

FILE NO. 140766

Petitions and Communications received from June 30, 2014, through July 7, 2014; for reference by the President to Committee considering related matters, or to be ordered filed by the Clerk on July 15, 2014.

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 Clerk of the Board, the following departments have submitted their reports regarding Sole Source Contracts for FY2013-2014. (1)

- Board of Supervisors
- Department of Public Health
- Human Services Agency

From Clerk of the Board, regarding agencies that have submitted a 2014 Local Agency Biennial Conflict of Interest Review Report: (2)

- Health Service System
- Police Department

From concerned citizens, submitting signatures for petition regarding Municipal Transportation Agency. 2,646 signatures. Copy: Each Supervisor. (3)

From concerned citizens, regarding Laura's Law. File No. 140557. 2 letters. Copy: Each Supervisor. (4)

From Clerk of the Board, regarding Watch Law requests during FY2013-2014. Copy: Each Supervisor. (5)

From Juvenile Probation, submitting Civil Immigration Detainers Annual Report - 2014. Copy: Each Supervisor. (6)

From Clerk of the Board, reporting the following individuals have submitted Form 700 Statements: (7)

- Madeleine Licavoli - Operations Deputy Director - Leaving
- Peggy Nevin - Operations Deputy Director - Assuming

From Clerk of the Board, regarding Diversity Tracking System. Copy: Each Supervisor. (8)

From Small Business Commission, regarding formula retail and large-scale retail controls. Copy: Each Supervisor. (9)

From Controller, submitting City Services Benchmarking: Financial Condition report. Copy: Each Supervisor. (10)

From concerned citizens, regarding recreation and open space element hearing. File No. 140413. 4 letters. Copy: Each Supervisor. (11)

From Controller, submitting memorandum on aid assistance disbursement controls at the Human Services Agency. Copy: Each Supervisor. (12)

From Public Health, regarding grant budget revision for Refugee Health Assessment Program. Copy: Each Supervisor. (13)

From Public Health, regarding grant budget revision for HRSA Title IV HIV Services. Copy: Each Supervisor. (14)

From Clerk of the Board, regarding 2013-2014 Civil Grand Jury report "Inquiry into the Operation and Programs of the San Francisco Jails." Copy: Each Supervisor. (15)

From Controller, submitting report on the Status of Civil Grand Jury recommendations, FY2012-2013. Copy: Each Supervisor. (16)

From Entertainment Commission, submitting the One Time Event Permits report from April 1 to June 30, 2014. Copy: Each Supervisor. (17)

From Roger Kat, regarding anti-speculation tax. Copy: Each Supervisor. (18)

From Kenneth Klein, regarding disabled parking placard. Copy: Each Supervisor. (19)

From Chamber of Commerce, regarding Minimum Wage Ballot Measure. File No. 140687. Copy: Each Supervisor. (20)

From Myron Roy, regarding public transit. Copy: Each Supervisor. (21)

July 15, 2014 - Communications Page

From Clerk of the Board, the following departments have submitted their reports regarding Sole Source Contracts for FY 2013-2014:

Board of Supervisors
Department of Public Health
Human Services Agency

BOARD of SUPERVISORS



Bos-11 page
City Hall
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: June 30, 2014
To: Board of Supervisors
From: *AC* Angela Calvillo, Clerk of the Board
Subject: **Sole Source Contracts for Fiscal Year 2013/14**

Pursuant to Administrative Code Section 67.24(e)(3)(iii), at the end of each fiscal year, each City department is required to provide to the Board of Supervisors a list of all sole source contracts entered into during the past fiscal year.

The Board of Supervisors/Office of the Clerk of the Board did not enter into any sole source contracts during Fiscal Year 2013/14.

Cc: Jaci Fong, Director, Office of Contract Administration



City and County of San Francisco

San Francisco Department of Public Health

Barbara A. Garcia, MPA
Director of Health

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BOARD OF SUPERVISORS
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MEMORANDUM

DATE: July 1, 2014
TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Jacquie Hale, Director, Office of Contracts Management and Compliance
RE: Sole Source Contracts for Fiscal Year 2013-14

Please find enclosed our annual list of sole source contracts during the 2013-14 fiscal year.

If you have any questions on this report, please contact me at 554-2609.

Thank you.

Attachment

cc: Greg Wagner, Chief Administrative Officer, DPH
Anne Okubo, Deputy Chief Administrative Officer, DPH

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

Jacquie.hale@sfdph.org – office 415-554-2609 fax 415 554-2555
101 Grove Street, Room 307, San Francisco, CA 94102

Vendor Name	Amount	Start Date	End Date	Service Type	Justification
S.F. Administrative Code Chapter 21.5:					
Healthy San Francisco:					
San Francisco Community Health Authority	\$ 48,000,000	7/1/2011	6/30/2014	Reimbursements to private providers under Healthy San Francisco	Public entity established by Board of Supervisors
San Francisco Community Health Authority	\$ 23,000,000	7/1/2011	6/30/2014	Third Party Administrator for Healthy San Francisco	Public entity established by Board of Supervisors
San Francisco Community Health Authority	\$ 1,200,000	7/1/2013	6/30/2015	Provide insurance and outreach to uninsured children	Continuity of services pending solicitation
Government Agencies:					
County Of Marin, Health And Human Services	\$ 300,000	5/1/2013	6/30/2015	Payment of MediCal Administrative Activities/Targeted Case Management (MAA/TCM) "host county"	Designated by Local Government Agency Consortium as the "Host County" to administer Medi-Cal activities
San Francisco Superior Court	\$ 3,908,318	7/1/2011	12/31/2015	Community Justice Coordinator	Sole public entity that providing court monitoring of defendants eligible for substance abuse treatment
San Francisco Unified School District	\$ 98,722	9/1/2011	8/31/2013	Safe Routes to School project	Co-applicant for Safe Routes to School Grant Program
San Francisco Unified School District	\$ 772,000	10/1/2013	9/30/2016	Nutrition education and physical activity project with CA Dept of PH	SFUSD is the only public school system in SF, required by funder for the number of qualifying students in system
Regents of the University of California (UCSF):					
Regents of the University of California (UCSF)	\$ 29,400	11/1/2011	6/30/2014	Prenatal and neonatal consultation and transportation	Continuity of services pending solicitation
Regents of the University of California (UCSF)	\$ 792,418	7/1/2013	12/31/2013	Mental health consultation services for children	Continuity of services pending solicitation
Regents of the University of California (UCSF)	\$ 175,405	4/1/2014	3/31/2016	Recidivism reduction for youth	Named in grant that funds contract
Misc. Health Services:					
Brownstein and Crane	\$ 600,000	1/1/2014	6/30/2015	Gender reassignment surgery	Sole provider of services accessible to San Francisco residents
Children's Health Council	\$ 336,000	7/1/2009	6/30/2014	Court-ordered mental health care for single clients	Sole respondent to solicitation for court-ordered mental health provider in Santa Clara County which is able to provide coordinated therapeutic and psychological services through single clinic-based mental health service
Compumed, Inc.	\$ 87,999	7/1/2011	6/30/2016	Remote EKG reading and service for Jail Health Services	Sole vendor that can connect and read data from jails
KCI USA, Inc.	\$ 3,000,000	7/1/2010	6/30/2015	Continued lease and consumables for the Wound Vac	Sole manufacturer of unique product to treat bedsores
Zylmira Ivonne Garcia	\$ 140,400	10/1/2011	9/30/2014	Consultant services to support breast feeding peer counseling program for the Women, Infants and Children (WIC) program	Named in grant that funds contract
S.F. Administrative Code Chapter 21.30: (Software)					
Andrew J. Wong, Inc.	\$ 600,000	7/1/2012	6/30/2015	Maintenance and support for interdepartmental Children's System of Care Shared Youth Database	Vendor has proprietary rights to software
Bat Technologies LLC	\$ 30,000	7/1/2008	12/31/2013	License and maintenance for LabBilSys system in DPH Public Health Laboratory	Vendor has proprietary rights to software
Bat Technologies LLC	\$ 30,000	7/1/2013	6/30/2018	Software support and maintenance for LabBilSys in DPH Public Health Laboratory	Vendor has proprietary rights to software
Catalyst Systems LLC	\$ 49,500	10/1/2012	9/30/2013	Continued system support for EVALISYS Patient Classification System	Vendor has proprietary rights to software
Cerner DHT Inc	\$ 200,000	5/1/2010	4/30/2015	Software maintenance for the Copath+ System	Vendor has proprietary rights to software
Clarion Data, Inc	\$ 147,840	1/1/2013	12/31/2015	Maintenance services Clarion software used by Laguna Honda Hospital (LHH) Medical Records	Vendor has proprietary rights to software
Common Cents Systems	\$ 188,718	1/1/2013	12/31/2017	Continuing maintenance for Apollo LEMS	Vendor has proprietary rights to software
Consilience Software	\$ 3,600,000	6/1/2013	6/30/2018	Licenses and maintenance for Consilience Disease Surveillance Outbreak Management application	Vendor has proprietary rights to software
Dataway	\$ 1,346,083	7/1/2013	6/30/2014	Security infrastructure management of DPH integrated Enterprise Network System	Vendor has proprietary rights to software
Delta Health Technologies, LLC	\$ 1,292,213	1/1/2009	12/31/2018	Software for the Health at Home unit	Vendor has proprietary rights to software

Sole Source Report 2013-14 Department of Public Health

Vendor Name	Amount	Start Date	End Date	Service Type	Justification
E M C Corp	\$ 130,000	11/21/2011	6/30/2014	EMC Documentum System modules, software maintenance and installation services to expand and augment the existing EMC Documentum System suite of software tools	Vendor has proprietary rights to software
Echo Consulting Services Of California, Inc	\$ 1,164,401	7/1/2009	6/30/2015	Software support for INSYST system	Vendor has proprietary rights to software
Fiscal Experts, Inc.	\$ 80,000	7/9/2012	6/30/2015	Access to Time Study Buddy proprietary web based application	Vendor has proprietary rights to software
Four Rivers Software Systems, Inc.	\$ 121,727	5/1/2012	8/31/2014	Licensing and maintenance for TMS suite of software at San Francisco General Hospital (SFGH)	Vendor has proprietary rights to software
Genisys Decision Corp	\$ 268,800	7/1/2009	6/30/2014	Maintenance services for software in use by the San Francisco Health Network (SFHN) Budget Office	Vendor has proprietary rights to software
Healthstream, Inc.	\$ 109,200	9/1/2013	8/31/2016	Purchase of user licenses for continued access to HealthStream Learning Center LMS	Vendor has proprietary rights to software
Healthstream, Inc.	\$ 121,509	9/1/2012	8/31/2013	Renewal of user licenses for Healthstream web application	Vendor has proprietary rights to software
Hill Rom Co., Inc	\$ 1,980,000	7/1/2011	6/30/2021	Upgrade license and maintenance for Watchchild system at SFGH	Vendor has proprietary rights to software
Huge Media, Inc.	\$ 20,000	1/1/2013	11/30/2013	Provide support and maintenance services for existing Bay Area Mass Prophylaxis website	Vendor has proprietary rights to software
Integral Solutions Group	\$ 14,300	3/1/2014	2/28/2015	QS/1 license maintenance	Vendor has proprietary rights to software
Intelligence Medical Objects, Inc.	\$ 165,750	1/27/2013	6/30/2018	Licenses, maintenance and support for IMO	Vendor has proprietary rights to software
Legacy Systems Solutions, Inc.	\$ 120,000	7/1/2008	6/30/2015	Additional licenses and upgrades for LSS Medical Charting app	Vendor has proprietary rights to software
Legacy Systems Solutions, Inc.	\$ 705,400	7/1/2008	6/30/2015	Software maintenance, support for LSS Medical Charting app.	Vendor has proprietary rights to software
McKesson	\$ 575,000	7/1/2012	6/30/2016	Maintenance and upgrade of the McKesson Pathways Material Mgmt system	Vendor has proprietary rights to software
McKesson	\$ 780,399	12/1/2011	8/31/2017	Modification to add Payroll Verification Module and 1000 employees at LHH	Vendor has proprietary rights to software
McKesson	\$ 405,000	2/1/2010	6/30/2015	Software license and maintenance for the CareEnhance software product for the Nurse Advise line for Healthy San Francisco	Vendor has proprietary rights to software
McKesson Health Solutions, LLC	\$ 425,489	12/30/2012	12/31/2017	Purchase McKesson InterQual Clinical Content and licenses (on DVD)	Vendor has proprietary rights to software
McKesson Technologies, Inc.	\$ 679,088	12/1/2011	12/31/2018	Add Timecard to Payroll interface and ongoing maintenance for One Staff system	Vendor has proprietary rights to software
Micro Focus	\$ 88,720	1/1/2014	12/31/2015	Licenses for Rumba application for NFAMIS access	Vendor has proprietary rights to software
Molly Duggan Associates, LLC	\$ 28,764	1/1/2013	6/30/2015	Annual maintenance of LHH public web site.	Vendor has proprietary rights to software
Morrissey Associates, Inc	\$ 432,836	4/1/2008	3/31/2014	Software License and Maintenance for a credentialing application in use at SFGH, LHH, and Community Behavioral Health Services (CBHS)	Vendor has proprietary rights to software
Nuance Communications, Inc.	\$ 540,000	12/12/2011	9/30/2017	Maintenance renewal for the Powerscribe system	Vendor has proprietary rights to software
Nuance Communications, Inc.	\$ 202,026	3/1/2014	6/30/2017	Licenses, installation and training for upgrade to PowerScribe 360 used at SFGH	Vendor has proprietary rights to software
Nuance Communications, Inc.	\$ 652,907	6/1/2010	6/30/2019	Assign Quadramed Quantum licenses	Vendor has proprietary rights to software
Nuance Communications, Inc.	\$ 1,696,231	6/1/2010	6/30/2016	Assumption of Quadramed Quantim maintenance	Vendor has proprietary rights to software
Oracle USA	\$ 200,000	12/1/2012	11/30/2014	Maintenance for existing Oracle licenses	Vendor has proprietary rights to software
Performance Logic, Inc.	\$ 31,136	8/1/2013	7/31/2014	Access to the Health Commander workbench online application for Quality Management (QM) at SFGH	Vendor has proprietary rights to software
Philips Healthcare	\$ 318,300	1/1/2009	12/31/2014	Support and maintenance for the Philips IntelliSpace Critical Care and Anesthesia critical care system installed in both Intensive Care and Coronary Care Units at SFGH	Vendor has proprietary rights to software

Vendor Name	Amount	Start Date	End Date	Service Type	Justification
Philips Healthcare	\$ 441,700	1/1/2009	12/31/2014	To acquire the Phillips IntelliSpace Critical Care and Anesthesia critical care system software licensing and technical service support.	Vendor has proprietary rights to software
R T Z Associates Inc	\$ 2,427,456	7/1/2013	6/30/2017	On-going access to SF Get Care	Vendor has proprietary rights to software
Salar, Inc.	\$ 1,770,054	7/1/2013	6/30/2018	Purchase software maintenance for Salar Teamnotes Suite	21.30, proprietary software that interfaces with Siemens EHR system installed at SFGH and LHH
Salar, Inc.	\$ 3,839,614	7/1/2013	6/30/2018	Purchase Licenses for Salar Teamnotes Suite	21.30, proprietary application that interfaces with Siemens EHR installed at SFGH and LHH
SearchAmerica Inc	\$ 1,200,000	1/1/2009	12/31/2015	Access to the proprietary database for the Patient Financial Services group at the CHN	Vendor has proprietary rights to software
Siemens Medical Solutions USA	\$ 52,314,455	7/1/2010	6/30/2017	Consolidation of the products and professional services and remote computing options contracts; ongoing service and licenses for existing clinical and financial apps	Vendor has proprietary rights to software
Social Interest Solutions	\$ 1,800,000	7/1/2012	6/30/2017	Ongoing licensing, access and maintenance of One-e-App software system	Vendor has proprietary rights to software
S.F. Administrative Code Chapter 21.42: (health and behavioral health services; non-profit organizations only)					
44 McAllister Associates LP	\$ 1,588,440	7/1/2011	6/30/2016	Property management and on-site supportive housing services	Agency owns and operates the housing site. Services at this location can only be provided through this vendor.
473 Ellis, L.P. Community Housing Partnership	\$ 112,000	7/1/2012	6/30/2016	Housing at Cambridge Hotel and property management	Need to provide continuity of services from one building owner to another after property transfer
AIDS Community Research Consortium	\$ 798,905	3/1/2007	6/30/2014	Client Advocacy and treatment adherence for people of color	Continuity of services pending solicitation
AIDS Emergency Fund	\$ 9,939,205	3/1/2009	6/30/2018	HIV emergency assistance services	Sole local contractor in Ryan White Part A Directives Emergency Financial Assistance service category
Asian American Recovery Services	\$ 189,240	7/1/2013	12/31/2013	Fiscal oversight and management of CBHS Behavioral Health Access Center	Continuity of services pending solicitation
Asian American Recovery Services	\$ 9,987,283	7/1/2012	12/31/2013	Fiscal intermediary services for Drug Court and mental health Access programs	Continuity of services pending solicitation
Asian And Pacific Islander Wellness Center	\$ 1,260,000	7/1/2011	6/30/2016	Outreach and pretreatment for gender variant individuals	Sole vendor for target population
Asian Week Foundation	\$ 206,025	9/30/2013	9/29/2014	Fiscal Intermediary for HEAL SF-B Hepatitis B Early Prevention and Linkage of Care project	Funds administration to Hep B testing sites that cover direct medical services; named in grant that funds contract
Asian Week Foundation	\$ 195,000	9/30/2012	9/29/2013	Fiscal Intermediary for HEAL SF-B Hepatitis B Early Prevention and Linkage of Care project	Funds administration to Hep B testing sites that cover direct medical services; named in grant that funds contract
Asthma Resource Center of San Francisco	\$ 175,000	9/1/2011	6/30/2015	Implementation assistance for Asthma Task Force	Sole vendor for target population (Mirant power plant settlement)
Bayview Hunters Point Foundation	\$ 9,327,564	7/1/2010	12/31/2014	Fiscal intermediary services for Family Mosaic, Anchor Project, Jelani, and outpatient intervention for Lesbian/Gay/Bisexual/Transgender/Queer and Questioning (LGBTQ) persons	Continuity of services pending solicitation
Brownstein and Crane	\$ 600,000	1/1/2014	6/30/2015	Gender reassignment surgery	Sole provider with services accessible to San Francisco residents
Catholic Charities CYO	\$ 533,792	7/1/2010	6/30/2014	On-site supportive services to Edith Witt Senior Community	Agency owns and operates the housing site. Services at this location can only be provided through this vendor.
Catholic Charities CYO	\$ 2,480,340	7/1/2011	6/30/2016	Supportive housing services in permanent housing	Continuity of services pending solicitation
Center on Juvenile & Criminal Justice	\$ 392,448	7/1/2013	12/31/2013	Residential substance abuse program for parolees	Continuity of services pending solicitation
Children's Council of San Francisco	\$ 388,126	7/1/2013	6/30/2014	Mental health consultation services	Continuity of services pending solicitation
Chinatown Community Development Corporation	\$ 591,160	7/1/2011	7/31/2016	Housing units at William Penn and Cambridge Hotels	Agency owns and operates the housing site. Services at this location can only be provided through this vendor.

Sole Source Report 2013-14 Department of Public Health

Vendor Name	Amount	Start Date	End Date	Service Type	Justification
Community Awareness & Treatment Services	\$ 1,193,920	7/1/2011	7/31/2016	Supportive housing services at the Eddy Street Apartments	Continuity of services pending solicitation
Community Awareness & Treatment Services	\$ 9,272,991	7/1/2011	6/30/2014	Medical Respite and Homeless Outreach Team programs	Continuity of services pending solicitation
Community Awareness & Treatment Services	\$ 747,753	3/1/2014	6/30/2017	Provide beds for women with AIDS and HIV	Established provider for target population, particularly trans women
Community Initiatives	\$ 38,000	9/30/2012	9/29/2013	Fiscal Intermediary for HEAL SF-B Hepatitis B Early Prevention and Linkage of Care project	Fiscal sponsor for the San Francisco Hep B Free campaign; named in grant that funds contract
Community Initiatives	\$ 39,370	9/30/2013	9/29/2014	Fiscal Intermediary for HEAL SF-B Hepatitis B Early Prevention and Linkage of Care project	Fiscal sponsor for the San Francisco Hep B Free campaign; named in grant that funds contract
Edgewood Center for Children and Families	\$ 401,276	7/1/2013	12/31/2013	Mental health consultation for children	Continuity of services pending solicitation
Eldergivers	\$ 160,800	7/1/2009	6/30/2015	Art Therapy at LHH focusing on seniors as artists	Continuity of services pending solicitation
Family Services Agency of San Francisco	\$ 909,815	7/1/2010	12/31/2013	On-site mental health administrative services	Continuity of services pending solicitation
Family Services Agency of San Francisco	\$ 283,081	7/1/2013	12/31/2013	Mental health consultation for children	Continuity of services pending solicitation
Family Services Agency of San Francisco	\$ 763,550	5/1/2012	12/31/2013	Mental health outpatient services for deaf and hard-of-hearing persons	Transfer of program from UCSF; continuity of services pending solicitation
Glide Community Housing Inc	\$ 2,196,000	1/1/2010	6/30/2015	On-site client support and property management services	Agency owns and operates the housing site. Services at this location can only be provided through this vendor.
GP-TODCO-A	\$ 1,461,371	7/1/2011	7/31/2016	Housing and property management services for the Direct Access to Housing (DAH) program	Agency owns and operates the housing site. Services at this location can only be provided through this vendor.
Haight Ashbury Free Clinics	\$ 6,145,980	1/1/2011	12/31/2013	Mental health and substance abuse treatment services	Continuity of services pending solicitation
Hamilton Family Center	\$ 241,090	7/1/2013	6/30/2014	Mental health consultation for children	Continuity of services pending solicitation
HealthRIGHT 360	\$ 670,217	7/1/2013	12/31/2013	Residential substance abuse services for parolees	Continuity of services pending solicitation
HealthRIGHT 360	\$ 1,900,190	5/1/2013	12/31/2013	Administration of the Northwest Community Response Network	Transfer of Crisis Response Services from Arriba Juntos
Homeless Children's Network	\$ 453,069	7/1/2013	12/31/2013	Mental health consultation for children	Continuity of services pending solicitation
Instituto Familiar de la Raza	\$ 668,316	7/1/2013	12/31/2013	Mental health consultation for children	Continuity of services pending solicitation
Jelani House	\$ 478,314	7/1/2013	12/31/2014	Residential substance abuse treatment	Transfer of Medi-Cal services from Bayview back to Jelani to enable billing; originally awarded to Jelani under RFP 23-2009; continuity of services while RFP is developed
Jewish Family And Children's Services	\$ 253,818	7/1/2013	12/31/2013	Mental health services for children and youth	Continuity of services pending solicitation
Larkin Street Youth Center	\$ 1,512,874	8/1/2012	6/30/2015	Provide HIV specialty medical services to HIV youths	Continuity of services pending solicitation
Larkin Street Youth Center	\$ 110,100	1/1/2014	12/31/2015	Provide clinical services to high risk youth of color in the Bayview Hunters Point neighborhood	Only provider of services to target population and neighborhood
Lutheran Social Services	\$ 2,849,530	7/1/2011	6/30/2016	Representative Payee services for people living with HIV/AIDS	Agency owns and operates the housing site. Services at this location can only be provided through this vendor.
Mercy Housing California XI	\$ 3,500,000	10/1/2010	7/31/2015	Housing at Arlington Residence	Need to provide continuity of services from one building owner to another after property transfer
Mission Creek Senior Community	\$ 3,345,271	7/1/2010	6/30/2016	Residential subsidies at Mission Creek Senior Community	Continuity of services pending solicitation
Mission Neighborhood Health Center	\$ 1,456,000	7/1/2012	6/30/2017	HIV Outreach, Testing, and Referral Services	Sole vendor for target population; continuity of services pending solicitation
National Alliance On Mental Illness	\$ 215,040	1/1/2013	12/31/2014	Peer-to-Peer program for individuals living with mental illness	Agency has only program with Peer-to-Peer and Family-to-Family training and support. NAMI developed and has copyright for program , trainers must be NAMI-certified.
P B Strategies LLC	\$ 410,360	7/1/2010	3/31/2015	Project management services for the San Francisco Office and Renovation (SOAR) project	Named in grant that funds contract
Plaza Apartments Associates Lp	\$ 5,998,314	11/1/2005	6/30/2014	Direct Access to Housing (DAH) for Plaza Hotel Plaza Apartments	Agency owns and operates the housing site. Services at this location can only be provided through this vendor.
Positive Resource Center	\$ 450,000	7/1/2013	9/30/2013	Benefits counseling	Continuity of services pending solicitation
Project Open Hand	\$ 5,376,000	3/1/2010	6/30/2014	Food services for people with HIV/AIDS	Continuity of services pending solicitation

Vendor Name	Amount	Start Date	End Date	Service Type	Justification
Project Open Hand	\$ 4,149,777	3/1/2014	3/31/2017	Provide meals and groceries to HIV and other critically ill clients	Only non-profit provider with trained dietitian and staff
Providence Foundation Of San Francisco	\$ 544,480	7/1/2010	6/30/2015	Supportive housing services at 3500 Third Street	Agency owns and operates the housing site. Services at this location can only be provided through this vendor.
Richmond Area Multi Services	\$ 5,922,087	5/1/2013	10/31/2015	Mental health services for adults, including vocational rehabilitation services, education, training and empowerment, and work experience program	Continuity of services pending solicitation
Richmond Area Multi Services	\$ 1,075,488	7/1/2013	12/31/2013	Mental health consultation for children	Continuity of services pending solicitation
Richmond Area Multi Services	\$ 168,000	7/1/2012	12/31/2013	Fiscal intermediary services for Asian and Pacific Islander Health Parity Coalition (APIHPC)	Continuity of services pending solicitation
S F Community Clinic Consortium	\$ 350,000	7/1/2011	6/30/2015	Americorp and VISTA interns	Established Federal training program
S F Mental Health Educational Funds	\$ 2,424,750	7/1/2007	6/30/2015	Staff support for the San Francisco Mental Health Board	Agency was specifically founded to administer SF Mental Health Board
Saint Francis Memorial Hospital	\$ 426,000	4/1/2014	9/30/2016	Rally Family Visitation Services	Named in grant that funds contract
Saint Francis Memorial Hospital	\$ 555,017	10/1/2010	3/31/2014	Rally Family Visitation Services	Named in grant that funds contract
San Francisco AIDS Foundation	\$ 645,524	1/1/2010	12/31/2015	Sexually Transmitted Disease (STD) evaluation, screening, testing, diagnosis and treatment for Men who have Sex with Men (MSM) at the Maenet Clinic	Continuity of services pending solicitation
San Francisco AIDS Foundation	\$ 91,000	4/1/2014	3/31/2019	Capacity building assistance for High Impact HIV Prevention	Named in grant that funds contract
San Francisco AIDS Foundation	\$ 1,288,745	7/1/2011	6/30/2016	Non Medical case management services	Uniquely qualified to provide services for target population
San Francisco Bicycle Coalition	\$ 138,053	9/1/2011	8/31/2013	Safe Route to Schools Project	Named in grant that funds contract
San Francisco Food Bank	\$ 521,276	7/1/2011	6/30/2016	Food services to non-profits	Continuity of services pending solicitation
San Francisco Public Health Foundation	\$ 88,201	6/1/2012	12/31/2013	Research support services for the Developing Public Health Capacity and Adaptations to Reduce Human Health Effects of Climate Change Program grant from the Federal Centers for Disease Control	Appropriate to grant that funds contract
San Francisco Public Health Foundation	\$ 583,374	9/30/2012	9/29/2013	Consultant and contractual services for Community Transformation Grant	Named in grant that funds contract
San Francisco Public Health Foundation	\$ 568,800	5/1/2013	12/31/2014	Fiscal Intermediary for San Francisco Covered California Initiative	No other agency agreed to provide these services under grant from Covered California
San Francisco Public Health Foundation	\$ 475,221	3/1/2012	8/31/2014	Consultant services for the Health Impact Assessment for Sustainable Development grant	Only provider that can perform services. Second year of multiyear project.
San Francisco Study Center	\$ 400,000	7/1/2012	5/1/2015	Enhance emergency preparedness capabilities	Fiscal intermediary to facilitate coordination of regional emergency preparedness
San Francisco Study Center	\$ 300,363	9/1/2013	8/31/2014	Fiscal services for non-profit partners of Safe Routes to School program	Named in grant that funds contract
San Francisco Suicide Prevention	\$ 151,200	7/1/2013	6/30/2016	Nightline phone crisis services for people with HIV/AIDS	Only 24/7 suicide crisis line
Self Help For The Elderly	\$ 735,039	7/1/2013	6/30/2018	Assistance services for seniors at Autumn Glow	Continuity of services pending solicitation
Seneca Center	\$ 504,000	4/1/2011	12/31/2013	Behavioral health services for children and adolescents	Only responder in service category under RFP 23-2010.
SteppingStone	\$ 873,663	7/1/2013	6/30/2016	Adult day health services at Mission Creek Senior Community	Owned and operated by the developer, Mercy Housing
Tenderloin Neighborhood Development Corp.	\$ 1,333,612	7/1/2013	6/30/2016	On site housing support services at the Kelly Cullen Community	Building developed and managed by Tenderloin Neighborhood Development Corp.
Tenderloin Neighborhood Development Corp.	\$ 3,993,572	7/1/2011	6/30/2016	Multiple housing units at various sites (scattered site housing)	Continuity of services pending solicitation
The Tides Center	\$ 56,000	7/1/2013	12/31/2013	Fiscal agent for the Adolescent Health Work Group, which provides health services to youth and young adults	Continuity of services pending solicitation
Y M C A Of San Francisco	\$ 84,250	9/1/2011	8/31/2013	Safe Routes to School Project collaboration	Named in grant that funds contract

From: Pamela.Tebo@sfgov.org
Sent: Wednesday, July 02, 2014 11:52 AM
To: Nevin, Peggy
Cc: Curto, David (HSA)
Subject: Submission of Sole Source Contract Activity Report
Attachments: 201407011019.pdf; 201407011019-1.pdf

Hi Peggy, Please find attached the SF Human Services Agency Sole Source Contract Activity Report for Fiscal Year ending June 30, 2014. Please feel free to contact Dave Curto, 557-5581 if you need additional information. Thank you.

