

File No. 170494

Committee Item No. 3

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: June 7, 2017

Board of Supervisors Meeting:

Date: \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>2014-2019 MOU Amend No. 1 - Municipal Attorney's Association</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Controller's Cost Analysis - May 31, 2017</u>                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Referral FYI - May 15, 2017</u>                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>DHR Memo - May 5, 2017</u>                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____   |

Prepared by: John Carroll

Date: June 2, 2017

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

1 [Memorandum of Understanding - Municipal Attorneys Association]

2  
3 **Ordinance adopting and implementing Amendment No. 1 to the 2014-2019**  
4 **Memorandum of Understanding between the City and County of San Francisco and the**  
5 **Municipal Attorneys Association, to extend the standby program at the District**  
6 **Attorney's Office through June 30, 2019.**

7 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
8 **Additions to Codes** are in *single-underline italics Times New Roman font*.  
9 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.  
10 **Board amendment additions** are in double-underlined Arial font.  
11 **Board amendment deletions** are in ~~strikethrough Arial font~~.  
12 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
13 subsections or parts of tables.

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

15 Section 1. The Board of Supervisors hereby adopts and implements Amendment No. 1  
16 to the 2014-2019 Memorandum of Understanding ("MOU") between the City and County of  
17 San Francisco and the Municipal Attorneys Association, to extend the standby program at the  
18 District Attorney's Office through June 30, 2019.

19 Amendment No. 1 to the 2014-2019 MOU so implemented is on file with the Clerk of  
20 the Board of Supervisors in Board File No. 170494.

21 APPROVED AS TO FORM:  
22 DENNIS J. HERRERA, City Attorney

23 By: 

24 MOIRA C. WALSH  
25 Managing Attorney

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**AMENDMENT No. 1  
TO THE 2014-2019 MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY AND COUNTY OF SAN FRANCISCO  
AND  
MUNICIPAL ATTORNEYS ASSOCIATION**

The parties hereby agree to amend the Memorandum of Understanding as follows, subject to approval by the San Francisco Board of Supervisors:

**ARTICLE III - PAY, HOURS AND BENEFITS**

**III.E. WORK SCHEDULES**

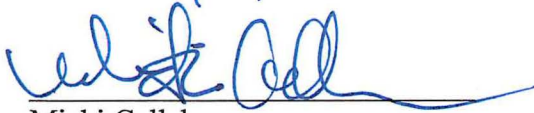
1. Benefit Accrual. For purposes of accrual of benefits, a regular biweekly pay period consists of eighty (80) hours.
2. Alternative Work Schedule. By mutual agreement, the City and MAA may enter into cost-equivalent alternate work schedules for some or all represented attorneys. Such alternate work schedules may include, but are not limited to, core hours, flex-time, full-time workweek of less than five (5) days, or a combination of features mutually agreeable to the parties. Such changes in work schedule shall not alter the basis for, nor entitlement to, receiving the same rights and privileges as those provided to represented attorneys on a five (5) day, forty (40) hour week schedule.
3. Voluntary Reduced Workweek. Subject to the approval of the Appointing Officer, represented attorneys may voluntarily elect to work a reduced workweek for a specified period of time. Such reduced workweek shall not be less than twenty (20) hours per week. Pay, vacation, holidays and sick pay shall be reduced in accordance with such reduced workweek. Subject to the approval of the Appointing Officer, represented attorneys working a reduced workweek may also elect to job share. Appointing Officers may grant (at their discretion) requests for reduced workweeks due to parenting or other childcare reasons. At the request of MAA, an Appointing Officer shall meet to discuss the role of reduced work schedules in his or her department.
4. Mandatory Time Off. There shall be no mandatory unpaid administrative leave (furlough) of any duration for represented attorneys.
5. Standby – District Attorney’s Office – PILOT PROGRAM
  - a. Represented attorneys may volunteer or be assigned to serve on a standby list established at the discretion of the District Attorney, in order to consult or respond regarding Officer Involved Shootings/In-Custody Deaths, Search Warrant Review or Homicides (collectively referred to as “Standby Duty”). Attorneys on such a standby list must be on call and available outside of regular business hours, ready to report for duty, and shall be subject to any rules or regulations established by the District Attorney.
  - b. Such designated attorneys on Standby Duty shall receive eight (8) hours of administrative leave per week of Standby Duty. Administrative leave time granted under this section shall be capped at forty (40) hours per calendar year for any attorney on Standby Duty and shall be in addition to any administrative leave time granted under Article III.I. of this MOU. The total combined balance of administrative leave under this section plus administrative leave granted under Article III.I. cannot exceed eighty (80) hours.

c. This Pilot Program shall expire, with no further meeting and confer required, on June 30, ~~2017~~ **2019** unless the parties mutually agree to extend the program. The parties will meet during the third year of this MOU to evaluate the program, including its costs and benefits.

