

FILE NO. 150386

Petitions and Communications received from April 6, 2015, through April 13, 2015, for reference by the President to Committee considering related matters, or to be ordered filed by the Clerk on April 21, 2015.

Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information will not be redacted.

From Public Health, submitting report of feasible technologies for implementation of Article 38. Copy: Each Supervisor. (1)

From Controller, submitting report on ABC Parking revenues for Kezar Lot from February 2012 through January 2014. Copy: Each Supervisor. (2)

From Public Utilities Commission, regarding public participation in development and implementation of a Groundwater Sustainability Plan for the North Westside Groundwater Basin. Copy: Each Supervisor. (3)

From Sheriff, submitting waiver request for Rapid Notify, Inc. Copy: Each Supervisor. (4)

From Airport, submitting waiver request for Gartner, Inc. Copy: Each Supervisor. (5)

From Environment, regarding CleanPowerSF. Copy: Each Supervisor. (6)

From Roland Salvato, regarding emission standards for tour buses. Copy: Each Supervisor. (7)

From Charles Byrd, regarding police body camera program. Copy: Each Supervisor. (8)

From Martin Reed, regarding Commission on Education. Copy: Each Supervisor. (9)

From Treasurer and Tax Collector, submitting 2014 annual report for special school parking event permit revenue. Copy: Each Supervisor. (10)

From Theo Revlock, regarding project at 53 States Street. Copy: Each Supervisor. (11)

From Protect Noe's Charm, regarding demolition of 369 Valley Street. Copy: Each Supervisor. (12)

From Mayor Lee, designating Supervisor Tang as Acting-Mayor from April 9 to April 12. Copy: Each Supervisor. (13)

From Marilyn Vassallo, regarding kidnapping of 43 students in Mexico. Copy: Each Supervisor. (14)

From Controller, regarding Public Utilities Commission: Follow-up of 2012 Audit of the Job Order Contract Program. Copy: Each Supervisor. (15)

From Services & Advocacy for Gay, Lesbian, Bisexual & Transgender Elders, regarding LGBT Long-term Care Facility Residents' Bill of Rights. Copy: Each Supervisor. (16)

From Economic and Workforce Development, submitting quarterly dashboard for 4th quarter 2014. Copy: Each Supervisor. (17)

From City Administrator, regarding proposed Ten Year Capital Expenditure Plan for FYs 2016-2025. Copy: Each Supervisor. (18)

From Clerk of the Board, reporting that the following individuals have submitted Form 700 Statements as of April 6, 2015: (19)

Veneracion, April - Legislative Aide - Annual

Lim, Victor - Legislative Aide - Annual

From Clerk of the Board, reporting that the following individuals have submitted Form 700 Statements as of April 10, 2015: (20)

Power, Andres - Legislative Aide - Annual

Lee, Ivy - Legislative Aide - Annual

Allbee, Nate - Legislative Aide - Annual and Leaving office

Angulo, Sunny - Legislative Aide - Annual

To: BOS-Supervisors
Subject: FW: Article 38 Report of Feasible Technologies for Board of Supervisors and BIC
Expires: Monday, October 05, 2015 12:00 AM

From: Weintraub, June
Sent: Wednesday, April 08, 2015 4:47 PM
To: Harris, Sonya (DBI); Aherne, Ann (DBI); Board of Supervisors, (BOS); Calvillo, Angela (BOS)
Cc: Lee, Richard (DPH); Nieves, Israel (DPH); Chawla, Colleen (DPH); Cohn, Karen (DPH); Piakis, Jonathan (DPH); Zhan, James (DBI)
Subject: Article 38 Report of Feasible Technologies for Board of Supervisors and BIC

As required by Section 5 in Ordinance 224-14 (File No. 140806), please see the attached report on feasible technologies for compliance with Article 38.



Article 38
amendments Report o

June M. Weintraub, Sc.D.
Acting Manager of Air, Water, Noise, Radiation and Smoking Programs | Environmental Health Branch
Population Health Division | San Francisco Department of Public Health | 1390 Market St, Ste 210 | San Francisco CA 94102
phone: 415-252-3973 | fax: 415-252-3894
email: June.Weintraub@sfdph.org | <http://www.sfdph.org/dph/EH>

→ Please note my usual hours:
M 8:30-2:30 | T 8:30-2:30 | W 8:30 – 5:00 | Th 8:30-1:30 | F 8:30 – 4:00

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH

Edwin M. Lee, Mayor
Barbara A. Garcia, MPA, Director of Health
Richard J. Lee, MPH, CIH, REHS
Acting Environmental Health Director

April 7, 2015

Honorable Board of Supervisors
City and County of San Francisco
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: Report of Feasible Technologies for Implementation of Article 38

Honorable San Francisco Legislators and Supervisors:

ORDINANCE NO. 224-14 revising the Health, Building Codes requirements for ventilation for urban infill development and establishing fees became effective December 7, 2014. Section 5 of the ordinance required that:

Within 90 days of the effective date of this Ordinance 224-14 the Department of Public Health shall confer with affected City departments, including the Department of Building Inspection, Planning Department, and Fire Department, as well as affected members of the development community, to evaluate and discuss technologies and policies that will satisfy the requirements of this Ordinance. The Department of Public Health shall report to the Board of Supervisors within 120 days after the effective date of this Ordinance regarding technologies that the Department of Public Health has identified or evaluated that may comply with the requirements of Article 38

This report documents our fulfillment of these requirements and is divided into five sections: the first section discusses our collaborations with city departments, the second is an evaluation of a policy to allow filtered corridor air to supply residential units, and the remaining sections describe technologies for compliance suitable for single family homes, low-rise, mid-rise, and high-rise structures.

Conferring with City Departments

DPH, Planning, and DBI staff met extensively with each other and the community stakeholders in the years prior to the introduction of the Article 38 amendments in July 2014. A listing of these meetings is attached as Attachment A.

Article 38 has been in effect since 2008 and DPH, with the help of Planning, updated it with the amendments that passed in 2014 to synchronize it with the current CEQA requirements which will:

- Ensure that future residences are sufficiently protected from air pollution;
- Allow for better coordination among City Departments;
- Make project sponsor approval more predictable/less steps so that applicants experience a more efficient permit review process.

In addition to the work completed prior to the law's passage, upon the amendments to Article 38 coming into effect on December 7, 2014 SFDPH staff continued to confer with affected city departments to evaluate and discuss technologies and policies that will satisfy the requirements of the amendments to Article 38 that went into effect on December 7, 2014. These consultations directly respond to the requirement stated in the ordinance language.

Policies: Corridor ventilation concept

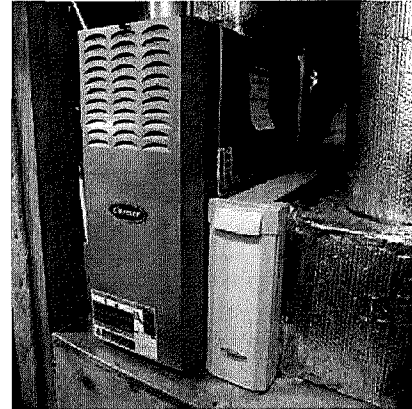
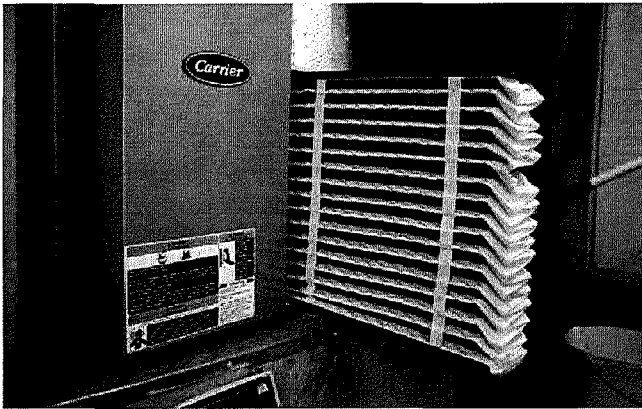
In addition to numerous *ad hoc* and planned meetings and phone calls with staff from DBI, Planning, SFFD, and members of the regulated community during the 90 day period December 7, 2014 and March 7, 2015, we convened a meeting on January 15, 2015 specifically to discuss the feasibility of a proposal to use the passive penetration of filtered air from a pressurized corridor to provide makeup air for residential units. The participants agreed that the corridor air proposal in low rise buildings needs further refinement in order for SFFD and SFDBI to accept this proposal and move it forward as an AB005 local equivalent (with accompanying Admin Bulletin). Several questions and comments remained outstanding and these are documented in meeting notes distributed to meeting participants and attached to this report as Attachment B.

Our efforts resulted in identification of numerous design concepts that will meet the requirements of the revised law.

Technologies: Single family homes

Central forced air furnace systems with MERV 13 filtration and makeup air drawn from outside will meet the requirements of Article 38. Supply-only or balanced airflow systems with MERV 13 filtration are acceptable.

Although very few of these residences have been developed in the Air Pollutant Exposure Zone since 2008, this technology can be easily incorporated into the mechanical design of single family homes (Figures 1 and 2). The overall enhanced ventilation design is very similar to that of standard ventilation with the main variation being the extra few inches of space to incorporate the thicker MERV 13 filter.



Figures 1 and 2 – Single family home HVAC system with integrated MERV 13 filter

Technologies: Low-rise (3 stories or less)

Central forced air handling systems with MERV 13 filtration and an outside air intake are compliant with Article 38. Alternatively, individual units that have their own stand-alone forced air furnace system with MERV 13 filtration also meet the requirements of the law.

A common mechanical design for low rise buildings involves outside air from the air intake and roof riser entering a MERV 13 filter box (Figure 3). The filtered air is then distributed to bedrooms and living areas via an inline (booster) fan with multiple directional outlets. Noise and vibration concerns associated with the inline fans are easily addressed with isolators and acoustic insulation at relatively marginal cost.

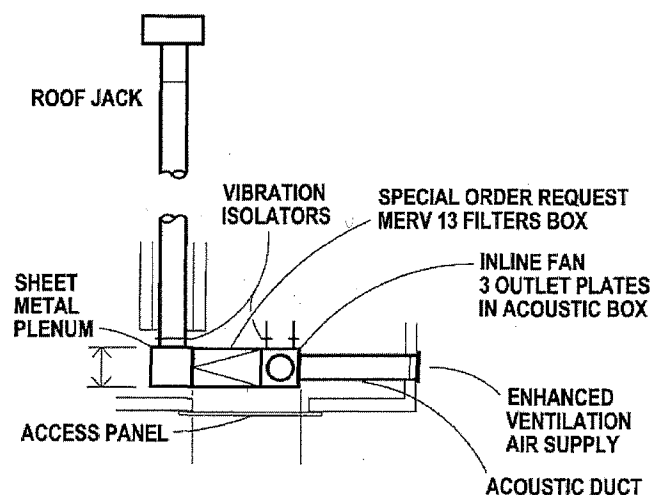


Figure 3 – Feasible enhanced ventilation design example for low rise residential buildings

Technologies: High-rise or mid-rise (4 stories or higher)

Central forced air handling systems with MERV 13 filtration and an outside air intake are compliant with Article 38.

MERV 13 filtration has also been built into individual unit heat pumps as an alternative option for these types of structures.

In the past, unfiltered makeup air was often delivered to residential units through “z-ducts” or the exterior skin of buildings (exhaust only system). Engineers have incorporated MERV 13 quality filtration with inline fans into this prior design as another option for Article 38 compliant enhanced ventilation for low, mid, and high rise residential buildings (Figure 4).

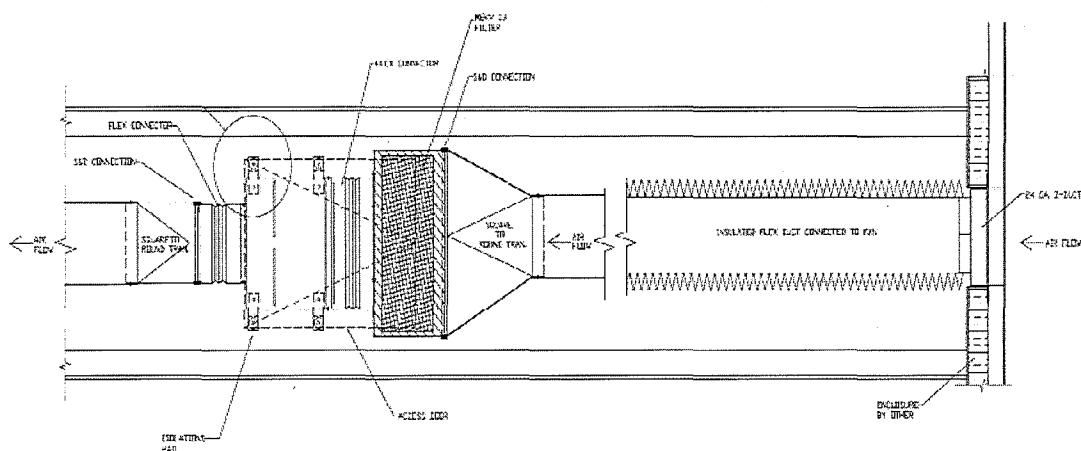


Figure 4 – Enhanced ventilation design segment feasible for low, mid, or high rise residential buildings with modified “z-duct” and MERV 13 filtration

Very truly yours,

June M. Weintraub

June M. Weintraub, Sc.D.
Acting Manager of Air, Water, Noise, Radiation and Smoking Programs
Environmental Health Branch

Attachment A

Interagency and Stakeholder Meetings and Presentations Relevant to 2014 Amendments to Article 38

Date:	Article 38 Presentation or Meeting Description, Location and/or Participants
4/10/12	Planning, Department of Public Health (DPH), and Bay Air Quality Management District (BAAQMD) staff
10/15/12	Planning, DPH, and Mayor's Office
11/6/12	Planning and Department of Public Works (DPW)
11/15/12	Planning and Department of Environment (DOE)
1/23/13	Planning and PUC
1/28/13	Planning and Port
3/15/13	Planning and Department of Building Inspection (DBI)
3/27/13	SF Liaison Committee Meeting – 35 persons; ½ city staff and ½ private companies, including contractors
1 to 3/13	Numerous emails requesting meetings with MTA staff
3/29/13	Planning and DBI
5/10/13	Planning and DBI
6/4/13	Planning, DBI, and DOE
6/19/13	Planning and Mayor's Office
7/25/13	Planning and Mayor's Office
7/30/13	Planning and DBI
8/16/13	Planning and DPW
8/27/13	Planning, DPH, and Mayor's Office [†]
9/4/13	Bay Area Environmental Health Coalition (BAEHC)
9/6/13	African American Community Health Equity Council (AACHEC)
9/9/13	South Beach / Rincon /Mission Bay Neighborhood Association (SBRMB)
9/11/13	Discussion re. Air Pollution Exposure Zone mapping as part of Community Risk Reduction Plan with BAAQMD staff
10/14/13	North Beach Neighbors
10/24/13	Hayes Valley Neighborhood Association
10/29/14	Potrero Boosters Neighborhood Association
10/30/14	Briefing with Judson True, Aide to Supervisor David Chiu, SF Board of Supervisors
12/2/13	Invited Developers presentation @Planning Dept.
12/3/13	Agenda item for Health Commission to introduce resolution of support
12/17/13	Agenda item for Health Commission to pass resolution of support
12/17/13	Made Hard Hat Site Visit with interagency team to see current high rise ventilation system at site in construction, 55 9 th St.
12/20/13	Coordination meeting w/DPH, Planning & DBI Mechanical Engineering Section
1/8/14	Agenda item for Building Inspection Commission (BIC) Administrative & General Design Code Advisory Committee Subcommittee

[†] Starting in August 2013, Planning, DPH, and the Mayor's Office held weekly to triweekly phone calls or meetings, with the Mayor's Office in attendance for most of the earlier meetings

Attachment A

Date:	Article 38 Presentation or Meeting Description, Location and/or Participants
1/8/14	Agenda item for BIC Code Advisory Committee (CAC)
1/27/14	SF Asthma Task Force (ATF)
2/6/14	Draft review meeting with Deputy City Attorneys for DPH & Planning
2/12/14	Agenda item for BIC Administrative & General Design Subcommittee- vote to pass on to CAC
2/12/14	Agenda item for BIC CAC-vote to pass on to BIC
2/19/14	Agenda item for Building Inspection Commission (BIC)—Article 38 informal presentation-no vote
2/28/14	BAAQMD Clean Air/Climate Protection Plan-made public comment
3/4/14	Coordination meeting with DPH, Planning, DBI Mechanical Engineering Section
3/4/14	Planning, DPH, and DOE
3/5/14	Coordination meeting with Mayor's Office (Ken Rich & Tamsen Drew)
3/10/14	Agenda item for Environment Commission, Policy Subcommittee – informational presentation
3/18/14	Briefing with BIC President and Vice President (Angus McCarthy and Warren Mar)
3/26/14	Agenda item for DBI Public Advisory Committee (convened by Tom C. Hui, S.E., C.B.O., Director DBI)
3/26/14	Regional Asthma Management & Prevention (RAMP) Environmental Committee
4/1/14	Briefing with Andrea Bruss, Aide to Supervisor Malia Cohen, SF Board of Supervisors
4/8/14	Second Invited Developers meeting, with special outreach to Residential Builders Assn. board members/members
4/9/14	Agenda item for Municipal Green Building Task Force
4/17/14	Meeting with Director of DBI, as well as other DBI staff
4/28/14	Team tour of Article 38-candidate building with designing mechanical engineer
4/28/14	Meeting with Planning, DPH, DBI staff, and RBA board members and Building Inspection Commission President, Angus McCarthy
5/6/14	Briefed Supervisor Cohen to request sponsorship of ordinances amending Article 38 and Clean Construction
5/7/14	Invited forum held by City agency partners, for attendance of mechanical engineering firms, Residential Builders Assn. stakeholders, and Mayor's Office
5/15/14	Air Quality policy presentation to SF Health Improvement Partners, a citywide collaboration of DPH and public health leaders and institutions
5/27/14	Agenda item for full Environment Commission
7/9/14	SF Chronicle interview granted (for 7/15/14 publication)
7/15/14	Both air quality ordinances introduced at BOS by Supervisor Malia Cohen
8/20/14	Agenda item for 2 nd presentation to Building Inspection Commission-no vote
9/18/14	Agenda item for Planning Commission to introduce and obtain resolutions of support for both ordinances

Attachment B

Meeting on Fire Safety issues of Corridor Air Proposal for Health Code Article 38 Compliance
Held 1-8-15 at DPH Environmental Health Rm. 910 Library, Fox Plaza, 1390 Market St.
Notes by Karen Cohn, Facilitator

Attendees

- Jeff Maddox, The Fire Consultants Inc.
- Armin Wolski, Reax Engineering
- David Rich, Reax Engineering
- Paul O'Neill, CB Engineers
- Jonathan Piakis, DPH Environmental Health
- Jessica Range, Planning Dept.
- June Weintraub, DPH Environmental Health
- Karen Cohn, DPH Environmental Health
- James Zhan, DBI Mechanical Review
- Eric Carson, Mayor's Office of Housing & Community Development
- Dave Penney, DPC Consulting Engineers
- Jon Corbett, Fire Department

Agenda & Notes

Introductions of participants

Recap of Paul's corridor air proposal was given:

- Outside air pressurized corridor is used as make up air for residential units.
- Corridor air handling system is able to be filtered at MERV 13 level.
- Passive penetrations from corridor to units would each have fire smoke damper (FSD).
- FSDs respond to smoke detection (either in unit or in corridor), temperature (melting of fusible link), or power loss "kill" switch, all of which trigger a closed position.
- Exhaust fan in units, generally constant low flow exhaust through bathroom stacks, draws corridor air into units.
- Bedrooms not in the exhaust flow path may need transfer fans to receive the make-up air.
- Allowable use for this proposal in Seattle, because FSDs now have 15 second response time.