(See attached file: 201407011019.pdf)

(See attached file: 201407011019-1.pdf)

Pamela Tebo
Office of the Executive Director
SF Human Services Agency
P.O. Box 7988
San Francisco, CA 94120
(415) 557-6540 - Phone
(415) 431-9270 - Fax

City and County of San Francisco



Edwin M. Lee, Mayor


Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: Angela Calvillo, Clerk
Board of Supervisors

FROM: Trent Rhorer, Executive Director
S.F. Human Services Agency 

RE: Submission of Sole Source Contract Activity

DATE: June 30, 2014

Enclosed please find the listing of sole source contract activity for the fiscal year ending June 30, 2014. This submission is in accordance with the Sunshine Ordinance Section 67.24(e)(3)(i). Please note, the list includes new contracts that commenced during this period and renewal of existing contracts.

If you have any questions about this information, please contact David Curto, Director of Contracts Management, at 557-5581.

Enclosure: Sole Source Activity Spreadsheet

San Francisco Human Services Agency
Sole Source Contract Activity

Agency	Contract	Total Not To Exceed	Sole Source Reason
CALIFORNIA STATE UNIVERSITY-FRESNO FOUNDATION	CCTA-BAA Child Welfare Staff Training	\$ 1,692,651.00	Sole Source/Public Agency
CALIFORNIA STATE UNIVERSITY-FRESNO FOUNDATION	CCTA-BAA Gomez & PQCR	\$ 131,359.00	Sole Source/Public Agency
CALIFORNIA STATE UNIVERSITY-FRESNO FOUNDATION	CCTA-BAA Parenting for Permanency College	\$ 1,186,187.00	Sole Source/Public Agency
CAREACCESS OF THE SILICON VALLEY	REVA	\$ 61,400.00	Sole Source-Software License Agreement
CAREACCESS OF THE SILICON VALLEY	Web Access Portal for AACTS	\$ 115,825.00	Sole Source-Software License Agreement
CHAPIN HALL AT THE UNIVERSITY OF CHICAGO	Rapid Support & Housing for Families	\$ 462,217.00	Named Sub - recipients Federal grant
CHAPIN HALL AT THE UNIVERSITY OF CHICAGO	Performance-Based Contracting Initiative	\$ 50,000.00	Named Sub - recipients Federal grant
CITYSPAN TECHNOLOGIES	CARBON Development	\$ 384,500.00	Sole Source-Software License Agreement
COMPASS FAMILY SERVICES	Clara House	\$ 770,055.00	Sole Source-facility driven
CSAC	Maintenance of CalWIN system-IT	\$ 306,224.00	Sole Source-Software License Agreement
FISCAL EXPERTS	Time Study Buddy	\$ 270,000.00	Sole Source- unique technology
HEWLETT PACKARD ENTERPRISE SERVICES	CalWIN Statewide Information System-IT	\$ 16,212,167.00	Sole Source-Software License Agreement
INTELEGY	CalWORKs/Medi-Cal Call Center Consulting	\$ 681,910.00	Sole Source-Software License Agreement
LARKIN STREET YOUTH CENTER	G-House	\$ 1,045,281.00	Sole Source-facility driven
LARKIN STREET YOUTH CENTER	Preventive Services	\$ 487,512.00	Sole Source-facility driven
LEAH'S PANTRY	SNAP-Ed Innovative Pilot Project	\$ 643,766.00	Sole Source-Software License Agreement
MCWILLIAMS MAILLIARD TECHNOLOGY GROUP	AACTS	\$ 313,394.00	Sole Source-Software License Agreement
NATIONAL COUNCIL ON CRIME & DELINQUENCY	FCS SafeMeasures Database Subscription & Ad Hoc Reporting	\$ 332,582.00	Sole Source-Software License Agreement
NORTHERN CALIFORNIA PRESBYTERIAN HOMES	SF Transitional Care Program	\$ 5,939,886.00	Named Sub -recipients Federal grant
PANORAMIC SOFTWARE INC	Licensing Agreement- IT	\$ 2,325,840.00	Sole Source-Software License Agreement
PUBLIC CONSULTING GROUP INC	Rapid Support and Housing for Families	\$ 135,000.00	Named Sub -recipients Federal grant
REGENTS UNIVERSITY OF CALIFORNIA / UNIV CALIF S F	Infant Parent Program	\$ 324,205.00	Sole Source/Public Agency
REGENTS UNIVERSITY OF CALIFORNIA / UNIV CALIF S F	Rapid Support & Housing for Families	\$ 421,449.00	Sole Source/Public Agency
SALVATION ARMY	Railton Place	\$ 369,741.00	Sole Source-facility driven
SAN FRANCISCO CHILD ABUSE PREVENTION CTR	Mandatory Reporting/Support Center and CAC	\$ 1,923,275.00	Sole Source-Designated as Child Abuse Council
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT	Work Study Program- CalWORKS	\$ 2,199,915.00	Sole Source/Public Agency
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT	Work Study Program- CalWORKS	\$ 2,199,915.00	Sole Source/Public Agency
SAN FRANCISCO FOOD BANK	DHS-01 Emergency Food Box (EFB)	\$ 251,984.00	Sole Source - only provider in SF
SAN FRANCISCO FOOD BANK	DAAS-04 Groceries for Seniors (GFS)	\$ 258,015.00	Sole Source - only provider in SF
SAN FRANCISCO FOOD BANK	DAAS-05 Home Delivered Groceries (HDG)	\$ 353,477.00	Sole Source - only provider in SF
SAN FRANCISCO FOOD BANK	DHS-02 Immigrant Food Assistance (IFA)	\$ 2,059,873.00	Sole Source - only provider in SF
SAN FRANCISCO FOOD BANK	DAAS-02 Brown Bag (BB)	\$ 319,584.00	Sole Source - only provider in SF
SAN FRANCISCO FOOD BANK	DAAS-01 SRO Food Assistance (SRO)	\$ 251,948.00	Sole Source - only provider in SF

F/Y Ending June 30, 2014

San Francisco Human Services Agency
Sole Source Contract Activity

SAN FRANCISCO FOOD BANK	DAAS-03 Groceries for OMI Food Networking (OMI)	\$ 32,219.00	Sole Source - only provider in SF
SAN FRANCISCO FOOD BANK	DHS-03 Pantry Food Assistance (PFA)	\$ 258,015.00	Sole Source - only provider in SF
SAN FRANCISCO FOOD BANK	DHS-04 Housing First Food Pantry (HSG 1st)	\$ 774,045.00	Sole Source - only provider in SF
SAN FRANCISCO FOOD BANK	SNAP-Ed Innovative Pilot Program	\$ 329,924.00	Sole Source - only provider in SF
SAN FRANCISCO HOUSING AUTHORITY	Rapid Support & Housing for Families	\$ 434,588.00	Named Sub - recipients Federal grant
SAN FRANCISCO NETWORK MINISTRIES	SafeHouse	\$ 299,617.00	Sole Source - only provider in SF
SENECA CENTER	Visitation and School Support Program	\$ 480,000.00	Sole Source - only provider in SF
SF IN-HOME SUPPORTIVE SERVICES (IHSS) PUBLIC AUTHORITY	IHSS IP Mode PA Admin, Health, Dental	\$ 211,630,663.00	Sole Source/Public Agency/ BOS Action
STATE OF CALIFORNIA / DEPT OF REHABILITATION	Vocational Rehabilitation Services 13-16	\$ 273,996.00	Sole Source/Public Agency

F/Y Ending June 30, 2014

July 15 2014 Communications Page

From the Clerk of the Board, agencies that have submitted a 2014 Local Agency Biennial
Conflict of Interest Code Review Report:

Health Service System
Police Department

To: Andrew Shen
Subject: FW: 2014 Conflict of Interest Code Review Report
Attachments: Conflict of Interest Code Review-2014.PDF

From: Scott, Laini (HSS)
Sent: Wednesday, July 02, 2014 4:33 PM
To: Nevin, Peggy
Cc: Dodd, Catherine (HSS); Levin, Pamela (HSS); Gallaread, Seretha (HSS)
Subject: 2014 Conflict of Interest Code Review Report

Peggy,

Attached is the 2014 Conflict of Interest Code Review Report for the Health Service System/Health Service Board.

Please let me know if you have any questions.

Laini K. Scott
Health Service Board Secretary
1145 Market Street, Suite 300
San Francisco, CA 94103
(415) 554-1722 – telephone
(415) 554-1752 - fax
www.myhss.org



HEALTH SERVICE SYSTEM
CITY & COUNTY OF SAN FRANCISCO

**2014 Local Agency Biennial Notice
Conflict of Interest Code Review Report**

Name of Agency: Health Service System
Mailing Address: 1145 Market St., Suite 300
Contact Person: Lainik Scott Office Phone No: (415) 554-1722
E-mail: laini.scott@sfgov.org

This agency has reviewed its conflict-of-interest code and has determined that:

An amendment is required. The following amendments are necessary: *(See attachment)*
(Check all that apply.)

- Include new positions (including consultants) that must be designated.
- Revise disclosure categories.
- Revise the titles of existing positions.
- Delete positions that have been abolished.
- Delete positions that no longer make or participate in making governmental decisions.
- Other *(describe)* _____

No amendment is required.

The agency's code accurately designates all positions that make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of gifts and income that may foreseeably be affected materially by the decisions made by those holding the designated positions; and the code includes all other provisions required by Government Code Section 87302.

Calhoun G. Orta
Signature of Chief Executive Officer

6/30/14
Date

Complete this notice regardless of how recently your code was approved or amended.

Please return this notice no later than August 4, 2014, via e-mail (PDF) or inter-office mail to:

Clerk of the Board of Supervisors
ATTN: Peggy Nevin
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102
E-mail: peggy.nevin@sfgov.org

AS
20

Health Service System – Sec. 3.1-267 – See amendments below:

<u>Designated Positions (Current)</u>	<u>Disclosure Categories</u>
Health Service Board Member	1
Director, Health Service System	1
Chief Operating Officer	1
Chief Financial Officer	1
Vendor Contracts and Performance Manager	1

<u>Amended Designated Positions*</u>	<u>Disclosure Categories</u>
Health Service Board Member	1
Director, Health Service System	1
Chief Operating Officer	1
Chief Financial Officer	1
*Contract Compliance and Employer Relations Manager (revised)	1
*Senior Admin. Analyst (1823) (new)	1
*Senior Management Assistant (1844) (new)	1

To: Andrew Shen
Subject: FW: 2014 Biennial Notice - Conflict of Interest Code Review - Response Required
Attachments: 2014 07 01 Biannual Certification COI.pdf

From: Woon, Chris (POL)
Sent: Wednesday, July 02, 2014 1:51 PM
To: Nevin, Peggy
Subject: FW: 2014 Biennial Notice - Conflict of Interest Code Review - Response Required

Hi,

Please see attached signed Conflict of Interest Code Review Report with amendments. The second page shows the changes made and the third page will reflect the final product.

Thank you,

Lieutenant Christopher Woon #1852
San Francisco Police Department
Legal Division
850 Bryant Street, Room 575
San Francisco, CA 94103
PH: 415-553-7929
Email: Chris.Woon@sfgov.org

CONFIDENTIALITY NOTICE: This communication and its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use or disclosure is prohibited and may violate applicable laws, including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of the communication.

**2014 Local Agency Biennial Notice
Conflict of Interest Code Review Report**

Name of Agency: San Francisco Police Department

Mailing Address: 850 Bryant Street, San Francisco CA 94103

Contact Person: Christopher Woon, Lieutenant Office Phone No: 415-553-1155

E-mail: christopher.woon@sfgov.org

This agency has reviewed its conflict-of-interest code and has determined that:

An amendment is required. The following amendments are necessary:
(Check all that apply.)

- Include new positions (including consultants) that must be designated.
- Revise disclosure categories.
- Revise the titles of existing positions.
- Delete positions that have been abolished.
- Delete positions that no longer make or participate in making governmental decisions.
- Other (describe) _____

No amendment is required.

The agency's code accurately designates all positions that make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of gifts and income that may foreseeably be affected materially by the decisions made by those holding the designated positions; and the code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

7/1/14
Date

Complete this notice regardless of how recently your code was approved or amended.

Please return this notice no later than August 4, 2014, via e-mail (PDF) or inter-office mail to:

Clerk of the Board of Supervisors
ATTN: Peggy Nevin
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102
E-mail: peggy.nevin@sfgov.org

CPV
AS ✓

SAN FRANCISCO POLICE DEPARTMENT
Updated 6/2014

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Police Commissioners	1
Chief of Police	1
Deputy Chief of Police	1
Assistant Chief of Police (position abolished)	1
Commanders of Police	1
All Captains of Police	1
Commanding Officers, District Stations	1
Commanding Officer, Planning Division (position abolished)	2
Commanding Officer, Vice Crimes <i>Major Crimes</i> (new/revised position)	1
<i>Commanding Officer, Special Victims Unit</i> (new/revised position)	1
Commanding Officer, Property Control Division	1
Commanding Officer, Legal Division	1
<i>Commanding Officer, PUC</i>	1
<i>Commander Officer, Airport Field Operation</i> (new/revised position)	1
Legal Officers	1
Commanding Officer <i>Officer in Charge, Permits Section</i> (new/revised position)	3
Officer in Charge, Permit Section (position abolished)	3
Chief's Permit Hearing Officer	3
Officer in Charge, Police Law Enforcement Services	1
Officer in Charge, Management Control Division <i>Internal Affairs Division (Admin)</i>	1 (new/revised position)
<i>Officer in Charge, Internal Affairs Division (Crim)</i> (new/revised position)	1
Officer in Charge, Management Information Systems <i>Crime Information Services</i>	1
Chief Accounting Officer (position abolished)	2
Chief Fiscal Officer	2
Chief Information Officer	1
Director, Staff Services Division/Human Resources (position abolished)	1
Director, Risk Management Office (position abolished)	1
Commanding Officer <i>Officer in Charge, Special Investigations</i> (new/revised position)	1
Commanding Officer, Narcotics Division (position abolished)	1
Lieutenant, Vice Crime (does not make governmental decisions)	1
Lieutenant, Narcotics (does not make governmental decisions)	1
<i>Officer in Charge, Alcohol Licensing Unit</i> (new/revised position)	1

CLEAN VERSION

Designated Positions

Disclosure Categories

Police Commissioners	1
Chief of Police	1
Deputy Chief of Police	1
Commanders of Police	1
All Captains of Police	1
Commanding Officers, District Stations	1
Commanding Officer, Major Crimes	1
Commanding Officer, Special Victims Unit	1
Commanding Officer, Property Control Division	1
Commanding Officer, Legal Division	1
Commanding Officer, PUC	1
Commander Officer, Airport Field Operation	1
Legal Officers	1
Chief's Permit Hearing Officer	3
Officer in Charge, Permits Section	3
Officer in Charge, Police Law Enforcement Services	1
Officer in Charge, Internal Affairs Division (Admin)	1
Officer in Charge, Internal Affairs Division (Crim)	1
Officer in Charge, Crime Information Services	1
Officer in Charge, Special Investigations	1
Officer in Charge, Alcohol Licensing Unit (new/revised position)	1
Chief Fiscal Officer	2
Chief Information Officer	1

From: Barbara Lilley [petitions-noreply@moveon.org]
Sent: Wednesday, July 02, 2014 4:12 AM
To: Board of Supervisors (BOS)
Subject: I'm the 2,646th signer: "Stop SFMTA (San Francisco Municipal Transportation Agency)"

Dear San Francisco Board of Supervisors,

I just signed a petition addressed to you titled *Stop SFMTA (San Francisco Municipal Transportation Agency)*. So far, 2,646 people have signed the petition.

You can reach me directly by replying to this email. **Or, post a response for MoveOn.org to pass along to all petition signers by clicking here:** http://petitions.moveon.org/target_talkback.html?tt=tt-23483-custom-39844-20240702-9SeH9Y

The petition states:

"As residents and taxpayers of San Francisco we believe that the SFMTA's first and foremost responsibility is to improve MUNI and to make MUNI a more desirable means of transportation. It is not SFMTA's job to make owning and driving a motor vehicle more expensive and difficult. The SFMTA needs to be accountable to all the citizens of San Francisco. We need a balanced, unbiased municipal transportation policy. We respectfully request that the Mayor and District Supervisors immediately stop the SFMTA from: 1. Installing new parking meters and extending the hours of enforcement 2. Enforcing Sunday parking meters 3. Increasing meter rates, fees and fines "

My additional comments are:

The parking signs are very confusing for many people. Park here on this day but not before this time and not after that time. I just got a ticket the other day after I specifically went out to move to another location because of street cleaning on the Embarcadero. Thinking that I had safely parked it because there were no signs in site and the parking meter said, "read signs", I thought that it would be ok to park. I returned 1 hour later and had a ticket. I took photos all up and down the street, but guess what? No matter how much proof that I have, they will not revoke my parking ticket. Another incident, I had a handicapped placard in view and caught an enforcer who had just written me a ticket. I had to act fast to call him out on it and he reluctantly said that he would revoke the ticket. I have a feeling that I will get something in the mail very soon. This Agency is way out of control. Towing cars like vultures, waiting for the countdown so they can latch on and impound your car. It happens morning and afternoon, day after day. So many people are poor and end up losing their cars because they can't afford the expensive towing and ticket to top it off. Enough is Enough!

To download a PDF file of all of your constituents who have signed the petition, including their addresses, click this link: http://petitions.moveon.org/deliver_pdf.html?job_id=1263071&target_type=custom&target_id=39844

To download a CSV file of all of your constituents who have signed the petition, including their addresses, click this link:

http://petitions.moveon.org/deliver_pdf.html?job_id=1263071&target_type=custom&target_id=39844&csv=1

Barbara Lilley
San Francisco, CA

This email was sent through MoveOn's public petition website, a free service that allows anyone to set up their own online petition and share it with friends. MoveOn does not endorse the contents of petitions posted on our public petition website. If you have any questions, please email petitions@moveon.org. If you don't want to receive further emails updating you on how many people have signed this petition, click here:

http://petitions.moveon.org/delivery_unsub.html?e=_m0xZcWlJXzqH9ZTz_cNZWJvYXJkLm9mLnN1cGVydmlzb3JzQHNmZ292Lm9yZw--&petition_id=23483.

File 140557

From: Board of Supervisors (BOS)
To: BOS-Supervisors; Miller, Alisa
Subject: File 140557: Letter from Disability Rights California re Amendment to AOT Ordinance
Attachments: Ltr to SF Bd of Sup - AOT - 7-3-14.pdf; Ltr to SF Bd of Sups - AOT - 7-3-14.docx

From: Anna Krieger [<mailto:Anna.Krieger@disabilityrightsca.org>]
Sent: Thursday, July 03, 2014 10:32 AM
To: Board of Supervisors (BOS)
Cc: Kim Swain
Subject: Letter from Disability Rights California re Amendment to AOT Ordinance

Attached, please find Disability Rights California's position statement on and request for amendment to File No. 140557, the proposed AOT ordinance. The letter is in pdf and word format.

We welcome the opportunity for further discussion and hope to speak with you about this further. Thank you for your consideration

Sincerely,

Anna Krieger, Civil Rights Litigation Fellow
Kim Swain, Managing Attorney

Disability Rights California
California's protection and advocacy system

BAY AREA REGIONAL OFFICE
1330 Broadway, Suite 500
Oakland, CA 94612
Tel: (510) 267-1200
Fax: (510) 267-1201
TTY: (800) 719-5798
Email: anna.krieger@disabilityrightsca.org
Email: kim.swain@disabilityrightsca.org

The information in this transmittal (including attachments, if any) is privileged and confidential and is intended only for the recipient(s) listed above. Any review, use, disclosure, distribution or copying of this transmittal is prohibited except by or on behalf of the intended recipient. If you have received this transmittal in error, please notify me immediately by reply email and destroy all copies of the transmittal. Any inadvertent disclosure does not waive the attorney-client privilege. Thank you



BAY AREA REGIONAL OFFICE

1330 Broadway, Ste. 500

Oakland, CA 94612

Tel: (510) 267-1200

TTY: (800) 719-5798

Toll Free: (800) 776-5746

Fax: (510) 267-1201

www.disabilityrightsca.org

July 3, 2014

San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Re: File No. 140557 – OPPOSE and proposed amendment

To the Honorable Members of the San Francisco City and County Board of Supervisors:

We write regarding the proposed ordinance File No. 140557, which would amend the San Francisco Health Code to implement “Assisted Outpatient Treatment” (AOT) in San Francisco. Disability Rights California, the agency mandated by federal law to protect and advocate for Californians with disabilities, maintains our position that AOT is an expensive, ineffective model and opposes passage of the ordinance. **We write to inform you of our specific concern that the legislative findings section of the proposed ordinance contains inaccuracies and controversial conclusions based on flawed studies. We request that File No. 140557 be amended to remove these inaccuracies, which are unnecessary to the ordinance.**

We advocate to delete Sections 4111 (b)-(g) from the proposed ordinance, the text of which is:

(b) AOT provides treatment through community-based, mobile, recovery-oriented, multidisciplinary, highly trained mental health teams with a staff-to-client ratio of no more than 10 clients per team member.

(c) Several independent studies of similar programs in other states cited in a background paper prepared by the Treatment Advocacy

Center show that AOT promotes long-term treatment compliance, and reduces the incidence and duration of hospitalizations, homelessness, arrests, incarcerations, violent episodes, and the victimization of individuals with mental illness by others, while also relieving caregiver stress.

(d) These same studies show that states and municipalities that have successfully implemented AOT realized cost savings in their respective mental health, criminal justice, and emergency care systems.

(e) According to research cited in *The Resident's Journal*, a publication of *The American Journal of Psychiatry*, almost half of the individuals with a severe mental illness in the United States are untreated, and almost half of those individuals suffer from anosognosia (the inability to recognize one's own mental illness) and possess significant deficits in self-awareness.

(f) This same research also finds a clear link between lack of insight regarding one's own mental illness and the inability to adhere to treatment, which results in poorer clinical outcomes, illness relapse, hospitalization, and suicide attempts.

(g) For severely mentally ill individuals who are unable to maintain a consistent voluntary treatment regime, AOT provides a means to assist and support them through a structured treatment.

We understand that these findings were likely included to provide a foundation for implementing AOT, however, what may not have been realized is that the studies cited and conclusions drawn are not generally accepted and actually highly controversial. Many of the studies relied on by proponents of AOT are flawed and may be presented in a misleading manner. In fact other, well-regarded studies reach completely contradictory conclusions:

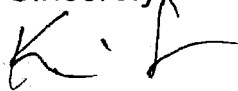
A 2001 Rand Corporation meta-analysis of services research and outcomes in eight states concluded, "[t]here is no evidence that a court order is necessary to achieve compliance and good outcomes, or that a court order, in and of itself, has any independent effect on outcomes."

In 2013, The Lancet, the world's leading medical journal published a randomized controlled study that found no benefit to court-ordered mental health treatment: "In well coordinated mental health services the imposition of compulsory supervision does not reduce the rate of readmission of psychotic patients. We found no support in terms of any reduction in overall hospital admission to justify the significant curtailment of patients' personal liberty."

Using controversial studies in the findings section of the ordinance is not necessary for the ordinance to take effect. Moreover, including inaccurate controversial statements and presenting them as fact serves only to further alienate and stigmatize mental health consumers. We advocate for removal of these controversial findings provisions of the ordinance as they are not needed to implement AOT.

Conclusion: AOT is a costly program of court ordered treatment that is of doubtful effectiveness. Any possible benefit is likely due to the enhanced services, rather than the Court orders. In addition, coercion in the mental health system such as AOT undermines the therapeutic relationship between client and treatment provider and may cause individuals to avoid treatment altogether. The false stereotype that people with mental health disorders must be involuntary forced into treatment drives people in need further away from seeking and engaging treatment. For these reasons, we continue to oppose implementation of AOT in San Francisco and also advocate for amending the findings section of the ordinance.

Sincerely,



Kim Swain
Managing Attorney
Bay Area Regional Office



Anna Krieger
Civil Rights Litigation Fellow
Bay Area Regional Office



California Association of Psychiatric Technicians

June 30, 2014

*File 140557
BOS-11, cpage*

San Francisco City & County Board of Supervisors
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Via e-mail and regular mail

RE: IMPLEMENTATION OF "LAURA'S LAW" ASSISTED-OUTPATIENT TREATMENT PROGRAM

Honorable Supervisors:

I am again writing on behalf of our 14,000-member professional organization to implore you to implement the cost- and life-saving mental-health program known as "Laura's Law."

This law is a California state law allowing counties to create and run court-ordered assisted-outpatient treatment programs for your constituents with serious mental illnesses. To qualify for this program, a constituent must have a serious mental illness plus a recent history of psychiatric hospitalizations, jailings or acts, threats or attempts of serious violent behavior toward himself, herself or others. The law was named after Laura Wilcox, a young woman from Nevada County who – along with two others – was killed by a man with serious mental illness who had refused treatment.

As state-licensed, -trained and -regulated mental-health and developmental-services nursing professionals, Psychiatric Technicians are very familiar with the urgent and all-too-often unmet needs of Californians with mental illnesses and developmental disabilities, as well as the desperate, ongoing efforts of families to get needed mental-health care for their loved ones in crises. We Psychiatric Technicians are formally pledged to uphold the integrity, dignity and rights of Californians in our care. Laura's Law upholds Californians' rights while allowing them to get the services they need -- providing a cost-effective, life-saving tool to help Californians who are facing suffering, danger and even death because of untreated mental illness.

