

1 [Board approval for contracting out personal services.]

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4 Ordinance amending the San Francisco Administrative Code, by adding Sections 2.15,  
5 and 2.16, and 2.17 to require a supplemental report from departments seeking Board  
6 approval to contract out personal services under Charter Section 10.104(15), and to  
7 require the Controller to prepare an annual report on such contracts, and to set  
8 deadlines for departmental submission of requests to the Controller and the Board of  
9 Supervisors for certification to enter into such contracts.

10 Note: Additions are *single-underline italics Times New Roman*;  
11 deletions are *strikethrough italics Times New Roman*.  
12 Board amendment additions are double underlined.  
13 Board amendment deletions are ~~strikethrough normal~~.

13 Be it ordained by the People of the City and County of San Francisco:

14 Section 1. The San Francisco Administrative Code is hereby amended by adding  
15 Sections 2.15, ~~and 2.16,~~ and 2.17 to read as follows:

16 **ARTICLE III: BOARD APPROVAL FOR CONTRACTING OUT PERSONAL SERVICES**

17 **SEC. 2.15. SUPPLEMENTAL REPORTS REQUIRED.**

18 Any officer, department, or agency seeking Board approval of a contract for personal services  
19 under Charter Section 10.104(15) shall submit a supplemental report to the Board of Supervisors in  
20 connection with the contract and the Controller's certification.

21 The report shall summarize the essential terms of the proposed contract and address the  
22 following subjects:

- 23 1. The department's basis for proposing the Prop J certification;  
24 2. The impact, if any, the contract will have on the provision of services covered by the  
25 contract, including a comparison of specific levels of service, in measurable units where applicable.

1 between the current level of service and those proposed under the contract. For contract renewals, a  
2 comparison shall be provided between the level of service in the most recent year the service was  
3 provided by City employees and the most recent year the service was provided by the contractor;

4 23. The department's proposed or, for contract renewals, current oversight and reporting  
5 requirements for the services covered by the contract;

6 34. The contractor's proposed or, for contract renewals, current wages and benefits for  
7 employees covered under the contract, and the contractor's current labor agreements for employees  
8 providing the services covered by the contract;

9 45. The department's proposed or, for contract renewals, current procedures for ensuring  
10 the contractor's ongoing compliance with all applicable contracting requirements, including  
11 Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health  
12 Care Accountability Ordinance), and Section 12B.1(b) (the Equal Benefits Ordinance);

13 56. The department's plan for City employees displaced by the contract; and,

14 67. A discussion, including timelines and cost estimates, of under what conditions the  
15 service could be provided in the future using City employees.

16 **SEC. 2.16. CONTROLLER'S ANNUAL REPORT ON CONTRACTING OUT.**

17 The Controller shall prepare a report to the Board of Supervisors by ~~February~~ May 15 of each  
18 year discussing the numbers and types of contracts that have been approved for the prior year under  
19 Charter Section 10.104(15), how long each affected service has been contracted out, the cost savings  
20 as realized for each contract compared to the cost savings as projected at the time of certification, and  
21 how many new contracts have been submitted for certification as of the date of preparation of the  
22 report.

1           **2.17 Deadline for Departmental Submission of Requests for Contracting Out.**

2           Any officer, department or agency seeking approval of a contract for personal services  
3 under Charter section 10.104(15) shall submit their request to the Controller along with their  
4 annual budget submissions. No later than June 1 the department shall introduce at the Board  
5 of Supervisors any resolutions concurring with the Controller's certification under Charter  
6 section 10.104(15) upon which the department wishes to act.

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8 APPROVED AS TO FORM:  
9 DENNIS J. HERRERA, City Attorney

10  
11 By: \_\_\_\_\_  
12       THOMAS J. OWEN  
13       Deputy City Attorney