David and Armin reviewed the fire event history of why corridor air not allowed as supply air to units in CA code. They also stated there is little literature to review on the reliability of FSDs from post-fire investigations.

Recap of David's methodology for assessing fire safety of corridor air proposal was given. FSD inspection and testing were explained as having 3 components: smoke detection, fusible mechanical link for failsafe mechanism, and the normal mechanism of damper closure.

Findings of David's REAX report discussed. For this discussion, the group categorized their findings using the California Building Code definitions for high-rise (75 ft.+) and low-rise (< 75 ft.), as opposed to the California Energy Code, that defines high-rise residential building as a

Attachment B

residential building as with 4 or more stories of R occupancy, while those with 3 or fewer stories of R occupancy as low-rise residential buildings.

We agreed to discuss findings in term of acceptable, needing further discussion and not acceptable. In terms of the corridor air proposal in high rises, there were no significant findings—REAX had been asked to spend more time analyzing scenarios in low rise due to the lesser requirements for fire alarm system monitoring.

The most significant finding from the prior analyses was if an open damper remains (i.e. fails) in the room of fire origin, smoke will then escape that room regardless of pressurization and air flow conditions. As a result, the connected corridor can lose tenability (i.e. visibility needed for egress). Therefore continuous monitoring of damper operability, as done for high rise buildings, is the ideal precaution to associate with use of filtered corridor air.

The corridor air proposal in low rise buildings needs further refinement in order for SFFD and SFDBI to accept this proposal and move it forward as an AB005 local equivalent (with accompanying Admin Bulletin):

- 1) How to best detect FSD failure in advance of a fire? At minimum, require annual inspection with testing. Second, design monitoring fire alarm system with periodic self-test.
- 2) Prohibit corridor air proposal if less than 3 stories or 6 units, because those buildings do not require fire alarm systems.
- 3) Ensure sprinklers are required and functional wherever corridor air proposal is utilized.
- 4) Explore feasibility of extra corridor air volume and pressurization being triggered as extra egress protection in the event of a smoke or fire event.

From: Reports, Controller (CON)
Sent: Thursday, April 09, 2015 12:59 PM
To: Calvillo, Angela (BOS); BOS-Supervisors; Kawa, Steve (MYR); Howard, Kate (MYR); Steeves, Asja (CON); Campbell, Severin (BUD); Newman, Debra (BUD); Rose, Harvey (BUD); sfdocs@sfpl.info; CON-EVERYONE; Ginsburg, Phil (REC); McArthur, Margaret (REC); Petrucione, Katharine (REC); Costello, Cassandra (REC); ema@mgocpa.com; jzaragoza@mgocpa.com; abcparking@yahoo.com
Subject: Report Issued: Recreation and Park Commission: ABC Parking Correctly Remitted Kezar Parking Lot Revenues for February 2012 Through January 2014

The City and County of San Francisco's Recreation and Park Department (department) coordinates with the Office of the Controller's City Services Auditor Division (CSA) to conduct periodic compliance audits of the department's tenants. CSA engaged Macias Gini & O'Connell LLP (MGO) to audit selected tenants to determine whether they complied with the reporting, payment, and other selected provisions of their leases or other agreements.

CSA now presents the report for the compliance audit of ABC Parking prepared by MGO. ABC Parking has a management agreement with the department to operate the Kezar Parking Lot. The audit found that ABC Parking correctly accounted for and remitted to the department all gross revenues from paid parking. However, the department needs to improve its internal controls over the management of the agreement, including obtaining contract extension approvals on time, correctly calculating the parking tax rate, and obtaining ABC Parking's independent auditor's reports on time.

To view the full report, please visit our Web site at:
<http://openbook.sfgov.org/webreports/details3.aspx?id=1906>

This is a send-only e-mail address.

For questions about the report, please contact Director of City Audits Tonia Lediju at tonia.lediju@sfgov.org or 415-554-5393 or the CSA Audits Unit at 415-554-7469.

City and County of San Francisco

Office of the Controller – City Services Auditor

RECREATION AND PARK COMMISSION:

**ABC Parking Correctly Remitted
Kezar Parking Lot Revenues for
February 2012 Through January
2014**



April 9, 2015

**OFFICE OF THE CONTROLLER
CITY SERVICES AUDITOR**

The City Services Auditor (CSA) was created in the Office of the Controller through an amendment to the Charter of the City and County of San Francisco (City) that was approved by voters in November 2003. Charter Appendix F grants CSA broad authority to:

- Report on the level and effectiveness of San Francisco's public services and benchmark the City to other public agencies and jurisdictions.
- Conduct financial and performance audits of city departments, contractors, and functions to assess efficiency and effectiveness of processes and services.
- Operate a whistleblower hotline and Web site and investigate reports of waste, fraud, and abuse of city resources.
- Ensure the financial integrity and improve the overall performance and efficiency of city government.

CSA may conduct financial audits, attestation engagements, and performance audits. Financial audits address the financial integrity of both city departments and contractors and provide reasonable assurance about whether financial statements are presented fairly in all material aspects in conformity with generally accepted accounting principles. Attestation engagements examine, review, or perform procedures on a broad range of subjects such as internal controls; compliance with requirements of specified laws, regulations, rules, contracts, or grants; and the reliability of performance measures. Performance audits focus primarily on assessment of city services and processes, providing recommendations to improve department operations.

CSA conducts its audits in accordance with the Government Auditing Standards published by the U.S. Government Accountability Office (GAO). These standards require:

- Independence of audit staff and the audit organization.
- Objectivity of the auditors performing the work.
- Competent staff, including continuing professional education.
- Quality control procedures to provide reasonable assurance of compliance with the auditing standards.

For questions about the report, please contact Director of City Audits Tonia Lediju at Tonia.Lediju@sfgov.org or 415-554-5393 or CSA at 415-554-7469.

CSA Audit Team: Winnie Woo, Associate Auditor

Audit Consultants: Macias Gini & O'Connell LLP (MGO)



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

April 9, 2015

Recreation and Park Commission
501 Stanyan Street
San Francisco, CA 94117

Philip A. Ginsburg
General Manager
Recreation and Park Department
501 Stanyan Street
San Francisco, CA 94117

Dear Commission President, Commissioners, and Mr. Ginsburg:

The City and County of San Francisco's Recreation and Park Department (department) coordinates with the Office of the Controller's City Services Auditor Division (CSA) to conduct periodic compliance audits of Recreation and Park Commission (Recreation and Park) tenants. CSA engaged Macias Gini & O'Connell LLP (MGO) to audit selected tenants to determine whether they complied with the reporting, payment, and other selected provisions of their leases or other agreements.

CSA presents the attached report for the compliance audit of ABC Parking prepared by MGO. ABC Parking has a management agreement with Recreation and Park to operate the Kezar Parking Lot.

Reporting Period: February 1, 2012, through January 31, 2014

Gross Revenue: \$2,658,185

Results:

ABC Parking correctly accounted for and remitted to the department all gross revenues from paid parking. However, the department needs to improve its internal controls over the management of the agreement, including obtaining contract extension approvals on time, correctly calculating the parking tax rate, and obtaining ABC Parking's independent auditor's reports on time.

The responses of the department and ABC Parking are attached to this report.

CSA appreciates the assistance and cooperation of department and tenant staff during the audit. For questions about the report, please contact me at Tonia.Lediju@sfgov.org or 415-554-5393 or CSA at 415-554-7469.

Respectfully,

Tonia Lediju
Director of City Audits

Attachment

cc: Mayor
Board of Supervisors
Budget Analyst
Citizens Audit Review Board
City Attorney
Civil Grand Jury
Public Library

**CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER**

**PERFORMANCE AUDIT REPORT
ABC Parking**

February 1, 2012 through January 31, 2014



Certified Public Accountants.



Performance Audit Report

Macias Gini & O'Connell LLP (MGO) presents its report concerning the performance audit of ABC Parking (ABC) as follows:

Background

ABC has a management agreement (Agreement), effective February 1, 2005 to January 31, 2010, with the Recreation and Parks Commission (Commission) of the City and County of San Francisco to operate the Kezar Parking Lot. The Agreement, which is currently on month-to-month basis, entitles ABC to collect a monthly management fee of \$21,400.

For the period of our performance audit, February 1, 2012 through January 31, 2014, the Agreement required ABC to perform the following:

- Charge and collect the correct parking rate from all users of the Parking Lot.
- Establish and maintain an appropriate parking ticket system for daily Parking Lot users.
- Establish and maintain a special revenue account for the deposit of all revenues from Parking Lot operations and deposit all gross revenues generated by the Parking Lot on the next banking day such amounts are collected.
- Prepare a daily and monthly accounting report of gross parking revenues and submit the monthly report to the Department within 10 days after the close of each month.

Objective and scope

The objective of this performance audit was to determine whether ABC was in substantial compliance with the reporting, payment, and other related provisions of its agreement with the Commission. To meet the objective of our performance audit and based upon the provisions of the City and County of San Francisco contract number PSC# 42855-13/14 on April 7, 2014, between MGO and the City and County of San Francisco, and per Appendix A therein, we verified that revenues for the audit period were reported to the Department in accordance with the agreement provisions, and that such amounts agreed with the underlying accounting records; identified and reported the amount and cause of any significant error (over or under) in reporting together with the impact on management fees payable to the Department; and identified and reported any recommendations to improve record keeping and reporting processes of ABC relative to its ability to comply with agreement provisions; and identified and reported any recommendations to improve the record keeping and reporting processes of ABC relative to its ability to comply with the agreement provisions.

The scope of our audit included the gross receipts and parking tax reported and paid or payable by ABC to the Department for the period from February 1, 2012 through January 31, 2014.

This audit and the resulting report relates only to the gross receipts and parking tax reported by ABC and does not extend to any other performance or financial audits of either the Commission or ABC taken as a whole.

Methodology

To meet the objectives of our performance audit, we performed the following procedures: reviewed the applicable terms of the agreement and the adequacy of ABC’s procedures and internal controls for collecting, recording, summarizing and reporting its gross revenues and calculating its payments to the Department; selected and tested 2 sample months for each contract year and 3 sample days for each sample month selected per guidelines provided by the City; recalculated monthly parking tax revenue and management fee and verified the timeliness of reporting revenues and expenses.

We conducted this performance audit in accordance with *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and recommendations based on our audit objective. We believe that the evidence obtained provides a reasonable basis for our audit results based on our audit objective.

Audit Results

Based on the results of our performance audit for the period from February 1, 2012 through January 31, 2014, ABC correctly reported gross revenues of \$2,658,185 and received \$513,600 in management fees and \$110,926 in related reimbursable expenses from the Department in accordance with the management agreement provisions. Those amounts agreed to the underlying records.

Gross revenues and parking tax are defined in the management agreement between ABC and the City and County of San Francisco. The tables below show ABC’s reported total gross revenue paid to the Department for the period under audit.

Reported Gross Revenues	
February 1, 2012 through January 31, 2014	
Period	Amount
February 1, 2012 through January 31, 2013	\$ 1,312,957
February 1, 2013 through January 31, 2014	1,345,228
Total	\$ 2,658,185

Reported Management Fees and Reimbursable Expenses	
February 1, 2012 through January 31, 2014	
Period	Amount
February 1, 2012 through January 31, 2013	\$ 302,523
February 1, 2013 through January 31, 2014	322,003
Total	\$ 624,526

Finding 2014-01 – Necessary Approvals for Extensions

The Department did not comply with management agreement to obtain approval by the Recreation and Park Commission to extend its contract with ABC Parking beyond the allowed period. According to section 4.1 of the Agreement, the agreement term of the commenced on February 1, 2005 and expired on January 31, 2010 and has continued to the present on a month to month basis. In further evaluation of the agreement, section 4.2 “Any such extensions beyond thirty-six (36) months must be approved by Recreation and Park Commission”. The Department should had obtained approval from the Recreation and Park Commission

for periods after February 1, 2013. In discussions with Director of Administration and Finance of Recreation and Parks, the delay in extending the agreement is because the Department is currently in the process of drafting a Request for Proposal (RFP) for the operations of the Kezar lot. The Department has had internal discussions about the possibility of altering the use of the parking lot to add alternative uses to compliment the parking lot and have considered the appropriate type of agreement to meet the unique site.

Recommendation 2014-01

The Recreation and Park Department should comply with the management agreement and obtain extension approval from the Recreation and Park Commission until such time a Request for Proposal can be issued and a new contract is awarded.

Finding 2014-02 – Parking Tax Calculation

The Department incorrectly calculated parking by using gross revenue instead of net revenue, resulting in an overpayment of \$8,823 in parking tax to the City. According to section 8.7 of the Agreement, ABC shall comply with City’s Municipal Code, part III Article 6, Section 6.6-1 to collect all Parking Taxes, sales taxes and other taxes which shall be deposited into the revenue account and accounted separately. The Agreement goes on to state that ABC should submit with each monthly statement a full accounting of all taxes due and payable to any third party, including the City. In our recalculation of Parking Tax for months of February 2012 through January 2014, we identified differences in the months of February 2012 through October 2012 when compared to the Department’s records which supported amounts the Department remitted to the City. In discussion with the Department and evaluation of relevant documents, the parking tax differences were attributed to the Department’s multiplication of the tax rate by taxable revenue gross of all fees (e.g., late fees) versus taxable revenue net of all fees. Thus, it appears that the Department overpaid parking tax \$8,666 in 2012 and \$157 in 2013 by not applying the tax rate to the correct taxable revenue net of all fees.

Audit Period	Reported by ABC		Recorded by the Dept.		Variance	
	Taxable Revenue	Parking Tax	Taxable Revenue	Parking Tax	Taxable Revenue	Parking Tax
2012	\$ 1,264,982	\$ 252,996	\$ 1,308,312	\$ 261,662	\$ (43,330)	\$ (8,666)
2013	1,306,905	261,381	1,307,692	261,538	(787)	(157)

Recommendation 2014-02

The Recreation and Park Department should request a reimbursement from the City for the overpayment of parking taxes during the months of February 2012 through October 2012 of \$8,823.

Finding 2014-03- Delay in submitted Auditors Report

ABC submitted its independent auditor’s reports to the Department late by over 5 months. According to section 8.11 of the Agreement, within thirty days of the end of each contract year, ABC shall arrange for an audit of its books and records by an independent, certified public accountant, which audit shall be conducted as an operating expense and should cover the previous Contract year. A copy of each completed audit shall be sent to the Department within 90 days of the end of each Contract year. According to section 2.6 of the agreement, the contract year is defined as a 365 day period after the commencement date or February 2005, and each anniversary thereafter. We obtained Independent Auditor's Reports issued by Jerry Newman for periods of February 1, 2012 to January 31, 2013 and February 1, 2013 to January 31, 2014. In our examination, both reports were issued on November 18, 2014. Thus, it appears that ABC did not appropriately provide auditor reports within the required deadline of 90 days after the end of the anniversary for contract years of May 1, 2013 and May 2, 2014, respectively.

Recommendation 2014-03

The Recreation and Park Department should remind and require ABC Parking to submit its certified independent auditor report within the required deadline stated in the management agreement. Recreation and Park Department should further implement a policy and procedure to monitor the receipt of an independent auditor report from ABC Parking to ensure it receives the report within the stated period.

We conducted this performance audit in accordance with the provisions of our contract, as outlined in the objective and scope section above, and in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonableness basis for our findings and conclusions based on our audit objectives section of this report.

This report is intended solely for the information and use of ABC, the Department and the City and County of San Francisco, and is not intended to be and should not be used by anyone other than these specified parties.

Macias Gini & O'Connell LLP

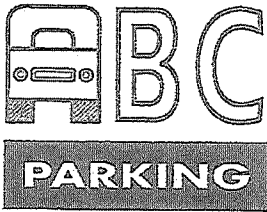
Walnut Creek, California
March 31, 2015

RECREATION AND PARK COMMISSION: PERFORMANCE AUDIT OF ABC PARKING

For each recommendation, the responsible agency should indicate whether it concurs, does not concur, or partially concurs. If it concurs with a recommendation, it should indicate the expected implementation date and implementation plan. If the responsible agency does not concur, it should provide an explanation and an alternate plan of action to address the identified issue.