Since Senate Bill 585 clarified that Proposition 63/Mental Health Services Act funds can indeed be used to pay for Laura's Law programs, we're pleased that more counties have joined Nevada County -- Laura Wilcox's home -- in considering and even implementing assisted-outpatient treatment programs for constituents in need. San Francisco has long been considered a national leader in progressive constituent services and it is our sincere hope that your city/county will help set the trend for compassionate care for people with mental illnesses and their families throughout the United States.

Thank you for your caring and careful consideration, and please contact me at (800) 677-2278 if I may be of further assistance.

Sincerely,

Juan Nolasco, PT
CAPT State President

RV
RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2014 JUL - 1 PM 2:24

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: July 1, 2014
To: Honorable Members, Board of Supervisors
From: *AC* Angela Calvillo, Clerk of the Board
Subject: Watch Law Requests (USA Patriot ACT)

Chapter 2, Article IV, Section 2.20(f) of the Administrative Code requires the Clerk of the Board of Supervisors to prepare an annual report on all Watch Law (USA Patriot Act) requests received by the Board of Supervisors during the prior fiscal Year.

The Board of Supervisors did not receive any Watch Law requests during Fiscal Year 2013-2014.



BOS-11
cpage

**City and County of San Francisco
Juvenile Probation Department**

Allen A. Nance
CHIEF PROBATION OFFICER

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June 30, 2014

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

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2014 JUL -1 PM 12:46
AL

Dear Ms. Calvillo:

Please find the attached report submitted by the Juvenile Probation Department in accordance with San Francisco Administrative Code, Chapter 12I: Civil Immigration Detainers, section 12I.5: Annual Report. The Department respectfully submits this report to the Honorable Board of Supervisors. A copy of the report is submitted to the Honorable Mayor Edwin M. Lee under separate cover.

Sincerely,

Allen A. Nance,
Chief Juvenile Probation Officer

c: Honorable Edwin M. Lee, Mayor

6

Juvenile Probation Department



Civil Immigration Detainers Annual Report - 2014

Allen A. Nance
Chief Probation Officer
City and County of San Francisco
Juvenile Probation Department

June 30, 2014

City and County of San Francisco
Juvenile Probation Department
Chapter 12I-Civil Immigration Detainers

Annual Report-2014

This report is being submitted by the Juvenile Probation Department in accordance with San Francisco Administrative Code Chapter 12I: Civil Immigration Detainers, Section 12I.5 Annual Report. Since the enactment of local ordinance Chapter 12I on November 7, 2013, the Juvenile Probation Department (JPD) has not authorized any detentions solely based on immigration detainers.

The City Attorney has advised the Department that Chapter 12I: Civil Immigration Detainers (also known as the Due Process Ordinance), prohibits the Department from detaining juveniles solely on the basis of civil immigration detainers. This advice stems from the fact that the term "conviction" as defined in the ordinance and by state law, does not apply to juvenile justice matters which generally result in adjudication and sustained finding by a juvenile court judge. As such, unless a juvenile is tried as an adult in criminal court, they would not be subject to a conviction. Further, the California Attorney General in Information Bulletin number 14-01 issued June 25, 2014 has informed all executives of state and local law enforcement agencies of a March 4, 2014 ruling in the third circuit court of appeals reaffirming that Immigration and Customs Enforcement (ICE) detainers are voluntary requests. The bulletin also cautioned that voluntary compliance with an ICE detainer *"could violate the Fourth Amendment by detaining an individual solely based on the request of ICE, without some other cause for arrest."*

In calendar years 2012 and 2013, there were twelve releases to ICE by the SFJPD in each year. Two of the twelve youths released in 2012 were rearrested and released again in 2013. All of the undocumented persons released to ICE in the past two years were unaccompanied minors. As previously stated, the Department has not honored any holds since the enactment of the Due Process Ordinance 12I. On May 2, 2014 one youth was released to ICE, not pursuant an ICE detainer, but related to other criminal matters pending in the Federal system.

The Juvenile Probation department has informed its officers that they are no longer authorized to honor ICE civil immigration detainers. However, this directive poses significant challenges for the department and the juvenile justice system since undocumented persons who are also unaccompanied minors cannot simply be released from juvenile hall without a parent, guardian, or other responsible person available to take custody of the minor. Further, state law prohibits minors adjudicated as wards pursuant to section 602 of the Welfare and Institutions Code (W.I.C.) from being placed in residential settings with those youths deemed dependents in the child welfare system pursuant section 300 W. I. C.. Therefore, unless charges against an undocumented and unaccompanied minor are dropped or otherwise not sustained, the youth cannot be placed in foster care with other dependent youth. During this reporting period, two undocumented and unaccompanied persons were released from Juvenile Hall into the care of social workers from the Human Services Agency. One youth was placed in a private foster home

outside of the city since he was already an adjudicated 602 Ward. Within weeks, he absconded from the home and was rearrested for drug sales in San Francisco. Charges against the second youth were dropped and he was released to Child Protective Services. This minor ran away within minutes of his arrival to the receiving facility. Within weeks, he was rearrested and charged with illegal drug sales in the City. Both youths report that they are immigrants from Honduras.

The City is faced with a particularly vexing challenge in that prior attempts to reunify unaccompanied youths with their parents in the country of origin were met with fierce opposition by the Department of Homeland Security and prompted a Federal investigation by the U.S. Attorney's Office into the Juvenile Court and Probation Department transportation and placement practices. Subsequent efforts to place undocumented and unaccompanied minors into group homes in other parts of the state were also met with criticism from other counties, members of the public, and enhanced scrutiny by federal law enforcement authorities, suggesting that the practice may be in violation of Federal law 8 USC section 1324 (*Bringing in and Harboring certain aliens statute*). At present, the Department has not changed its policy regarding the transportation and residential placement of undocumented persons, in an abundance of caution against any risk of criminal prosecution of Department personnel by Federal authorities.

Undocumented and unaccompanied minors are served by the U.S. Department of Health and Human Services, through the Office of Refugee Resettlement (ORR). This is an arm of Federal government separate and apart from the United States Citizenship and Immigration Services, a component of the Department of Homeland Security. ORR has a legal mandate to provide temporary shelter to unaccompanied minors and to reunify them with their parents, relatives, or other responsible adults pending immigration proceedings or in those cases where the parent resides outside of the U.S., until such time they can be returned home. A youth may be able to assert that they are victims of crime or have been a victim of Human Trafficking which could warrant application for a U-Visa (Victims of Crime) or a T-Visa (Victims of Human Trafficking). Undocumented minors may also be eligible to obtain a designation of Permanent Resident Under Color of Law (PRUCOL) in order to gain access to some basic public benefits. While PRUCOL does not offer an immigration status, it can be a helpful designation, especially in those instances where the undocumented minor is unaccompanied. Minors, who have been abused, neglected, or abandoned, may also be able to apply for Special Immigrant Juvenile Status (SIJS). A youth whose petition for SIJS has been approved would be allowed to apply for a green card while remaining in the US.

According to the United States Customs and Border Protection agency, 52,000 Unaccompanied Alien Children have been apprehended in their attempts to come into the US across the Southwest border since October, 2013. This is an almost 100% increase over the prior year. And a 178% increase in the Rio Grande Sector alone (See Chart A.). These youths are primarily from the Central American countries of Honduras, El Salvador, and Guatemala. Many reportedly have fled their countries to escape poverty, gangs, and violence.

Sector	Fiscal Year 2013	Fiscal Year 2014	% Change
Big Bend Sector	102	162	59%
Del Rio Sector	1,476	2,637	79%
El Centro Sector	315	444	41%
El Paso Sector	559	742	33%
Laredo Sector	2,654	2,986	13%
Rio Grande Sector	13,532	37,621	178%
San Diego Sector	439	706	61%
Tucson Sector	6,930	6,619	-4%
Yuma Sector	199	276	39%
Southwest Border Total	26,206	52,193	99%

Chart A – Unaccompanied minors apprehended at U.S. Border

Source: United States Customs and Border Protection, US Department of Homeland Security, 2014.

The Juvenile Probation Department understands and appreciates the Sanctuary City status adopted by the City and County of San Francisco. The Department and its employees value the importance of a strong relationship with the immigrant community based on trust and integrity. We also strive to promote public safety and endeavor to meet the best interest needs of every youth we serve. The Department respectfully offers the following recommendations for consideration:

1. The Department believes that an effective outreach and advocacy strategy must be launched to educate immigrant youth as to their rights with regard to T-Visas, U-Visas, Special Immigrant Juvenile Status (SIJS), and Permanent Resident Under Color of Law (PRUCOL), access to legal aid, and alternatives to criminal conduct.
2. An effective partnership with Federal officials must be developed so that bright line policies can be crafted and implemented with clarity and certainty as to the legal authority of Juvenile Probation Officers or other local authorities to transport, temporarily house, or place undocumented minors involved in the juvenile justice system.

3. In the absence of national immigration reform, undocumented minors with parents residing locally should be returned to their parents whenever they are otherwise ordered released by the juvenile court. Undocumented minors who are unaccompanied should be released to Federal authorities so that efforts to temporarily place them can occur pending reunification with parents, guardians, or other responsible persons.

Any inquiries regarding this report should be directed to Allen A. Nance, Chief Juvenile Probation Officer Allen.Nance@sfgov.org (415) 753-7556 at San Francisco Juvenile Probation Department 375 Woodside Avenue San Francisco, CA. 94127.

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

Date: July 1, 2014
To: Honorable Members, Board of Supervisors
From: Angela Calvillo, Clerk of the Board
Subject: Form 700

This is to inform you that the following individuals have submitted a Form 700 Statement:

Madeleine Licavoli – Operations Deputy Director – Leaving
Peggy Nevin – Operations Deputy Director - Assuming

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

605-11, cpage

MEMORANDUM

Date: June 30, 2014
To: Mayor's Office
From: ~~AK~~ Angela Calvillo, Clerk of the Board
Subject: Diversity Tracking System

Pursuant to Administrative Code, Section 12D.A.18(D), all City departments shall report annually to the Mayor on their progress in the preceding fiscal year toward the achievement of the MBE and WBE participation goals.

The Board of Supervisors entered into an agreement for Budget & Legislative Analyst services effective January 1, 2014 with Harvey M. Rose Associates, LLC, Debra A. Newman and Louie & Wong, LLP, A Joint Venture.

The term of the agreement is from January 1, 2014 to December 31, 2017 with two options to renew the contract each for an additional two-year term ending December 31, 2019 and December 31, 2021, respectively.

Contractor	Contract Amount	Compliance	Responsible Person
Harvey M. Rose Associates, LLC, Debra A. Newman and Louie & Wong, LLP, A Joint Venture	\$2,000,000	MBE/WBE	Angela Calvillo, Clerk of the Board of Supervisors

Cc: Human Rights Commission
Cc: Board of Supervisors

From: Murdock, Christian [christian.murdock@sfgov.org]
Sent: Monday, June 30, 2014 2:10 PM
To: Board of Supervisors (BOS)
Cc: BOS-Legislative Aides; Dick-Endrizzi, Regina (MYR)
Subject: SBC Response to Planning Dept. Formula Retail Legislation
Attachments: Letter to Planning Commission - File Number TBD_Planning Department Formula Retail and Large-Scale Retail Controls - 20140630.pdf

Honorable Supervisors,

Please find attached the Small Business Commission's letter to the Planning Commission recommending approval of the Planning Department's proposed formula retail legislation. As this item has not yet been filed with the Clerk of the Board, it does not have a file number.

Should you have any questions on the Commission's position, please contact Office of Small Business Director Regina Dick-Endrizzi (554-6481).

Best Regards,

Christian

Christian Murdock | *Acting Commission Secretary and Policy Analyst*
San Francisco Small Business Commission and
Office of Small Business
City Hall, Room 110
1 Dr. Carlton B. Goodlett Place | San Francisco, CA 94102
direct: 415-554-6407 | office:415-554-6134 | fax: 415-558-7844

christian.murdock@sfgov.org | www.sfgov.org/osb
www.sfgov.org/osb | www.facebook.com/sfosb | [@sfosb](https://twitter.com/sfosb) on Twitter



SMALL BUSINESS COMMISSION
OFFICE OF SMALL BUSINESS



CITY AND COUNTY OF SAN FRANCISCO
EDWIN M. LEE, MAYOR

June 30, 2014

President Cindy Wu
San Francisco Planning Commission
1650 Mission Street, Suite 400
San Francisco, CA 94103-2414

Subj: File No. TBD [Planning Code - Formula Retail and Large-Scale Retail Controls]

Small Business Commission Recommendation: **Approval**

Dear President Wu:

At its meeting of June 9, 2014, the Small Business Commission heard a proposal from the Planning Department regarding legislation under consideration but not yet introduced at the Board of Supervisors (BOS). Thus, no file number is available. The legislation's title is "Planning Code – Formula Retail and Large-Scale Retail Controls." The Commission moved to recommend approval of the legislation at the aforementioned meeting.

The Small Business Commission applauded the Planning Department's efforts in undertaking a San Francisco Formula Retail Analysis ("Analysis"), which informed the recommendations in the legislation. The Commission recognized the Analysis as the first thorough quantitative and qualitative assessment of the state of formula retail (FR) and the effectiveness of existing regulations since BOS adoption of formula retail controls in 2004 and voter passage of Proposition G in 2006. The Analysis helped to dispel misinformation related to various aspects of formula retail operations, and enabled the Planning Department to recommend changes that will make the review process more sensible while continuing to preserve the character of neighborhood commercial corridors.

Findings in the Analysis led to specific provisions in the legislation that will be favorable to small businesses:

- Expand the application of FR controls to more business types (business/professional/limited financial/fringe financial services) and to those entities with an established international presence.
- Include stores located anywhere in the world when counting existing locations.
- Provide greater Planning Department and Planning Commission control of façade and signage design (Performance Review Standards), both important community concerns related to FR uses.
- Create an expedited review process for same-use changes in formula retailers that a neighborhood supports.
- Introduce a definite ¼-mile radius to the evaluation criteria for granting a conditional use authorization, while leaving concentration determinations to be decided at the neighborhood level.
- Require an Economic Impact Study for large-scale retail uses to better assess their impacts on the surrounding community and city as a whole.

SUBJ: FILE NO. TBD [PLANNING CODE - FORMULA RETAIL AND LARGE-SCALE RETAIL CONTROLS] (6/30/2014)

The Analysis even helped the Commission support an increase to a threshold of 20 locations from 12 locations. The finding that only 5% of FR establishments in the city have fewer than 20 total locations, combined with the expansion to new use categories, meant that on balance *more* formula retailers would be subject to controls, not fewer. The impact of the adjustment is expected to be minimal, with 95% of formula retail applications still subject to review under provisions in the legislation. Regarding subsidiaries, the Analysis demonstrated how the Planning Department would struggle with regulation of subsidiaries owned by formula retailers, and that the matter should be studied further before developing a policy proposal.

The Commission's determination to support this legislation reflected that, on balance, the legislation should benefit small businesses given its sensible improvements to formula retail controls. Thank you for considering the Commission's recommendation on this legislation. Please feel free to contact me should you have any questions.

Sincerely,



Regina Dick-Endrizzi
Director, Office of Small Business

cc: Board of Supervisors
Jason Elliot, Mayor's Office
Aaron Starr, Planning Department
Kanishka Burns, Planning Department
AnMarie Rodgers, Planning Department

From: Reports, Controller (CON)
Sent: Monday, June 30, 2014 1:47 PM
To: Calvillo, Angela (BOS); Nevin, Peggy; BOS-Supervisors; BOS-Legislative Aides; Kawa, Steve (MYR); Howard, Kate (MYR); Falvey, Christine (MYR); Elliott, Jason (MYR); Steeves, Asja (CON); Campbell, Severin (BUD); Newman, Debra (BUD); Rose, Harvey (BUD); CON-
EVERYONE; CON-CCSF Dept Heads; CON-Finance Officers; SF Docs (LIB)
Subject: Issued: Controller's Office City Services Benchmarking: Financial Condition

Appendix F of the City Charter requires the Office of the Controller to review performance and cost benchmarks and conduct comparisons of the cost and performance of San Francisco City government with other cities, counties and public agencies that perform similar functions. The Controller's Office has issued the latest in its series of benchmarking reports, which compares San Francisco's overall financial condition with that of thirteen other jurisdictions.

The purpose of the City Services Benchmarking Report is to share comparative city service data from San Francisco and other peer jurisdictions with the public in order to increase transparency, create dialog, and build the public's confidence regarding the City's management of public business.

A PDF version of the report can be accessed at <http://openbook.sfgov.org/webreports/details3.aspx?id=1766>, or on the Controller's website (<http://www.sfcontroller.org/>) under News & Events section.

For more information please contact:

Office of the Controller
City Services Auditor Division
Phone: 415-554-7463
Email: Performance.con@sfgov.org

Follow us on Twitter @SFController

CITY & COUNTY OF SAN FRANCISCO

Office of the Controller

City Services Auditor

City Services Benchmarking:

Financial Condition

June 30, 2014





City Services Benchmarking: Financial Condition

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE CONTROLLER

June 30, 2014

Summary

Appendix F, Section 101 of the City and County of San Francisco Charter requires the City Services Auditor (CSA) to monitor the level and effectiveness of services provided by the City and County of San Francisco. Specifically, CSA shall review performance and cost benchmarks and conduct comparisons of the cost and performance of San Francisco City government with other cities, counties and public agencies performing similar functions. Using 2011 and 2012 data from the Government Finance Officers Association (GFOA) Financial Indicators database and the Comprehensive Annual Financial Reports (CAFRs) published by various cities, this report compares the City and County of San Francisco's overall financial condition with that of thirteen other jurisdictions:

- Boston, MA
- Columbus, OH
- Dallas, TX
- Denver, CO
- Detroit, MI
- Honolulu, HI
- Jacksonville, FL
- Nashville, TN
- Philadelphia, PA
- Phoenix, AZ
- San Antonio, TX
- San Jose, CA
- Seattle, WA

Highlights from the data include the following:

- San Francisco performs as well as or better than at least half of its peers for 9 of the 16 performance measures used in this report.
- Although San Francisco has more outstanding debt per resident than any of its peers (\$14,850 of outstanding debt per person in 2013), it has a very low level of general bonded debt as a percentage of the assessed value of taxable property. By this measure, San Francisco's debt is approximately 9 to 17 times lower than the debt carried by some of its peers.
- In 2008, San Francisco's pension fund had enough assets to cover more than 100% of its long-term liabilities. As of 2013, pension funding was down to 81%, most likely due to the recent economic recession. Despite this decrease, San Francisco has a higher level of pension funding than most of its peers.
- In recent years, San Francisco has paid only 28% to 38% of the estimated amount that is necessary to cover its long-term costs for "other post-employment benefits" (e.g., retiree healthcare costs). In this case, San Francisco ranks better than only 4 of the peer cities.

The City and County of San Francisco

Covering 49 square miles of land and supporting an estimated population of more than 812,000 residents, the City and County of San Francisco (the City) is the state of California's smallest county by area and its fourth largest city by population (City and County of San Francisco, 2012). Key industries for the local economy include technology, biotechnology, financial services, hospitality, and retail. With more than 25,000 employees, the City and County of San Francisco is itself the city's largest employer (City and County of San Francisco, 2013d).

The City’s executive branch is headed by a mayor and other elected and appointed officials, while the legislative branch is comprised of an 11-member board of supervisors. Key public services provided by the City include public safety and protection, public transportation, water and sewer service, parks and recreation, public health, social services, and land-use and planning regulation.

Peer Jurisdictions

Benchmarking is a process in which an organization compares its performance to the performance of other similar agencies, or “peers.” This section briefly describes how the City and County of San Francisco compares as a whole to the peers selected for this analysis.

Local governments across the United States vary considerably based on a variety of factors such as the services they provide, the size of populations they serve, the industries they support, the broader economic environments in which they operate, the physical environments in which they exist, and their organizational structures. With regard to organizational structure, cities and counties represent two of the primary units of local government in the United States. Counties are local subdivisions of the state, which aid in the administration of state business (Denton County, n.d.). In general, they perform a variety of state functions and they provide important services, such as the operation of county hospitals and other community health services, operation of a sheriff’s department and county jails, employment and workforce development, and a range of services for the well-being of children and families. In contrast, cities are established by *incorporation*, a process that involves the legal formation of a municipal corporation (Flor, n.d.). San Francisco, for example, was incorporated as a city on April 15, 1850. Like counties, city governments also provide residents with a wide range of services, such as the maintenance of roadways, sewer systems and other public works; the maintenance and operation of public transportation systems; the maintenance of parks and recreation areas; and emergency services, such as a police force. In certain locations throughout the United States, some cities and counties have been merged into a single jurisdiction, which carries out the functions of both types of governmental units. Table 1 below shows which of San Francisco’s peers are consolidated city-county governments and which are municipalities.

Table 1 – Peer Jurisdiction Organizational Structures

<u>City-county Governments</u>	<u>Municipalities</u>
Denver	Boston
Honolulu	Columbus
Jacksonville	Dallas
Nashville	Detroit
Philadelphia	Phoenix
	San Antonio
	San Jose
	Seattle

While a government’s structure may influence the nature of the services it provides, characteristics such as the size of the population it serves and its level of expenditures may reflect the scale of a government’s operations. Figure 1 below shows that in 2012, San Francisco was in the middle of the peer group with respect to population size, and Figure 2 shows that it was at the high end of the group in terms of expenditures from its governmental funds.

Figure 1 – 2012 Population (millions)

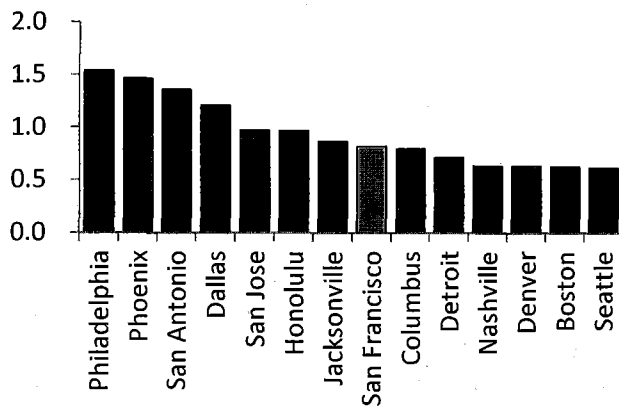
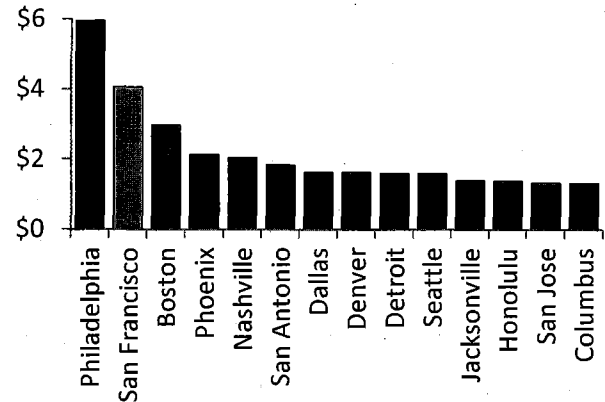


Figure 2 – 2012 Governmental Funds Expenditures (billions)



Although Philadelphia, San Francisco, and Boston have somewhat greater expenditures than the rest of the cities in the peer group, the expenditures for the group as a whole are comparable in scale, averaging around \$2.2 billion in 2012. For comparison, more than 81% of the cities in GFOA’s 2012 Financial Indicators database have expenditures of less than \$100 million, while almost 99% of the cities have expenditures of less than \$1 billion.

Results of Peer Comparison

The purpose of this report is to provide a broad overview of San Francisco’s *financial condition*, which generally refers to the ability of a government to balance its revenues and expenditures while meeting its obligations to provide public services on a continuing basis (New York State, Office of the State Comptroller, 2008). The analysis is based on a number of common financial performance indicators related to topics such as liquidity, solvency, debt burden, and asset management, among others.¹ Because the performance metrics represent only a brief moment in time, the figures provided in this report show San Francisco’s performance relative to its peers in 2012 as well as its trend over the last three to five years.

Credit Ratings

Funding for a local government’s services and operations typically comes from a variety of sources including taxes, grants from the state or federal government, and charges for city services (e.g., charges for water and sewer service, building permit fees, public transit fares, etc.). When a city government needs to raise additional funds beyond the money it receives from its usual sources, one way to do that is through the issuance of *municipal bonds*. Through the bond issuance process, investors provide the city with an upfront capital investment in exchange for principal and interest payments over time.

In order to help investors assess the level of risk associated with a bond offering, cities receive credit ratings from professional agencies, which generally reflect their ability to repay their debts. A city’s credit rating therefore serves as a broad reflection of its overall financial condition. Table 2 below shows the credit ratings given to San Francisco and its peers by two of the largest credit rating agencies for a certain type of municipal bond known as a general obligation bond.

¹ See Appendix B for a specific definition of each performance indicator.

Table 2 – General Obligation Bond Credit Ratings

2012				Rating Scales	
Moody's Bond Credit Rating		S&P Bond Credit Rating		Moody's	S&P
City	Rating	City	Rating		
Boston	Aaa	Columbus	AAA	Aaa	AAA
Columbus	Aaa	Denver	AAA	Aa1	AA+
Denver	Aaa	Phoenix	AAA	Aa2	AA
San Antonio	Aaa	San Antonio	AAA	Aa3	AA-
Seattle	Aaa	Seattle	AAA	A1	A+
Dallas	Aa1	Boston	AA+	A2	A
Honolulu	Aa1	Dallas	AA+	A3	A-
Jacksonville	Aa1	San Jose	AA+	Baa1	BBB+
Nashville	Aa1	Jacksonville	AA	Baa2	BBB
Phoenix	Aa1	Nashville	AA	Baa3	BBB-
San Jose	Aa1	San Francisco	AA	Ba1	BB+
San Francisco	Aa2	Philadelphia	BBB+	Ba2	BB
Philadelphia	A2	Detroit	B	Ba3	BB-
Detroit	B3	Honolulu	Not rated	B1	B+
				B2	B
				B3	B-
As of May 2014				Caa1	CCC+
San Francisco	Aa1	San Francisco	AA+	Caa2	CCC
				Caa3	CCC-
				Ca	CC
				C	C
					D

Note: Consolidated city-county governments are shown in bold orange text

The legend on the far right shows the rating scales used by the two ratings services. Although Aaa and AAA are the highest ratings given to cities, any rating higher than Aa3 from Moody's Investors Service (Moody's) and any rating higher than AA- from Standard & Poors (S&P) indicates that a city has a very strong capacity to meet its financial obligations.

The table shows that while some jurisdictions had Aaa or AAA ratings in 2012, most of the consolidated governments in the peer group did not. It is also worth noting that while San Francisco was rated slightly lower than many of its peers at that time, Moody's has since upgraded San Francisco's rating to Aa1 and S&P has upgraded it to AA+, representing the highest ratings San Francisco has received in City history (City and County of San Francisco, 2013a). Among other factors, the upgraded ratings were attributed to San Francisco's strong economy, the flexibility of the City's budget, and the City's sound financial policies.