6. Committee. The parties agree to establish a committee for the purpose of discussing attorney work schedules, the entry of time on City timesheets and related issues. The committee shall consist of members from the Department of Human Resources, and MAA members in the City Attorney's Office, the District Attorney's Office, the Public Defender's Office, and any other individual deemed necessary to discuss issues taken up by the committee.

FOR THE CITY

Date: 5/4/17



Micki Callahan,  
Human Resources Director

FOR THE UNION

Date: \_\_\_\_\_

\_\_\_\_\_  
Sean Connolly,  
President, Municipal Attorneys' Association

Date: 05-03-17



Suzanne R. Mason  
Employee Relations Director

APPROVED AS TO FORM:

Date: 5/2/17



Moira Walsh  
Managing Attorney



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

**Ben Rosenfield**  
**Controller**

**Todd Rydstrom**  
**Deputy Controller**

May 31, 2017

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

RE: File Numbers 170494 through 170496 and 170597: Amendments to the Memoranda of Understanding (MOU) between the City and County of San Francisco and various collective bargaining units.

Dear Ms. Calvillo,

In accordance with Ordinance 92-94, I submit a cost analysis of three amendments to existing MOUs between the City and County of San Francisco and three employee unions: Municipal Attorneys Association, Automotive Machinists Local 1414, and International Federation of Professional and Technical Engineers Local 21. The amendments apply to the 2014-2019 MOUs for the period July 1, 2017 through June 30, 2019.

The City and County of San Francisco and the Committee of Interns and Residents also signed an MOU for the period July 1, 2017 through June 30, 2021. This MOU is excluded from our cost analysis due to a longstanding settlement agreement between the City and Union that limits the scope of bargaining to working conditions.

The amendments to the Municipal Attorney Association and IFPTE Local 21 MOUs are extensions of provisions contained in their respective 2014-2017 MOUs and our analysis finds no significant fiscal impact. The amendment to the Automotive Machinists MOU gives a one-time pay increase of 1.15% to two job classes affecting 9 FTEs. We estimate this amendment raises costs by \$11,500 in FY 2017-18 and \$11,900 in FY 2018-19.

See Attachments A and B for additional details of the costs for each amended MOU.

If you have additional questions or concerns please contact me at 554-7500 or Carol Lu of my staff at 554-7647.

Sincerely,

  
Ben Rosenfield  
Controller

cc: Micki Callahan, DHR  
Harvey Rose, Budget Analyst

**ATTACHMENT A**

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**Amendments to the Memoranda of Understanding of listed units from July 1, 2017 - June 30, 2019  
Controller's Office Estimate of Total Costs/(Savings) FY 2017-18 and FY 2018-19**

**Union Detail**

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<b>170494</b>	<b>Municipal Attorneys Association</b> No significant costs.		
<b>170495</b>	<b>Local 1414 Automotive Machinists</b>		
	Wages	\$ 9,000	\$ 9,300
	Wage-Related Fringe Increases	\$ 2,500	\$ 2,600
	<b>Total</b>	<b>\$ 11,500</b>	<b>\$ 11,900</b>
<b>170496</b>	<b>IPTE Local 21</b> No significant costs.		

## ATTACHMENT B

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In accordance with Ordinance 92-94, the Office of the Controller conducted a cost analysis of three MOUs between the City and County of San Francisco and various employee unions. The attached analysis reviews the MOUs listed below:

- 170494—Municipal Attorneys Association
- 170495—Local 1414 Automotive Machinists
- 170496—International Federation of Professional and Technical Engineers, Local 21

The information below details the results of the analysis of the costs or savings resulting from amendments to the affected MOUs:

### **File Number 170494—Municipal Attorneys Association**

The amendment to the 2014-2019 MOU extends through June 30, 2019 a provision in the 2014-2017 MOU that offers administrative leave to attorneys who are on standby. We project this amendment will have no fiscal impact.

### **File Number 170495—Local 1414 Automotive Machinists**

The amendment to the 2014-2019 MOU gives a one-time pay increase of 1.15% on July 1, 2017 to two job classes, Automotive Body and Fender Workers (7306) and Car and Auto Painters (7309). The increase affects nine FTEs with minimal cost increases of \$11,500 in FY 2017-18 and \$11,900 in FY 2018-19.