AUDIT RECOMMENDATIONS AND RESPONSES

Recommendation	Response
1. The Recreation and Park Department should comply with the management agreement and obtain extension approval from the Recreation and Park Commission until such time a Request for Proposal can be issued and a new contract is awarded.	Agree. The Department plans to bring an extension for the Management Agreement with ABC Parking for approval to the Recreation and Park Commission by March 31, 2015. The proposed extension will be for a month to month basis until a new contract is awarded.
2. The Recreation and Park Department should request a reimbursement from the City for the overpayment of parking taxes during the months of February 2012 through October 2012 of \$8,823.	Agree. The Department will submit a request for a refund from the City's Treasurer by June 30, 2015.
3. The Recreation and Park Department should remind and require ABC Parking to submit its certified independent auditor report within the required deadline stated in the management agreement. Recreation and Park Department should further implement a policy and procedure to monitor the receipt of an independent auditor report from ABC Parking to ensure it receives the report within the stated period.	Agree. The Department has already implemented the recommended procedure.



April 1, 2015

Tonia Ledjiju
Director of City Audits
City Hall
San Francisco, CA.

Dear Ms. Ledjiju,

I have received and reviewed the performance audit report of Kezar Parking managed by us, ABC Parking, prepared and sent by Macias Gini & O'Connell LLP via e-mail on March 30, 2015. This letter is confirm that, based upon the details provided, we agree with the audit results.

If you have any questions, please feel free to contact me at 415.424.6092.

Sincerely,

A handwritten signature in black ink that reads 'Kevin Wong'. The signature is written in a cursive style with a long, sweeping underline.

Kevin Wong
ABC Parking



San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

525 Golden Gate Avenue, 10th Floor
San Francisco, CA 94102
T 415.554.2496
F 415.934.5770

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

2015 APR 13 PM 1:57

ll

April 9, 2015

Angela Calvillo, Clerk of the Board
San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, California 94102-4689

Re: Opportunity to Participate in the Development and Implementation of a Groundwater Sustainability Plan for the North Westside Groundwater Basin

Dear Ms. Calvillo,

After a March 10, 2015 public hearing, the San Francisco Public Utilities Commission (SFPUC) adopted a resolution to establish the SFPUC as the Groundwater Sustainability Agency for the seven groundwater basins in San Francisco. The SFPUC also adopted a Resolution of Intent to Prepare a Groundwater Sustainability Plan (GSP) for the North Westside Basin, in compliance with the California Sustainable Groundwater Management Act.

The overall goal of the GSP for the North Westside Basin will be to assure a long-term, high quality, local water supply for all current and future beneficial uses. Management of groundwater resources under a GSP is essential for maintaining a good quality, reliable groundwater source.

Pursuant to Water Code Section 10727.8, we are hereby informing the Board that any member of the public who wishes to be added to our list of interested parties or to participate in the development and implementation of the GSP for the North Westside Basin may submit his or her contact information to: Carolyn Cooper, San Francisco Public Utilities Commission, Water Resources Division, 525 Golden Gate Avenue, 10th Floor, San Francisco, California, 94102 or groundwater@sfgwater.org.

If you require further information regarding this matter, please contact Carolyn Cooper of my staff at 415.554.2496 or ccooper@sfgwater.org.

Sincerely,

Harlan L. Kelly, Jr.
General Manager

- Edwin M. Lee
Mayor
- Ann Moller Caen
President
- Francesca Vietor
Vice President
- Vince Courtney
Commissioner
- Anson Moran
Commissioner
- Ike Kwon
Commissioner
- Harlan L. Kelly, Jr.
General Manager

3



BOS 11, BOS 11 ARES, CPagf



OFFICE OF THE SHERIFF
CITY AND COUNTY OF SAN FRANCISCO

1 DR. CARLTON B. GOODLETT PLACE
ROOM 456, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102



Ross Mirkarimi
SHERIFF

April 07, 2015
Reference # CFO 2015-008

To: Angela Calvillo
Clerk of the Board of Supervisors

From: Mylan Luong *[Signature]*
Acting Deputy Director/CFO

Re: Waiver Request – Rapid Notify, Inc.

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2015 APR -9 AM 9:43
[Signature]

Pursuant to the San Francisco Administrative code Chapters 12B & 14B attached is a copy the Waiver Request Form (HRC Form 201) sent to the Contract Monitoring Division on 4/07/15.

The Sheriff's Department is requesting a waiver from Administrative Code Chapters 12B and 12C requirement for Rapid Notify, Inc.

This is a one year subscription fee which allows access to Rapid Notify, a proprietary emergency telecommunication system for San Mateo County. The System is fully automated and pre-programmed with all residential and business telephone numbers in that county. The system allows the Sheriff to initiate automated emergency telephone calls to residents and business of San Mateo County, with emergency information related to the San Francisco County Jails located in San Bruno.

If you have any questions about this request, please contact Henry Gong at (415) 554-7241. Thanks you for your consideration of this matter.

4



**OFFICE OF THE SHERIFF
CITY AND COUNTY OF SAN FRANCISCO**

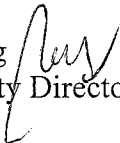
1 DR. CARLTON B. GOODLETT PLACE
ROOM 456, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102



**Ross Mirkarimi
SHERIFF**

April 7, 2015
Reference # CFO 2015-007

To: Romulus Asenloo,
Contract Monitoring Division

From: Mylan Luong 
Acting Deputy Director/CFO

Re: Waiver Request – Rapid Notify, Inc.

The Sheriff's Department is requesting waiver from Administrative Code Chapters 12B and 12C requirement for Rapid Notify, Inc.

This is a one year subscription fee which allows access to Rapid Notify, a proprietary emergency telecommunication system for San Mateo County. The system is fully automated and pre-programmed with all residential and business telephone numbers in that county. The system allows the Sheriff to initiate automated emergency telephone calls to residents and business of San Mateo County with emergency information related to the San Francisco County Jails, located in San Bruno.

If you have any questions about this request, please contact Henry Gong at (415) 554-7241.
Thanks you for your consideration of this matter:

PHONE: 415-554-7225 FAX: 415-554-7050

WEBSITE: WWW.SFSHERIFF.COM

EMAIL: SHERIFF@SFGOV.ORG

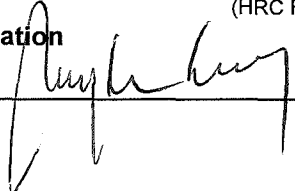


CITY AND COUNTY OF SAN FRANCISCO HUMAN RIGHTS COMMISSION

S.F. ADMINISTRATIVE CODE CHAPTERS 12B and 14B WAIVER REQUEST FORM (HRC Form 201)

FOR HRC USE ONLY
Request Number: _____

► Section 1. Department Information

Department Head Signature: 

Name of Department: Sheriff

Department Address: 1 Dr Carton B. Goodlett Place, Rm#456, San Francisco, CA

Contact Person: Henry Gong

Phone Number: 554-7241 Fax Number: 554-7050

► Section 2. Contractor Information

Contractor Name: Rapid Notify, Inc. Contact Person: Jennifer Feuerstein

Contractor Address: 23046 Avenida de la Carlota, Suite 600, Laguna Hills, CA 92653

Vendor Number (if known): 76003 Contact Phone No.: 949 582-3020

► Section 3. Transaction Information

Date Waiver Request Submitted: 04/03/15 Type of Contract: Service

Contract Start Date: 7/1/15 End Date: 6/30/16 Dollar Amount of Contract: \$12,075.00

► Section 4. Administrative Code Chapter to be Waived (please check all that apply)

- Chapter 12B
- Chapter 14B *Note: Employment and LBE subcontracting requirements may still be in force even when a 14B waiver (type A or B) is granted.*

► Section 5. Waiver Type (Letter of Justification *must* be attached, see Check List on back of page.)

- A. Sole Source
- B. Emergency (pursuant to Administrative Code §6.60 or 21.15)
- C. Public Entity
- D. No Potential Contractors Comply – Copy of waiver request sent to Board of Supervisors on: 04/07/15
- E. Government Bulk Purchasing Arrangement – Copy of waiver request sent to Board of Supervisors on: _____
- F. Sham/Shell Entity – Copy of waiver request sent to Board of Supervisors on: _____
- G. Local Business Enterprise (LBE) (for contracts in excess of \$5 million; see Admin. Code §14B.7.1.3)
- H. Subcontracting Goals

HRC ACTION

12B Waiver Granted: _____ 14B Waiver Granted: _____
 12B Waiver Denied: _____ 14B Waiver Denied: _____

Reason for Action: _____

HRC Staff: _____ Date: _____
 HRC Staff: _____ Date: _____
 HRC Director: _____ Date: _____

DEPARTMENT ACTION – This section must be completed and returned to HRC for waiver types D, E & F.

Date Waiver Granted: _____ Contract Dollar Amount: _____

Rapid Notify, Inc.

23046 Avenida de la Carlota, Suite 600
Laguna Hills, CA 92653
(949)582-3020

Quote

Date	Quote #
3/31/2015	2

Name / Address
City Hall, Room 456 (SHB01) ATTN:RECEPTION 415-554-7225 1 DR CARLTON B GOODLETT PLACE SAN FRANCISCO, CA 94102

Rep	Project

Description	Qty	Total
Emergency Notification System Annual Renewal To cover the time period of 7/1/2015 - 6/30/2016		12,075.00
Total		\$12,075.00



CITY AND COUNTY OF SAN FRANCISCO HUMAN RIGHTS COMMISSION

S.F. ADMINISTRATIVE CODE CHAPTERS 12B and 14B

WAIVER REQUEST FORM

(HRC Form 201)

► Section 1. Department Information

Department Head Signature: [Signature]

Name of Department: Sheriff

Department Address: 1 Dr Carlton B. Goodlett Place, Rm#456, San Francisco, CA

Contact Person: Mylan Luong

Phone Number: 554-7236

Fax Number: 554-7050

FOR HRC USE ONLY	
Request Number:	7377
Recd 6-17-14 -TW	

► Section 2. Contractor Information

Contractor Name: Rapid Notify, Inc.

Contact Person:

Contractor Address: 26041 Cape Dr., Suite 220, Laguna Niguel, CA 92677

Vendor Number (if known): 76003

Contact Phone No.: 949 582-3020

► Section 3. Transaction Information

Date Waiver Request Submitted: 06/17/14

Type of Contract: Service

Contract Start Date: 7/1/14
\$12,075.00

End Date: 6/30/15

Dollar Amount of Contract:

► Section 4. Administrative Code Chapter to be Waived (please check all that apply)

Chapter 12B

Chapter 14B *Note: Employment and LBE subcontracting requirements may still be in force even when a 14B waiver (type A or B) is granted.*

► Section 5. Waiver Type (Letter of Justification must be attached, see Check List on back of page.)

A. Sole Source

B. Emergency (pursuant to Administrative Code §6.60 or 21.15)

C. Public Entity

D. No Potential Contractors Comply – Copy of waiver request sent to Board of Supervisors on: 06/17/14

E. Government Bulk Purchasing Arrangement – Copy of waiver request sent to Board of Supervisors on:

F. Sham/Shell Entity – Copy of waiver request sent to Board of Supervisors on:

G. Local Business Enterprise (LBE) (for contracts in excess of \$5 million; see Admin. Code §14B.7.1.3)

H. Subcontracting Goals

HRC ACTION

12B Waiver Granted: ✓
12B Waiver Denied: _____

14B Waiver Granted: _____
14B Waiver Denied: _____

Reason for Action: Renewal of subscription for proprietary emergency notification system.

CMD HRC Staff: Tamra Winchester Date: 6-25-14

CMD HRC Staff: Maria Cordes Date: 6-25-14

HRC Director: [Signature] Date: 6-27-14

DEPARTMENT ACTION – This section must be completed and returned to HRC for waiver types D, E & F.

Date Waiver Granted: _____ Contract Dollar Amount: _____

From: Board of Supervisors, (BOS)
To: BOS-Supervisors; BOS-Legislative Aides
Subject: FW: Dept. 27-CMD 12B request County of Ventura
Attachments: CMD Form 201-Ventura County 150320 Signed BOS.pdf

From: Cynthia Avakian (AIR)
Sent: Monday, April 06, 2015 12:31 PM
To: Board of Supervisors, (BOS)
Cc: Winchester, Tamra (ADM); Twila Tetz (AIR); Cathy Widener (AIR)
Subject: Dept. 27-CMD 12B request County of Ventura

Clerk of the Board,

Attached is a waiver request being submitted to the Contract Monitoring Division.

Please let me know if you have further questions. Thanks,

Cynthia Avakian
Director, Contracts
San Francisco International Airport
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfso.com
Phone: (650) 821-2014

5



San Francisco International Airport

March 20, 2015

Ms. Veronica Ng, Director
Contract Monitoring Division
Office of the City Administrator
30 Van Ness Avenue, Suite 200
San Francisco, CA 94102-6033


Subject: Waiver of Equal Benefits Ordinance Requirements under San Francisco Administrative Code Chapter 12B – Subscription Renewal for Technical Research Services

Dear Ms. Ng:

The purpose of this letter is to request your approval of Equal Benefits Ordinance (12B) waiver to renew San Francisco International Airport’s (SFO’s) annual subscription for Gartner, Inc. (“Gartner”) through the County of Ventura agreement. The Gartner subscription provides SFO with invaluable technology research and advisory service. This subscription is for the period of 5/1/15 – 4/30/18, for the total amount of \$473,688.

As a background, SFO has subscribed to Gartner services since 2007. Gartner members benefit from the convenience of a single source of knowledge and insight from the line staff technical level to the CIO-level challenges, service delivery in the technology context, access to the shared knowledge of peers and subject matter experts, and the assurance of Gartner objectivity and independence. SFO benefits from immediate access to industry expert experience and available research data to assist in decision making on every facet of technology.

Access to the Gartner subscription services at the government level is only available through the County of Ventura Gartner agreement. As such, SFO-ITT (citing Admin Code 21.16) is seeking approval of the enclosed Contract Monitoring Division (CMD) waiver request form (201). If you have any questions, please contact Michelle Trainer at (650) 821-3317.

Very truly yours,

John L. Martin
Airport Director

Attachment

cc: Tamra Winchester, CMD
Michelle Trainer, SFO-ITT

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

LARRY MAZZOLA
PRESIDENT

LINDA S. CRAYTON
VICE PRESIDENT

ELEANOR JOHNS

RICHARD J. GUGGENHIME

PETER A. STERN

JOHN L. MARTIN
AIRPORT DIRECTOR



CITY AND COUNTY OF SAN FRANCISCO CONTRACT MONITORING DIVISION

S.F. ADMINISTRATIVE CODE CHAPTERS 12B and 14B WAIVER REQUEST FORM (CMD-201)

Send completed waiver requests to:
cmd.waiverrequest@sfgov.org or
CMD, 30 Van Ness Avenue, Suite 200, San Francisco, CA
94102

FOR CMD USE ONLY
Request Number: _____

Section 1. Department Information

Department Head Signature: _____
John L. Martin, Airport Director
 Name of Department: Airport Commission
 Department Address: P.O. Box 8097, San Francisco, CA 94128
 Contact Person: Michelle Trainer
 Phone Number: (650) 821-3334 E-mail: michelle.trainer@flysfo.com

Section 2. Contractor Information

Contractor Name: Ventura County Vendor No.: C05981
 Contractor Address: 800 South Victoria Avenue, L# 1100, Ventura, CA 93009
 Contact Person: Sandra Nanalis Contact Phone No.: (805) 645-1320

Section 3. Transaction Information

Date Waiver Request Submitted: 3/20/15 Type of Contract: Subscription Renewal
 Contract Start Date: 5/1/15 End Date: 4/30/18 Dollar Amount of Contract: \$ \$ 473,688.00

Section 4. Administrative Code Chapter to be Waived (please check all that apply)

Chapter 12B
 Chapter 14B Note: Employment and LBE subcontracting requirements may still be in force even when a 14B waiver (type A or B) is granted.

Section 5. Waiver Type (Letter of Justification *must* be attached, see Check List on back of page.)

A. Sole Source
 B. Emergency (pursuant to Administrative Code §6.60 or 21.15)
 C. Public Entity
 D. No Potential Contractors Comply (Required) Copy of waiver request sent to Board of Supervisors on: _____
 E. Government Bulk Purchasing Arrangement (Required) Copy of waiver request sent to Board of Supervisors on: 4/4/15
 F. Sham/Shell Entity (Required) Copy of waiver request sent to Board of Supervisors on: _____
 G. Subcontracting Goals
 H. Local Business Enterprise (LBE)

CMD/HRC ACTION	
12B Waiver Granted: _____	14B Waiver Granted: _____
12B Waiver Denied: _____	14B Waiver Denied: _____
Reason for Action: _____	
CMD Staff: _____	Date: _____
CMD Director: _____	Date: _____
HRC Director (12B Only): _____	Date: _____



Gartner

Gartner US - California - Sacramento
980 9th Street, Suite 2150
Sacramento CA 95814
USA

4/22/2015

Dina Quesada
San Francisco International Airport Information Technology &
Telecommunications
P.O. Box 8097
San Francisco, CA 94128

Dear Dina:

I am pleased to provide you with the County of Ventura Gartner Enrollment Form to reflect the multi-year pricing renewal for San Francisco International Airport's Gartner Services. The term for the attached enrollment form is 5/1/2015 – 4/30/2018. The first year term for the services will run from 5/1/2015 – 4/30/2016. Per your request I have included the three year multi-year term to secure the investment level for additional year.

Please review and confirm that the information looks accurate for processing. Once the attached document is executed, you will need to return an executed copy of the enrollment form with the PO to Ventura County. Ventura's contact information is included in the enrollment form. I will also need a copy of the executed enrollment form scanned and returned to me via email. The due date for the signed Enrollment form is April 1, 2015 for the first year term.

As with the prior renewals, this renewal will be processed through the County of Ventura. As discussed the County of Ventura Gartner Contract is the only contractual vehicle open to CCSF at this time.

I appreciate your continued investment with Gartner and look forward to continuing our relationship moving forward. If you have any questions, please give me a call.