General Fund Balance

In order to comply with finance-related legal requirements, cities account for their resources and expenditures in a variety of different funds. A fund is essentially a single account or a group of related accounts that are used to track the finances of different governmental activities. All inflows and outflows of resources are accounted for in a particular fund depending on the nature or intended use of the resources. San Francisco's funds generally fall into three main categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds are used to account for basic governmental services and activities such as public safety, health and human services, parks and recreation, and public libraries. On the other hand, proprietary funds are

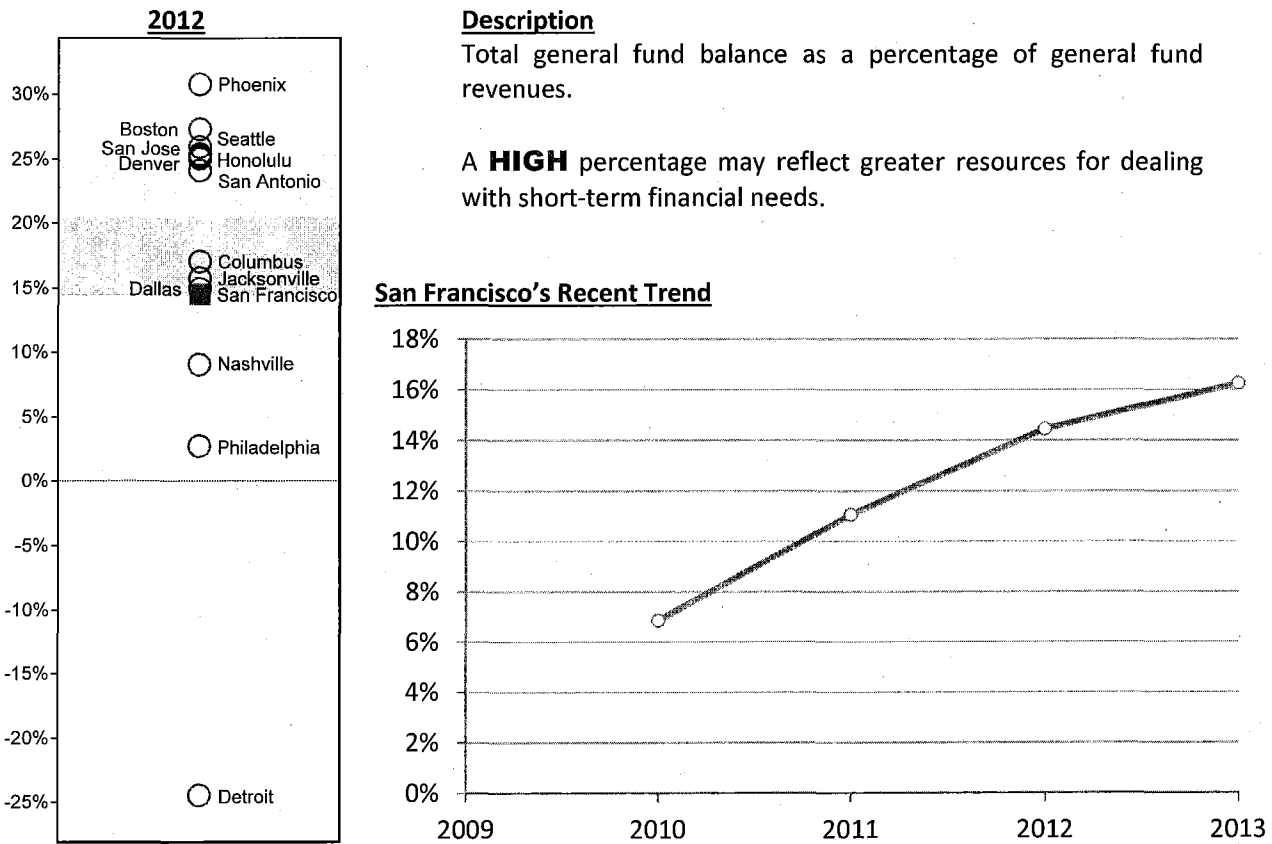
used to account for services for which the City typically charges its customers. For example, the City uses proprietary funds to account for the operations of the San Francisco International Airport, Municipal Transportation Agency, and San Francisco General Hospital. Finally, fiduciary funds are used to account for resources that are held for the benefit of parties outside the City; resources related to the City’s pension and health plans fall within this category.

The City’s chief operating fund is a governmental fund known as the *General Fund*. Sources of revenue for the General Fund include taxes (e.g., property, business, sales, and hotel taxes), license and permit fees, and grants from the state and federal government. Much of the revenue held in the General Fund can be used for virtually any aspect of city operations.

In general, it is necessary for a local government to maintain a positive balance in its general fund as a way to protect against unanticipated expenditures and shortfalls in revenue; a positive general fund balance also helps a government avoid taking on debt in order to carry out its day-to-day activities. For these reasons, the balance in a city’s general fund is commonly used to evaluate its creditworthiness.

When examining the general fund balance, it is common to compare the dollar amount of the balance to either total revenues or total expenditures. This is somewhat analogous to an individual comparing how much he or she has in a checking account relative to his or her annual salary or expenses. Figure 3 below shows the total general fund balance for San Francisco and its peers as a percentage of total revenues. A high percentage may reflect greater resources for dealing with short-term financial needs.

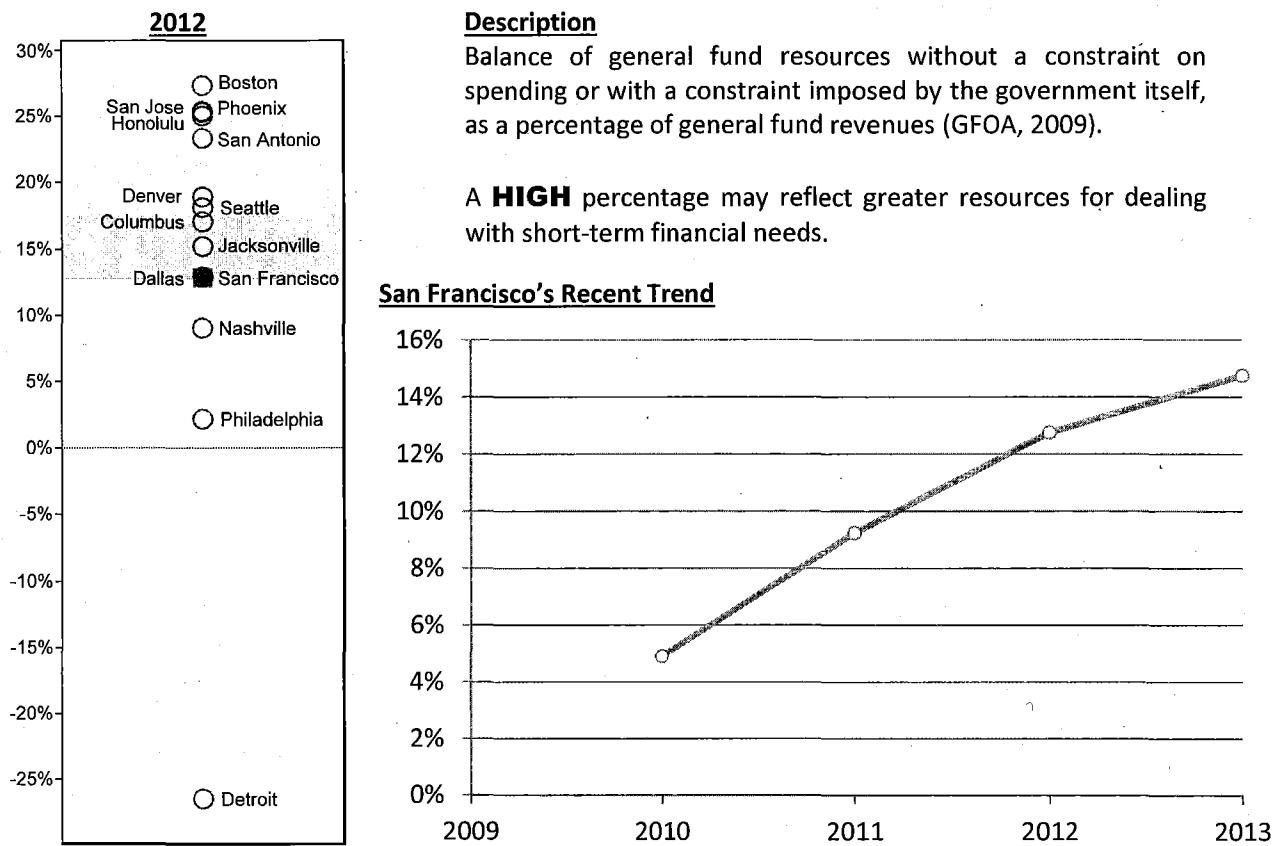
Figure 3 – Total General Fund Balance as a Percentage of General Fund Revenues



In 2012, San Francisco’s total General Fund balance amounted to 14.5% of the fund’s revenues. The shaded areas in the chart on the left represent the positions of the middle 50% of the governments in the peer group. The figure makes it clear that San Francisco falls at the low end of that range. However, the figure on the right shows that the level of San Francisco’s General Fund balance relative to revenues has steadily improved in recent years, increasing from 7% in 2010 to 16% in 2013.

When assessing a city’s general fund balance as an indicator of its financial position, it is important to note that some of the assets in the fund either cannot be spent or they may be spent only for specific purposes. As a result, it is often useful to examine a city’s *unrestricted* general fund balance, which is the portion of the total balance that is either not subject to any spending constraints or that is subject only to constraints imposed by the city itself. This information is shown below in Figure 4.

Figure 4 – Unrestricted General Fund Balance as a Percentage of General Fund Revenues



San Francisco’s position among its peers and its performance over time are similar in nature to the trends displayed in the previous figure. In particular, San Francisco ranks relatively low among its peers but the City’s performance has improved in recent years.

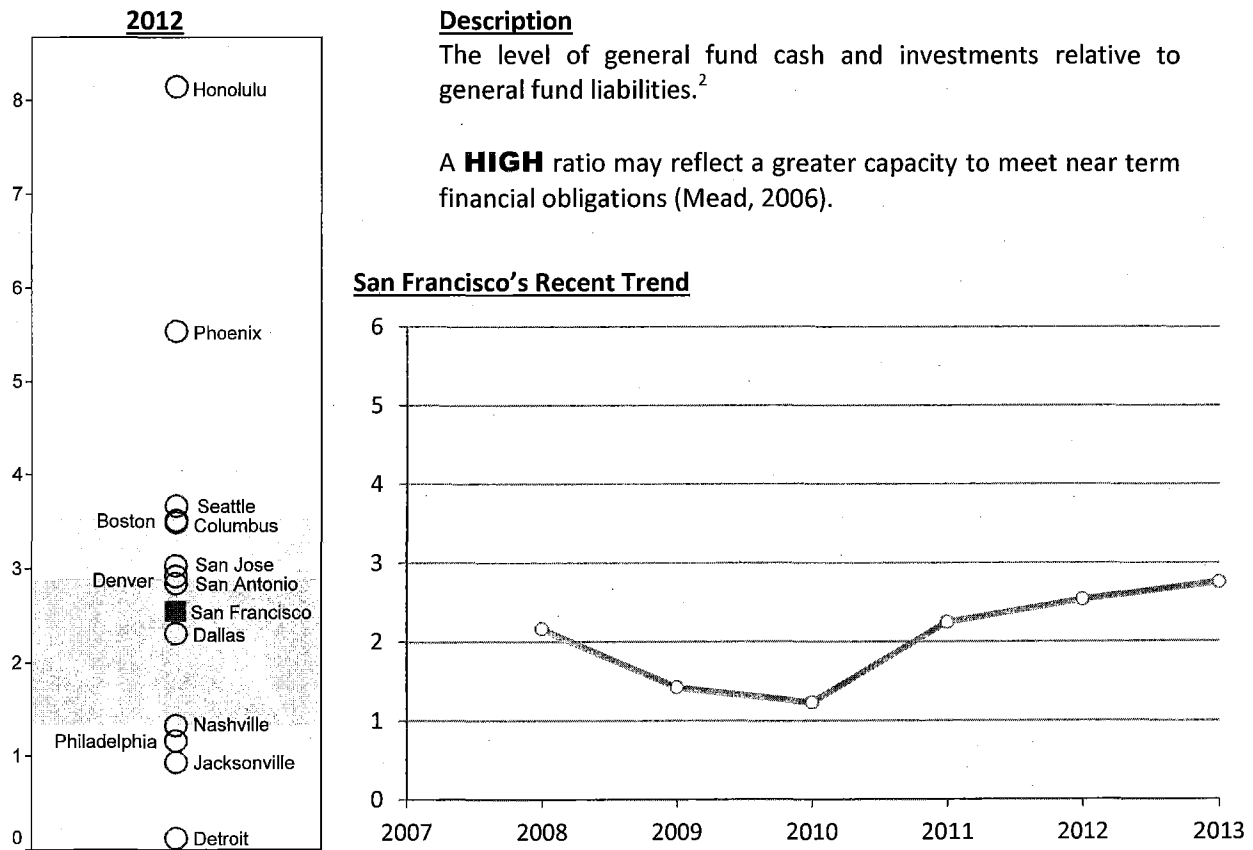
The question of how high a city’s unrestricted general fund balance should be is a complex one that depends on a variety of factors; among those factors are the extent to which the city’s revenues and expenditures fluctuate over time, and the extent to which the city may be exposed to significant events like disasters and state budget cuts. The credit rating agencies typically favor a higher balance since it means the city has more resources at its disposal when needs arise. On the other hand, an excessively high general fund balance may be viewed

negatively by members of the general public because it could suggest that the city’s residents are overtaxed (GFOA, 2009).

Liquidity

In governmental accounting, *liabilities* are defined as “present obligations to sacrifice resources that the government has little or no discretion to avoid” (GASB, 2007b). In other words, liabilities represent the government’s current financial commitments, such as payments made on its debt and payroll for its employees. *Assets*, on the other hand, are the cash, investments, property, and other things of value owned by the government that enable it to meet its financial obligations and provide public services (GASB, 2007b). Another common method that is used to assess a government’s financial condition is to compare the level of its assets to the level of its liabilities. Such a comparison serves as a measure of *liquidity*, or the availability of financial resources sufficient to meet financial obligations as they come due. In this case, we have used a measure of liquidity suggested by Mead (2006), which is based on the assets and liabilities of the general fund. This information is presented below in Figure 5.

Figure 5 – Liquidity Ratio



In 2012, San Francisco had a ratio of 2.5. This means that the City’s General Fund has \$2.50 worth of cash and other resources that are readily converted to cash for every \$1 of current liability. As shown in the figure on the left, San Francisco falls close to the middle of the peer group and it performs almost as well as or better than four out of the five other consolidated city-county governments in the peer group (Denver, Nashville,

² For this measure, we have subtracted deferred revenues from the liabilities as Mead (2006) suggests.

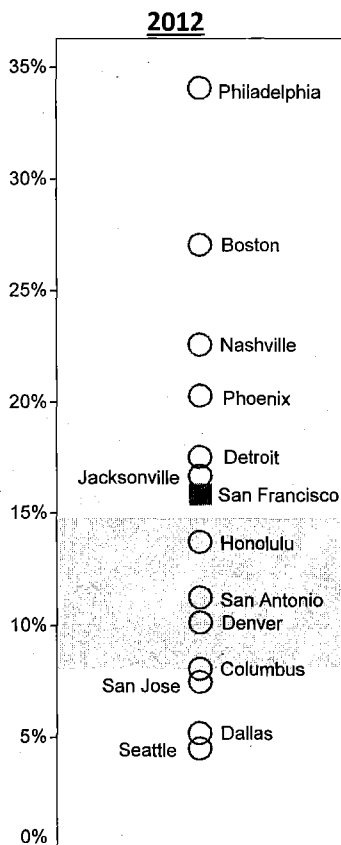
Philadelphia, and Jacksonville). The chart on the right shows that San Francisco's ratio dropped slightly during the recent economic downturn but is has been increasing since 2010.

Revenues

In assessing the financial condition of a government, it is generally necessary to consider the adequacy of the government's revenues since they enable the government to carry out its operations, provide public services, and meet its other financial commitments. One performance measure related to revenues examines how reliant the government is on intergovernmental aid to finance its activities. Governments that are heavily reliant on intergovernmental aid could be impacted if the governments that provide the aid scale back or eliminate the funding (Mead, 2006).

In some cases, the grant funding a government receives may only be used for limited purposes. *Capital grants*, for example, may only be used for the construction or acquisition of capital assets (e.g., machinery, equipment, and infrastructure), while *operating grants* may be designated for specific programs or services. Other aid is *unrestricted*, which means that the receiving government may generally use it for any purpose. The measure reflected in Figure 6 below has an operational focus; specifically, it shows the percentage of total primary government revenues that come in the form of operating grants and unrestricted intergovernmental aid. A low percentage suggests that a government may be less reliant on these forms of revenue (Mead, 2006).

Figure 6 – Percentage of Revenues from Intergovernmental Aid

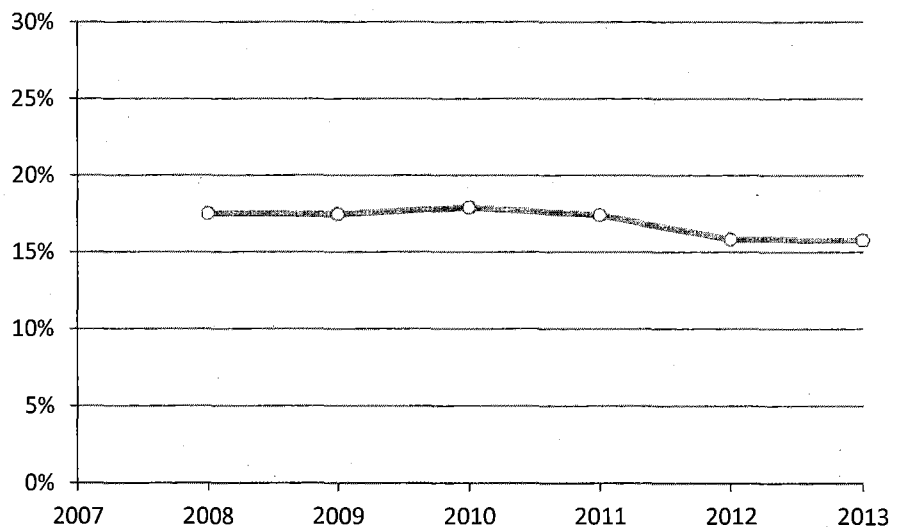


Description

Percentage of total primary government revenues in the form of operating grants and unrestricted intergovernmental aid.

A **LOW** percentage suggests that a government may be less reliant on intergovernmental aid (Mead, 2006).

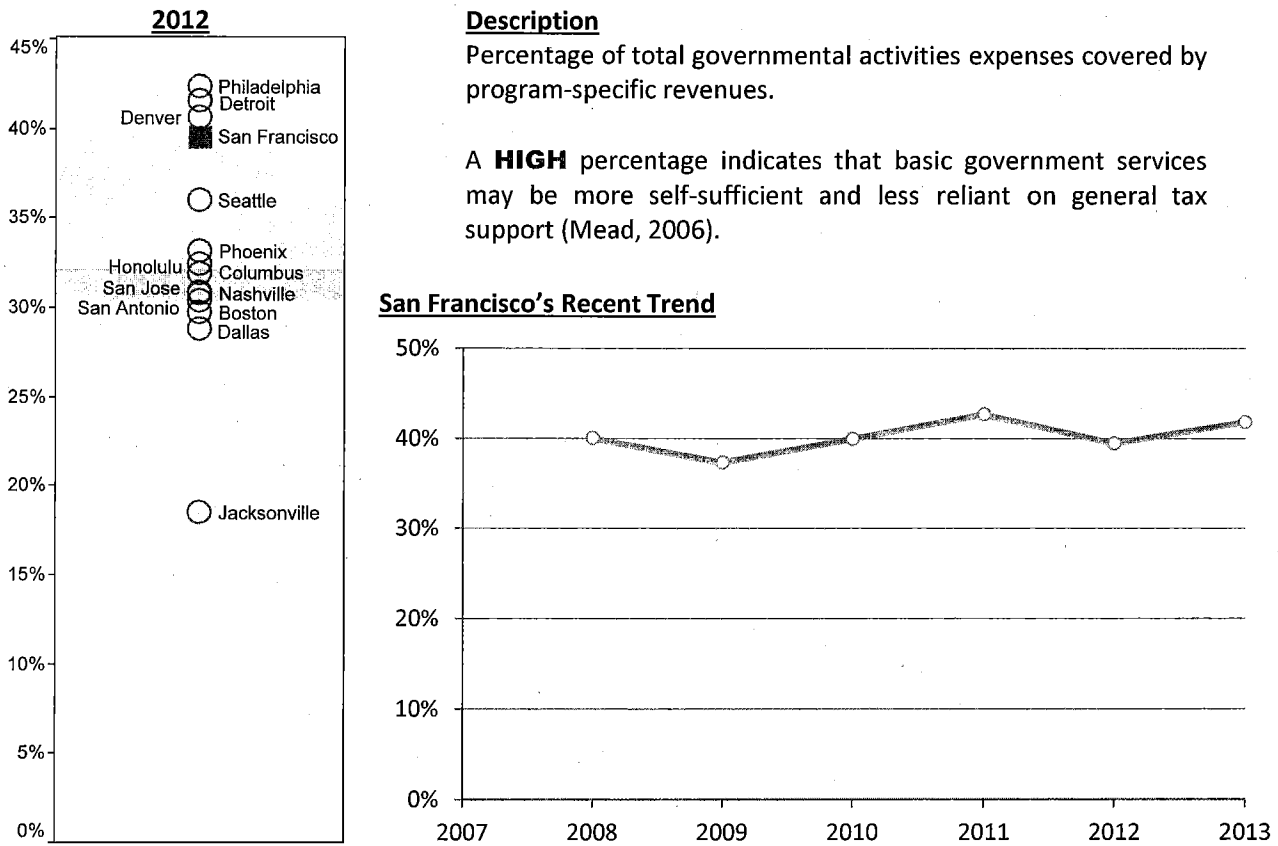
San Francisco's Recent Trend



In 2012, San Francisco received 16% of its total revenues in the form of operating grants.³ The chart above on the left shows that San Francisco ranks near the center of the peer group, while the chart on the right shows that operating grants are a relatively steady source of revenue for the City.

Another measure related to revenues shown below in Figure 7 considers the extent to which government programs and services are reliant on taxes and other general revenues for support as opposed to program-specific revenues such as charges and fees, program-specific grants, and capital grants and contributions. Governments with a higher percentage of their total expenses covered by program-specific revenues may have services that are more self-supporting (Mead, 2006).

Figure 7 – Percentage of Governmental Activities Expenses Funded by Program Revenues

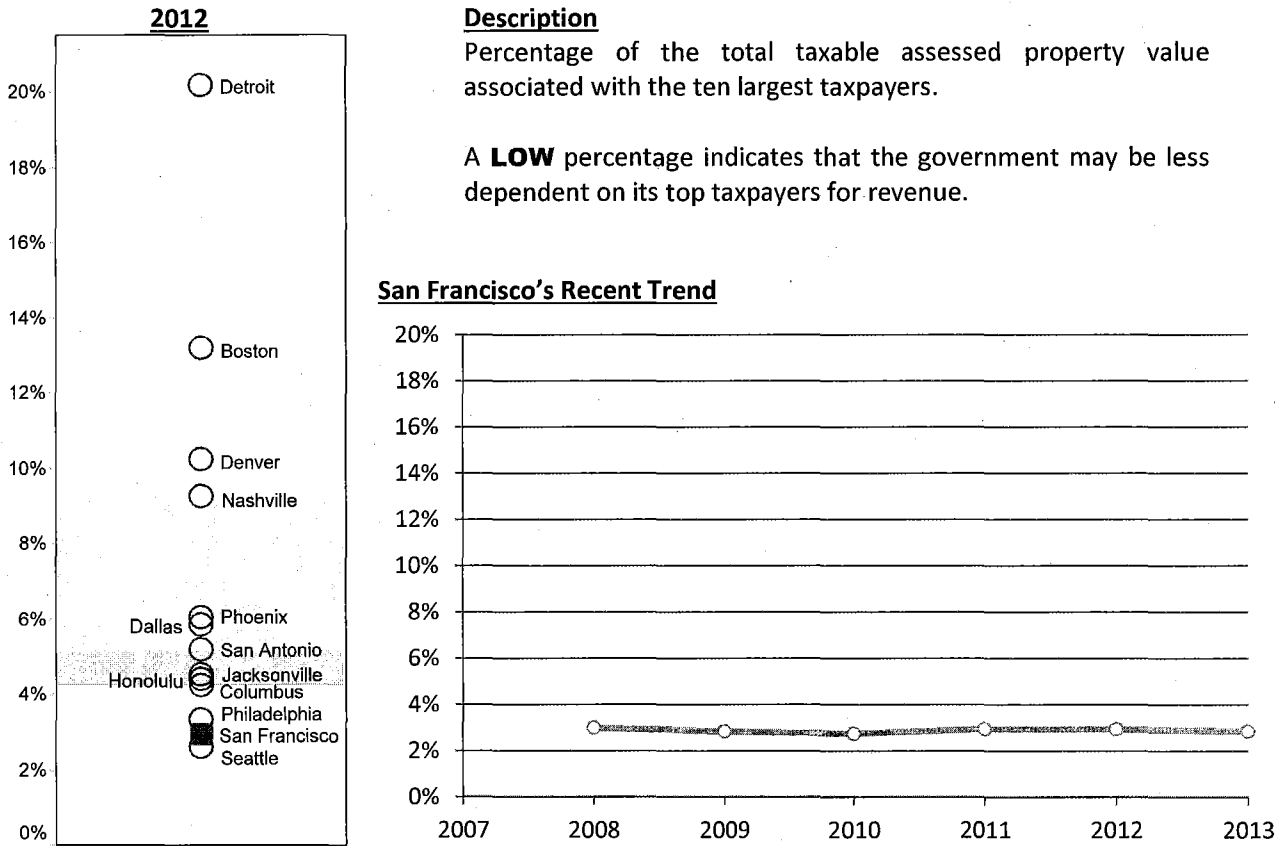


The term *governmental activities* refers to many of the basic services that a government provides, such as public works and certain transportation functions, recreation and culture, community health, and public protection. In 2012, nearly 40% of San Francisco's expenses for these activities were covered by the activities themselves through charges for services, operating grants, and capital grants. The chart above on the left suggests that San Francisco's basic governmental services may be somewhat more self-sufficient than those provided by the peer jurisdictions, while the chart on the right shows that the percentage of the City's total governmental activities expenses that are covered by program-specific revenues has averaged around 40% since 2008, fluctuating by only a few percentage points in either direction.

³ San Francisco typically does not receive any unrestricted intergovernmental aid.

A final measure related to revenues reflects how concentrated a city’s tax income is among its top taxpayers. Figure 8 below shows the percentage of each city’s total taxable assessed property value that is accounted for by the city’s top ten taxpayers. In general, a city with a lower percentage may be less dependent on its largest taxpayers.

Figure 8 – Principal Property Taxpayers



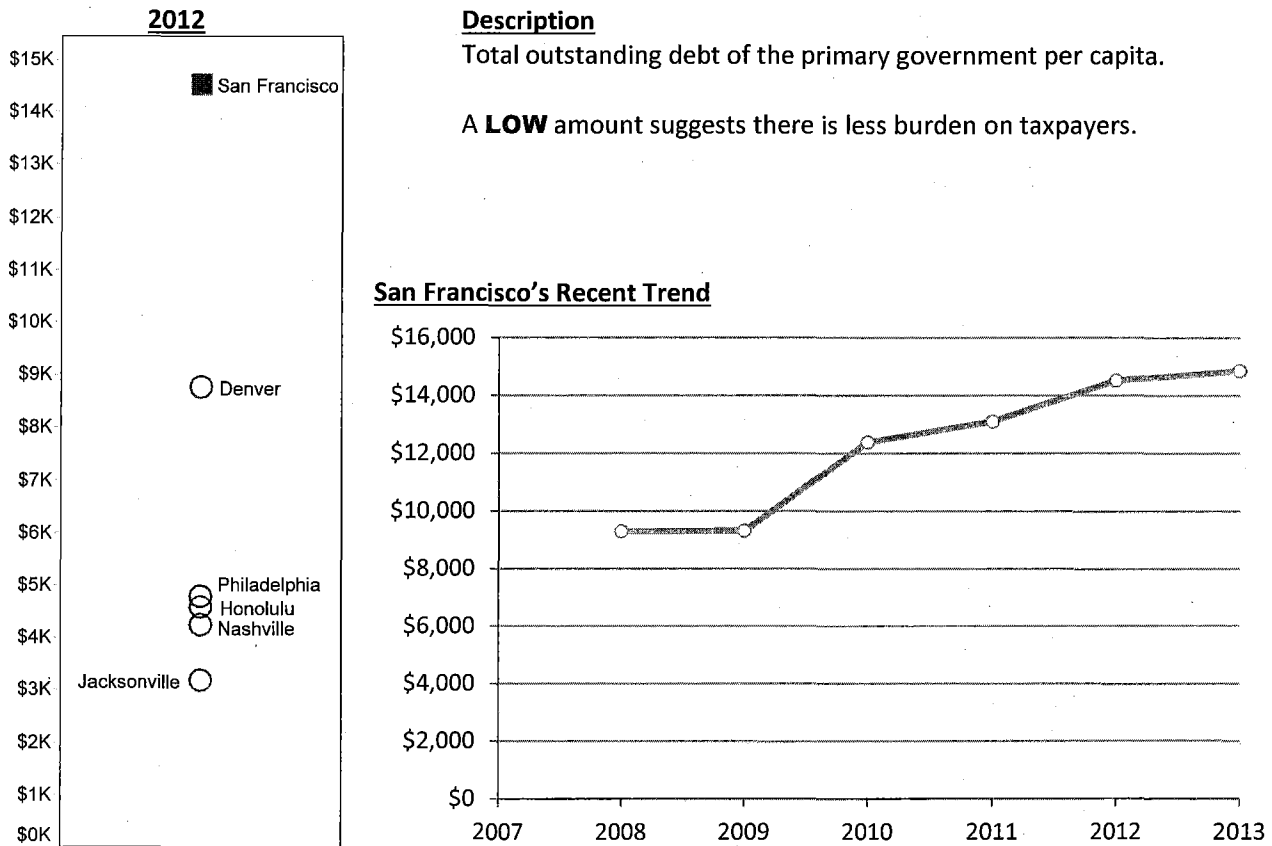
The charts above show that compared to its peers, a relatively small percentage of San Francisco’s property tax income is concentrated among its top taxpayers and that this percentage has remained fairly constant over the last several years.

