

1 [Board approval for contracting out personal services.]

2
3 **Ordinance amending the San Francisco Administrative Code, by adding Sections 2.15**
4 **and 2.16, to require a supplemental report from departments seeking Board approval**
5 **to contract out personal services under Charter Section 10.104(15) and to require the**
6 **Controller to prepare an annual report on such contracts.**

7 Note: Additions are *single-underline italics Times New Roman*;
8 deletions are *strikethrough italics Times New Roman*.
9 Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

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

11
12 Section 1. The San Francisco Administrative Code is hereby amended by adding
13 Sections 2.15 and 2.16, to read as follows:

14
15 **ARTICLE III: BOARD APPROVAL FOR**
16 **CONTRACTING OUT PERSONAL SERVICES**

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

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

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

- 24 1. *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*

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

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

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

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

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

16 6. A discussion, including timelines and cost estimates, of under what conditions the service
17 could be provided in the future using City employees.

18
19 **SEC. 2.16. CONTROLLER'S ANNUAL REPORT ON CONTRACTING OUT.**

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

24 / / /

25 / / /

1 how many new contracts have been submitted for certification as of the date of preparation of the
2 report.

3

4

5 APPROVED AS TO FORM:
6 DENNIS J. HERRERA, City Attorney

7

8 By: _____
9 THOMAS J. OWEN
10 Deputy City Attorney

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25