Regards,

Winston Blackwell | Senior Account Manager | State and Local Government
| Gartner, Inc. Office: 530-642-0130 | Mobile: 916-996-5786

Email: winston.blackwell@gartner.com | www.gartner.com

To: BOS-Supervisors
Subject: FW: Info: Commission on the Environment Letter re. CleanPowerSF
Attachments: Commission Letter to SFPUC 042015.pdf

From: Fish, Monica (ENV)

Sent: Tuesday, April 07, 2015 2:58 PM

To: Hood, Donna (PUC); Breed, London (BOS); Calvillo, Angela (BOS); Kelly, Jr, Harlan (PUC); Wheaton, Nicole (MYR)

Cc: Joshua Arce (josharce.envcom@gmail.com); Rodriguez, Guillermo (ENV); Raphael, Deborah (ENV)

Subject: Info: Commission on the Environment Letter re. CleanPowerSF

On March 24, 2015 the Commission on the Environment unanimously voted to send a letter to the San Francisco Public Utilities Commission and the General Manager regarding CleanPowerSF with copies to Mayor Edwin M. Lee and Supervisor London Breed as reflected in the attached communication.

Best regards,

Monica Fish, Commission Secretary

San Francisco Department of the Environment

1455 Market Street, Suite 1200, San Francisco, CA 94103

Monica.Fish@sfgov.org T: (415) 355-3709



SF Environment

6



SF Environment

Our home. Our city. Our planet.

A Department of the City and County of San Francisco



CITY AND COUNTY OF SAN FRANCISCO

COMMISSION ON THE ENVIRONMENT

MEMORANDUM

EDWIN M. LEE
MAYOR

DEBORAH O. RAPHAEL
DIRECTOR

JOSHUA ARCE
PRESIDENT

ANGELO KING
VICE-PRESIDENT

HEATHER STEPHENSON
COMMISSIONER

JOHANNA WALD
COMMISSIONER

SARAH WAN
COMMISSIONER

MONICA FISH
COMMISSION SECRETARY

DATE: April 7, 2015
TO: General Manager Harlan Kelly
San Francisco Public Utilities Commission
c/o Donna Hood, Commission Secretary
FROM: Commission on the Environment
SUBJECT: Commission Support of CleanPowerSF

Thank you for your tireless work to date on CleanPowerSF and other vital environmental initiatives. We write to share with you that on March 24, 2015 our Commission unanimously voted to send a letter to the San Francisco Public Utilities Commission and the General Manager that expresses the following:

The Commission on the Environment supports moving forward with the new version of CleanPowerSF that offers a product that is affordable, green, and creates local union jobs. We also offer the support of the San Francisco Department of the Environment to assist the San Francisco Public Utilities Commission (SFPUC) in this effort particularly with respect to planning "behind the meter" resources such as energy efficiency and renewable energy, as well as community outreach.

Commission President Joshua Arce on behalf of the
Commission on the Environment

Cc: Mayor Edwin M. Lee
Board of Supervisors President London Breed

From: Board of Supervisors, (BOS)
To: Avalos, John (BOS); Cohen, Malia (BOS); Christensen, Julie (BOS); Campos, David (BOS)
Subject: FW: Great bus legislation!

From: Roland Salvato [<mailto:rolandsalvato@hotmail.com>]
Sent: Thursday, April 09, 2015 2:52 PM
To: Farrell, Mark (BOS); Wiener, Scott; Kim, Jane (BOS); Mar, Eric (BOS); Yee, Norman (BOS); Tang, Katy (BOS); Breed, London (BOS); Board of Supervisors, (BOS)
Subject: Great bus legislation!

Dear Supervisors,

Congrats on moving toward better tourist bus regulation.

Here are some other ideas surrounding the tourism industry buses. Some neighbors are really fed up by the 'pass' these buses have been getting in other ways, including freedom to pollute the air.

The following item appeared in Nextdoor:

Many tourist buses do NOT meet basic emission standards for California, according to DMV^{3 Mar}

Aquatic Park - Fisherman's Wharf

Please forward this enforcement info to anyone inclined to want to put an end to polluting tourist buses in San Francisco.

Ed Carew, SFPD CITY:

"For enforcement action against polluting buses with obviously bad emission standards (you can see and smell the smoke), it would be the Department of Transportation. Also you can call 1800exhaust. The Bay Area air quality district will take reports on individual identified vehicles."

*P.S. This post is categorized under "Crime and Safety" because it refers to business practices that flout the law and endanger health, air quality, etc.

See also:

<http://www.sfgate.com/bayarea/article/Al...>

<http://www.thebolditalic.com/articles/40...>

Alamo Square in S.F. looks to limit tour buses
The hand-scrawled sign in the ground-floor



From: Board of Supervisors, (BOS)
To: BOS-Supervisors
Subject: FW: Require SFPD to wear Body Cameras

From: Charles Byrd [mailto:byrd247@mail.com]
Sent: Thursday, April 09, 2015 2:29 AM
To: Board of Supervisors, (BOS); Lee, Mayor (MYR)
Subject: Require SFPD to wear Body Cameras

Supervisors and the Mayor,

It was only through the Grace of God that there is a citizen's video of a white police officer from North Charleston, South Carolina, murdering a black man by shooting him in the back as he was running away. The mayor of North Charleston has issued an emergency order that officers will wear bodycams.

WHY HAS NOT SAN FRANCISCO ORDERED ALL OFFICERS TO WEAR BODYCAMS?

The San Francisco Police Department is out of control:

- Sending despicable racists texts;
- Illegally entering and searching the homes of poor apartment dwellers;
- Targeting African Americans for felony drug busts; and,
- Using excessive force to kill a man who was allegedly reaching for a taser.

Why has the City succumb to pressure from the police union to only "test" a couple cameras as part of a pilot program.

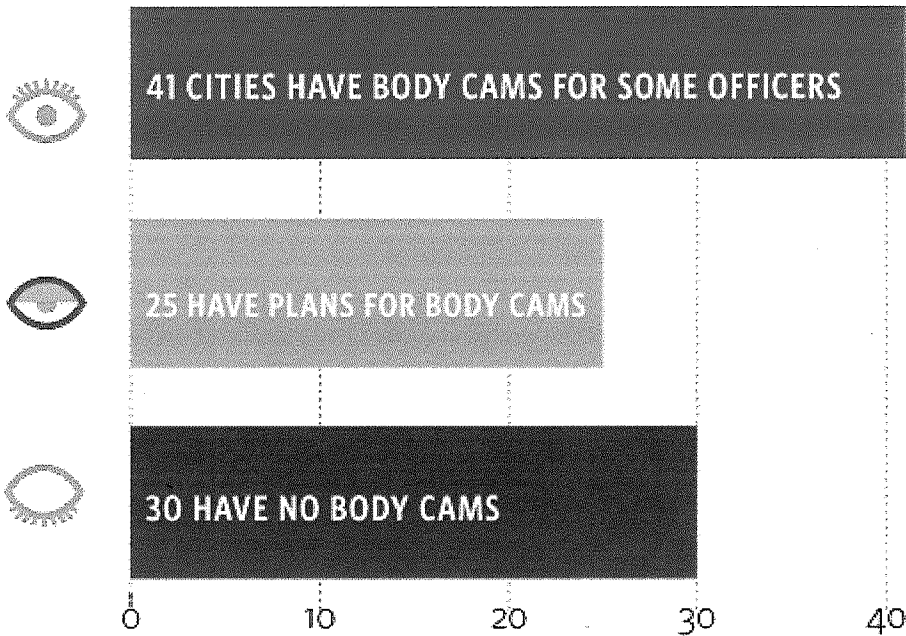
Instead, the City should immediately take action to REQUIRE SFPD to fully implement a body camera program.

Below is a survey that I located online regarding use of body cams by other police departments
(<http://www.vocativ.com/usa/justice-usa/police-force-wearing-body-cameras/>)



Police Body Cam Usage

In the 100* Most Populous U.S. Cities



vocativ

* Body cam usage could not be confirmed in 5 cities

In response to the Ferguson killing and corruption charges regarding SFPD searches of single-room occupancy units, body cameras should be mandatory; there is not need to evaluate, test and/or pilot.

Why is the the City allowing the Police to lead it by the nose? I have seen the SFPD in action. The City is fortunate that there have not need many questionable killings by SFPD. But, I have personally witnessed MANY instances where their conduct was far below professional standards.

SFPD is corrupt and is fighting body cameras because there is a LOT of dirt that they want to hide. Here is the fact: San Francisco Police Officers are City employees who need to be better supervised through use of today's technology.

I request your reply to this email.

Sincerely,

Charles Byrd

To all board members

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SAN FRANCISCO

BOS-11
C-pages

Lacey T. Edwards

2015 APR -7 PM 4: 53

Commission on Education

2011 NOV 16 PM 12: 50
PC

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SAN FRANCISCO

Due to recent events within the poor communities in the city and county of San Francisco, and based on the Human Rights Commission investigation of the African American community in general warrant the need for a Commission on Education. Based on the finding of the Unfinished Agenda, The Parity Report by the Human Rights commission, it found that the average grade was a C- for the African Americans here in the city and county of San Francisco, this was over 15 years ago, it is no wonder we have children killing children.

The Commission on Education must find ways and means in creating a curriculum that will meet the very unique needs of twenty first century children. For better or worse every able body citizen of sound mind has a responsibility not only to ourselves, but to the children of this great nation to pass the seeds of the very roots of this country – higher learning! In order to reach into the essence of destiny is to feed posterity, the fruits of the richness of our history of growth and development that made this country great; we must cultivate the seed of education with all deliberate speed, let no ideological, political, social, economic or otherwise hinder our life change.

Education is the fodder of the entire world in so our Commission on Education must be structured on principle. The number one principle being in order to create a better world we have to ensure that all people receive the same high level of education that we all want and need for our own children.

In creating ways and means the Commission on Education must be structured in a fundamental way in which it will have the longitude, and latitude to define a curriculum that will hold the power to reach, teach and literally allow an enlightenment period. For our children to awaken from this period of darkness that has brought society to the point that we invest more in prison than school.

Also the Commission on Education must find ways and means to instill that precious is life in the chaos of this world... We have come much, much too far in our growth and development as human beings for our children to have very little or no value at all for human life. In every city state in this country African American youth are killing one another at a pace never before seen, and is why it is vital that the Commission on Education have a national survey of the murder rate of African Americans that are killing one another.

To raise consciousness to the inherent need for solidarity and strength reaching the descendant of slaves to evoke the courage, tenacity and determination to overcome the greatest adversity African American people have faced since we came to the shores of North America!

9

K-12 is the most important years in the development of a child's life. This again is why it is vital for the Commission on Education to formulate available, coherent, and economically sustainable, program that will give our children the ingenuity and creativity to be a bright shining light productively in this world. We cannot afford to produce another generation of non-productive human being, the American economy is very reflective of the level of education, and the majority of the American people receive in today's society. In so our Commission on Education must find ways and means in setting forth an outline for the correct approach to the child rearing, fundamentally we have to set a standard level a child must have at a set point in the first five years of the child's life. In other words all children theoretically should possess the same high level of knowledge based on the outline for the correct approach in child rearing in the first five years as a foundation for the education process to be the most effective

Also the Commission on Education must find ways and means in putting stronger safeguards on digital video games with excessive violence which could give children the wrong idea about the nature of violence in the real world. Unfortunately violence has become the very fabric of American Society and for the most part we have knowingly accepted this as our way of life. The sale of these digital violent video games is evidence there are very real issues with these video games that must be addressed for the Commission on Education to be the most efficient and effective. Words hold very little or no sway whatsoever over human experience, this is the example of the influence that these video games have over our children.

Another example where children used a video game to make a real life street gang in the Los Angeles area they have turned a video game into a real life experience so the killing and dying will just continue because no one is taking in consideration the way these violent digital video games are playing in our children's lives. We must find ways and means in this crisis situation before it gets completely out of control!!!!

Also the Commission on Education must find ways and means in getting control of the class room and take the fear out, so that children can learn, and the teacher can teach. This may be the most difficult task the Commission on Education will face, yet we must find ways and means in finding peace and harmony in the class room. And is another reason why the Commission on Education is absolutely necessary in resurrecting the institution of Education here in the city and county of San Francisco. In so we can be shining example of what our educational institution should be structured to look like nationally.

This is a very small step in our amazingly large issue that involves everyone; yes each and every one of us has a stake in this issue because we all need education!!! Yet it is a fact not everyone understands the power and force the knowledge that education will afford you. This is where the misunderstanding in the world exist, truth be told only by education can our creative force be

unlocked. There is no better time than the here and now to release the creative force then now with the state of the world in chaos.

Also the Commission on Education must find ways and means to define policy with the power and authority to give teachers the means to execute their duty with the passion and professionalism that inspired them to their title. The Classroom is just as sacred as the church in the sense of purpose for finding the correct path in each individual's life and is why there is no words to convey the vital need of this principle. These principles can only bring the institution of education back into the harmony in which it was born of in which man can find the completion of self... or at least attain to it!

The Commission on Education must be the cornerstone of our time in order to give the American people the greatest opportunities for productive growth in a changing world. Time is now to take the correct approach in changing the way the American people see the world so we can continue our great legacy of beneficence and goodwill throughout the world as the living example of democracy!

At this point I would like to give you an account of one of the main reason I am writing this document one of my close associates got killed. One of the two I'm now speaking of was very close and the other has special meaning because of the nature in which I was made aware of the situation. A woman that has given her life in service of her sworn duty lost her only son to this vicious cycle of children killing children! With this having been said I would like to dedicate the Commission on Education to the loving memory of her son, so that his life and the many lives of all victims of the children killing children will not be forgotten in the chaos of this world!

Respectfully Submitted,

Martin W. Reed
Martin William Reed

4/4/2011

We will fund the Commission here
The Economist February 19th 2011

Performance bonds

Who succeeds gets paid

NEW YORK

Barack Obama imports a big idea from Britain

BURIED in the detail of Barack Obama's proposed 2012 budget is a rule change that could have a big impact on how America tackles its thorniest social problems. The new rule would allow various government agencies to issue "pay for success bonds". These would be bought by private investors and the money used to finance projects run by charities or businesses. But the investors would only be repaid, or make a profit, if the projects achieve certain results agreed in advance, such as reducing youth crime or getting students from poor areas into higher education.

Mr Obama proposes that up to \$100m be freed up to run pilot schemes to test the idea. The rule changes are needed so that money can be committed over longer periods than is usual in public contracts, and repayment be made contingent on performance. They would also allow for much less detailed terms on the methods to be used, rather than on the outcomes, than is typical. Public money can be set aside for evaluation of whether the targets have been met.

The Pay for Success Bond is a catchier name for its British inspiration, the Social Impact Bond, the first of which was launched last year by David Cameron's coalition government (Social Finance, a sort of investment bank for the social sector, which designed the Social Impact Bond in Britain, this week launched a sister organisation in America, to find suitable candidates for Pay for Success Bonds.) These raised money from private investors to fund the expansion of

schemes run by charities to reduce the reoffending rate among certain categories of criminal after their release from jail. If the recidivism rate falls far enough, investors can earn up to a 13.5% annual rate of return. If there is no improvement, investors could lose all their money.

The search is now on to find suitable pilot projects. The mayors of New York City and Baltimore are said to be keen to apply. Another possible candidate is the National Guard Youth Challenge, overseen by the Defence Department, which applies military discipline to provide skills training to at-risk youth. All this is a lot more inspiring than arguing over which bits of public spending to cut.



Fancy a flutter?

THE WHITE HOUSE

WASHINGTON

July 21, 2011

Mr. Martin William Reed
425 Seventh Street
San Francisco, California 94103

Dear Martin:

Thank you for writing. To win the future for America, we must ensure all our students receive a complete and competitive education from cradle through career. I appreciate your perspective on this important issue.

In order to maintain America's leadership in the 21st century, our Nation must win the race to educate our children. Too many of our young people do not finish high school or college, and we lag behind other countries in math and science education. We must make our classrooms places of high expectations and high performance, where every student is prepared for secondary education and new careers in our fast-changing economy.

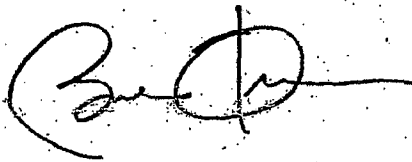
My Administration is committed to supporting our students and has made historic investments to strengthen our education system, including our Race to the Top challenge—the most ambitious education reform our country has seen in generations. By engaging local leaders and educators to develop standards of excellence in teaching and learning, Race to the Top focuses on what is best for our students by turning around our lowest performing schools, developing and rewarding effective teachers, adopting meaningful assessments, and tracking progress so successful schooling models can be replicated. And, since 21st century careers will demand a workforce that is fluent in science, technology, engineering, and mathematics, my Administration's Educate to Innovate campaign aims to enlist and empower talented teachers in these fields.

This year, I have called upon Congress to replace No Child Left Behind with a law that reshapes the Federal role in education around several key principles. First, we must create a new framework which readies all students for college and a career. Second, we must invest in teachers—our most important resource—and ensure we have great teachers in every classroom and great principals at every school. Third, we must foster innovation and focus on results by incorporating more learning and enrichment in and out of school. And fourth, we must equip

every student with the skills necessary to succeed today and tomorrow. If we work together, our Nation will once again have the highest proportion of college graduates in the world.

Thank you, again, for contacting me. To learn more about my Administration's work, please visit: www.WhiteHouse.gov/Issues/Education.

Sincerely,

A handwritten signature in black ink, appearing to be "Barack Obama", written in a cursive style. The signature is positioned below the word "Sincerely,".

Office of the Treasurer & Tax Collector
City and County of San Francisco



BOS11, COB, C page
Matrix
Reports

José Cisneros, Treasurer

April 6, 2015

Angela Calvillo
Clerk of the Board of Supervisors
1 Dr. Carlton B Goodlett Place
City Hall, Room 244
San Francisco, CA 94102

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2015 APR -6 PM 4:43
BY: [Signature]

Re: Annual Report to the Board of Supervisors
2014 Special School Parking Event Permit Annual Report

Dear Ms. Calvillo:

The Tax Collector, pursuant to Section 608 of the San Francisco Business and Tax Regulations Code, herewith submits the annual report of parking revenue information related to the Special School Parking Event Permits for the 2014 calendar year.

Schedule A of the report summarizes for the 2013 and 2014 calendar years the number of permits issued, the dollar value of the gross parking revenues, and the parking tax revenue foregone.

In 2014, a total of 12 permits were issued, resulting in \$24,777 of parking revenue and \$4,955 of forgone parking tax revenue.

The exemption granted in this ordinance shall expire on December 31, 2015.