Debt Burden and Debt Management

The amount of debt that a city has is of particular relevance to its overall economic condition and financial well-being. Because local governments rarely maintain cash reserves large enough to pay for the entire cost of large-scale capital projects, it is not uncommon for them to assume some level of debt in order to finance infrastructure projects and large capital purchases. Taking on debt can often work to a government’s advantage because doing so allows it to accomplish more than it could with the resources that it otherwise possesses. Debt financing also allows governments to spread out their costs over time. It is important to remember, however, that debt must ultimately be repaid at a cost in the form of interest payments. A government that does not adequately budget for its debt payments or that takes on too much debt overall may eventually become overwhelmed by its debt burden; in extreme cases, a government may experience liquidity problems (an inability to cover its current obligations) or it may ultimately risk becoming insolvent (unable to meet its financial obligations overall, including those in the long term).

Because a large portion of the government’s debt is typically paid with taxes (property taxes in particular), government debt is indirectly carried by taxpayers. As a result, it is common to examine the amount of debt a city has relative to its population. This measure of financial condition is expressed as the amount of debt per person, or *debt per capita*, and is shown below in Figure 9.⁴

Figure 9 – Debt Per Capita



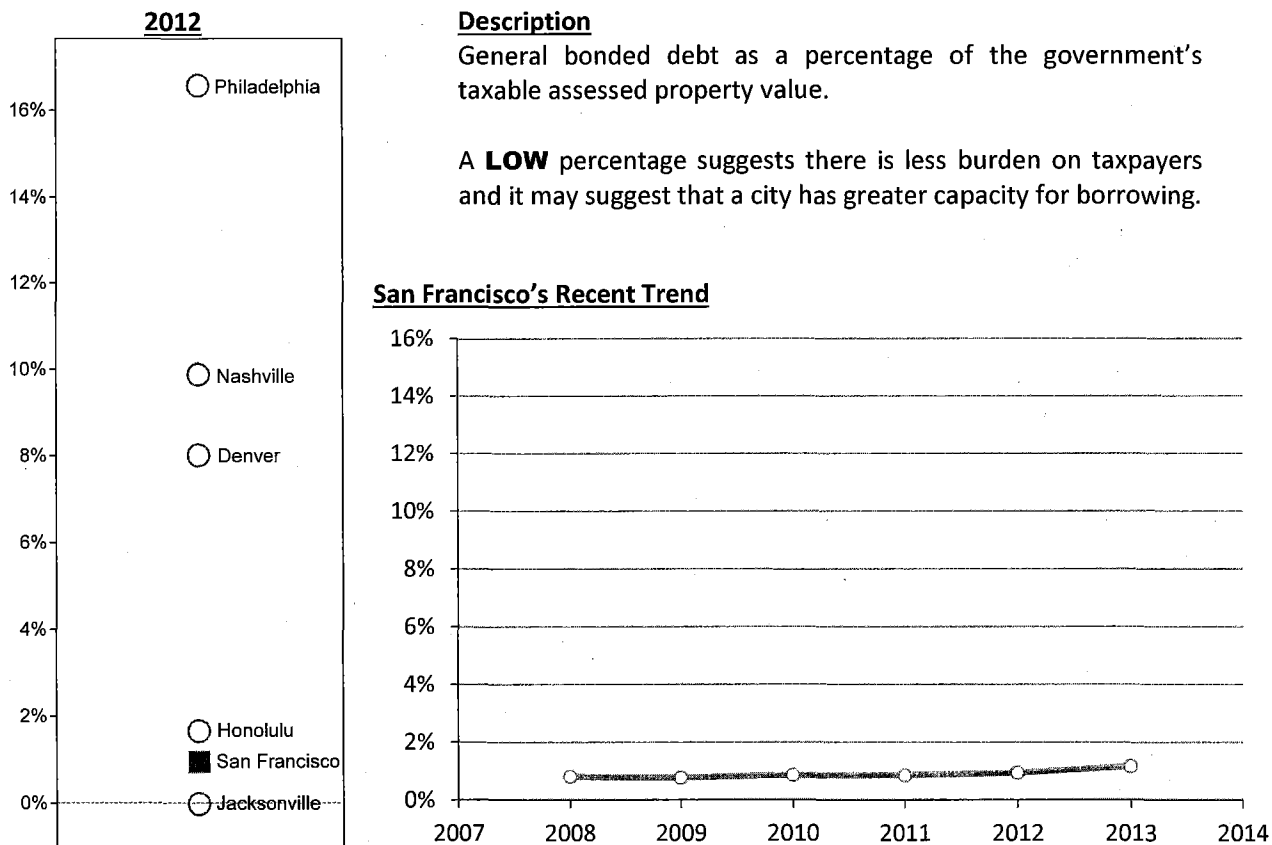
In 2012, the primary government of the City and County of San Francisco had approximately \$14,500 worth of outstanding debt for each of its roughly 820,000 residents. The chart above on the left shows that this is between 1.7 to 4.6 times higher than for the other peers. Further, the chart on the right shows that the City’s debt is up from approximately \$9,300 per capita in 2008. It is important to note, however, that this level of debt has not been a material credit concern given that the City’s revenues from property taxes are spread out among a large tax base (refer to Figure 8) and given the relative wealth of the City’s residents. For example, in 2010 the average personal income of San Francisco residents was more than \$70,000 while more than half of the City’s peers had a per capita personal income of less than \$39,000.

As previously noted, taxes often make up a large part of the revenues that are used to satisfy debt obligations. For many governments, including San Francisco, property taxes are the single largest own-source of revenue (*own-source revenues* are those raised directly by the government as opposed to grants and intergovernmental

⁴ While the consolidated governments have the responsibilities (and associated debt burden) of both a city and a county, the debt burden is shared among separate city and county governments in other areas. In order to ensure that the comparisons among San Francisco and its peers are equitable, only consolidated city-county governments have been included in the peer group for this measure and the measure that follows.

aid). As a result, it is common to compare the level of a government’s debt to the taxable assessed value of taxable property within its jurisdiction. Such a comparison is made in Figure 10 below.

Figure 10 – General Bonded Debt as a Percentage of Taxable Assessed Value



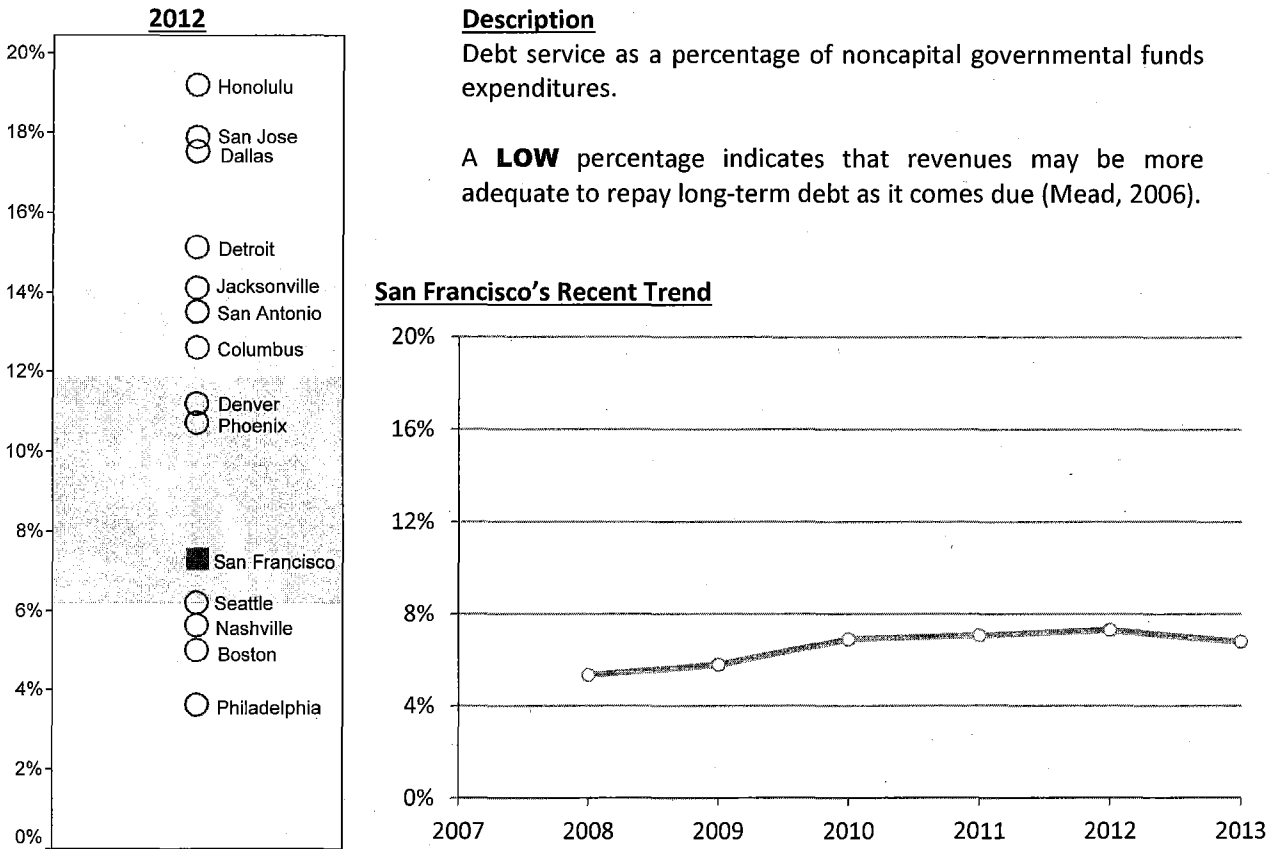
In 2012, San Francisco’s general bonded debt amounted to less than 1% of the value of the tax base that is primarily used to pay off the debt. The chart above on the left shows that this is significantly lower (approximately 8.5 to 17 times lower) than the level of debt carried by some of San Francisco’s peers. Further, the chart on the right shows that San Francisco has maintained this very low level of debt consistently over the last several years.

San Francisco’s low level of debt is generally due to the strong financial policies the City has adopted. Notably, Article IX, Section 106 of the City Charter limits the amount of outstanding general bonded debt to 3% of the assessed value of all taxable real and personal property located within the City and County. Another provision in the City Charter requires the City to periodically adopt a five-year financial plan to serve as a tool for planning future City budgets. This financial plan must forecast revenues and expenditures, and propose actions to balance expenditures against revenues.

Debt service is a term that refers to the amount of money that is required to make payments on the principal and interest on outstanding loans. Generally speaking, if a government wishes to avoid defaulting on its existing debt (i.e., missing payments) or going further into debt, its debt service payments will divert money away from other potential uses. In assessing a city’s financial health, it can therefore be useful to compare its debt-related expenses to overall expenditures or revenues.

Because basic governmental services often do not generate revenue the same way that airports, hospitals, public transit systems, and other enterprise activities do, it makes more sense to compare the debt service of governmental activities to total expenditures. This is done below in Figure 11.

Figure 11 – Governmental Funds Coverage Ratio

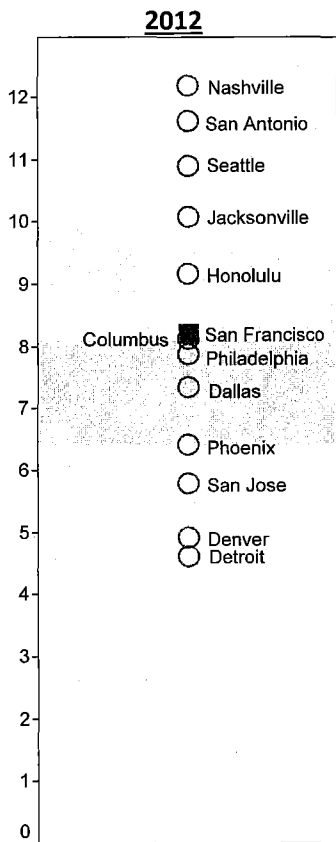


In 2012, San Francisco's debt service amounted to approximately 7.3% of its operating expenditures from governmental funds. This means that out of every dollar of operating expenditures made by the City, only 7.3 cents were needed to pay for the principal and interest on the City's general governmental long-term debt. As shown in the chart on the left, this percentage is low compared to most other cities in the peer group. Furthermore, the chart on the right shows that this percentage has increased only slightly in recent years.

Unlike the governmental activities, enterprise activities typically generate substantial revenues through fees, charges for services, rents and concessions, and other sources. For these business-type activities, it is therefore more appropriate to consider debt obligations in relation to revenues. This is commonly done by dividing an organization's gross revenues by its interest expenses. The result of that calculation reflects the number of times over that the organization could make its interest payments from its operating revenues. This information is presented for San Francisco and its peers in Figure 12 below.⁵

⁵ Note that the nature of enterprise activities may vary across cities.

Figure 12 – Enterprise Funds Interest Coverage Ratio

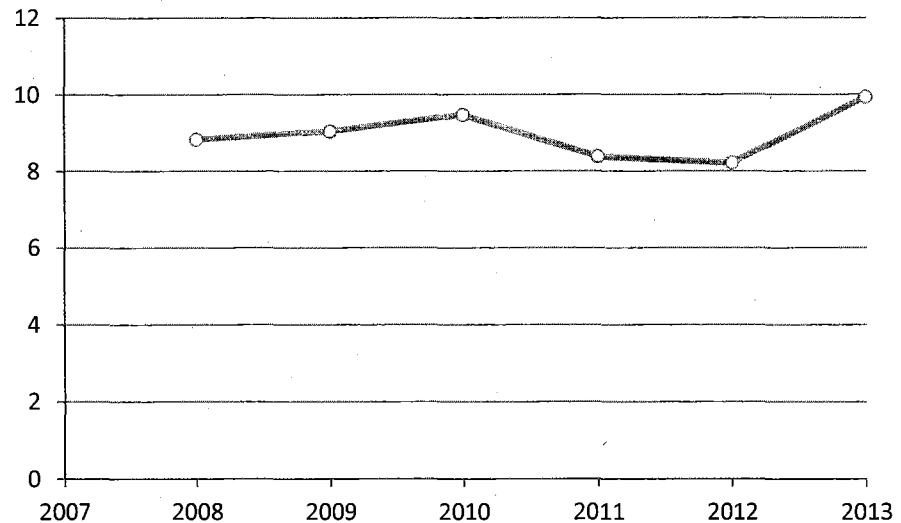


Description

Total enterprise funds operating revenue relative to interest expenses.

A **HIGH** ratio may indicate a greater ability to repay the debts of enterprise activities as they come due (Mead, 2006).

San Francisco's Recent Trend



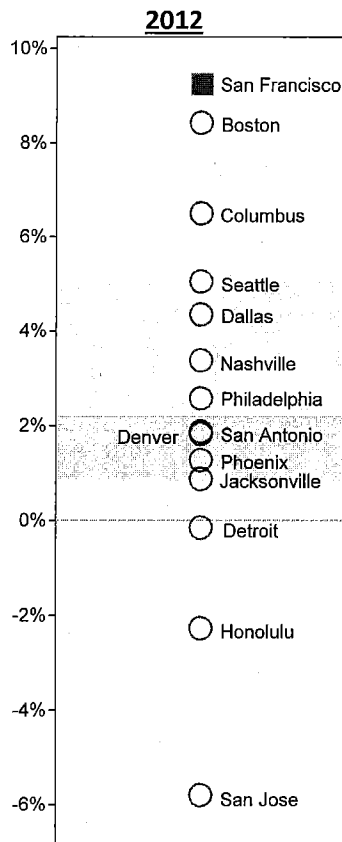
A low interest coverage ratio generally suggests that a government could be more vulnerable to increases in interest rates or decreases in revenue over time, while a ratio of less than 1 would indicate that a government's operating revenues are insufficient to cover its interest obligations. On the other hand, an excessively high ratio may suggest that a government is being overly cautious and is not fully utilizing debt financing as a tool for leveraging its resources. In this case, San Francisco's ratio of 8.2 in 2012 means that the operating revenues of its enterprise activities are more than 8 times higher than their annual interest costs. As shown in the chart on the left, San Francisco sits comfortably in the middle of the peer group according to this measure. The chart on the right shows that San Francisco's ratio has generally fluctuated between 8 and 10 over the last several years.

Capital Assets

Because debt financing is typically used for the acquisition or construction of capital assets, it makes sense at this point in the analysis to look at a metric that considers the overall value of the government's capital assets.

The Governmental Accounting Standards Board generally defines *capital assets* as land, buildings, vehicles, machinery, equipment, works of art and historical treasures, infrastructure (e.g., roads, water and sewer systems, lighting systems) and other long-lived assets (GASB, 1999). Capital assets are important to local governments because they are used in government operations to provide public services. One way to assess a government's investment in new assets and its refurbishment of old assets is to look at the percentage change in the net value of its capital assets from one year to the next (Mead, 2006). This is done below in Figure 13.

Figure 13 – Percentage Change in the Value of Capital Assets

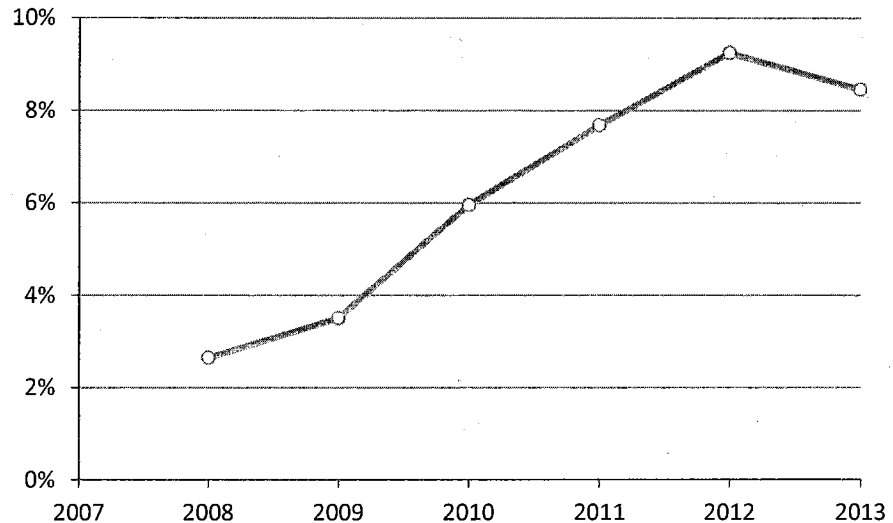


Description

Percentage change in the net value of capital assets from one year to the next.

A **POSITIVE** change suggests that on average, a government is keeping up with the replenishment of its capital assets (Mead, 2006).

San Francisco's Recent Trend



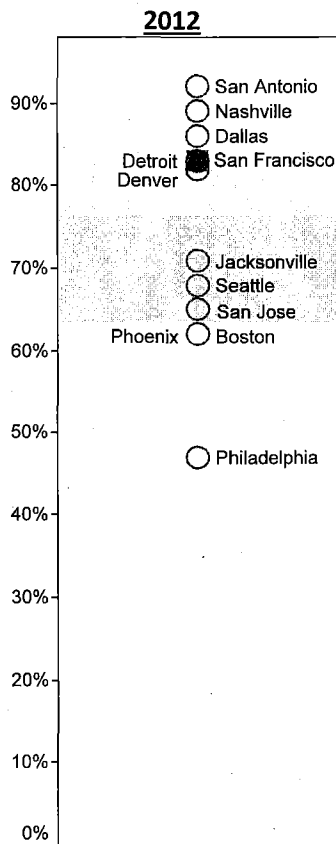
The chart above on the left shows that in 2012, not only did San Francisco experience a positive change in the net value of its assets, it experienced the greatest percentage change out of the entire peer group. Furthermore, the chart on the right shows that San Francisco has seen positive changes in all of the last six years. This generally suggests that new investment is outpacing depreciation and the sale of assets (Mead, 2006).

Pension and Other Post-employment Liabilities

A pension is a type of retirement plan that provides workers with a regular income after they are no longer active in the workforce. The City and County of San Francisco offers its employees a defined benefit pension plan, meaning that the City commits to paying its retired employees a specific amount for life beginning at his or her retirement. The amount of the benefit is based on the person's age at retirement, number of years of service, and final level of pay. Pension plans are typically funded through employee and employer contributions as well as earnings from investments that are made using the assets held by the pension fund. A funding gap occurs when a pension fund's liabilities, or the benefits that are owed to current and future retirees, exceed the fund's assets. Such a gap is known as an *unfunded liability*. It is common to assess the level of a government's unfunded pension liability by looking at what is referred to as the pension plan's *funded ratio*, which represents the percentage of a government's pension fund liabilities that are covered by its assets; this is done in Figure 14 below.⁶

⁶ The City and County of Honolulu has been excluded from the peer group for this measure, as its pension benefits are provided through a statewide plan that pools the resources from several governments in order to cover the costs of providing benefits. Although San Antonio also participates in a statewide plan, it was left in the group because in that instance individual employers are responsible only for the benefits associated with their own employees.

Figure 14 – Pension Funded Ratio

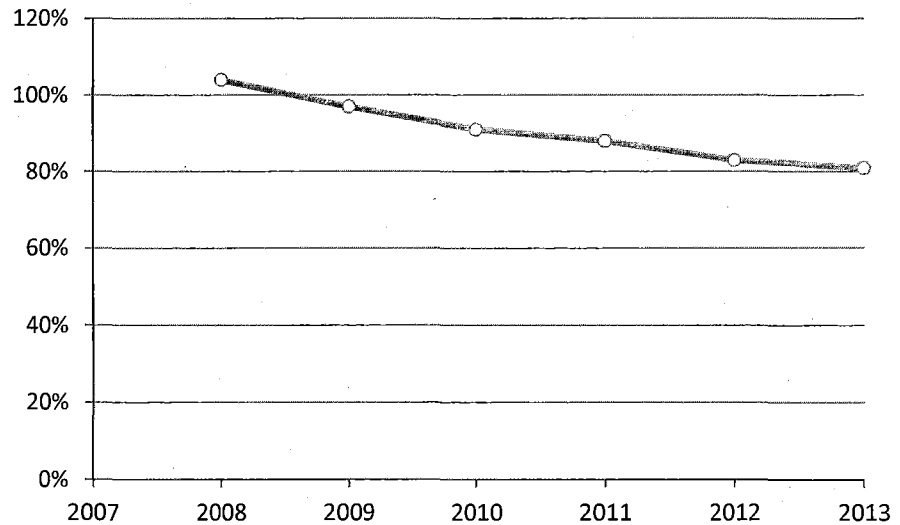


Description

Percentage of the government’s pension fund liabilities that are covered by its assets.

A **HIGH** percentage indicates that the government’s pension liabilities are more adequately funded.

San Francisco’s Recent Trend



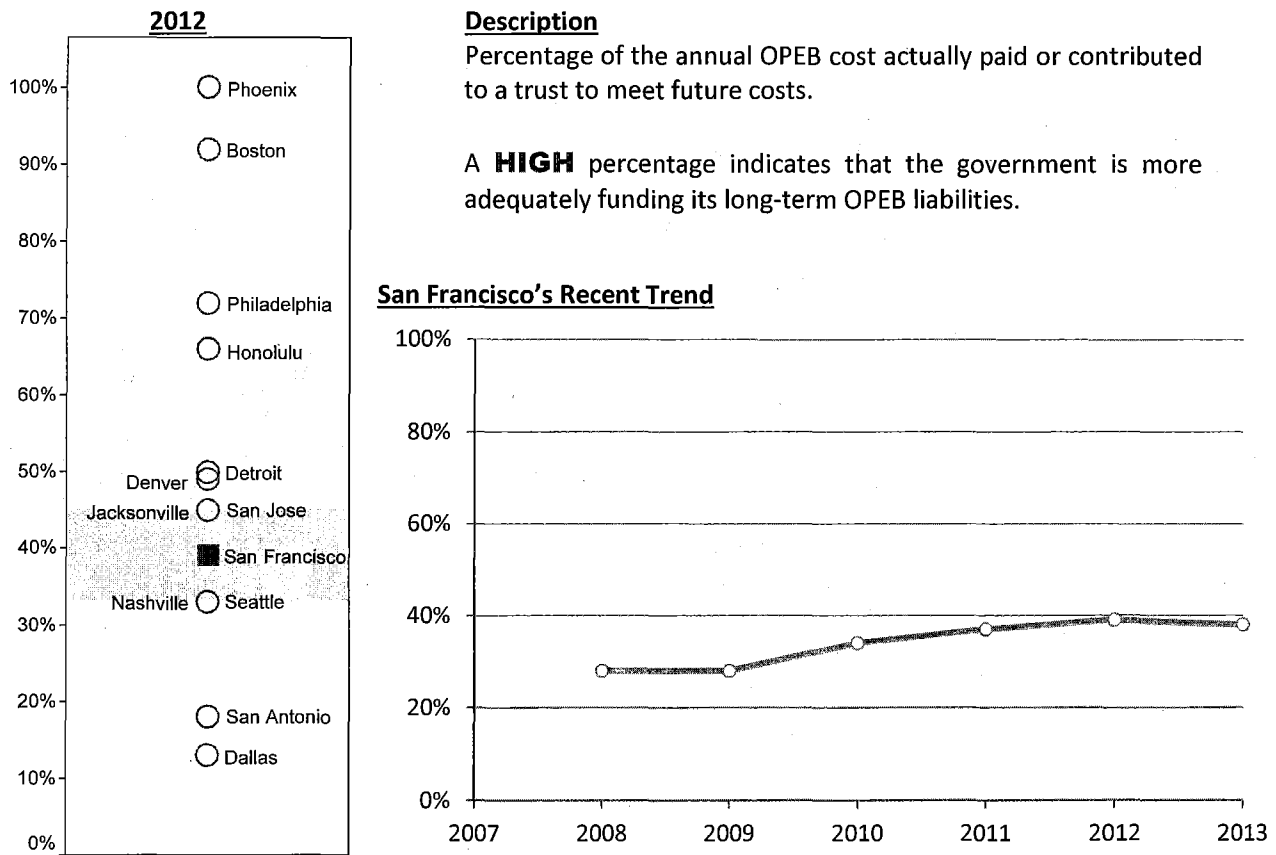
Funding gaps typically occur because of downturns in the financial markets or because contributions to the plans are insufficient to cover the benefits that are paid out. Many pension plans experienced significant losses in their assets when the stock market suffered during the financial crisis in 2008 and 2009. These losses are evident in the chart above on the right. Notably, while San Francisco’s pension obligations were more than 100% funded in 2008, its funded ratio was down to 81% in 2013. Despite this decrease in recent years, the chart on the right shows that San Francisco nevertheless ranked relatively high among its peers in 2012.

