceed the budgeted amount for the fiscal year. The invoice shall describe the services provided and include sufficient information to determine the methodology used to determine the costs.

The OCII will pay invoices or notify the Controller’s Office of any questions regarding the invoice within 30 days of receipt.

Work Order Amendments or Termination
This MOU scope and/or budget may be amended by mutual agreement of both parties. This MOU may be terminated by either party with 30 days notice, subject to OCII payment of applicable Controller’s Office costs incurred through the termination date.

This MOU has been entered into on the date(s) below.

_________________________________________  _________________________
Office of Community Investment and Infrastructure  Date
Tiffany Bohee, Director

_________________________________________  _________________________
Controller’s Office  Date
Ben Rosenfield, Controller

Authorized by Successor Agency Resolution No. -2014 Adopted , 2014