If you have any questions regarding this report, please contact me at (415) 554-7601.

Very truly yours,

David Augustine
Tax Collector

cc: José Cisneros
San Francisco Public Library

Attachment

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**ANNUAL REPORT of the
OFFICE OF THE TREASURER & TAX COLLECTOR
SPECIAL SCHOOL PARKING EVENT PERMITS
CALENDAR YEARS 2013-2014**

Year	Number of Permits Issued	Total Parking Gross Revenue	Parking Tax Revenue Forgone
2013	25	\$ 88,661.00	\$ 17,732.20
2014	12	\$ 24,777.00	\$ 4,955.40
Change from 2013 to 2014	-13	\$ (63,884.00)	\$ (12,776.80)

From: Board of Supervisors, (BOS)
To: BOS-Supervisors; BOS Legislation (BOS)
Subject: FW: 53 State Street, San Francisco - File #150167

From: theo revlock [<mailto:trevlock@que-arch.com>]
Sent: Monday, April 06, 2015 4:21 PM
To: Board of Supervisors, (BOS)
Subject: 53 State Street, San Francisco - File #150167

Dear Board of Supervisors,

In an open letter to Sonja Trauss of SFBARF I wrote :

Sonja,
really nice talking you last week. We're behind you a 100%.

Doesn't look like I can make it tomorrow, Tuesday, unfortunately. The project is a good example of why we should have an expedited application process. Talk about 'beating a dead horse'. These applicants have been put through enough. One could argue that their constitutional rights are being impinged :

That all men are by nature equally free and independent and have certain inherent rights, of which, when they enter into a state of society, they cannot, by any compact, deprive or divest their posterity; namely, the enjoyment of life and liberty, with the means of acquiring and possessing property, and pursuing and obtaining happiness and safety.

That their right to "pursue happiness" and property ownership is being greatly diminished by the neighbors voracious efforts to impede them.

The truth is that these older homes are a death trap. While they may be "quaint" to some they are not structurally sound (come no where close to current standards), are designed in a way that is not conducive to energy reduction (that we building professionals work so hard to uphold), fall dramatically short of fire safety (1900 fire laws - are you kidding?), breed molds that the CDC has connected to a host of chronic illnesses, are not conducive to current social behaviors (we don't do 'tea' any more).

The planning department was correct in laying out the guidelines for larger more sustainable housing. Why are we challenging the existing law to such a high degree?

Yours Theo

Theo Revlock, AA grad des dipl
principal
Q-Architecture
p +1 415/695 2700
m +1 415/810 9670



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From: Board of Supervisors, (BOS)
To: BOS-Supervisors
Subject: FW: Historical Building 369 Valley St

From: Mark Rand [mailto:okmor@sbcglobal.net]
Sent: Monday, April 13, 2015 10:36 AM
To: Board of Supervisors, (BOS)
Subject: Historical Building 369 Valley St

Sent by Mark Rand 665 27th St. SF 415 647-9244, okmor@sbcglobal.net

We, Protect Noe's Charm, are a network of citizens around Noe Valley concerned by the increasing trend of construction that degrades the architectural, historical, and cultural feel of our neighborhood. We object strongly to the proposed demolition of the historical building at 369 Valley Street.

This house, a rare surviving earthquake shack that is already recognized as a historical resource, represents exactly the sort of element that makes Noe Valley a unique and charming area. To allow its destruction under any circumstances would threaten that uniqueness and the overall feel of the community. In particular, allowing its demolition for the sake of new construction that is physically uncharacteristic of the neighborhood (in terms of both size and style) would create a significant disturbance to the architectural character of the area -- and would be a tragic mistake for the neighborhood as a whole.

We've previously communicated our objection to the Planning Department regarding the demolition of this historical asset of our neighborhood. We've further submitted a detailed report that refutes the points made by the preservation architect hired by the project sponsor and illuminates the glaring errors on his evaluation.

The earthquake shack at 369 Valley Street is no more greatly modified than the Landmark No. 171, another earthquake shack, which even according to the City records, was altered to have an added porch and bay windows. To deem this structure as "greatly modified" and not worthy of its current Historic Resource status is a convenient exaggeration that should be dismissed upon a simple comparison to the modifications done to the Landmark No. 171.

The neighborhood is united in opposition, and we urge you to lend your support to us. Please help to stop the demolition of a piece of our history and preserve the architectural integrity of our neighborhood.

Sincerely,

Ozzie Rohm
Co-Founder, Protect Noe's Charm

12

OFFICE OF THE MAYOR
SAN FRANCISCO



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SAN FRANCISCO

2015 APR -8 PM 3:33

ll

BOS II, BOS aides, COB
BOS-LEG, BOS administration
EDWIN M. LEE BOS OPS
MAYOR
mayor,
Deputy
CPag

April 8, 2015

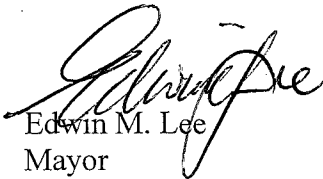
Ms. Angela Calvillo
San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

Dear Ms. Calvillo,

Pursuant to Charter Section 3.100, I hereby designate Supervisor Katy Tang as Acting-Mayor from the time I leave the State of California on Thursday, April 9, 2015 at 12:55 p.m., until I return on Sunday, April 12, 2015 at 9:00 p.m.

In the event I am delayed, I designate Supervisor Tang to continue to be the Acting-Mayor until my return to California.

Sincerely,


Edwin M. Lee
Mayor

cc: Mr. Dennis Herrera, City Attorney

13

From: Board of Supervisors, (BOS)
To: BOS-Supervisors
Subject: FW: Uninformed Supervisors: Mexican Kidnapping of 43 students

From: Marilyn Vassallo [<mailto:2vassallo@redshift.com>]
Sent: Monday, April 06, 2015 3:42 PM
To: Board of Supervisors, (BOS)
Subject: Uninformed Supervisors: Mexican Kidnapping of 43 students

ATTN: SF Board of Supervisors

Apparently one or more of the city supervisors are advocating boycotting 'Mexico' because of the disappearance of 43 students. Before they open their mouths any further, they should research the facts:

1. The students were arrested by a police chief in complicity with his wife.
2. The police turned the students over to drug dealers/growers.
3. The drug dealers killed them.
4. A mass grave where they were buried has been found with the body of at least one of the students identified.
5. The police chief and his wife have been arrested.

The parents of the students are demanding to see the bodies of the students , which apparently were burned in the mass grave.

It is a fact of life that many people refuse to accept the death of their relatives but this does not mean that the supervisors should be taken in by their demands.

They should refer these people to the jurisdiction where the crime took place.

Marilyn Vassallo

From: Reports, Controller.(CON)
Sent: Monday, April 06, 2015 12:37 PM
To: Calvillo, Angela (BOS); Gosiengfiao, Rachel (BOS); BOS-Supervisors; BOS-Legislative Aides; Kawa, Steve (MYR); Seip, Emily (MYR); Falvey, Christine (MYR); Tsang, Francis; Elliott, Jason (MYR); Steeves, Asja (CON); Campbell, Severin (BUD); Rose, Harvey (BUD); Newman, Debra (BUD); sfdocs@sfpl.info; gmetcalf@spur.org; bob@sfchamber.com; jballesteros@sanfrancisco.travel; Kelly, Jr, Harlan (PUC); Hom, Nancy (PUC); candersson@sfgwater.org; Villareal, Rizal (PUC); lagustin@sfgwater.org; CON-EVERYONE
Subject: Issued: San Francisco Public Utilities Commission: Follow-up of 2012 Audit of the Job Order Contract Program

The Office of the Controller's City Services Auditor Division (CSA) today issued a memorandum on its assessment of corrective actions that the San Francisco Public Utilities Commission has taken in response to CSA's 2012 report on the Job Order Contract program. The assessment found that of the 19 recommendations contained in the 2012 report:

- 9 have been implemented and are closed.
- 6 are deemed by CSA no longer applicable and are closed.
- 3 are partially implemented and are open.
- 1 has not been implemented and is open.

To view the full memorandum, please visit our Web site at:
<http://openbook.sfgov.org/webreports/details3.aspx?id=1904>
This is a send-only email address.


For questions about the memorandum, please contact Director of City Audits Tonia Lediju at tonia.lediju@sfgov.org or 415-554-5393 or the CSA Audits Unit at 415-554-7469.

Follow us on Twitter @SFController



MEMORANDUM

TO: Harlan L. Kelly, Jr., General Manager
San Francisco Public Utilities Commission

FROM: Tonia Lediju, Director of City Audits
City Services Auditor Division 

DATE: April 6, 2015

SUBJECT: San Francisco Public Utilities Commission: Follow-up of 2012 Audit of the Job Order Contract Program

EXECUTIVE SUMMARY

The Office of the Controller's City Services Auditor Division (CSA) issued an audit report on December 26, 2012, *The Job Order Contract Program Lacks Sufficient Oversight to Ensure Program Effectiveness*. CSA completed a field follow-up to determine the corrective actions that the San Francisco Public Utilities Commission (SFPUC) has taken in response to CSA's audit report. The report contains 19 recommendations, of which:

- 9 have been implemented and are closed.
- 6 are deemed by CSA no longer applicable and are closed.
 - 4 are closed because SFPUC has implemented alternative controls and has satisfactorily explained how it factors contractors' qualifications into the selection of the contractor for each job order contract.
 - 2 are closed because, as SFPUC explained, Contract Administration Bureau staff is not responsible for verifying invoice prices, so does not need access to the ProGen¹ software.
- 3 are partially implemented and are open.
- 1 has not been implemented and is open.

¹ ProGen, now known as eGordian, is the job order contracting software that contains predetermined unit prices of items commonly used in job order contract projects.

BACKGROUND, OBJECTIVE & METHODOLOGY

Background

The Charter of the City and County of San Francisco (City) provides CSA with broad authority to conduct audits. CSA conducted the Job Order Contract (JOC) audit in 2012 under that authority. SFPUC requested the audit as part of its annual audit program. Government entities use job order contracting to expedite simple, low-risk construction projects, primarily those to effect repair and maintenance. The San Francisco Administrative Code (Administrative Code) authorizes the use of JOCs for the performance of public works maintenance, repair, and minor construction projects. The Administrative Code, Section 6.62, defines a JOC as "an indefinite quantity contract with a predefined set of bid items that are assigned on a periodic or task order basis." The code sets the maximum value of a task order at \$400,000. In the JOC process, SFPUC identifies a need and determines the scope and requirements of the project, then allows the JOC program manager to assign the project to a prequalified contractor. As a result, projects under JOCs are awarded in significantly less time and with significantly fewer resources than projects awarded under the City's usual construction process.

Objective

The objective of this follow-up was to substantiate that SFPUC has implemented effective corrective actions that will achieve the desired business results of the recommendations in CSA's JOC audit report. Consistent with Government Auditing Standards, Section 7.05, promulgated by the U.S. Government Accountability Office, the purposes of audit reports include facilitating follow-up to determine whether appropriate corrective actions have been taken. CSA follows up on its audits because their benefit is not in the findings reported or the recommendations made, but in the implementation of actions to resolve audit findings.

This field follow-up is a nonaudit service. Government Auditing Standards do not cover nonaudit services, which are defined as professional services other than audits or attestation engagements. Therefore, SFPUC is responsible for the substantive outcomes of the work performed during this follow-up and is responsible to be in a position, in fact and appearance, to make an informed judgment on the results of the nonaudit service.

Methodology

To conduct the field follow-up, CSA:

- Obtained documentary evidence from SFPUC's JOC Program to verify the status of the recommendations that SFPUC had reported as implemented.
- Visited the JOC Program office to verify, through observation and discussions with JOC staff, that SFPUC had taken certain corrective actions.
- Summarized the issues related to those recommendations that have not yet been implemented.
- Documented the results of the fieldwork.

Exhibit 1 summarizes the status of the 19 recommendations in the audit report.

EXHIBIT 1		Current Status of Recommendations in the 2012 Report, <i>The Job Order Contract Program Lacks Sufficient Oversight to Ensure Program Effectiveness</i>	
Recommendation Status		Number of Recommendations	
Closed			
CSA determined were implemented		9	
CSA determined were no longer applicable		6	
Open			
CSA determined were partially implemented		3	
CSA determined has not been implemented		1	
Total Original Recommendations		19	

Presented below is the status of each recommendation by its recommendation number in the report.

CLOSED RECOMMENDATIONS

Recommendation 1 – Develop a policy for the JOC program specifying the program’s intent and providing specific criteria describing the projects that may be authorized. The commission should approve the policy.

CSA verified that the JOC Program developed a job order contract policy that specifies the program’s intent and provides specific criteria for projects that may be authorized. Also, SFPUC reports that it is actively engaged with the City’s Department of Public Works in taking steps to obtain the Board of Supervisors’ approval for revisions to the Administrative Code, Section 6.62, which governs JOCs. According to SFPUC, it will ensure that its JOC policy is consistent with any changes made to Section 6.62. Given the pending involvement of the Board of Supervisors in amending city law on this subject, CSA now considers commission approval of the departmental policy to be optional.

Conclusion: Recommendation 1 has been implemented.

Recommendation 2 – Ensure that its JOC program adheres to the policy and criteria established per Recommendation 1 when determining which projects to authorize under JOCs to avoid undermining the program’s intent.

CSA verified that the JOC program’s stated intent and criteria, per its policies and procedures, are consistent with Chapter 6 of the Administrative Code. Specifically, the policies and procedures limit the value of task orders to \$400,000 and prohibit bid-splitting.

Conclusion: Recommendation 2 has been implemented.

Recommendation 3 – Ensure that major projects that are subject to the City's competitive solicitation process are not broken into multiple task orders to fall below the JOC program's dollar threshold.

As stated above, the JOC policies and procedures now prohibit bid-splitting and the JOC program is making an effort to ensure that this does not occur.

Conclusion: Recommendation 3 has been implemented.

Recommendation 4 – Establish for JOC program projects a maximum percentage that non-prepriced task costs can be of total project costs.

Recommendation 5 – Do not approve as JOC task orders projects whose proposed non-prepriced task costs exceed the maximum percentage established.

Conclusion: Recommendations 4 and 5 are no longer applicable because SFPUC has implemented alternative controls.

Recommendation 6 - Ensure that the JOC program does not authorize task orders for projects funded with money from the federal government under JOCs that conflict with federal funding requirements.

CSA verified that the JOC program developed a new, specialized JOC contract template for federally funded projects. SFPUC plans to use this template for any future federally funded JOC project, of which there have been none since the 2012 audit, according to SFPUC.

Conclusion: Recommendation 6 has been implemented.

Recommendation 7– Develop procedures for assigning contractors to JOC projects.

CSA verified that the JOC program created a new Task Order Agreement for assigning contractors to projects, which was effective in April 2013. The agreement contains check-off boxes for indicating the procedures used to select contractors for task orders. CSA found that SFPUC is using this new agreement.

Conclusion: Recommendation 7 has been implemented.

Recommendation 8 – Retain documentation on how the contractor for each JOC task order project was selected.

For task orders that were initiated after April 2013, the effective date of the new Task Order Agreement, CSA found that the JOC program has used the form for contractor selection.

Conclusion: Recommendation 8 has been implemented.

Recommendation 9 – Comply with the Administrative Code by obtaining certification of funding from the Office of the Controller before permitting the contractor to begin work, either unofficially or with an official notice to proceed.

Conclusion: Recommendation 9 is no longer applicable. SFPUC informed CSA about the alternative controls that SFPUC now applies, and CSA concurs that these controls eliminate the necessity of Recommendation 9.

Recommendation 10 – Ensure that Contract Administration Bureau staff has access to the ProGen software, which includes unit cost information to verify invoice prices.

Recommendation 11 – Ensure that Contract Administration Bureau staff verifies unit costs on JOC invoices using cost information in the ProGen software.

Conclusion: Recommendations 10 and 11 were initially excluded from this field follow-up because SFPUC had indicated that it would not implement them. However, CSA now considers these recommendations closed because, as SFPUC explained, Contract Administration Bureau staff is not responsible for verifying invoice prices, so does not need access to the ProGen software.

Recommendation 12 – Document and maintain documentation of all decisions related to JOC payments.

By viewing sample task order records in the JOC master file, CSA observed that the JOC program maintains documentation related to JOC payments. Specifically, CSA looked at documentation of final payments, which include a cumulative record of all payments made on each of the sample task orders. These records have all documents required for SFPUC to make payments.

Conclusion: Recommendation 12 has been implemented.

Recommendation 13 – Establish and implement procedures to ensure that SFPUC engineers or other technically trained employees evaluate the qualifications of potential JOC contractors.

SFPUC stated that a thorough review and evaluation of contractors' qualifications is done before assigning task orders. According to SFPUC, the JOC manager verifies that the contractor under consideration for a particular task order project possesses the appropriate contractor license for the work and has the experience to perform the work.

Conclusion: Recommendation 13 has been implemented.

Recommendation 14 – Place greater weight on qualifications than proposed adjustment factors when selecting JOC contractors.

Conclusion: Recommendation 14 is no longer applicable because SFPUC has satisfactorily explained how it factors contractors' qualifications into the JOC contractor selection process.

Recommendation 19 – Ensure that project managers evaluate contractors for each JOC task order project in a timely manner.

CSA observed that a form to evaluate the contractor is the last page of the final payment documentation for each of the sample task orders selected for detailed testing. According to SFPUC, this evaluation is now required before the final payment is made to the contractor.

Conclusion: Recommendation 19 has been implemented.

OPEN RECOMMENDATIONS

Recommendation 15 – Ensure that qualified SFPUC staff inspects all JOC projects.

CSA determined that, although selected SFPUC staff is qualified to inspect JOC projects, SFPUC has not demonstrated that all JOC projects are being inspected.

Conclusion: Recommendation 15 is partially implemented.

Recommendation 16 – Ensure that inspectors complete inspections of JOC projects in a timely manner.

The JOC program instituted more uniform procedures and a new form, the Daily Inspection Report, to assist inspectors in the field. CSA selected a sample of 14 task orders for detailed review regarding inspections. One of these task orders was closed before July 17, 2013, the effective date of the new form. Of the remaining 13 task orders, the JOC master file contains inspection reports for only 6 (46 percent). JOC program staff acknowledges the need for improvement in this area.