In addition to pensions, governments often provide retired employees with other benefits such as health and life insurance. Collectively, these benefits are referred to as *other post-employment benefits* (OPEB). Like pensions, OPEB benefits represent both a current and future liability for government employers. However, while pension plans are pre-funded through employee contributions, employer contributions, and investment earnings, most government employers have traditionally met their OPEB obligations on a *pay-as-you-go* basis (State of Minnesota, Office of the State Auditor, 2006), meaning that the government generally pays the expenses as they arise each year. For pay-as-you-go systems with relatively little assets, it is not relevant to examine OPEB liabilities by calculating a funded ratio as was done for the pension plans. Instead, one measure that is commonly used looks at how completely the government is funding its current and future OPEB obligations.

Two key pieces of information related to OPEB benefits are the total long-term obligation and the annual cost of providing the benefits. These figures are based on a complex analysis that considers factors such as how many employees a government has, the average length of employment with the government, life expectancy, and healthcare costs among others (Mead, 2011). An important element of the analysis is known as the *Annual*

Required Contribution (ARC), which is the cost of OPEB benefits for the current year plus an additional amount to make up for the unfunded liability over the next 30 years. While the term *Annual Required Contribution* makes it sound as though the government *must* contribute an amount to its OPEB fund equal to the ARC every year, that is not the case. The ARC essentially represents a target which, if met on an ongoing basis, will move the OPEB fund in a more financially sound direction over time. Because of competing demands for resources, governments may not fully fund the ARC each year but failure to do so will increase the size of the government’s net long-term obligation. An OPEB liability that grows too large could ultimately be a source of financial stress for the government. With that background information, Figure 15 below displays the percentage of annual OPEB costs actually paid by San Francisco and its peers in 2012, along with San Francisco’s trend in recent years.

Figure 15 – Percent of Annual OPEB Cost Contributed



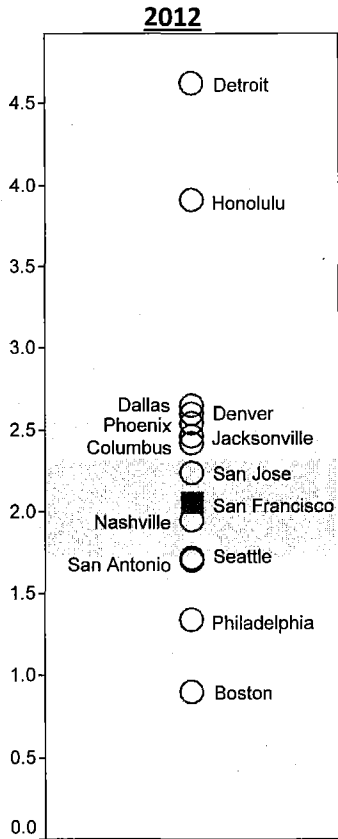
The chart above on the left shows that in 2012, only one of the peer cities fully paid or contributed its annual OPEB costs, and few of the cities funded more than 50% of the costs. Nevertheless, San Francisco ranks somewhat low among its peers with a contribution level of 39% in 2012. The chart on the right shows that this is up somewhat from 28% in 2008.

Solvency

While the measure of liquidity considered earlier relates to the government’s ability to meet its short-term financial obligations, *solvency* relates to government’s overall ability to satisfy both its short- and long-term obligations including some of those discussed above such as bond and loan payments and OPEB obligations, as well as other long-term liabilities such as those associated with workers’ compensation claims and the value of accrued vacation time that the government may have to pay out when employees retire or otherwise leave government service. Different industries use different measures of solvency, and even within a given industry a

variety of measures are used. In this case, we have again opted to use a measure suggested by Mead (2006), which compares the level of a government’s liabilities to its total revenues. This is done below in Figure 16.

Figure 16 – Solvency Ratio

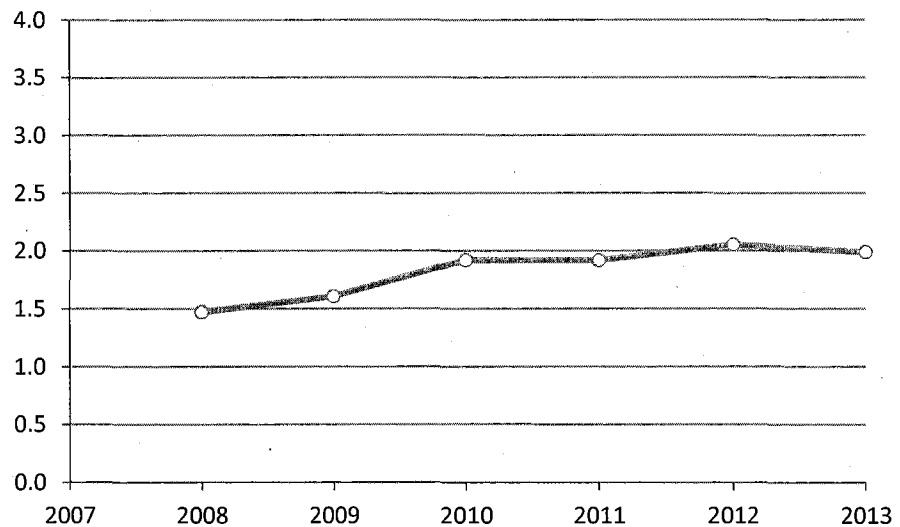


Description

Size of primary government liabilities relative to primary government revenues.

A **LOW** ratio may suggest that a government can meet its financial commitments more easily with its annual revenues (Mead, 2006).

San Francisco’s Recent Trend

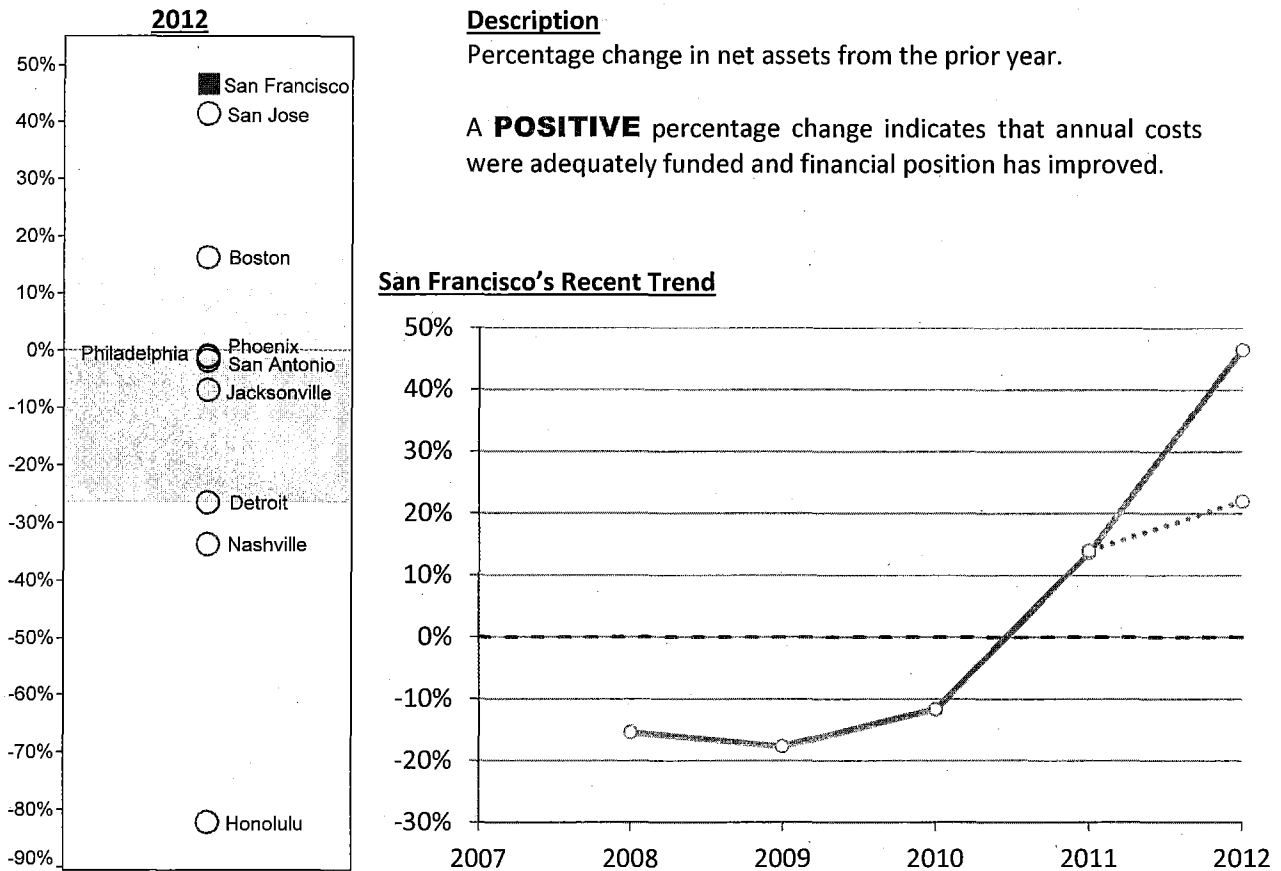


San Francisco’s ratio of 2.05 in 2012 means that it would take approximately two years worth of revenues in order to pay off the total liabilities the primary government had that year. In this case, San Francisco ranks better than 8 out of the 13 peer cities. The chart on the right shows that San Francisco’s ratio increased somewhat during the economic downturn but it fell back below 2.0 in 2013.

Change in Net Assets

The final performance measure considered in this report uses the change in a government’s net assets as a measure of general financial performance. *Net assets* are the difference between a government’s assets and its liabilities. In theory, a government’s net assets are the resources it has left after all of its debts are settled (Mead, 2011). Changes in net assets then, indicate whether a government’s financial health is generally improving or declining (GASB, 2007a); a positive change represents an improvement in financial position (i.e., assets increased relative to liabilities), while a negative change reflects a deterioration in financial position (Rivenbark, Roenigk, & Allison, 2009). Figure 17 presents the percent change in governmental activities net assets for San Francisco and its peers.

Figure 17 – Percent Change in Governmental Activities Net Assets



The chart above on the right shows that San Francisco experienced modest decreases in its net assets during the recent recession but its financial position began to improve again starting in the fiscal year that ended in 2011.⁷ As shown in the chart on the left, San Francisco was one of only a few jurisdictions in the group to experience a positive change in the net assets of its governmental activities in 2012.

It should be noted that San Francisco's substantial increase in 2012 was due in large part to the dissolution of the former Redevelopment Agency of the City and County of San Francisco. Prior to February 1, 2012, more than 400 redevelopment agencies existed throughout the state of California. These agencies gave local governments a mechanism for capturing a greater share of property taxes for redeveloping blighted land. The San Francisco Redevelopment Agency had been in existence since 1948 and its finances were accounted for separately from the "primary government" of the City and County of San Francisco (City and County of San Francisco, 2014; City and County of San Francisco, 2013c). In June 2011, the California Legislature passed a bill (AB 26), which required that all of the state's redevelopment agencies be dissolved. Following a series of legal challenges, the California Supreme Court upheld AB 26 and all of California's redevelopment agencies were dissolved as of February 1, 2012. As a result of this dissolution process, the City's governmental funds recorded gains of over \$323 million which were previously accounted for separately. In the following year, the City's governmental funds recorded a loss of more than \$201 million as implementation of the dissolution process

⁷ In June 2011, the Governmental Accounting Standards Board issued Statement No. 63, which amended previous net asset reporting requirements. Some, but not all, of the jurisdictions included in this report began implementing Statement No. 63 in their fiscal year ending in 2012; those that did have been excluded from this performance measure for consistency of the analysis.

continued. Thus, the City's gains and losses during this period were influenced by these *extraordinary*, or limited events. The dotted line in the chart on the right shows that San Francisco's percent change in governmental activities net assets would have been lower but still positive if not for the gain associated with the former Redevelopment Agency.

Appendix A

Benchmarking Methodology

Data Sources

The Government Finance Officers Association (GFOA) is a professional organization made up of nearly 18,000 government finance officials whose mission is to promote the professional management of governmental financial resources. Each year, the GFOA compiles data from the financial reports of thousands of local government into a database known as the Financial Indicators Database. The GFOA's 2011 and 2012 databases were used for the peer selection process that is described in more detail below.

Data for the financial performance measures were collected from the Consolidated Annual Financial Reports (CAFRs) issued by San Francisco for its fiscal years ending in 2008 through 2013, and the CAFRs issued by the peer cities for their fiscal years ending in 2012. A CAFR is a collection of year-end financial statements and reports, which are independently audited by a certified public accountant or state government auditor.

Peer Selection

Because the purpose of the peer group is to provide a basis for comparison with a particular government of interest, the selection of an appropriate peer group is an important part of the benchmarking process. With regard to benchmarking of financial or economic condition, Mead (2006) recommends that the peer group consist of the same type of governmental entities. In this case, the entire group consists of city governments, or consolidated city-county governments. Mead also recommends that the peer groups be similar in size in terms of population or annual financial activity. In this case, we used "likeness scores" to determine the degree of similarity between San Francisco and potential peers with respect to both population size and total expenditures. For both of the factors, the likeness scores are based on the percentage difference between San Francisco and the candidate peers. The individual scores are then aggregated into a total likeness score. Agencies with aggregate scores less than 1 were generally considered to be acceptable peers. Agencies with scores greater than or equal to 1 were considered undesirable. Recognizing that a city's expenditures may vary somewhat from year to year, we calculated separate aggregate likeness scores using the data from the GFOA's Financial Indicators Database for both 2011 and 2012. A local government was considered as a peer if it had a likeness score of less than 1 in either year. Out of more than 1,900 candidate peers, the governments listed below in Table A-1 had likeness scores of less than 1 with respect to San Francisco. In instances in which a city had a likeness score of less than 1 in both years, the lowest score is provided.

In an effort to be more inclusive for this benchmarking analysis, we considered all ten of the below agencies as peers even though not all of them are consolidated city-county governments as San Francisco is. However, as explained in the body of the report, we excluded the municipalities from the peer group where this difference in structure and organization may have impacted the validity of the performance comparisons.

Table A-1 – Peer Government Likeness Scores

<i>Government</i>	<i>Likeness Score</i>
• City of Boston	0.27
• The Metropolitan Government of Nashville & Davidson County	0.56
• City of Detroit	0.66
• City of Philadelphia	0.67
• City of Jacksonville	0.75
• City of Phoenix	0.81
• City and County of Denver	0.82
• City of San Antonio	0.84
• City and County of Honolulu	0.90
• City of San Jose	0.92
• City of Seattle	0.93
• City of Dallas	0.93
• City of Columbus	0.95

Appendix B**Performance Metric Definitions**

Note: "GF" = general fund, "EF" = enterprise fund(s)

Figure 3 Total General Fund Balance as a Percentage of General Fund Revenues

$$\frac{[\text{total GF balance}]}{[\text{total GF revenues}]} \times 100\%$$

Figure 4 Unrestricted General Fund Balance as a Percentage of General Fund Revenues

$$\frac{[\text{committed GF balance}] + [\text{assigned GF balance}] + [\text{unassigned GF balance}]}{[\text{total GF revenues}]} \times 100\%$$

Figure 5 Liquidity Ratio (Mead, 2006)

$$\frac{[\text{GF cash \& investments}]}{[\text{GF liabilities}] - [\text{GF deferred revenues}]}$$

Figure 6 Percentage of Revenues from Intergovernmental Aid (Mead, 2006)

$$\frac{[\text{primary government operating grants \& contributions}] + [\text{unrestricted aid}]}{[\text{total primary government revenues}]} \times 100\%$$

Figure 7 Percentage of Governmental Activities Expenses Funded by Program Revenues (Mead, 2006)

$$1 - \left(\frac{(-1) \times [\text{net (expense) revenue for governmental activities}]}{[\text{total governmental activities expenses}]} \right) \times 100\%$$

Figure 8 **Principal Property Taxpayers**

[as reported in the CAFR]

Figure 9 **Debt Per Capita**

[as reported in the CAFR]

Figure 10 **General Bonded Debt as a Percentage of Taxable Assessed Value**

[as reported in the CAFR]

Figure 11 **Governmental Funds Coverage Ratio (Mead, 2006)**

$$\frac{[\text{debt service}]}{[\text{noncapital governmental funds expenditures}]} \times 100\%$$

Figure 12 **Enterprise Funds Interest Coverage Ratio (Mead, 2006)**

$$\frac{[\text{EF operating revenue}] + [\text{EF interest expense}]}{[\text{EF interest expense}]}$$

Figure 13 **Percentage Change in the Value of Capital Assets (Mead, 2006)**

$$\frac{[\text{ending net value of primary government capital assets}] - [\text{beginning net value}]}{[\text{beginning net value}]} \times 100\%$$

Figure 14

Pension Funded Ratio

[as reported in the CAFR]

Figure 15

Percent of Annual OPEB Cost Contributed

[as reported in the CAFR]

Figure 16

Solvency Ratio (Mead, 2006)

$$\frac{[\text{primary government liabilities}] - [\text{deferred revenues}]}{[\text{primary government revenues}]}$$

Figure 17

Percent Change in Governmental Activities Net Assets

$$\frac{[\text{change in governmental activities net assets}]}{[\text{total governmental activities beginning net assets}]} \times 100\%$$

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**CONTROLLER'S OFFICE
CITY SERVICES AUDITOR**

The City Services Auditor was created within the Controller's Office through an amendment to the City Charter that was approved by voters in November 2003. Under Appendix F to the City Charter, the City Services Auditor has broad authority for:

- Reporting on the level and effectiveness of San Francisco's public services and benchmarking the city to other public agencies and jurisdictions.
- Conducting financial and performance audits of city departments, contractors, and functions to assess efficiency and effectiveness of processes and services.
- Operating a whistleblower hotline and website and investigating reports of waste, fraud, and abuse of city resources.
- Ensuring the financial integrity and improving the overall performance and efficiency of city government.

Project Team: Peg Stevenson, Director
Randle McClure, Project Manager
Joe Lapka, Performance Analyst
Faran Sikandar, City Hall Fellow

For more information, please contact:

Joe Lapka
Office of the Controller
City and County of San Francisco
(415) 554-7528 | Joe.Lapka@sfgov.org

File 140413

From: Board of Supervisors (BOS)
To: BOS-Supervisors
Subject: FW: ROSE - SFBOS Hearing Upcoming (Policy 4.2 needs to be removed!)

From: Aaron Goodman [mailto:amgodman@yahoo.com]
Sent: Wednesday, July 02, 2014 9:49 PM
To: Board of Supervisors (BOS)
Subject: ROSE - SFBOS Hearing Upcoming (Policy 4.2 needs to be removed!)

Attention SF Board of Supervisors;

Please do not vote for the ROSE until Policy 4.2 is removed. This Policy (4.2) positions the SF Dept. of Environment's Biodiversity Office to be a major player in land use and land management decisions in all open space throughout the city, including private lands:

- Language similar to language of the ROSE Policy 4.2 has been used in a recent Dept. of Environment grant application (denied at the state level) and will be used again by the Dept. of Environment as a way to control open space according to this ideological model.
- This is a major land grab by these two offices (Dept of Rec. and Park & Dept of Environment). Neither of them is controlled by elected officials, and there will be little oversight of their inventory and management plans. Do not let them get away with deciding and controlling how our city's open space can be used in the future.
- The language of this Policy centralizes all such decisions about all open spaces into some undesignated governmental agency or conservation district, but that is generally for agricultural land and has to do with soil erosion, water retention, and water runoff. The likelihood is great that the governmental agency would be the Dept. of Environment's Biodiversity Office in conjunction with the Natural Areas Program.

Additional reasons to oppose the ROSE:

- The ROSE does not adequately protect those people and neighborhoods most desperate for open space, defined as "high needs," e.g., Districts 3 and 6, and ensure they get highest priority when the City uses the Open Space Fund to acquire new open space. No acquisitions to date have been made with such funds in these highest needs communities. These existing residents need the ROSE to ensure they get critically needed open space.
- The ROSE does not adequately protect open space from the construction of new large buildings. Unlike the current ROSE which strongly advocated for purchase of new land for recreation and cultural buildings, this revised ROSE opens up our parks as building sites for any undefined "cultural" buildings.
- The ROSE does not include per capita guidelines for recreation, e.g., numbers of pools or tennis courts, and thus provides no way to measure whether or not San Francisco is meeting the recreational needs of its residents. Because future decisions will be based on usage studies, currently unmaintained – and therefore unused, but still needed – recreation facilities could be eliminated.

The Rose does not look at masterplanned gardens and communities where preservation issues are forefront in the discussion on changes being made. The impacts on the Garden Community of Parkmerced could change drastically a model landscape design that is a public park area currently and could be on the state and national register.

In conclusion:

Please do not create a policy in the General Plan (by approving the ROSE) that follows the management model of Rec. and Park's Natural Areas Program (NAP), which manages its areas based on removal of non-native trees to restore San Francisco back principally to grasslands and native shrubs. NAP's ideology is to cut down trees, use toxic herbicides, and restrict access, all to favor "native plant" gardens.

Please vote no on the ROSE

Best Regards,

Aaron Goodman
25 Lisbon St. SF, CA 94112

From: Board of Supervisors (BOS)
To: Ausberry, Andrea
Subject: File 140413: Letter from The Nature Conservancy urging a yes vote on Recreation and Open Space Element of the General Plan
Attachments: SF Rose letter 070314.pdf

From: Elizabeth O'Donoghue [<mailto:eodonoghue@tnc.org>]
Sent: Thursday, July 03, 2014 5:08 PM
To: Farrell, Mark (BOS); Chiu, David (BOS); Yee, Norman (BOS); Tang, Katy (BOS); Kim, Jane (BOS); Cohen, Malia (BOS); Wiener, Scott; Breed, London (BOS); Campos, David (BOS); Avalos, John (BOS); Mar, Eric (BOS)
Cc: Board of Supervisors (BOS)
Subject: Letter from The Nature Conservancy urging a yes vote on Recreation and Open Space Element of the General Plan

Dear Supervisors,

Please see an attached letter urging support for the Recreation and Open Space Element of the General Plan from Mike Sweeney, Executive Director of the Nature Conservancy of California.

Thank you for your consideration.

Sincerely,

Liz O'Donoghue

Please consider the environment before printing this email.

Liz O'Donoghue
Director of Infrastructure and Land Use
eodonoghue@tnc.org
(415) 281-0436 (Office)
(415) 810-7352 (Mobile)

The Nature Conservancy
California Chapter
201 Mission Street
4th Floor
San Francisco, CA 94105



nature.org

July 3, 2014

San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689

Dear Mr. Chiu and Members of the Board of Supervisors:

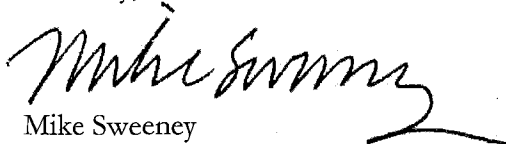
I am writing to express support for the Recreational and Open Space Element ("ROSE") of the General Plan and ask that you vote to approve it at your Board meeting on July 8, 2014.

The ROSE identifies goals, objectives and policies that provide cohesive and innovative approaches to enhancing and preserving parks, open spaces and nature in the City. Even as a highly urbanized area, San Francisco's parks, open space and plant and wildlife habitat provide critical services to residents and visitors to the City that contribute to a healthy and vibrant quality of life and economy. As a global biodiversity hot spot, the San Francisco Bay Area hosts an extraordinarily rich array of valuable natural communities and ecosystems that provide habitat for rare plants and wildlife, cleaner water, cleaner air, opportunities for healthy outdoor recreation, peaceful oases for respite and rejuvenation, improved property values, tourist revenues, protection from disasters such as flooding and landslides, and climate change resilience. They help make a thriving, livable city.

The Conservancy supports the goals of ROSE, including its focus on connecting people to parks, open space and nature, as well as connecting open spaces to each other, preserving and managing natural areas for habitat viability, health and resilience, and prioritizing protection and access to open space, parks and nature for underserved populations. Of particular emphasis, the Conservancy supports Objective 4, which calls for protection and enhancement of biodiversity, habitat value and integrity. The suite of policies identified to support Objective 4 are well designed to achieve the goals of the objective and comprehensive to address opportunities for making nature a priority in City policies and operations, allowing its residents and visitors to enjoy and benefit from nature's rich and many services.

We are in a time of ecological decline, climate change and a growing disconnect between people and nature. San Francisco can do its part to be a model city that addresses these issues head on, in proactively investing in protection and enhancement of nature in the City to keep a step ahead of these changes. It can join other cities providing models for protecting and enhancing nature in the urban environment, such as Sydney, Paris and Seoul that are investing in biodiversity conservation. With all this in mind, please vote to approve the ROSE.

Sincerely,



Mike Sweeney
Executive Director

From: Board of Supervisors (BOS)
To: Ausberry, Andrea
Subject: File 140413: Recreation and Open Space Element Sec. 4.2
Attachments: ROSE Letter to SF BOS 7-6-20140001.pdf

From: Miraloma Park Improvement Club [<mailto:miralomapark@gmail.com>]
Sent: Monday, July 07, 2014 1:09 AM
To: Avalos, John (BOS); Chiu, David (BOS); Campos, David (BOS); Cohen, Malia (BOS); Breed, London (BOS); Farrell, Mark (BOS); Kim, Jane (BOS); Mar, Eric (BOS); Tang, Katy (BOS); Wiener, Scott; Yee, Norman (BOS); Board of Supervisors (BOS)
Cc: Lee, Mayor (MYR)
Subject: Recreation and Open Space Element Sec. 4.2

The Miraloma Park Improvement Club (MPIC) asks that the Board of Supervisors reject the Recreation and Open Space Element Sec. 4.2 as currently written and send the legislation back to the Planners for revision. As written, this section of the ROSE lays the groundwork for incursions by City government into privately owned property not already permitted under the Municipal Code.

Attached is our letter re the ROSE Policy 4.2. Thank you for your consideration.

Sincerely

Dan Liberthson, Corresponding Secretary, MPIC



350 O'Shaughnessy Boulevard • San Francisco, California 94127
Telephone: (415) 281-0892

Miraloma Park Improvement Club

July 6, 2014

San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, Ca 94102-4689

RE: Recreation and Open Space Element (ROSE) Policy 4.2

Dear Supervisors:

The Miraloma Park Improvement Club (MPIC) has worked tirelessly since our incorporation in 1935 to preserve the character of and quality of life in Miraloma Park, a 2,200-home planned residential neighborhood on the north, south, and east slopes of Mt Davidson. We are proud of our history of collaboration with City Agencies—the Planning Department, SFPD, the City Attorney's Code Enforcement Division, for example. MPIC played a leadership role in advocating for the preservation of O'Shaughnessy Hollow (eventually incorporated into the City's Natural Areas Program), advocated for the adoption of the Natural Areas Program into the City's Master Plan, and maintains a noted native plant garden at our Clubhouse at 350 O'Shaughnessy Boulevard. We support the stewardship of the City's existing biologically significant natural areas.

However, in furtherance of MPIC's mission, we urge all members of the Board of Supervisors to reject the Recreation and Open Space Element (ROSE) 4.2 as currently written for the reason that Policy 4.2 of the ROSE establishes a precedent for City government to intrude on privately owned land. This Policy calls for the City to inventory all non-Recreation and Park open space in the City—including *private land*—to identify areas that could be converted to "natural areas," calls on the City to develop management plans for these areas, and suggests that the Planning Commission could impose constraints on future use of any privately owned land.

Last year, Recreation and Park Department staff recommended to the U.S. Fish and Wildlife Service that it designate 3.2 acres of private property as critical habitat for the Franciscan manzanita. The area proposed for this designation included portions of backyards of residences along Marietta Drive. Subsequent to our protests, the final regulations reduced the 3.2 acres of private property originally proposed to .8 acres. In addition, .6 acres of private property were so designated adjacent to Mt. Davidson Park. The homeowners to be impacted in both areas were never consulted about the planned designation of their property as part of a critical habitat area.