### **File Numbers 170496—International Federation of Professional and Technical Engineers, Local 21**

The amendment to the 2014-2019 MOU extends through June 30, 2019 a provision in the 2014-2017 MOU that gave a 5% premium to employees in certain job classes assigned to large Public Utilities Commission Capital Improvement Projects. As the amendment extends a little-used existing provision, we project this amendment will have no significant fiscal impact.

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## MEMORANDUM

TO: Ben Rosenfield, City Controller, Office of the Controller

FROM: Erica Major, Assistant Clerk, Government Audit and Oversight Committee  
Board of Supervisors

DATE: May 15, 2017

SUBJECT: LEGISLATION INTRODUCED - MOUs

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The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Mayor Lee on May 9, 2017.

These matters are tentatively calendared to be heard in Committee on **Thursday, June 7<sup>th</sup>, 2017**. These matters are being forwarded to you for a cost analysis.

Please forward your analysis to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

### **File No. 170494**

Ordinance adopting and implementing Amendment No. 1 to the 2014-2019 Memorandum of Understanding between the City and County of San Francisco and the Municipal Attorneys Association, to extend the standby program at the District Attorney's Office through June 30, 2019.

### **File No. 170495**

Ordinance adopting and implementing Amendment No. 1 to the 2014-2019 Memorandum of Understanding between the City and County of San Francisco and the Machinists Union, Local 1414, International Association of Machinists & Aerospace Workers Machinists Automotive Trades District Lodge 190, to provide a one time wage adjustment of 1.15% to represented employees in classifications 7306 Automotive Body and Fender Workers and 7309 Car and Auto Painters, effective July 1, 2017.



Referral from Office of the Clerk of the Board  
Government Audit and Oversight Committee  
May 15, 2017  
Page 2

**File No. 170496**

Ordinance adopting and implementing Amendment No. 1 to the 2014-2019 Memorandum of Understanding between the City and County of San Francisco and the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO, to extend the PUC/CIP Planning Function Assignment Pay provision through June 30, 2019.

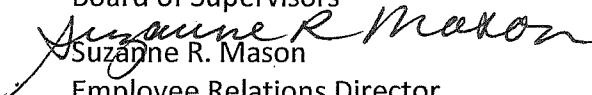
c: Michelle Allersma, Office of the Controller  
Carol Lu, Office of the Controller

City and County of San Francisco  
Micki Callahan  
Human Resources Director



Department of Human Resources  
*Connecting People with Purpose*  
www.sfdhr.org

**MEMORANDUM**

**DATE:** May 5, 2017  
**TO:** Angela Calvillo, Clerk of the Board  
Board of Supervisors  
**FROM:**   
Suzanne R. Mason  
Employee Relations Director  
**SUBJECT:** Amendments to the 2014-2019 Memoranda of Understanding between Unions  
and the City and County of San Francisco

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On behalf of the Honorable Mayor Edwin M. Lee, the Department of Human Resources is pleased to forward you the following amendments to the 2014-2019 Memoranda of Understanding for the Automotive Machinists No. 1414, I.F.P.T.E Local 21 and the Municipal Attorneys' Association. On March 7 and 21, 2017, the Board of Supervisors approved two-year contract extension with 25 of the City's Unions including Automotive Machinists No. 1414, I.F.P.T.E Local 21 and the Municipal Attorneys' Association. In preparing the revised MOUs which will take effect July 1, 2017, Employee Relations staff noted a number of changes that should have been included in the original extension amendments including program premiums that were scheduled to expire on June 30, 2017 and a salary adjustment previously agreed to take effect on July 1, 2017.

Please find enclosed for each Amendment:

- One original FINAL Amendment with original Ordinance
- Two copies of the Ordinance

Please refer these amendments to the appropriate committee at your earliest convenience.

Thank you.

C: Micki Callahan, Human Resources Director



TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: For Mayor Edwin M. Lee  
RE: Memorandum of Understanding - Municipal Attorneys Association  
DATE: May 9, 2017

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Attached for introduction to the Board of Supervisors is an ordinance adopting and implementing Amendment No. 1 to the 2014-2019 Memorandum of Understanding between the City and County of San Francisco and the Municipal Attorneys Association, to extend the standby program at the District Attorney's Office through June 30, 2019.

I respectfully request a waiver of the 30-day hold and that this item be heard in the Government Audit and Oversight Committee on May 17, 2017.

Should you have any questions, please contact Mawuli Tugbenyoh (415) 554-5168.