Conclusion: Recommendation 16 is partially implemented.

Recommendation 17 – Retain documentation of each inspection of JOC projects, including records of the date, time, and duration of inspections.

As noted under Recommendation 16, JOC master files contain inspection records for only 6 of the 13 task orders that CSA reviewed in detail. All 13 were initiated after the use of SFPUC's Daily Inspection Report became effective.

Conclusion: Recommendation 17 is partially implemented.

Recommendation 18 – Consolidate key information on timeliness and quality of work from inspections of completed projects for JOC contractors to inform future assessments of contractor qualifications when considering new JOCs.

SFPUC acknowledges that this recommendation has not been implemented.

Conclusion: Recommendation 18 has not been implemented.

SFPUC's response is attached. CSA extends its appreciation to you and your staff who assisted with this audit follow-up. If you have any questions or concerns, please contact me at (415) 554-5393 or tonia.lediju@sfgov.org.

cc: SFPUC

Nancy Hom
Christina Andersson
Rizal Villareal
Lisa Agustin

Controller

Ben Rosenfield
Todd Rydstrom
Mark de la Rosa
Mark Tipton
Edvida Moore

Board of Supervisors
Budget Analyst
Citizens Audit Review Board
City Attorney
Civil Grand Jury
Mayor
Public Library

ATTACHMENT A: SUMMARY OF RECOMMENDATIONS AND FOLLOW-UP WORK PERFORMED

Recommendation	Most Recent Status per SFPUC	CSA Field Follow-up Work	Determination
<p>The San Francisco Public Utilities Commission should:</p>			
<p>1. Develop a policy for the Job Order Contract (JOC) program specifying the program's intent and providing specific criteria describing the projects that may be authorized. The commission should approve the policy.</p>	<p>Effective 2/16/15 SFPUC informed CSA that:</p> <ul style="list-style-type: none"> • The Board of Supervisors has not approved SFPUC's JOC policy; however, SFPUC is in discussion with the Department of Public Works (DPW) on proposed changes to Chapter 6 of the Administrative Code, including Section 6.62, Job Order Contracts. • The JOC Policy needs to be checked with proposed changes to ensure consistency with and compliance to Chapter 6 of the Administrative Code. • The JOC manager will check when changes to the JOC section of the Chapter 6 will be addressed, and follow through with the incorporation of the JOC Policy. 	<ul style="list-style-type: none"> • Obtained a copy of the newly developed JOC policy. • Verified from its Table of Contents, that the newly developed JOC policy's "Intent and Criteria" have been incorporated into the JOC Procedures Manual. • SFPUC is actively engaged—with DPW—in the steps required to obtain the Board of Supervisors' approval for revisions to the Administrative Code, Section 6.62. Also, SFPUC reports that it intends to have its JOC policy be consistent with the Administrative Code. • Given the above, CSA now considers the commission's approval of the departmental policy to be optional. 	<p>IMPLEMENTED</p>

Recommendation	Most Recent Status per SFPUC	CSA Field Follow-up Work	Determination
<p>2. Ensure that its JOC program adheres to the policy and criteria established per Recommendation 1 when determining which projects to authorize under JOCs to avoid undermining the program's intent.</p>	<p>The policy mentioned in Recommendation 1 was included in the JOC Procedures Manual, effective August 2013.</p>	<ul style="list-style-type: none"> • According to the JOC program manager, the Job Order Contract Task Order Agreement (form) maximizes adherence to the policy and criteria. He also notes that the form describes JOC terms and conditions, including the limit on task-order values and the prohibition on bid splitting. • CSA concurs with the assertion that the form maximizes adherence to JOC program's policy and intent. The form's effectiveness will depend on the JOC program's compliance with provisions outlined in the form; however, SFPUC has established a viable policy. 	<p>IMPLEMENTED</p>
<p>3. Ensure that major projects that are subject to the City's competitive solicitation process are not broken into multiple task orders to fall below the JOC program's dollar threshold.</p>	<p>SFPUC revised its JOC Task Order Agreement to:</p> <ul style="list-style-type: none"> • Specifically emphasize the prohibition against bid-splitting. • Require project managers to indicate approval of all terms, particularly bid-splitting. • Sign to indicate compliance. <p>The form is then reviewed by the JOC program manager, regional construction manager, and Construction Management Bureau (CMB) manager.</p>	<ul style="list-style-type: none"> • As noted in the analysis for Recommendation 2, CSA obtained the revised Job Order Contract Task Order Agreement. • No evidence of an SFPUC employee submitting a proposal to break a project into multiple task orders is available for submission to CSA because, according to the JOC program manager, the JOC office has not allowed bid-splitting. Furthermore, the JOC program manager informed CSA that, effective in April 2014, both he and the JOC staff have emphasized to project managers that all task orders—including all modifications—must be priced under the \$400,000 maximum. 	<p>IMPLEMENTED</p>

Recommendation	Most Recent Status per SFPUC	CSA Field Follow-up Work	Determination
<p>4. Establish for JOC program projects a maximum percentage that non-prepriced task costs can be of total project costs.</p>	<p>SFPUC decided not to develop a separate policy for non-prepriced items. SFPUC will continue working with its operating departments to list as many proprietary parts and pieces of equipment as possible in the Construction Task Catalogs. However, the specialized nature of SFPUC work makes it impossible to have an all-inclusive list of all parts/equipment that may be needed for future tasks. SFPUC noted that its more stringent review procedures have reduced the use of non-prepriced items.</p>	<p>Determined that this recommendation is no longer applicable because SFPUC has implemented alternative controls.</p>	<p>CLOSED (NOT APPLICABLE)</p>
<p>5. Not approve as JOC task orders projects whose proposed non-prepriced task costs exceed the maximum percentage established.</p>	<p>Same as information provided for Recommendation 4.</p>	<p>Determined that this recommendation is no longer applicable because SFPUC has implemented alternative controls.</p>	<p>CLOSED (NOT APPLICABLE)</p>
<p>6. Ensure that the JOC program does not authorize task orders for projects funded with money from the federal government under JOCs that conflict with federal funding requirements.</p>	<p>New JOC templates have been created specifically for federally funded projects. Furthermore, project managers must sign the task order agreement requiring specific notification to the JOC program if federal/state funds are involved.</p>	<ul style="list-style-type: none"> • Obtained a copy of the new specialized JOC contract template for federally funded projects. • According to the JOC program manager, there has not been a federally funded JOC project since the audit. Therefore, there is no sample notification available for CSA to see. 	<p>IMPLEMENTED</p>
<p>7. Develop procedures for assigning JOC projects to contractors.</p>	<p>The JOC office created a new Task Order Agreement to document how it makes contractor assignments. To initiate JOC projects, project managers must complete the agreement, which has check-off boxes to indicate the criteria used to select the contractor. The regional construction manager reviews the agreement before obtaining sign-off by the CMB manager.</p>	<ul style="list-style-type: none"> • Verified that SFPUC created a new Task Order Agreement for making contractor assignments. According to JOC staff, this agreement became effective in April 2013. • Obtained copy of an executed Task Order Agreement. 	<p>IMPLEMENTED</p>

Recommendation	Most Recent Status per SFPUC	CSA Field Follow-up Work	Determination
<p>8. Retain documentation on how the contractor for each JOC task order project was selected.</p>	<p>The new Task Order Agreement forms with contractor selection and signature approvals are kept in the master JOC files.</p>	<ul style="list-style-type: none"> • Obtained a copy of the Task Order Status Report and selected 14 closed task orders for detailed review of the master file. • Found that the master files do not contain the new Task Order Agreement for 14 older task orders selected for detailed testing, but the master files do contain the new Task Order Agreement for newer task orders. 	<p>IMPLEMENTED</p>
<p>9. Comply with the Administrative Code by obtaining certification of funding from the Office of the Controller before permitting the contractor to begin work, either unofficially or with an official notice to proceed.</p>	<p>Certification of funding is already an integral part of SFPUC's process for issuing Notices to Proceed as this is part of ADPICS, and funds must already be encumbered in an index code.</p>	<p>Determined that this recommendation is no longer applicable because SFPUC has adequate alternative controls.</p>	<p>CLOSED (NOT APPLICABLE)</p>
<p>10. Ensure that Contract Administration Bureau staff has access to the ProGen software, which includes unit cost information to verify invoice prices.</p>	<p>The SFPUC indicated that it will not implement this recommendation.</p>	<p>Determined that this recommendation is no longer applicable because, as SFPUC explained, Contract Administration Bureau staff is not responsible for invoice verification.</p>	<p>CLOSED (NOT APPLICABLE)</p>
<p>11. Ensure that Contract Administration Bureau staff verifies unit costs on JOC invoices using cost information in the ProGen software. This review may consist of spot checking unit costs or selecting the highest value line items or unit costs to verify.</p>	<p>The SFPUC indicated that it will not implement this recommendation.</p>	<p>Determined that this recommendation is no longer applicable because, as SFPUC explained, Contract Administration Bureau staff is not responsible for invoice verification.</p>	<p>CLOSED (NOT APPLICABLE)</p>

Recommendation	Most Recent Status per SFPUC	CSA Field Follow-up Work	Determination
<p>12. Document and maintain documentation of all decisions related to JOC payments.</p>	<p>SFPUC documents and maintains documentation related to all JOC payments. This information is stored in the master files.</p>	<ul style="list-style-type: none"> • Review of master files showed that they contain documentation of decisions related to JOC payments. (CSA focused on final payments because they require more documentation than periodic progress payments.) • The documentation for JOC payments includes, at a minimum: <ul style="list-style-type: none"> ○ Job Oder Contract Invoice Cover Sheet ○ Contractor's invoice ○ Form 7: HRC Progress Payment Form ○ Form 8: HRC Exit Report and Affidavit for LBE Subcontractor (including each lower-tier LBE subcontractor) ○ Form 9 HRC Payment Affidavit ○ Notice of Construction Completion & Warranty ○ Contractor Performance Evaluation 	<p>IMPLEMENTED</p>

Recommendation	Most Recent Status per SFPUC	CSA Field Follow-up Work	Determination
<p>13. Establish and implement procedures to ensure that SFPUC engineers or other technically trained employees evaluate the qualifications of potential JOC contractors.</p>	<p>SFPUC stated that the evaluation of contractors is not done at the contract level due to the wide and diverse range of JOC projects. However, a thorough review and evaluation of contractors is done before assigning task orders.</p>	<p>According to the JOC program manager, the following control measures exist:</p> <ul style="list-style-type: none"> • Bid documents stipulate bidder's minimum qualifications. • After receipt of bids, the lowest bidder's qualifications are checked by a CMB manager. • Written confirmation of the lowest bidder's qualifications is submitted. • The JOC manager verifies that the contractor under consideration for a particular task order project: <ul style="list-style-type: none"> ○ Possesses the appropriate contractor license for the work. ○ Has the experience to perform the work. 	<p>IMPLEMENTED</p>
<p>14. Place greater weight on qualifications than proposed adjustment factors when selecting JOC contractors.</p>	<p>Contractors must meet minimum qualifications stated in the Request for Proposal for their adjustment factor even to be considered. Hence, SFPUC places greater weight on the minimum qualifications than it does on the Award Criteria Figure. However, once bidders meet minimum qualifications, then the lowest responsive, responsible bidder wins the contract according to their Award Criteria Figure. This process is stated in the California Public Contracting Code, as well as the City's Administrative Code.</p>	<p>Determined that this recommendation is no longer applicable because SFPUC satisfactorily explained how it factors contractors' qualifications into the JOC contractor selection process.</p>	<p>CLOSED (NOT APPLICABLE)</p>

Recommendation	Most Recent Status per SFPUC	CSA Field Follow-up Work	Determination
<p>15. Ensure that qualified SFPUC staff inspects all JOC projects.</p>	<p><u>Qualifications of New Staff:</u> A Class 6318 Construction Inspector is qualified to inspect JOC construction projects. Every individual who is placed on the Class 6318 Eligible List has been deemed qualified by the Department of Human Resources to perform inspection on construction projects, including JOC projects.</p> <p><u>Inspection Reports:</u> CMB Management issued the directive to prepare JOC Inspection reports starting 7/17/13. Of the 14 Task Orders, 1 Task Order closed on 2/27/13 (before the directive was issued). Of the remaining 13, seven Task Orders did not have electronic or hardcopy reports. JOC acknowledges that it will do a better job in producing Daily Inspection Reports.</p> <p><u>Final Inspection:</u> JOC does not perform official contract close-out that is normally performed on standard construction contracts. Instead, JOC uses the "Notice of Construction Completion & Acceptance" form. This form will be modified: date of final inspection will be deleted; in place, a Daily Inspection Report that confirms work completion will be attached to the form.</p>	<ul style="list-style-type: none"> • Determined that, although the selected SFPUC staff is qualified to inspect JOC projects, SFPUC has not demonstrated that all JOC projects are being inspected. • Found that, of the 14 task orders selected for detailed review, one was closed before 7/17/13, the effective date of the SFPUC management directive that JOC inspection reports be prepared. • Of the remaining 13 task orders CSA reviewed in detail, SFPUC provided inspection reports for only 6. 	<p>OPEN (PARTIALLY IMPLEMENTED)</p>

Recommendation	Most Recent Status per SFPUC	CSA Field Follow-up Work	Determination
<p>16. Ensure that inspectors complete inspections of JOC projects in a timely manner.</p>	<p><u>Inspection Reports:</u> See comment under Recommendation 15 above.</p> <p><u>Inspection:</u> Full-time inspection is not standard because the projects are supposed to be straightforward. However, this does not mean that inspections do not take place regularly. To the contrary, JOC evaluates the inspection or coverage requirements based on the complexity of a project, and based on this, the inspection fee is established. An inspector, engineer, or City representative is assigned thereafter. Inspections take place regularly but at various degrees of coverage.</p>	<ul style="list-style-type: none"> • Found that, of the 14 task orders selected for detailed review, one was closed before 7/17/13, the effective date of the SFPUC management directive that JOC inspection reports be prepared. • Of the remaining 13 task orders CSA reviewed in detail, SFPUC provided inspection reports for only 6. 	<p>OPEN (PARTIALLY IMPLEMENTED)</p>
<p>17. Retain documentation of each inspection of JOC projects, including records of date, time and duration of visits.</p>	<p>SFPUC referred to its responses to Recommendations 15 and 16.</p>		
<p>18. Consolidate key information on timeliness and quality of work from inspections of completed projects for JOC contractors to inform future assessments of contractor qualifications when considering new JOCs.</p>	<p>SFPUC referred to its responses for recommendations 15 and 16 and acknowledged that this recommendation has not been implemented.</p>	<ul style="list-style-type: none"> • Determined that this recommendation has not yet been implemented. 	<p>OPEN (NOT IMPLEMENTED)</p>
<p>19. Ensure that project managers evaluate contractors for each JOC task order project in a timely manner.</p>	<p>The JOC office will not allow final payment unless project managers complete their contractor evaluations.</p>	<ul style="list-style-type: none"> • Examined the JOC master files for the 14 selected task orders. • Determined that they all contained evaluations of the contractors on the last page of the documentation for final payment 	<p>IMPLEMENTED</p>

ATTACHMENT B: DEPARTMENT RESPONSE



San Francisco
Water Power Sewer
Services of the San Francisco Public Utilities Commission

525 Golden Gate Avenue, 13th Floor
San Francisco, CA 94102
T 415.554.3155
F 415.554.3161
TTY 415.554.3488

March 10, 2015

Tonia Lediju, Audit Director
Office of the Controller, City Services Auditor Division
City Hall, Room 476
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Subject: SFPUC Acknowledgement to CSA Field Follow-Up Audit of
"SFPUC: The Job Order Contract Program Lacks Sufficient Oversight
to Ensure Program Effectiveness"

Dear Ms. Lediju,

Thank you for providing us the opportunity to respond to your field follow-up audit of your report, *'The Job Order Contract Program Lacks Sufficient Oversight to Ensure Program Effectiveness,'* as prepared by the Controller's Office, City Services Auditor.

We acknowledge that fifteen recommendations are now closed, three are partially implemented and one has not been implemented. We appreciate the time spent by your staff to review the Job Order Contract Program.

If you have any questions or need additional information, please do not hesitate to contact me at (415) 554-1600.

Sincerely,

A handwritten signature in black ink that reads "Harlan L. Kelly, Jr.".

Harlan L. Kelly, Jr.
General Manager

cc: Michael Carlin, Deputy General Manager
Emilio Cruz, AGM Infrastructure
Frances Lee, Interim AGM Business Services & Chief Financial Officer
Nancy L. Hom, Assurance and Internal Controls Director

Edwin M. Lee
Mayor

Ann Moller Caen
President

Francesca Viator
Vice President

Vince Courtney
Commissioner

Anson Moran
Commissioner

Ike Kwon
Commissioner

Harlan L. Kelly, Jr.
General Manager





File 150118, BOS 11, COB
CPag

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BOARD OF SUPERVISORS
SAN FRANCISCO

2015 APR -7 PM 3:05

cc: _____

National Headquarters
305 Seventh Avenue, 15th Floor
New York, NY 10001
T: 212-741-2247
F: 212-366-1947
sageusa.org
lgbtagingcenter.org

March 31, 2015

Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

Re: LGBT Long-term Care Facility Residents' Bill of Rights

To the members of the San Francisco Board of Supervisors:

I am Michael Adams the Executive Director of the Services and Advocacy for GLBT Elders (SAGE). On behalf of my organization, I am writing to express my strong support for the LGBT Long-Term Care Facility Residents' Bill of Rights.

California undeniably provides some of the strongest protections in the nation to lesbian, gay, bisexual, and transgender people, but there is a gap when it comes to long-term care. These facilities need clearer guidance to properly care for their LGBT residents and patients.

The San Francisco LGBT Aging Policy Task Force highlighted this issue in its 2014 report, "Aging at the Golden Gate." In that report, the Task Force found that LGBT seniors are a particularly vulnerable population at greater risk of isolation, homelessness, poverty, and premature institutionalization. In a 2011 survey of LGBT care facility residents, nearly 90% of respondents stated that it would be unsafe to be openly LGBT in a facility. Nearly 50% stated that they or someone they knew had faced discrimination. The study—while national in scope—included specific examples of discrimination in California and San Francisco. This is unacceptable, and SAGE calls on the Board of Supervisors to act.