Therefore, the Miraloma Park Improvement Club asks the Board of Supervisors to reject Policy 4.2 of the proposed Recreation and Open Space Element in its current form and to require that it be amended to eliminate the potential for incursion into privately owned land. Thank you for your consideration.

Sincerely,

Robert Gee
President

Cc. Mayor Edwin Lee.

From: Board of Supervisors (BOS)
To: BOS-Supervisors; Ausberry, Andrea
Subject: File 140413: Please rethink the ROSE

From: Laura Cavaluzzo [mailto:laura@littlehorses.net]
Sent: Monday, July 07, 2014 12:01 PM
To: Wiener, Scott
Cc: Board of Supervisors (BOS)
Subject: Please rethink the ROSE

Dear Supervisors-

I understand that the ROSE was passed out of committee with no recommendation and will be voted on by the full board tomorrow.

I'm writing to ask that you table it, pending modification or removal of section 4.2, which will shape the future of open space management in San Francisco.

In addition to being a passionate advocate for off-leash recreation, I am a former trail-cutter and environmental educator and was Mark Leno's appointment to the Parks & Recreation Open Space Advisory Committee a decade or so ago. Even then, I worried about the amount of money being shunted into the Natural Areas Program and the influence the NAP was wielding on local land management issues. Section 4.2 would essentially extend their wrong-headed, exclusionary approach to every scrap of green in the city.

The Natural Areas Program is a horror...they overspend, over-reach, douse the land in toxic herbicides, cut down healthy trees and would like nothing better than to drive dog owners and other active recreational users out of the city parks. They have taken over 80% of the current dog play areas (and have been actively working to reduce and eliminate them). And section 4.2 would allow virtually ALL our public lands to be managed the way NAP "manages" their current holdings.

Between the GGNRA and RPD/NAP, San Franciscans will soon have nowhere to do anything more active outdoors than birdwatch and admire native plant gardens from outside the fences.

If nothing concrete is done to stop these restrictions on all sides, I can assure you there will be more conflict -- not less -- in our parks.

Please demand that section 4.2 be removed before passage of the ROSE.

Thank you,
Laura Cavaluzzo

From: Reports, Controller (CON)
Sent: Tuesday, July 01, 2014 11:28 AM
To: Calvillo, Angela (BOS); Nevin, Peggy; BOS-Supervisors; BOS-Legislative Aides; Kawa, Steve (MYR); Leung, Sally (MYR); Howard, Kate (MYR); Volberding, Emily; Falvey, Christine (MYR); Elliott, Jason (MYR); Steeves, Asja (CON); Campbell, Severin (BUD); Newman, Debra (BUD); Rose, Harvey (BUD); SF Docs (LIB); gmetcalf@spur.org; jballesteros@sanfrancisco.travel; Rhorer, Trent (HSA); Kaplan, Daniel (HSA); Huang, Joseph (HSA); Hung, Elaine (HSA); Simmons, Noelle (HSA); Rainey, Louise (HSA); CON-EVERYONE; CON-CCSF Dept Heads; CON-Finance Officers
Subject: Issued: Human Services Agency: Some Aid Assistance Disbursement Controls at the Department Need Improvement

The Office of the Controller's City Services Auditor Division (CSA) today issued a memorandum on its assessment of aid assistance disbursement controls at the Human Services Agency (Human Services). The assessment found that Human Services has some adequate cash disbursement processes and controls. However, Human Services should establish written policies and procedures for processing aid assistance payments, ensure that requests are accurately recorded with the receipt date and receiver's initials, and ensure that there is complete documentation for each voided disbursement check.

To view the full memorandum, please visit our Web site at:
<http://openbook.sfgov.org/webreports/details3.aspx?id=1767>
This is a send-only e-mail 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.

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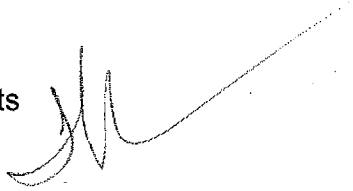
CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

MEMORANDUM

TO: Trent Rhorer, Executive Director
Human Services Agency

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

DATE: July 1, 2014

SUBJECT: Some Aid Assistance Disbursement Controls at the Human Services
Agency Need Improvement

EXECUTIVE SUMMARY

The Human Services Agency (Human Services) has some adequate cash disbursement processes and controls. However, Human Services' Finance Unit must improve some of its procedures to lessen the risks associated with disbursing cash. The assessment found that the Finance Unit should establish written policies and procedures for processing aid assistance payments, ensure that requests are accurately recorded with receipt dates and receiver initials, and ensure that there is complete documentation for each voided disbursement check.

Human Services agrees with the assessment's four findings and concurs with the three recommendations.

BACKGROUND, OBJECTIVES & METHODOLOGY

Background

Cash Disbursements Assessment Program: In accordance with its fiscal year 2013-14 work plan, the City Services Auditor Division (CSA) of the Office of the Controller (Controller) assessed the cash disbursements process for aid assistance at Human Services. This assessment is part of a series of planned cash disbursements assessments of various departments across the City and County of San Francisco (City). The purpose of this program is to evaluate the adequacy of the internal control structures related to cash disbursements and to determine whether cash disbursements are made in accordance with governing policies and procedures while adequately safeguarding the City's resources. CSA analyzed all city cash disbursements made in fiscal year 2012-13 without prior encumbrances and selected payment types and departments to include in this year's assessment.

disbursements made in fiscal year 2012-13 without prior encumbrances and selected payment types and departments to include in this year's assessment.

Human Services' Mission and Services. Human Services was formed in 2004 with the merger of two existing city departments, the Department of Human Services and the Department of Aging and Adult Services. The department's mission is to promote well-being and self-sufficiency among individuals, families, and communities in San Francisco. Human Services is the central resource for public assistance in the City.

Finance Unit. The Finance Unit is responsible for all of Human Services' accounting functions. Disbursements are requested by clients, authorized by programs, and submitted to the Finance Unit, which then processes and disburses checks to the programs and clients.

Aid Assistance. Human Services disburses some of its financial assistance from the *aid assistance* character title, as classified in the City's accounting system, the Financial Accounting and Management Information System (FAMIS). CSA reviewed disbursements from the following aid assistance programs:

- Rental Assistance on Behalf of Clients – Human Services partners with several nonprofit organizations that help low-income individuals and families at risk of homelessness maintain their housing or that financially assist this population when moving into permanent housing. Programs include the Shelter + Care program for homeless persons with disabilities and Housing Opportunities for Persons with AIDS, which is funded by the Mayor's Office of Housing and Community Development. Services may include funds to pay back rent to prevent eviction, one-time rental assistance, security deposit funds to move into permanent housing, legal services, counseling, and other support services.
- California Work Opportunity and Responsibility to Children (CalWORKs) – The CalWORKs program was created to serve adults with dependent children. Participants receive financial support and a full array of services, which may include job preparation, assessment, training, counseling and treatment, education, and job search activities.
- Personal Assisted Employment Services (PAES) – PAES is an employment program for low-income, single adult San Francisco residents who receive cash assistance through the County Adult Assistance Programs. PAES provides an enhanced cash stipend to employable adults, who may also receive the education, training, and supportive services necessary to gain lasting employment.
- Foster Care – Foster parents provide care for court-dependent children in their homes. They provide a caring environment while the child's family follows the case plan for reunification.

Objectives

This assessment determined whether Human Services has adequate policies and procedures for disbursing cash and has adequate controls to ensure that:

- All expenditures incurred have been identified and properly approved.
- Recorded expenditures and cash disbursements match goods and services authorized and received.
- Expenditures for goods and services and related disbursements have been checked for reasonableness of amount and correctly recorded in terms of account, fund, and period.
- Claims paid in the period are recorded correctly as to account, amount, and period and are disbursed in accordance with the City's policies and procedures for claims settlement.
- Disbursements are proper under federal laws and regulations, if applicable.

Scope and Methodology

The assessment focused on payments Human Services disbursed for aid assistance during July 1, 2012, through June 30, 2013. To perform this assessment, CSA:

- Extracted payment information from FAMIS to analyze Human Services' aid assistance transactions.
- Reviewed departmental policies and procedures.
- Randomly selected 24 disbursements and reviewed the reasonableness of amounts disbursed.
- Judgmentally selected 4 disbursements and reviewed the reasonableness of amounts disbursed.
- Interviewed key departmental personnel to gain an understanding of Human Services' disbursement processes.
- Reviewed user access to FAMIS.
- Evaluated and verified existing security and controls for the recording and disbursement of cash.
- Assessed the cash disbursement environment against Controller-issued guidelines for payment processing, prompt payments, and one-time payments.

CSA classifies locations with no control weaknesses as effective and those with few instances of control weaknesses as needing some improvement. If significant control weaknesses exist, CSA determines that major improvement is needed. If a department has severely inadequate controls and unmanaged risks, CSA deems the control environment to be unsatisfactory.

Government Auditing Standards do not cover nonaudit services, which are defined as professional services other than audits or attestation engagements. Therefore, Human Services is responsible evaluating the adequacy and results of the nonaudit service and the implementation of recommendations that may result from it.

RESULTS

Some of Human Services' cash disbursements procedures for aid assistance payments are adequate, but others need some improvement. The Finance Unit must create written policies and procedures for disbursements, ensure that incoming disbursement requests are date-

stamped and the receiver initials are noted upon receipt, and maintain complete documentation for each voided disbursement check.

Finding 1 – Some of Human Services’ aid assistance disbursement controls are adequate.

The payment processing procedures that Finance Unit staff uses are adequate. The Finance Unit has adequate controls to ensure that:

- Duties are appropriately segregated.
- Access to FAMIS is limited to authorized personnel.
- Managers periodically review FAMIS entries and balances.
- Personnel are competent in their duties.

Based on CSA’s review of the Finance Unit’s disbursements process, duties were appropriately segregated and access and authorizations were properly executed. Internal control systems in FAMIS provide reasonable assurance that internal control objectives will be achieved. According to the principal accountant, personnel receive on-the-job training and attend FAMIS training classes offered by the Controller.

Finding 2 – Human Services lacks written policies and procedures for processing aid assistance payments.

The Finance Unit lacks written policies and procedures for processing aid assistance payments. Instead, the Finance Unit follows the payment processing guidelines issued by the Controller and general unit guidelines for processing invoices. Without specific written, comprehensive procedures that are clearly communicated to and understood by employees, duties may not be properly performed, conflicts can occur, poor decisions can be made, and serious harm can be done to the department’s reputation and financial well-being. Further, the efficiency and effectiveness of operations can be adversely affected.¹

According to the Controller’s Payment Processing Guidelines,² departments must document and implement departmental policies and procedures that incorporate city policies, reflect good internal controls (such as segregation of duties), and are specific to the operational and organizational risks in their environments. According to the Finance Unit, there are no documented internal policies and procedures specifically for aid assistance payments because they are straightforward.

Recommendation

1. The Human Services Agency should create and implement written policies and procedures that instruct staff on how to process aid assistance disbursements.

¹ Vermont State Auditor, *Internal Control Weaknesses Expose the State to Improper Payments*, June 4, 2010.

² Office of the Controller, Departmental Guideline No. 008-11, *Payment Processing Guidelines*, March 15, 2011.

Finding 3 – Human Services does not mark every disbursement request with a receive date or receiver initials upon receipt.

The Finance Unit does not mark upon receipt disbursement requests with the date of receipt or the receiver's initials. Of 28 tested disbursement requests, 10 included submitted forms to request the disbursement—either a Form 1015 (Special Payment Request) or a Form 4028 (FCS Request for In-House Check). Nine of the 10 disbursement requests with a form had one form submitted, while 1 request included three invoices from one vendor. Two of these invoices supplied two forms each, and one invoice supplied one form. Of the 14 disbursement request forms reviewed, none were stamped with both the date of receipt and the initials of the receiving employee. Of the 14 forms, 4 (28 percent) had been date stamped but not initialed. All 4 of the stamped forms were Form 1015.

The other 18 sampled disbursement requests were for rental payments for properties for which Human Services provided rental assistance on behalf of clients. Three of these disbursement requests supplied e-mails as documentation, and 15 disbursement requests supplied rental lists. None of the e-mails or rental lists was stamped with dates received or names of the receiver.

Without records of dates received and by whom, the Finance Unit cannot accurately and easily track the duration a request is outstanding. This enhances the risk that requests are not tracked properly and, if the payment is for a vendor, may increase the difficulty of adhering to the City's 30-day prompt payment policy.

According to the Controller's Payment Processing Guidelines, when an invoice is received, it should be marked with a receive date and the initials or name of the person receiving the request. According to the Finance Unit, it is not its practice to stamp Form 4028, the Request for In-House Check. Among sampled disbursements, the programs which used Form 4028 were Options for Recovery Services, CaWORKs, and Foster Care Services.

Recommendation

2. The Human Services Agency should ensure that all disbursement requests are stamped and signed upon receipt.

Finding 4 – Human Services does not maintain complete records for voided disbursement checks.

The Finance Unit does not maintain complete independent paper documentation of disbursements. Based on a test of 28 disbursements, checks for 4 had been disbursed properly, but according to FAMIS, were later voided. Only 1 of the disbursement packets had documented that the check was voided. The other 3 disbursement packets have no indication that checks were voided after issuance or the reasons why they were voided. Although the voided checks were documented in FAMIS, it is important to maintain complete records of a disbursement in the packets so that accurate disbursement amounts can be ascertained for

proper accounting of funds across all records. This will prevent confusion that may arise due to inconsistent records.

According to the Controller's Payment Processing Guidelines, independent evidence must be maintained to document that authorizations are issued by persons acting within the scope of their authority, that transactions conform to the terms of the authorizations, and to provide an adequate audit trail.

Recommendation

3. The Human Services Agency should ensure that documentation and justification for disbursements are complete.

Human Services' response is attached. CSA will work with Human Services to follow up on the status of the recommendations in this memorandum. CSA extends its appreciation to you and your staff who assisted with this assessment. If you have any questions or concerns, please contact me at (415) 554-5393 or tonia.lediju@sfgov.org.

cc: Human Services Agency

Daniel Kaplan
Joseph Huang
Elaine Hung

Controller

Ben Rosenfield
Irella Blackwood
Mamadou Gning
Sandra Chen

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

ATTACHMENT: DEPARTMENT RESPONSE

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

June 13, 2014

Tonia Lediju
Director of City Audits
City Hall, Room 476
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

RE: CSA Draft Aid Assistance Disbursements Assessment

Dear Ms. Lediju,

This letter is in response to the Draft Assessment Memorandum prepared by the Controller's City Services Auditor Office on Aid Assistance Disbursements by the Human Services Agency.

We thank you for examining our procedures and providing feedback to improve our operations. We concur with all of the conclusions contained in the memorandum. In fact, we have already begun implementation of some of the recommendations. Our responses to all the items are included in the attached Recommendations and Responses document.

If you have any questions, please contact our Finance Director, Joseph Huang, at (415) 557-5181, or by e-mail.

Sincerely,

A handwritten signature in black ink, appearing to read "Trent Rhorer".

Trent Rhorer

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

RECOMMENDATIONS AND RESPONSES

Recommendation	Response
1. The Human Services Agency should create and implement written policies and procedures that instruct staff on how to process aid assistance disbursements.	Concur. The HSA Finance Unit is in the process of creating comprehensive written policies and procedures for all tasks, including those that encompass aid assistance disbursements.
2. The Human Services Agency should ensure that all disbursement requests are stamped and signed upon receipt.	Concur. This finding mainly pertains to form 4028 check requests. Following the advice of the CSA staff, the Agency General Accounting Unit has already implemented date stamping of these forms upon receipts.
3. The Human Services Agency should ensure that documentation and justification for disbursements are complete.	Concur. This finding mainly pertains to voided checks of special payments issued to clients in the Housing and Homeless Division. The Agency General Accounting Unit, which took over responsibility for processing of those payments from the Homeless Division this past year, will follow the suggested guideline for voided checks.

June 27, 2014

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

2014 JUN 30 PM 4:10

PH

To: Clerk of the Board of Supervisors
CC: Controller's Office Operations Unit
From: Victoria Vasilevitsky **W DPH**
Subject: Grant Budget Revision

Grant name: Refugee Health Assessment Program (RHAP)

In accordance with Administrative Code Section 10.170-1(F), this memo serves to notify the Board of Supervisors of a Federal or State Grant line item budget revision in excess of 15% requiring funding agency approval.

We have attached a copy of budget revision documentation submitted to the funding agency.

Attachment: Budget revision documentation.

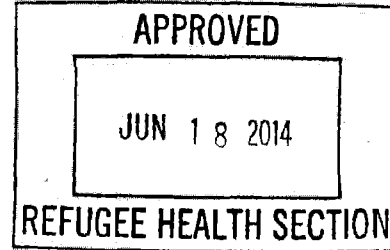
City and County of San Francisco
Department of Public Health
Community Health Promotion and Prevention Section



30 Van Ness, Suite 2300 ♦ San Francisco, CA 94102

June 9, 2014

Marisa Ramos, Chief
Refugee Health Program
Public Health Policy and Research Branch
Center for Health Statistics and Informatics
California Department of Public Health
P.O. Box 997377, MS #5204
Sacramento, CA 95899-7377



RE: RHAP Budget Increase/Revision, Grant # 13-90-90840-00

Dear Ms. Ramos:

Attached please find a budget revision for San Francisco's Refugee Health Assessment Program. The requested effective date is April 1, 2014.

The revision is for our combined single RHAP award amount of \$237,720 (award # 13-90-90840-00). Attached please find the budget revision summary and justification.

The changes we are requesting are the following:

- decrease in salaries of \$9,116 to more accurately reflect anticipated salaries;
- decrease in fringe benefits of \$2,576 due to decrease in salaries and to more accurately reflect projected expenses;
- decrease in office supplies \$266 due availability through other temporary sources
- increase in travel of \$400 due for 2 staff to travel to the annual CRHS meeting in Sacramento this grant year;
- increase in contract by \$11,558 to allow contractor to increase staffing time to meet needs of the program;

Please contact me at (415) 581-2418 or by email at patricia.erwin@sfdph.org if you have any questions or comments regarding this revision. I look forward to hearing back from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Pat Erwin".

Patricia Erwin, MPH
Deputy Director, Community Health Equity & Promotion Branch

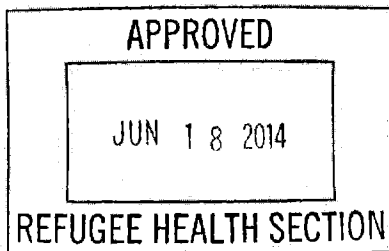
cc: Beatrice Avis, California Department of Public Health, Refugee Health Program
Cristy Dieterich, Newcomers Health Program
Dave Hubbard, California Department of Public Health, Refugee Health Program
Victoria Vasilevitsky, Fiscal Grants Unit, San Francisco Department of Public Health

ATTACHMENT J

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)
BUDGET DETAIL SUMMARY
Budget Period: October 1, 2013–September 30, 2014**

Grantee: Newcomers Health Program, San Francisco Department of Public Health
Grant Number: 13-90-90840-00

1. Personnel	Salary Per Pay Period/Hour	No of Pay Periods/Hrs.	Percent Time	Prior Amount	Revision Effective 4/1/14	New Revised Amount
Health Education Director	\$3,400-\$3,600	26	0%	\$ -	\$0	\$0
Program Coordinator/ Health Educator	\$3,000-\$3,400	26	30-50%	\$ 34,069	-\$5,210	\$28,860
Clinical Svcs Coordinator	\$2,800-\$3,200	26	80-100%	\$ 65,262	-\$3,907	\$61,355
Sub-total Personnel				\$ 99,331	-\$9,116	\$90,215
Fringe Benefits (@ average rate of 40-48%)				\$ 42,603	-\$2,576	\$40,027
Total Personnel Services				\$ 141,934	-\$11,692	\$130,242
2. OPERATING EXPENSES						
Travel				\$ -	\$400	\$400
Labs-required per new RHAP guidelines				\$ 21,720	\$0	\$21,720
Training				\$ -	\$0	\$0
Office Supplies				\$ 266	-\$266	\$0
Communications				\$ -	\$0	\$0
Postage				\$ -	\$0	\$0
Duplicating				\$ -	\$0	\$0
Space/Rent/Lease				\$ -	\$0	\$0
Total Operating Expenses				\$ 21,986	\$134	\$22,120
3. SUBCONTRACT/CONSULTANT						
Subcontract with International Institute of the Bay Area				\$ 73,800	\$11,558	\$85,358
4. OTHER COSTS						
Educational Materials				\$ -	\$0	\$0
5. INDIRECT COSTS (not allowed in county contracts)						
				\$ -	\$0	\$0
TOTAL BUDGET				\$ 237,720	\$0	\$237,720

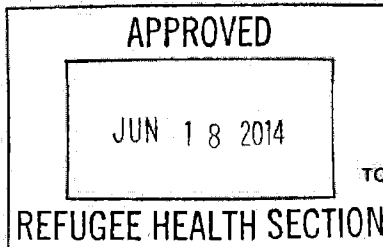


**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
 REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)
 BUDGET REVISION JUSTIFICATION
 Budget Period: October 1, 2013 – September 30, 2014**

Grantee Newcomers Health Program, San Francisco Department of Public Health
Grant Number: 13-90-90840-00


BUDGET REVISION JUSTIFICATION - As of April 1, 2014

1 Personnel Expenses		\$90,215
Health Education Director/Refugee Health Coordinator	\$	
(\$3,400-\$3,600 paid biweekly) x 0-5% time x 26 pay periods		
Responsible for providing oversight to the program and budget, supervision of lead program staff, hiring and training new staff and acting as county refugee health coordinator. Position is in-kind.		
Program Coordinator/Health Educator		\$28,860
(\$3,100-3,500 paid biweekly) x 30-50 time x 26 pay periods		
Position is responsible for coordinating the program, supervising staff, ensuring that program deliverables are met, overseeing data input for RHEIS and conducting quality checks of data input, submitting reports, communicating with the State, collaborating with local partners, monitoring the subcontractor, developing referral, health education and outreach activities, RHIN activities, etc. Acts as refugee health coordinator for the county. Will spend approximately 5-10% time on TB/LTBI issues. Includes applicable anticipated increases (see duty statement details).		
<i>Decrease in line item to more accurately reflect salary projection.</i>		
Clinical Services Coordinator		\$61,355
(\$2,800-\$3,200 paid biweekly) x 80-100% time x 26 pay periods		
Responsible for daily oversight of refugee health assessment services and Refugee Medical Clinic, direct liaison between Refugee Medical Clinic management and staff and Program Director, daily oversight of staff, oversight of health assessment data and quality assurance activities for refugee health, and assistance in compiling data and information for grant reports and other related documents. Includes applicable increases (see duty statement details).		
<i>Decrease in line item to more accurately reflect salary projection.</i>		
Fringe Benefits (at 40-48% of salaries)		\$40,027
total personnel wages) x 40-48%		
Fringe benefits for personnel includes health insurance, FICA, retirement, unemployment.		
<i>Decrease in fringe benefits amount due to decrease in salaries and to more accurately project fringe</i>		
2 Operating Expenses		\$22,120
<i>Increase in travel expenses to allow funds for 2 staff to travel to Refugee Health Section annual meeting in Sacramento this grant year.</i>		
Travel	\$	400
Labs - required per new RHAP guidelines	\$	21,720
Operating for Labs due to more asylees than estimated		
Training	\$	
Office Supplies	\$	
Communications	\$	
Postage	\$	
Duplicating	\$	
Space/Rent/Lease	\$	
3 Subcontract/Consult		\$85,358
Subcontract		\$85,358
International Institute of the Bay Area: subcontractor to provide majority of direct service staffing for the program, with staff spending about 10-15% time on TB/LTBI issues (see duty statement details).		
<i>Increase in line item to allow additional staff time for direct service contract staff to conduct health assessments and outreach, improve/enhance data entry processes, travel to local meetings and participate in trainings.</i>		
4 Other Costs		\$
5 Indirect Costs		\$
Not permitted for counties per funding guidelines		



TOTAL BUDGET \$237,720

July 1, 2014

To: Clerk of the Board of Supervisors
CC: Controller's Office Operations Unit
From: Victoria Vasilevitsky 
Subject: Grant Budget Revision
Grant name: HRSA TITLE IV HIV SERVICES

In accordance with Administrative Code Section 10.170-1(F), this memo serves to notify the Board of Supervisors of a Federal or State Grant line item budget revision in excess of 15% requiring funding agency approval.

We have attached a copy of budget revision documentation submitted to the funding agency.

Attachment: Budget revision documentation.

Vasilevitsky, Victoria (DPH)

From: Harris, Chris <HarrisC@php.ucsf.edu>
Sent: Wednesday, June 25, 2014 4:50 PM
To: Shaikh, Sajid (DPH); Vasilevitsky, Victoria (DPH)
Cc: O'Connor, Nan (DPH)
Subject: RE: Budget Modification in HMM005-14.

Hi Saj---

Yes, this is fine/a good way to spend down remaining funds/doesn't need HRSA's approval.

Thank you for helping to ensure we reach zero balance.----Chris

Please note change in Ph.#, fax#, and floor address

Chris Harris, Women's Programs Manager; Division of HIV/AIDS, Positive Health Program
UCSF/SF General campus/995 Potrero Avenue/Building 80, Ward 82, Box 0874/San Francisco, CA 94110
Ph: 415.206.2436 Fax: 415.502.9566 E-mail: HarrisC@php.ucsf.edu

From: Shaikh, Sajid (DPH) [<mailto:sajid.shaikh@sfdph.org>]
Sent: Wednesday, June 25, 2014 2:48 PM
To: Vasilevitsky, Victoria (DPH); Harris, Chris
Subject: RE: Budget Modification in HMM005-14.

Hi Chris, Victoria did a projection for the HRSA Title IV grant and figured out we will be short \$4,100 in Fringes.

Since we have funds available in Salaries we plan on reallocating \$4,000 from Salaries to Fringes.

Please let us know you approve of our request. FYI prime funder allows rebudgeting of 25% or 250,000 whichever is lower without grantor approval.

TITLE IV Grant	FY13-14
A. SALARIES	80,596
B. MANDATORY FRINGE	16,935
C. TRAVEL	0
D. EQUIPMENT	0
E. MATERIALS AND SUPPLIES	0
F. CONTRACT / MOU	0
G. OTHER	0
DIRECT COSTS	97,531
H. INDIRECT COST (24.04% of salaries)	0
TOTAL BUDGET	97,531

thanks
Sajid Shaikh
Budget & Finance

1380 Howard St, suite 423A
San Francisco, CA 94103
p: 415-255-3512
F: 415-503-4710

From: Vasilevitsky, Victoria (DPH)
Sent: Wednesday, June 25, 2014 1:13 PM
To: Shaikh, Sajid (DPH)
Subject: Budget Modification in HMM005-14.

Saj,

As per our conversation this morning, we are going to be about 4,100 short in fringes.

Please, ask the grantor if we can move funds for the salary line item.

Thank you.

Victoria Vasilevitsky
Fiscal – Grant Unit
1380 Howard St., Rm. 413
San Francisco, CA 94103
Phone (415) 255-3462
Fax (415) 252-3063

BOS-11
Cpage

From: Vasilevitsky, Victoria (DPH)
Sent: Wednesday, July 02, 2014 4:48 PM
To: Nevin, Peggy
Subject: Grant Budget Revision
Attachments: TITLE IV Notification to the Board.pdf

Hello,

As per our conversation, enclosed is the correct notification.

Thank you.

Victoria Vasilevitsky
Fiscal – Grant Unit
1380 Howard St., Rm. 413
San Francisco, CA 94103
Phone (415) 255-3462
Fax (415) 252-3063

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

Date: July 3, 2014
To: Honorable Members, Board of Supervisors
From: Angela Calvillo, Clerk of the Board *AC*
Subject: 2013-2014 CIVIL GRAND JURY REPORT

We are in receipt of the San Francisco Civil Grand Jury report released Thursday, July 3, 2014, entitled: **Inquiry into the Operation and Programs of the San Francisco Jails** (attached).