San Francisco has a long history of civil rights leadership on behalf of marginalized communities. Harvey Milk led the fight for a sexual orientation nondiscrimination ordinance in 1978. San Francisco was an early leader in protecting transgender people and people with HIV. Ensuring that LGBT seniors and people with disabilities—transgender people, in particular—can receive care in a fully respectful and dignified manner is the next chapter in this story.

This ordinance, the first in the nation, was proposed by Supervisor Scott Wiener and Supervisor David Campos, and it is an important first step. This ordinance prohibits discrimination in admissions, transfer, eviction, room assignment, and visitation. In particular, it mandates that facility staff respect transgender and gender non-conforming individuals' identity and expression for bathroom use, preferred names and pronouns, and dress. This ordinance requires facilities to designate a staff member as an LGBT liaison and empowers the San Francisco Human Rights Commission to investigate and mediate complaints.

16

SAGE joins Supervisor Wiener in supporting this law. We believe that this will be effective in continuing to combat discrimination against one of our most vulnerable populations and will ensure that they have the proper tools to advocate for their rights and dignity.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Adams". The signature is fluid and cursive, with the first name "Michael" and last name "Adams" clearly distinguishable.

Michael Adams
Executive Director
Services & Advocacy for GLBT Elders

From: Rufo, Todd (ECN)
Sent: Wednesday, April 08, 2015 5:55 PM
Subject: OEWD Dashboard: 4th Quarter 2014
Attachments: OEWD Dashboard - Q4 2014.pdf

Attached is the OEWD dashboard which generally reflects the 4th quarter of 2014 (Oct.- Dec.).

The Q4 dashboard along with past dashboards can also be found on the OEWD website:
<http://www.oewd.org/index.aspx?page=19#dashboards>

Please let me know if you have any questions, need additional info or would like to discuss any of these items further.

Thanks –Todd

OFFICE OF ECONOMIC & WORKFORCE DEVELOPMENT

QUARTERLY DASHBOARD

QUARTER 4: OCTOBER – DECEMBER 2014

DASHBOARD CONTENTS	PAGE
BUSINESS DEVELOPMENT	2-3
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WORKFORCE DEVELOPMENT	6-7
INVEST IN NEIGHBORHOODS	8-9
OFFICE OF SMALL BUSINESS	10-11
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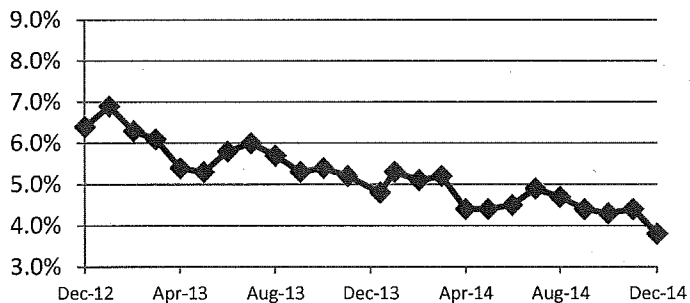
Note: This dashboard includes data from outside sources. OEWD cannot guarantee the accuracy or completeness of information from outside sources. The information provided in these dashboards are subject to change. For questions please contact OEWD at 415-554-6969.

BUSINESS DEVELOPMENT

JOBS (DECEMBER 2014)		Source: EDD
SF Unemployment Rate*	3.8% ↓	
SF Statewide Rank	3rd	
Number of Unemployed in SF	19,300	
SF Labor Force	502,100	
CA Unemployment Rate*	7.0%	
US Unemployment Rate*	5.6%	

*Not adjusted for seasonal factors

SAN FRANCISCO UNEMPLOYMENT (2-Year Historical Trend)



RANKINGS
#1 Best-Performing Cities, Where America's Jobs are Created and Sustained – Milken Institute
#1 City Brand in the country for 2015 – The Place Equity Index by Resonance Consultancy
#1 US City for Mobile and Telecom venture capital deals – CB Insights' Top Cities for Mobile 2014
#1 Destination of VC Funding with \$47.3 billion invested nationally in 3,617 deal – CB Insights
#1 for number of mega-startups (billion dollar+ software companies) – Atomico/Citylab
#3 Best Airports World Wide – SkyTrax
#5 Energy Star Buildings – up from 6th place ranking in 2013 – Energy Star

JOBS

- 76,400 jobs were created in San Francisco from December of 2010 to December of 2013 (SF Controller)
- Over 2.5 million square feet of office space is expected to be available in 2015; however, this space is 92% pre-leased. (CBRE)
- SF's retail vacancy rate fell to 3.1% in the final quarter of 2014 (DTZ Retail)

INNOVATION INDUSTRIES

- 2014 saw a record 17 leases over 100,000 square feet— totaling 3.6 million square feet. 87% of these were from technology tenants. (CBRE)
- The Bay Area totaled 35 IPO's at \$4.6 billion in proceeds. This surpassed 2013's total of 29 companies though fell short of its \$5.3 billion in proceeds (DTZ). The largest IPO was San Francisco's Lending club which raised \$870 million.

MANUFACTURING

- The Makers and Movers Economic Cluster Strategy: Recommendations for San Francisco Food and Manufacturers and Distributors was completed by OEWD, Planning, SPUR and is now being implemented.

NIGHTLIFE AND ENTERTAINMENT

- AC Transit & Bart launched a new pilot program for additional late night weekend bus service from San Francisco to the East Bay.
- Supervisor Breed introduced legislation to establish procedures to facilitate increased compatibility between new residential developments and existing entertainment venues.
- The Entertainment Commission approved seven new Place of Entertainment permits and thirteen Limited Live Performance permits.

TOURISM

- The Hotel Sector was very strong throughout 2014, with double digit growth of 12.1% in Average Revenue per Available Room (RevPar). Data from Smith Travel Research (STR) Reports:
 - 2014 Average Occupancy was 85.0%, up 1.3 % from 2013
 - 2014 Average Daily Rate (ADR) was \$231.34, up 10.7% from 2013
 - 2014 Average Revenue per Available Room (RevPar) was \$196.64, up 12.1% from 2013

INTERNATIONAL

- LatinSF welcomed Mexican financial tech company, Saldo.mx, which opened a three person office at 300 Montgomery Street.
- British lending platform, Funding Circle, expanded to 747 Front St. with 19,000 sq. ft. and 20 additional employees.
- Kontakt.io, a beacon technology company from Poland, opened a new office.
- SFO welcomed a new daily service to Abu Dhabi by Etihad Airlines and introduced a new non-stop service to Wuhan/ Guangzhou three times a week by China Southern Airlines.

BUSINESS DEVELOPMENT

BUSINESS RECRUITMENT & RETENTION (October - December 2014)

Company	Sector	New Business, Expansion, Downsize, Out Migration	Location	Size (sq.ft.)	Notes
Capital One	Finance	New	201 Third Street	88,353	
Coblentz Patch Duffy & Bass	Professional Services	Downsize	1 Montgomery Street	48,108	
Evolution Bureau (EVB)	Professional Services	Out Migration	1738 Telegraph Ave., Oakland	10,000	Moving their headquarters and 60 employees out of SF
GreatSchools	Non-profit	Out Migration	1999 Harrison Street, Oakland	-	Previously occupied 14,286 sq. ft. on Spear St.
Jones Day	Professional Services	Downsize	555 California Street	60,947	
Kirkland & Ellis LLP	Professional Services	Renewal	555 California Street	121,580	
Marin Sun Farms	Food & Bev.	Out Migration	Petaluma	-	Consolidating operations in Petaluma.
Minted.com	Technology	Out Migration	2001 Broadway St., Oakland	-	Previously occupied 11,600 sq. ft. on Front St.
Nasdaq	Financial	New	505 Howard Street	13,041	Opening a museum, television studio, and book store
Sephora	Food & Bev.	Expansion	425 Market Street	105,000	
Uber	Technology	New	685 Market Street	74,644	
WeWork	Real Estate	New	535 Mission Street	91,511	
Wish (ContextLogic)	Technology	New	1 Sansome Street	54,501	
Workers' Compensation Insurance Rating Bureau	Professional Services	Out Migration	1221 Broadway St., Oakland	-	Previously occupied 40,981 sq. ft. in San Francisco
Yelp	Technology	New	55 Hawthorne Street	102,324	

REAL ESTATE DEVELOPMENT

OFFICE (Dec. 2014) Source: CBRE		HOUSING (Dec. 2014) Source: DataQuick	
SF Vacancy Rate	6.6%	SF Median Price Paid/Home*	▲ 16.7%
SF Vacancy Rate - Submarkets			
Financial District	7.8%	Bay Area*	▲ 9.9%
South Financial District	7.0%		
SoMa	6.8%	SF Median Home Price	\$949,000
Average Lease Rate (Direct)	\$63.24 annual per sq/ft	Bay Area	\$603,000
Net Absorption	+ 330,000 sq/ft		

*Not adjusted for seasonal factors

*December 2013 - December 2014

CITYWIDE OFFICE DEVELOPMENT HIGHLIGHTS

- For the year, asking rates grew by 14.2% to \$63.24 and vacancy declined by one percentage point to 6.6%. (CBRE)
- Net absorption nearly broke 2.0 million sq/ft due to a combination of pre-leased construction deliveries and a record 17 deals over 100,000 sq/ft. (CBRE)
- Office building sales totaled \$5.9 billion in 2014, nearly triple that of last year. (CBRE)
- Class A pricing reached a new record average of \$641 per sq/ft for all of 2014 [in investment sales]. (CBRE)



REAL ESTATE DEVELOPMENT

PROJECT HIGHLIGHTS	
Project	Status
5M	Project approval expected in 2015 at the end of sentence to showcase order. DEIR published on October 15th. CEQA and informational hearings scheduled at Planning Commission on November 20th. Continuing to develop and negotiate proposal for project and public benefits package components. Special Use District (SUD) and approval documents are drafted and undergoing edits. Project Sponsor continues to finalize design review elements for Planning approval.
California Pacific Medican Center (CPMC)	Presented Annual Compliance Review Report at Joint Health and Planning Commissions Hearing.
India Basin	Mixed Use Residential project sponsored by Build, Inc. Proposal calls for creation of a "compact village" including 900+ units of housing, 100,000 sq. ft. of mixed commercial/retail space and a new multi-use park set in a waterfront site in the heart of the India Basin neighborhood. Project Sponsor is working closely with Planning, MTA, and Rec. and Park on project design, potential bike, transit and pedestrian improvements as well as the creation of a sizeable public open space area. The environmental application was submitted in December 2014 in coordination with RPD's Environmental Evaluation for the 900 Innes project. We anticipate a 3-year entitlement schedule.
Moscone Expansion	Pre-construction site and utility work began in late 2014. The first phase of construction will begin in April 2015 and will continue in phases until completion in 2018. Official groundbreaking of the \$507 million, approximately 300,000 net new square foot expansion is scheduled for May 2015.
Octavia Boulevard Project	Opened the SoMa West Skatepark, the SoMa West Dog park and McCoppin Hub Plaza; Executed exclusive negotiating agreements for Octavia Boulevard Project parcels R,S&T – negotiating purchasing sales agreements Fall 2014.
Phelan Loop (City College Bus Terminal, 1100 Ocean Avenue Housing & Unity Plaza)	Housing construction at 1100 Ocean Ave. is on schedule for completion at the end of January 2015. The Plaza has been named "Unity Plaza" by the MTA following a community naming process. Unity Plaza's construction design is 95% complete. The Bid Package is being prepared by MTA and DPW and will be issued in the spring. Construction is scheduled to begin in June 2015. Project completion for Unity Plaza is scheduled for Q2 2016. Through a grant from the Transportation Authority, MTA is working with City College, the Arts Commission, and the plaza Community Advisory Committee on the design to build a pedestrian connection between the Plaza and City College that will include an artistic historical tribute to the neighborhood. The pedestrian connection will aid student access to and from the K-Stop and the bus turn around, which is being re-named "City College Bus Terminal" by MTA.
Pier 70	Following term sheet endorsement by the Port Commission and the Board of Supervisors, and public support on the November 2014 ballot; negotiation and design work continue. Environmental application submitted in November 2014; project anticipates an 18-24 month entitlement schedule.
Mission Bay Pavilion	The Draft Subsequent EIR is currently scheduled for release in May 2015 with final approvals anticipated in early fall 2015. The Event Center is scheduled for an August 2018 opening.
Plaza Program	Develop standardized agreements and administrative processes for the Plaza Program, including documents that describe and establish management protocols for partner obligations, liabilities, and requirements.
Potrero Power Plant Site	Ongoing discussions on potential redevelopment opportunities.
Public Lands for Housing	The office conducted a series of community workshops on the portfolio strategy for the Public Lands for Housing program, a component of the Mayor's housing affordability strategy. These meetings culminated in a Planning Commission hearing in December, setting out the goal of building 4,000 new housing units on public sites by 2020, with 50% of those being affordable to low and moderate incomes.
Schlage Lock	Development Agreement approved by the Board of Supervisors on July 22, 2014. Groundbreaking expected mid-2015.
Seawall Lot 337	OEWD, Port and Planning continued the environmental review process and worked with developer and consultants to complete a series of urban design charrettes that will inform the drafting of Development Controls and Design Guidelines for the project. Under Proposition B, the project will need to seek voter approval for height increases.
Support for Production, Distribution, and Repair (PDR)	Opening of new warehouse at 901 Rankin St (Completion of Phase I of the Wholesale Produce Market expansion project).

WORKFORCE DEVELOPMENT

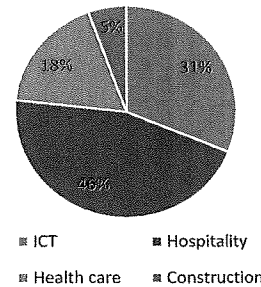
PROGRAM STATS

Results	# of Participants Placed this Quarter	# of Participants Placed in 2014
Enrolled in Workforce Programs	1,667	5,395
Placed in Unsubsidized Employment	1,227	3,329

TRAINING PROGRAM STATS FY 14-15

Program	Trained	Placed
CityBuild	58	53
HealthCare Academy	218	83
Hospitality Initiative	343	201
TechSF	233	127

PLACEMENT BY PRIORITY SECTOR



LOCAL HIRING WORKFORCE SUMMARY CUMULATIVE DATA (3/25/11 - 10/1/14)

Dept.	Total Work Hours	Local Work Hours	Overall %
DPW	1,097,467	413,120	38%
PUC	1,018,126	402,619	40%
SFO	874,772	336,439	38%
PORT	373,046	94,211	25%
RPD	336,456	118,538	35%
MTA	31,145	12,191	39%
TOTAL	3,731,013	1,377,118	37%

PROGRAM HIGHLIGHTS

- On October 9th, TechSF hosted a Nerd Underground at Zendesk's new offices on Market St.
- Began planning for new TechSF Program offerings and hosted an Employer Roundtable on December 10th, and a new tech training grant with four Workforce Investment Board in the region.
- On Nov 13th, The Hospitality Initiative partnered with the San Francisco Hotel Council and hosted a Hotel Employer Round Table focused on local employment projections and talent acquisition strategies for future collaboration.
- In fall of 2014, the Hospitality Initiative worked with The Market to create a pipeline of candidates for the Market opening in January 2015. Through massive recruitment and screening events for entry-level employment opportunities, 49 San Francisco residents were offered employment opportunities with the new market.
- 44 trainees from CityBuild Academy (Cycle 19) graduated on Oct 27, 2014. All 44 graduates (100%) were placed for employment.
- 14 trainees from the Construction Administration Professional Services Academy (Cycle 10) graduated on December 19, 2014. Nine were placed for employment.
- In the fall, 10 students completed the Asbestos Training Program. Nine of the 10 students found work; eight were hired by Eco Bay Services to work on the Candlestick demolition and one accepted an administrative position.

EMPLOYER HIGHLIGHTS

- OEWD is monitoring compliance of 460 public and private construction projects valued at nearly \$15 billion for Local Hire, First Source, Office of Community Investment & Infrastructure (OCII) and US. Dept. of Housing & Urban Development (HUD) Section 3 regulations.
- In 2014, Flatiron Construction Co., Conco Companies, and Gerdau Ameristeel Corporation together hired 145 CityBuild graduates and referrals.
- Fiscal year to date, Business Services has provided Rapid Response Services to six businesses with a total of 309 affected employees. In the last quarter, there were two businesses that received Rapid Response services with 100 employees affected - Ghiradelli Chocolate (80 affected employees) and the San Francisco Guardian (20 affected employees).
- OEWD participated in seven job fairs hosted by our partner agencies such as City College of San Francisco with over 68 employers in attendance and 1,500 attendees. Our most successful hiring event was for The Market, which resulted in 49 job offers.

SPOTLIGHT: CONSTRUCTION PROJECT MONITORING

460	Number of public and private construction projects OEWD is monitoring for compliance under local and federal regulations.
\$15B	Estimated value of construction projects OEWD is monitoring.

WORKFORCE DEVELOPMENT

PLANNING

December WISF Meeting

- On December 10th, the Workforce Investment San Francisco (WISF) received briefings from Dept. of Children Youth & Families (DCYF) on the new Children and Families First initiative in light of the recent passage of Proposition C and from the City's Economist on the state of San Francisco's economy. The new SF Biz Portal was also presented to board members.

Minimum Wage Increase

- On November 4th, San Francisco voters passed Proposition J to gradually increase the City's minimum wage to \$15.00 per hour by 2018. On January 1, 2015 the minimum wage will rise to \$11.05, and on May 1, 2015 it will rise to \$12.25.

Local Hiring Policy for Construction Update

- Local residents contributed 37% of cumulative work hours on projects covered by local hire, compared to an average of 20% of work hours prior to local hire.
- The Mayor's Construction Workforce Advisory Committee met on November 4th and adopted the following recommendations:
 - Extending the policy's review period an additional 24 months, through March 24, 2017;
 - Holding the mandatory local hiring percentage at 30% until approved by the Board of Supervisors; and
 - Creating a strategic plan to grow the construction worker pipeline.

LABOR MARKET INFORMATION - JOB GROWTH IN TARGETED INDUSTRIES

Sector	# of Jobs December 2014 (Prelim.)	% Change over December 2013
Construction	42,100	5.5% ↑
Computer Systems, Design & Related Services	57,200	8.3% ↑
Health Care & Social Assistance	119,100	3.2% ↑
Leisure & Hospitality	152,300	4.7% ↑

San Francisco, San Mateo, Redwood City Metropolitan Division

CONSTRUCTION PORTFOLIO (THROUGH DECEMBER 2014)

Workforce Policy	# of Projects	Value
Local Hiring Policy	249	\$3.08 billion
Public First Source	68	\$5.68 billion
Private First Source	81	\$5.69 billion
HUD Section 3	6	\$70 million
Office of Community Investment & Infrastructure	40	\$230 million
State/Federal	16	\$60 million
TOTAL	460	\$14.8 billion

INVEST IN NEIGHBORHOODS

LOANS	Q4, 2014			2014 TOTALS		
	Source	#	\$ Value	Jobs	#	\$ Value
Revolving Loan Fund	5	\$120,000	8	29	\$649,000	65
Emerging Business Loan Fund	4	\$621,000	13	21	\$2,583,900	92
CDBG* Loan Partners	22	\$251,126	22	89	\$1,179,730	148
Total	31	\$992,126	43	139	\$4,412,630	305

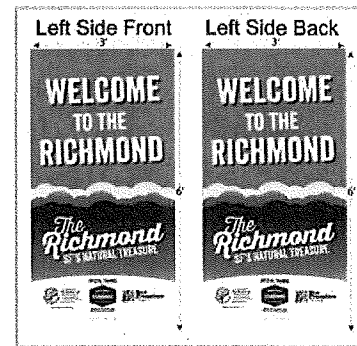
SF SHINES PROJECTS	Q4, 2014		2014 TOTALS	
	Project Type	#	\$ Value	#
Facade Improvements Completed	5	\$178,712	12	\$542,031
ADA Assessments Approved	10	\$12,000	131	\$157,000
Total	15	\$190,712	143	\$699,031

BUSINESS OUTREACH	Q4, 2014		2014 TOTALS	
	Source	#	#	#
CDBG** Partners-Direct Assistance	246	1,554		
Jobs Squad Business Outreach	4,460	17,841		
Total	4,706	19,395		

**CDBG = Community Development Block Grant

PROGRAM UPDATES

- 55 net new businesses opened their doors on Invest in Neighborhoods Commercial Districts.
- HealthyRetailSF launched its first store makeover with a grand re-opening at Ana's Market on December 6th. It is the first store under this program to offer healthier products/produce to residents in the neighborhood. The community celebrated with a ribbon cutting and activities for the family including taste testing, free Zumba, recipe books and other giveaways.
- Invest In Neighborhoods supported the execution of over 25 neighborhood events and public space activations along target corridors including movie night at McCoppin Square, the Night Market at UN Plaza, the Outer Noriega Music Festival, and Winter Wonderland in the Bayview. Altogether these events attracted more than over 5,000 attendees to support local businesses and other economic activity in the community.



Geary Street Banners, Richmond District



Ana's Market Re-Opening, Broad Street



INVEST IN NEIGHBORHOODS

SELECT NEIGHBORHOOD ACCOMPLISHMENTS

- Bayview – In partnership with Bay Area Local Initiatives Support Corporation, IIN provided technical support for the organizational development of the Bayview Steering Committee. The Committee received funding to hire a Corridor Manager to assist with the implementation of neighborhood community and economic development priorities.
- Bayview – In partnership with The Bayview Opera House, Winter Wonderland was held in December attracting over 800 people to the neighborhood which featured a holiday market, live music, ice skating, and a Santa's Village for the kids.
- Geary Boulevard – In partnership with the Geary Merchants Association and the Richmond District YMCA, street banners were installed in an effort to further brand and attract foot traffic to the commercial district. The banners were placed on light poles along Geary Boulevard.
- Japantown – In partnership with the San Francisco Arts Commission, a \$50,000 grant was awarded to assess and identify potential issues around the landmark Buchanan Mall Fountain designed by local renowned artist Ruth Asawa. The assessment is being completed to aid in its restoration.
- Lower 24th Street – In partnership with the SF Arts Commission and community groups, the Lower 24th neighborhood was rebranded to 'Calle 24.' The goal of 'Calle 24' is to be known as San Francisco's Latino Cultural District; which looks to preserve the Latino presence in the neighborhood.
- Mission Street- College Hill – In partnership with the Bay Area Local Initiatives Support Corporation and the Mission Bernal Merchants Association, a part-time Corridor Manager consultant was hired to provide on the ground support to small businesses and to implement the commercial district's community and economic development priorities.
- Noriega – In partnership with the Outer Noriega Merchants Association, the 4th Annual Outer Noriega Music Festival took place in October attracting nearly 3,500 attendees. The festival featured six music bands and a variety of vendors and booths including food trucks that complemented local businesses.
- West Portal – In partnership with Supervisor Norman Yee's Office and the West Portal Merchants Association, the West Portal Community Benefits District Steering Committee was formed. The goal of the Steering Committee; which is composed of property owners and businesses, is to guide the Community Benefits District process and formation efforts.

COMMUNITY BENEFIT DISTRICT (CBD) PROGRAM HIGHLIGHTS

Three new Community Benefit Districts (CBD) are currently going through the formation process, creating approximately \$3.2m in new assessments to fund cleaning, safety, maintenance, and economic development activities:

- Rincon Hill CBD – Proposed \$2.3m budget, to assess 3,311 parcels
- Embarcadero CBD – Proposed \$700k budget, to assess 95 businesses and parcels
- West Portal CBD – Proposed \$227k budget, to assess 73 parcels

Two renewals of Community Benefit Districts are currently underway:

- Yerba Buena CBD – Proposed \$3.1mm budget, to assess 2,125 parcels
- Mission Miracle Mile Business Improvement District (BID) – proposed \$170k budget, to assess 26 parcels

CENTRAL MARKET PARTNERSHIP HIGHLIGHTS

- The UN Plaza Night Market launched with activities such as dancing, eating, and shopping through the fall and it is projected to restart in spring 2015.
- Nine Action Zones were developed as part of the Central Market and Tenderloin Strategy update. This milestone brings focus to areas for ongoing neighborhood planning and future implementation efforts.



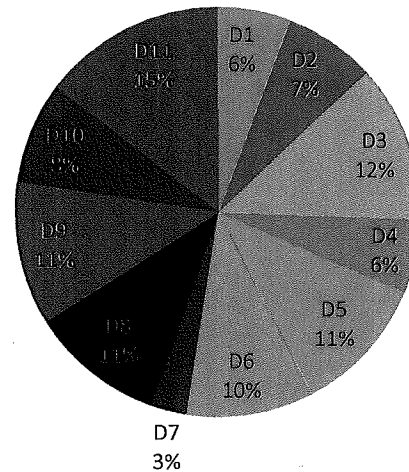
OFFICE OF SMALL BUSINESS

Clients Served (October - December, 2014)

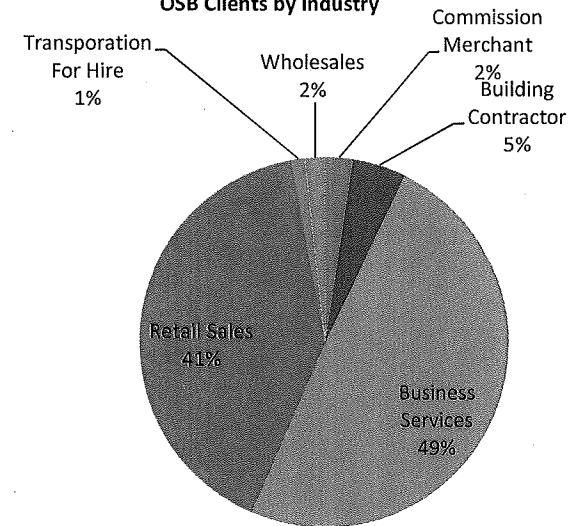
Month	# of Clients	% +/- (compared to 2013)
October	210	-48%
November	231	-18%
December	201	+2%
Total	642	-24%

Note: The significant change in October 2014 compared to October 2013 is due to a increase in phone calls in 2013 related to TTX due to notices of cancellation of business registration for failure to complete the registration online. In November 2014, OSB was down one business counselor.

OSB clients by Supervisorial District



OSB Clients by Industry



OSB HIGHLIGHTS

OSB endorsed two borrowers for Kiva Zip loans

- In Q4, the Office of Small Business endorsed two more borrowers for 0% interest loans on the Kiva Zip platform. Heather Rosner of Joy Gallery at 4911 Third Street in the heart of the Bayview was endorsed for a \$3,000 loan to help pay for signage, office equipment, and furniture for her art gallery/consignment shop. Heather began fundraising on November 22nd and was fully funded in under a week! Aline Dazogbo of Aline's Closet at 101 Pierce Street in the Lower Haight was endorsed for a \$5,000 loan to help with the production of 100 pieces of her bestseller 'The Perfect Cardigan' and to purchase equipment for the launch of her e-commerce website. Aline began fundraising December 8th and was fully funded by December 18th.

OSB most requested

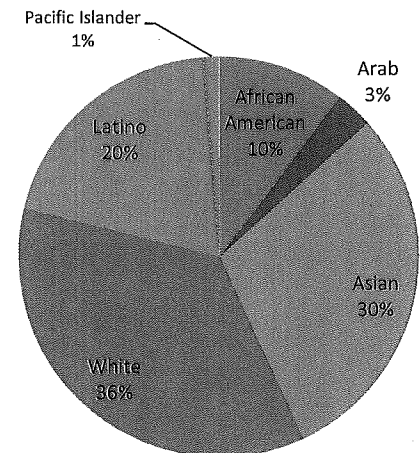
- Small individual or family owned cleaning/janitorial business start-up; food business start-up; and consulting service business start-up continue to be the trend in Q4. Another new trend for the development of application platforms designed to service the needs of our growing population including parking applications and food delivery applications, among others.

OSB in the community

- In Q4, OSB led three "Starting a Business In San Francisco" classes at the Small Business Assistance Entrepreneur Center with a total of 39* attendees.

*Not included in "Clients Served" Reporting

OSB Clients Reported Race/ Ethnicity



OFFICE OF SMALL BUSINESS: BUSINESS PORTAL*

BUSINESS PORTAL BY THE NUMBERS				
Location	Sessions	%	Users	%
SF	2,173	40%	1,382	36%
CA (non-SF)	1,587	29%	1,199	32%
Out-of-State	1,239	23%	895	24%
International	488	8%	321	8%
Total	5,487	100%	3,797	100%

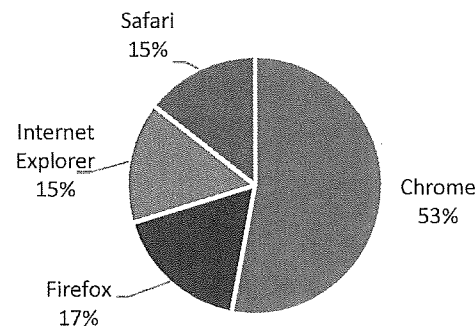
STARTER KIT PAGEVIEWS		
Page	Page Views	%
Restaurant	214	34%
Business Consultant	83	13%
Food Truck	67	11%
Retail Shop	67	11%
Bar	56	9%
Small Contractor	56	9%
Street Artist	32	5%
Salon	31	5%
Cleaning Business	17	3%
Total	623	100%

BUSINESS PORTAL HIGHLIGHTS

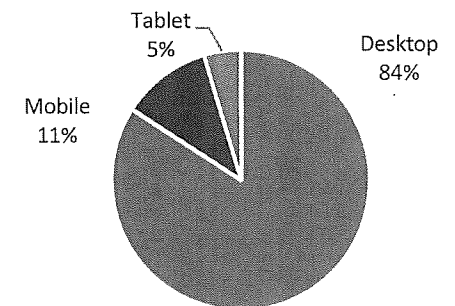
- November 16: San Francisco Business Portal launches, a new online resource to provide information and guidance on all things business in San Francisco
- Users: Business Portal has more user traffic than License123 Portal: 119 users/day vs. License123: 9 users/day
- New Cases: 26 cases were generated for OSB counselors for assistance from the Portal's contact section

1ST INTERACTION		2ND INTERACTION				
HOMEPAGE 6.11K Pageviews 50% Through Traffic 50% Drop Off		Rank	Page or Event	Page Views	Through Traffic %	Drop Off %
		1	Permits & Licenses	719	77%	23%
		2	Start	519	85%	15%
		3	Starter Kits	438	92%	8%

BROWSERS



DEVICES



*The data for the Business Portal only reflects users from Nov 16 – Dec 31 as the site did not launch until mid-November.

FILM COMMISSION

Filming Stats

Source: Film Commission

Film Type	July - September 2014		October - December 2014		% Change	
	# Permits	Shoot Days	# Permits	# Shoot Days	# Permits	Shoot Days
Corporate	24	41	23	30	-4%	-26%
Documentary	7	9	12	32	+71%	+255%
Feature	11	95	8	40	-27%	-57%
Music Video	2	2	-	-	-100%	-100%
Public Service Announcements	2	4	3	3	+50%	-25%
Short	1	1	2	3	+100%	+200%
Still Photo	34	83	35	80	+3%	-4%
Student	4	7	7	22	+75%	+214%
TV Commercial	19	34	12	16	-34%	-44%
TV Series	16	74	15	165	-6%	123%
Web	32	48	21	27	-34%	-44%
Total	152	398	138	418	-9.2%	+5%

HIGHLIGHTS

Notable productions between October and December 2014

- HBO's Season 2 of Looking (shot for 60 days during this quarter)
- Fox's The Mindy Project
- American Idol
- ABC's Shark Tank 6

To: BOS-Supervisors
Subject: FW: Ten Year Capital Expenditure Plan - FYs 2016-2025
Attachments: CPC BOS Memo 2015-04-08.pdf

From: Strong, Brian (311)
Sent: Wednesday, April 08, 2015 3:57 PM
To: Wong, Linda (BOS)
Cc: Alburati, Hemiar (DPW); Kelly, Naomi (ADM); Khaw, Lynn (ADM)
Subject: FW: Ten Year Capital Expenditure Plan - FYs 2016-2025

Hi Linda,

Please see the attached copy of a memo to the Board of Supervisors and a link to electronic version of the Proposed FY 2016-2025 Capital Plan for the legislative file. Please click on the following link to download this capital plan:
http://onesanfrancisco.org/wp-content/uploads/Complete-CapitalPlan_Final2.pdf.

Hard copies of these documents will be delivered to your office this afternoon.

Thanks and please let me know if you have any questions or need additional information.

Brian Strong, Director
Capital Planning Program
Office of the City Administrator
City and County of San Francisco
415.558.4558

ONESF
Building Our Future

From: Kelly, Naomi (ADM)
Sent: Tuesday, March 24, 2015 1:39 PM
To: Wong, Linda (BOS)
Cc: Strong, Brian (DPW)
Subject: RE: Ten Year Capital Expenditure Plan - FYs 2016-2025

I am copying Brian Strong to figure out.

Naomi M. Kelly
City Administrator
City & County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
PH: (415) 554-7738
FAX: (415) 554-4849

From: Wong, Linda (BOS)
Sent: Tuesday, March 24, 2015 11:58 AM

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To: Kelly, Naomi (ADM)

Subject: Ten Year Capital Expenditure Plan - FYs 2016-2025

Ms. Kelly,

I just wanted to bring to your attention that a member of the public contacted me this morning indicating that the proposed Capital Plan for FYs 2016-2025 that our office received is not the actual expenditure plan that was voted on by the Capital Planning Committee and available to the public on March 2, 2015.

Below is the link to the all documents we received for this matter including the proposed Capital Plan:

<https://sfgov.legistar.com/LegislationDetail.aspx?ID=2236197&GUID=7A0525F7-38F3-4CC4-A1BE-962E8E457377&Options=ID|Text|&Search=150224>

Please feel free to contact me if you have any questions.

Sincerely,

Linda Wong

Board of Supervisors

1 Dr. Carlton B. Goodlett Place, City Hall, Room 244

San Francisco, CA 94102-4689

Phone: 415.554.7719 | Fax: (415) 554-5163

Linda.Wong@sfgov.org | www.sfbos.org

Please complete a Board of Supervisors Customer Service Satisfaction form by clicking [here](#).

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.



Capital Planning Committee

Naomi M. Kelly, City Administrator, Chair

MEMORANDUM

April 8, 2015

To: Supervisor London Breed, Board President *N. Kelly*
From: Naomi Kelly, City Administrator and Capital Planning Committee Chair
Copy: Members of the Board of Supervisors
Angela Calvillo, Clerk of the Board
Capital Planning Committee
Regarding: Updates to the City & County of San Francisco 10-Year Capital Plan FY 2016 – FY 2025

1. Board File Number: 150224

Proposed City & County of San Francisco 10-Year Capital Plan FY 2016 – FY 2025.

Comments:

Attached is an updated version of the Plan that was presented to the Capital Planning Committee on March 2, 2015 and recommended to the Board of Supervisor's for approval. The update includes the addition or replacement of graphics, corrections of typographical and formatting errors, and updates to some of the emerging need estimates in the Planning chapter. No changes to any of the funding recommendations, policies or other items that could be considered material to the document were made.

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. 544-5227

MEMORANDUM

Date: April 6, 2015
To: Honorable Members, Board of Supervisors
From: Angela Calvillo, Clerk of the Board
Subject: Form 700

This is to inform you that the following individual has submitted a Form 700 Statement:

Veneracion, April – Legislative Aide – Annual
Lim, Victor – Legislative Aide – Annual

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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. 544-5227

MEMORANDUM

Date: April 10, 2015
To: Honorable Members, Board of Supervisors
From: Angela Calvillo, Clerk of the Board
Subject: Form 700

This is to inform you that the following individual has submitted a Form 700 Statement:

Power, Andres – Legislative Aide – Annual
Lee, Ivy – Legislative Aide – Annual
Albee, Nate – Legislative Aide - Annual and Leaving office
Angulo, Sonny - Legislative Aide – Annual

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