Pursuant to California Penal Code, Sections 933 and 933.05, the Board must:

1. Respond to the report within 90 days of receipt, or no later than October 1, 2014.
2. For each finding:
 - agree with the finding or
 - disagree with the finding, wholly or partially, and explain why.
3. For each recommendation indicate:
 - that the recommendation has been implemented and a summary of how it was implemented;
 - that the recommendation has not been, but will be, implemented in the future, with a timeframe for implementation;
 - that the recommendation requires further analysis, with an explanation of the scope of the analysis and timeframe of no more than six months; or
 - that the recommendation will not be implemented because it is not warranted or reasonable, with an explanation.

Pursuant to San Francisco Administrative Code, Section 2.10, in coordination with the Committee Chair, the Clerk will schedule a public hearing before the Government Audit and Oversight Committee to allow the Board the necessary time to review and formally respond to the findings and recommendations.

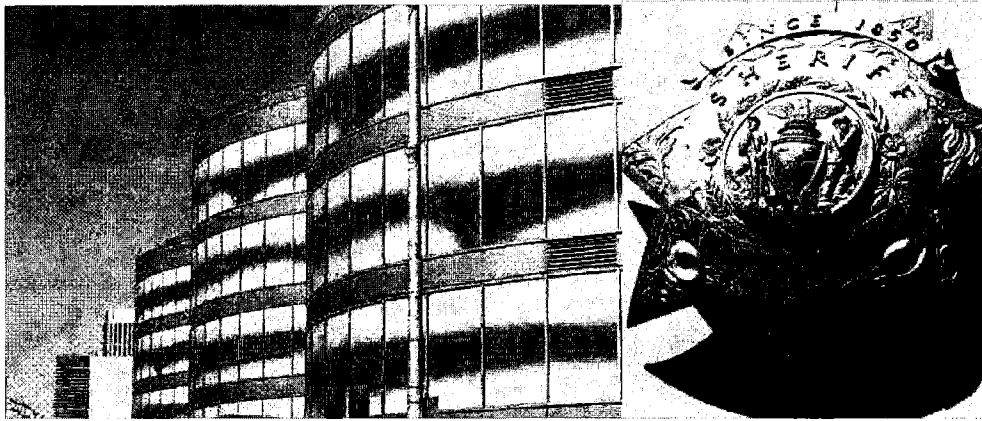
The Budget and Legislative Analyst will prepare a resolution, outlining the findings and recommendations for the Committee's consideration, to be heard at the same time as the hearing on the report.

Attachment

- c: Honorable Cynthia Ming-mei Lee, Presiding Judge
- Mayor's Office
- Ben Rosenfield, Controller
- Jon Givner, Deputy City Attorney
- Rick Caldeira, Legislative Deputy Director
- Debra Newman, Office of the Budget and Legislative Analyst
- Severin Campbell, Office of the Budget and Legislative Analyst
- Asja Steeves, Civil Grand Jury Coordinator
- Elena Schmid, Foreperson, San Francisco Civil Grand Jury (w/o attachment)

Inquiry into the Operation and Programs of the San Francisco Jails

June 2014



City and County of San Francisco

Civil Grand Jury 2013-2014

City Hall
1 Dr. Carlton B. Goodlett Pl, Room 488
San Francisco, CA 94102
Phone 415-554-6630

MEMBERS OF THE 2013-2014
CIVIL GRAND JURY
CITY AND COUNTY OF SAN FRANCISCO

Elena Schmid, Foreperson
Robert van Ravenswaay, Foreperson Pro Tem
Thomas Duda, Recording Secretary
Maryta Piazza, Corresponding Secretary

Larry Bush
Hans Carter
Daniel Chesir
Barbara Cohrsen
Mike Ege
John Finnick
Kai Forsley
Charles Head
David Hoiem
Joseph Kelly
Mazel Looney
Claudia O'Callaghan
Ernestine Patterson
Michael Skahill

THE CIVIL GRAND JURY

The Civil Grand Jury is a government oversight panel of volunteers who serve for one year.
It makes findings and recommendations resulting from its investigations.

Reports of the Civil Grand Jury do not identify individuals by name.
Disclosure of information about individuals interviewed by the jury is prohibited.
California Penal Code, section 929

STATE LAW REQUIREMENT California Penal Code, section 933.05

Each published report includes a list of those public entities that are required to respond to the Presiding Judge of the Superior Court within 60 to 90 days, as specified.

A copy must be sent to the Board of Supervisors. All responses are made available to the public.

For each finding the response must:

- 1) agree with the finding, or
- 2) disagree with it, wholly or partially, and explain why.

As to each recommendation the responding party must report that:

- 1) the recommendation has been implemented, with a summary explanation; or
- 2) the recommendation has not been implemented but will be within a set timeframe as provided; or
- 3) the recommendation requires further analysis. The officer or agency head must define what additional study is needed. The Grand Jury expects a progress report within six months; or
- 4) the recommendation will not be implemented because it is not warranted or reasonable, with an explanation.

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ISSUE

California Penal Code 919 (b)¹ instructs the civil grand jury of each county to inquire into the operations of jails within its county. During the inquiry into the San Francisco County Jails by the 2013-2014 Civil Grand Jury, four key issues emerged as subjects for this report. We found a relationship between the heavy use of overtime in the Sheriff's Department and job related injury and illness. We also looked at policies and procedures within the department and activities coordinated between the Sheriff's department and other San Francisco government departments. The jury was impressed by the Five Keys Charter School and support its efforts to bring change and opportunity to its graduates and reduce recidivism in the jail. The jury also recommends better clarity to the new inmate orientation process and greater outreach into the community to incorporate more and varied job opportunities for graduates of Five Keys after their release.

SUMMARY

2013-2014 has been a year of both rewards and challenges for the San Francisco Sheriff's Department. Operation of the San Francisco County jail system, its programs, and support activities comprise the largest part of the department's law enforcement and public safety mission. The Department is a recognized innovator in the area of community corrections.

The San Francisco Sheriff's Department paid \$10.7 million in overtime in 2012-2013.² Required staffing minimums to operate and support the county jail system and its programs are a significant cause for the overage. The City also paid an additional \$3.5 to \$4.0 million in workers compensation claims for job related injuries and illnesses.³ Since the Department is unable to hire replacements for these long term claimants, the overall staff count available to jail operations is inadequate. For the Sheriff's Department to meet mandatory staffing, it must pay overtime because of the number of deputies currently out on long term disability.

Current policies and procedures for conducting daily activities as well as planning and preparing for emergencies should be up to date. Activities involving inter-departmental coordination would be well served by development and review of written policies and procedures, thereby creating clear, concise, and ordered rules for employees.

The inmate orientation guide can be an effective tool for communicating rules, defining daily routines, providing structure and promoting expected behaviors when its contents are presented in a way consistent with the literacy of the reader.

The Sheriff Department's Five Keys Charter School provides education programs to inmates. Graduates of Five Keys Charter School have a 44% recidivism rate compared to

¹ <http://law.onecle.com/california/penal/919.html>

² San Francisco Controllers Office Overtime Report

³ Workers Compensation Council March 3, 2014 Report. San Francisco Human Resources Department.

68% among inmates who do not participate.⁴ A possible correlation between the school and reduced recidivism warrants the creation of program advisory committees and expansion of its goals and locations.

BACKGROUND

Keeping with its obligations under California Penal Code 919(b), the 2013-2014 Civil Grand Jury reviewed the San Francisco County Jail system operated by the Custody Division of the Sheriff's Department. As part of that examination, members of the Jury visited:

- San Francisco County Jail 1 (SFCJ 1), the intake and release facility;
- SFCJ 2, the women's jail, six month pre-release programs for inmates returned from state custody, and the residential jail for inmates with developmental disabilities;
- SFCJ 3 and SFCJ 4, the linear design men's jails located in the Hall of Justice;
- SFCJ 5, the pod/program style men's jail located in San Bruno; and
- SFCJ 6 minimum security jail, now closed to inmates, also located in San Bruno and used for administration and training.

Jurors visited the educational programs and facilities within and outside of the jails including the Five Keys Charter High School, Five Keys Adult Programs School, and Five Keys GED and Independent Study Program. The Jury also visited the Jail Health Services facilities operated by the San Francisco Department of Public Health in San Francisco General Hospital and in SFCJ #5 in San Bruno, where medical and psychiatric services are provided. No juvenile detention facilities nor programs were reviewed.

California prison "realignment", which was mandated in 2011, reserves state correctional facilities for the most serious offenders, and directs non-sexual, non-violent offenders to community correctional facilities, such as the San Francisco County jail facility. Other inmates, unable to raise bail or qualify for alternatives to incarceration programs, are also held in custody while waiting for trial. With few exceptions, most inmates in the San Francisco County Jail will be released back into the community.

California Title 15, "Minimum Standards for Local Detention Facilities (2012)," establishes minimum standards for state and local detention facilities. The Board of State and Community Corrections ensures compliance with those standards.⁵ Staffing levels are specific to each jail facility and must be approved by the Board. Minimum standards for medical care, education, programs, library, recreation time, meals, visiting hours,

⁴ Conference proceedings (2014) 21st Annual Conference for the California Charter School Association. Achievement through Innovation. March 3-6, 2014 San Jose Convention Center. Dannie Tillman, Hart Vision Award Presentation.

⁵ California Code of Regulations Title 15, Minimum Standards for Local Detention Facilities. (2012) Rules and Regulations of Adult Institutions, Programs, and Parole. Department Corrections and Rehabilitation, State of California. Accessed on March 23, 2013.

2013-2014 Civil Grand Jury City and County of San Francisco Jails Inquiry Report

transporting of inmates are specified. Title 15 essentially establishes what must be done to fulfill the duty of care.

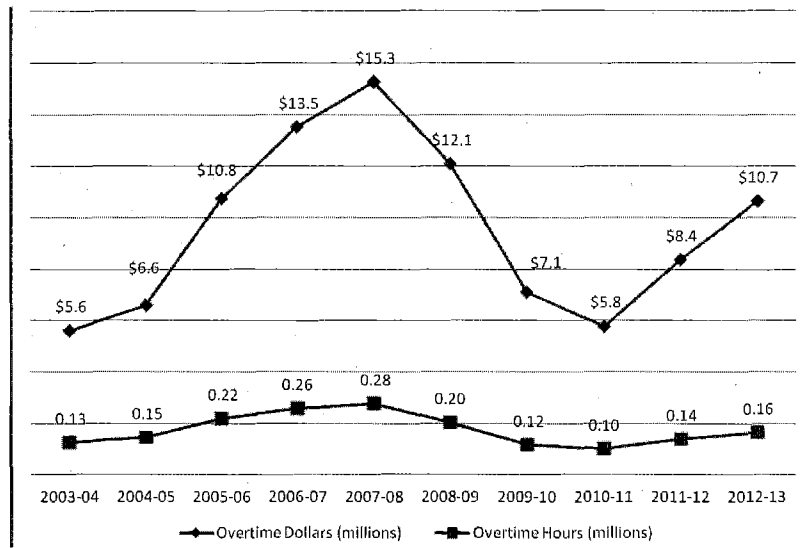
Title 15 allows the Sheriff to develop educational programs with whatever resources are available. In addition, it requires that inmates at intake and upon transfer to another jail facility receive written orientation materials

DISCUSSION

Overtime

The Sheriff's Department is required to maintain minimum staffing levels in the jails and has resorted to the extensive use of overtime to do so. The 2012/13 Controller's Overtime Report states that the department spent \$10.7 million (Figure 1) on overtime and that 50 non-exempt employees worked 31% above full time equivalency (FTE) in overtime.⁶ This exceeds the 25% overtime limit established by the city (Figure 2).⁷

Figure 1: Comparison of overtime dollars to overtime hours.
Source: San Francisco Controller 2012-2013 Overtime Report



The large amount of overtime needed to meet the minimum staffing requirements for jail operations suggests that a shortage of qualified personnel exists. In its role as a qualified public safety and law enforcement agency, the Sheriff's Department may also need to perform duties beyond jail operations (see Appendix A). The 2013 inspection report of the California Board of State and Community Corrections noted minimal staffing at the jails.⁸ While not a violation, the report concluded that this level of staffing affects the ability to maintain required programs in the jail, and if continued, this situation may

⁶ San Francisco Controller 2012-2013 Overtime Report

⁷ San Francisco Administrative Code Section 18.13-1 Maximum Permissible Overtime. Limited to 25% of the regular FTE hours

⁸ California Board of State and Community Corrections Bi-Annual Inspection and Review Report of the San Francisco County Jails. August, 2013

2013-2014 Civil Grand Jury City and County of San Francisco Jails Inquiry Report

become an infraction under Title 15. The report also noted that it was important to monitor which individuals are assigned to specific positions for each shift.

For the health, safety, and readiness of the Department, it needs to improve staffing or revise task responsibilities so that it doesn't exceed the City's employee overtime guideline of 25% of FTE.

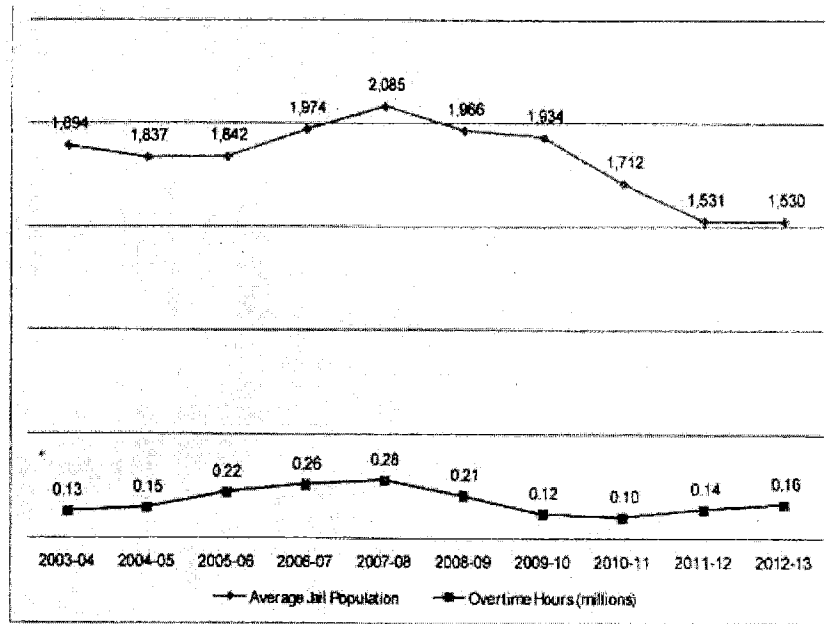
Figure 2. Departments with employee overtime exceeding the 25% limit over FTE
Source: San Francisco Controller 2012-2013 Overtime Report

The Administrative Code allows for exemptions to the default limit, which are defined below in Table A.

Table A. Employees Exceeding 25% Maximum Annual Overtime Per Employee				
Department Code	Employees Above the Default Limit	Employee Exemptions	Non-Exempted Employees Above the Default Limit	Average Overtime % of Total Hours Worked
Municipal Transportation Agency	647	587	60	38%
Fire	377	285	92	37%
Public Health	68	-	68	46%
Sheriff	50	-	50	31%
Juvenile Probation	12	-	12	35%
Fine Arts Museum	7	-	7	30%
Police	6	2	4	40%
San Francisco Public Utilities Commission	6	2	4	32%
Recreation and Parks	6	-	6	37%
General Services Agency-Technology	6	-	6	30%
Public Works	3	-	3	33%
Airport	2	-	2	27%
Grand Total	1,190	876	314	35%

Figure 3 shows overtime hours rising while jail population is shrinking

Figure 3: Jail Population and Overtime Use (hours in millions)



Injury & Illness Compensation

In addition to overtime costs, the cost of job related injury and illness is significant in the Sheriff's Department (Figure 4, next page). Department worker's compensation expenditures in the first two quarters of FY 2011/12 and FY2012/13 were \$2.2M and \$1.95M, respectively.

In March 2014, the Sheriff's Department reported that there were 23 deputies on family or medical leave who are expected to return to work, and an additional 35 deputies on long term leave for job related illness or injury who are not expected to return to work. The Department has a duty of care to deputies who have been injured or become ill as a result of the job. The Jury understands that these individuals have been potentially affected in ways deeply personal that cannot be reduced to accounting terms. However, the people of the City and County of San Francisco need these public safety positions to be filled with employees who are able and ready to perform their duties.

Figure 4: Six Month Workers Compensation Expenditures: Top Ten Departments.⁹

Department	FY2011/12 Q1&Q2 Expenditures	FY2012/13 Q1&Q2 Expenditures	FY2013/14 Q1&Q2 Expenditures
Police	\$4,917,185	\$4,881,159	\$5,342,724
Dept. Public Health	4,332,198	3,956,113	4,055,398
Fire	3,344,712	2,673,549	2,651,419
Recreation & Parks	1,224,434	1,062,493	876,519
Dept. of Public Works	917,971	642,755	623,678
San Francisco Airport	602,338	569,740	813,282
PUC-Water	777,547	742,172	992,026
Juvenile Probation	707,455	458,029	527,062
Sheriff	1,273,196	2,195,218	1,954,895
Human Services	847,663	855,488	1,170,721

To fulfill its duty of care to those whose injury or illness is job related, the City has a workers compensation division that administers for medical care, continuation of income, rehabilitation, returning to work or placement into a new position. Unfortunately, it is difficult to fill positions held by deputies who are not expected to return to work. The result is a staffing shortage that means further overtime and fatigue for the remaining workforce.

Injured workers have a limit of temporary disability for 104 weeks and 45 days of medical treatment if still employed. Once temporary disability runs out, an employee may apply for advances on retirement or other monies available in the system.

Comparisons of expenditures for work related injury and illness, overtime, with jail population suggest systemic issues. The cyclical problem of injury/illness, understaffing and mandatory overtime to meet minimum staffing requirements may result in fatigue and errors. Command and supervisory staff can and should promote a culture of safety by including safety topics in conversations and actively seeking and rewarding participation in safe practices and procedures. The consulting services of the Work Force Development Division of the City's Human Resources Department would be an excellent source for promoting safer workplace practices. Maintaining a roster of active employees sufficient to meet staffing requirements for jail operations is essential for the proper execution of the Department's duties and the well-being of its employees.

Five Keys Charter School

The Five Keys Charter School is an excellent implementation of an important rehabilitation program in the San Francisco County Jail. The program has won support from the Western Association of Schools and Colleges for its adult education programs

⁹ San Francisco Department of Human Resources.

and was named charter school of the year 2014 by the California Charter School Association.^{10,11} The school is renewing its charter with the San Francisco Unified School District to award high school diplomas. By embracing a theme of restorative justice, the school develops its curricula to work with learners on taking steps forward from wherever they are. Graduates of Five Keys Charter School have a 44% recidivism rate compared to 68% among inmates who do not participate.

Additional improvement to involve local community resources and to create a positive acceptance of participation in educational improvement in the inmate's local neighborhood is an additional step that the Jury believes can improve efforts to provide a better future for Five Key graduates.

Policy and Procedure Documentation

During the process of inspecting policy documents, jurors noted that new process documentation could benefit from internal review and amendment. These policy documents include:

1. Department of Public Health, Jail Health Services Policy and Procedure for night time staffing in jail health services at SF General as regards SFPD or SFSD responsibilities to guard inmates admitted to general wards.
2. Station Transfer Unit Policy and Procedure with SFPD for each station.
3. Station Transfer Unit Policy and Procedure for transfer of custody where triage for non-emergency intoxication or medical care is required.
4. Establish policy and procedure for transfer of custody to SFSD at SF General Hospital.

Implementation of the pilot project for the Station Transfer Unit should include ongoing review and necessary revision of policy and procedures to assure safe and efficient practices and include station specific questions. The Department of Public Health (DPH) should be included in the development of policy and procedure involving individuals who are intoxicated or need assessment for medical and/or psychiatric care.

Inmate Orientation

The Sheriff's Department emphasized the quality of orientation provided for new and transferred inmates to the City Jail. During the intake process, one-to-one instruction was provided along with an Orientation Manual describing rules of conduct and safety. The Jury found, however, that the orientation materials are too sophisticated for many inmates in the jail.

¹⁰ Western Association of Schools and Colleges Site Visit Report to Five Keys Charter School

¹¹ Conference proceedings (2014) 21st Annual Conference for the California Charter School Association

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Educators from the Five Keys Charter School had stated to the Jury that academic assessments identify many inmates to have a reading level at 4th or 5th grade. A grade level analysis of a block of text taken from the San Francisco County Inmate Orientation Guide (Appendix B) shows the text to be written at a 10th or 11th grade level. Figure 5 shows the outcome of the text analysis.

To help inmates better understand the information about jail procedures and rules, the orientation booklet needs to be revised to be aligned with inmates' reading ability.

Figure 5: Readability Formula results from a passage taken from the San Francisco Sheriff's Department Inmate Orientation Materials

Readability Formula	Grade
<u>Flesch-Kincaid Grade Level</u>	10.5
<u>Gunning-Fog Score</u>	14.2
<u>Coleman-Liau Index</u>	13.3
<u>SMOG Index</u>	10.3
<u>Automated Readability Index</u>	10.4
Average Grade Level	11.7

Source: readability-score.com Text Readability Statistical Analysis Site

FINDINGS AND RECOMMENDATIONS

Finding 1: More than 50 deputies are presently out on long term disability. Their positions are being held, preventing the hiring of new deputies. This results in serious overtime costs and additional responsibilities and workload for staff. The City has a policy of limiting the time an employee receives temporary disability payments, which leads to eventual permanent disability status and financial closure, thereby opening up positions for new hires.

Recommendation 1a: The City's policy for limited-time temporary disability payments should be followed for the Sheriff's Department, thereby eventually moving any work injury claim to permanent disability status and financial closure of those claims, opening positions for new hires.

Recommendation 1b: The Board of Supervisors should request an audit conducted by the Budget and Legislative Analyst of payments made on behalf of the Sheriff's Department for workers compensation claims and related overtime costs.

Recommendation 1c: The Sheriff's Department should review its safety programs with the Workforce Development Division, analyze the cause of worker injuries, and update safety education programs for both staff and inmates.

Recommendation 1d: Communication between the Sheriff's Department and the appropriate City personnel in the Worker's Compensation Division who adjust workers' compensation claims should occur on a regular basis to review ongoing status of all outstanding claims.

Finding 2: Title 15 requires that jails establish policies and procedures for conducting daily activities and that it plans and prepare for emergencies. This is particularly necessary during times of transfer of custody or when custody duties are shared between departments.

Recommendation 2a: The Sheriff's Department should review and update all policies and procedures for conducting daily activities, and planning and preparing for emergencies every 2 years.

Recommendation 2b: Inmates admitted to general wards at San Francisco General Hospital must be guarded. Procedures for both nighttime and daytime staffing should be immediately reviewed and all policy and procedure documents updated.

Recommendation 2c: Inmates are transferred between SFPD stations and when necessary, to San Francisco General Hospital. Procedures for any transfers should be clarified and established as a policy and procedure document.

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Recommendation 2d: During transfers, inmates may be intoxicated or needing minor medical care. Procedures for handling this situation should be clarified with the Department of Health to establish a policy and procedure document.

Finding 3: Title 15 requires that inmates at intake and upon transfer to another jail facility receive written orientation materials. Current guidelines for incoming inmates regarding safety, behavior standards, and daily routines need to be reviewed for content and appropriate level of reading ability.

Recommendation 3a: The Sheriff's Department should review and revise its written Orientation Guide for incoming inmates regarding safety, behavior standards, and daily routines.

Recommendation 3b: Appropriate reading level should be ascertained and applied to the guidelines in Recommendation 3a.

Finding 4: Title 15 states that if other public provisions are not available to educate those held in custody that the Sheriff can develop education programs with whatever resources are available. The accomplishments of the Five Keys Charter School have proven noteworthy. The recidivism rate is 44% for program graduates, compared to 68% for inmates who do not participate in the program.

Recommendation 4a: An Advisory Committee of educators and industry professionals should be organized to advise each Five Keys program on further development of goals and practices to expand student attendance, academic studies, and job preparation.

Recommendation 4b: Further outreach into the community should be accomplished to incorporate more and varied job opportunities for graduates of Five Keys after their release.

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FINDING	RECOMMENDATION	RESPONSES REQUIRED
<p>Finding 2: Title 15 requires that jails establish policies and procedures for conducting daily activities and that it plans and prepare for emergencies. This is particularly necessary during times of transfer of custody or when custody duties are shared between departments.</p>	<p>Recommendation 2a: The Sheriff's Department should review and update all policies and procedures for conducting daily activities, and planning and preparing for emergencies every 2 years.</p> <p>Recommendation 2b: Inmates admitted to general wards at San Francisco General Hospital must be guarded. Procedures for both nighttime and daytime staffing should be immediately reviewed and all policy and procedure documents updated.</p> <p>Recommendation 2c: Inmates are transferred between SFPD stations and when necessary, to San Francisco General Hospital. Procedures for any transfers should be clarified and established as a Policy & Procedure document.</p> <p>Recommendation 2d: During transfers, inmates may be intoxicated or needing minor medical care. Procedures for handling this situation should be clarified with the Department of Health to establish a policy and procedure document.</p>	<p>Sherriff's Department</p> <p>Sherriff's Department Department of Public Health</p> <p>Sherriff's Department San Francisco Police Department Department of Public Health</p> <p>Sherriff's Department Department of Public Health</p>

2013-2014 Civil Grand Jury City and County of San Francisco Jails Inquiry Report

FINDING	RECOMMENDATION	RESPONSES REQUIRED
<p>Finding 3: Title 15 requires that inmates at intake and upon transfer to another jail facility receive written orientation materials. Current guidelines for incoming inmates regarding safety, behavior standards, and daily routines need review for content and for appropriate level of reading ability.</p>	<p>Recommendation 3a: The Sheriff's Department should review and revise its written Orientation Guide for incoming inmates regarding safety, behavior standards, and daily routines.</p> <p>Recommendation 3b: Appropriate reading level should be ascertained and applied to the guidelines in Recommendation 3a.</p>	<p>Sherriff's Department</p> <p>Sherriff's Department</p>
<p>Finding 4: Title 15 states that if other public provisions are not available to educate those held in custody that the Sheriff should develop education programs with whatever resources were available. The accomplishments of the Five Keys Charter School have proven noteworthy. The recidivism rate is 44 per cent, compared to 68 per cent for inmates who do not participate in the program.</p>	<p>Recommendation 4a: An Advisory Committee of educators and industry professionals should be organized to advise each Five Keys program on further development of goals and practices to expand student attendance, academic studies, and job preparation.</p> <p>Recommendation 4b: Further outreach into the community should be accomplished to incorporate more and varied job opportunities for graduates of Five Keys after their release.</p>	<p>Sherriff's Department</p> <p>Sherriff's Department</p>

METHODOLOGY

To prepare for and support our inquiry, an extensive review of academic, professional, and news literature was engaged. The jury reviewed and cataloged a great many documents, policies, and records from the Sheriff's Department. Jurors observed operations and facilities at each of the jails, jail health services, and educational programs. We interviewed Command Staff in the Sheriff's Department as well as in the San Francisco Police Department. We spoke with deputies and supervisors, counselors, educators, health care providers and inmates.

Wherever possible the jury turned to California Title 15 as the primary reference for questions about jail facilities and operations as they arose.¹² For example when an inmate complained about fewer opportunities to shower, Title 15 informed us that inmates should be permitted to shower upon arrival at a new housing facility and every other day thereafter. Inmate shower opportunities had been reduced from daily to every other day when the Sheriff's Department implemented water conservation efforts arising from declaration of drought conditions statewide.

¹² California Code of Regulations Title 15, Minimum Standards for Local Detention Facilities. (2012) Rules and Regulations of Adult Institutions, Programs, And Parole. Department Corrections and Rehabilitation, State of California. Accessed on March 23, 2013

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http://www.icpa.ca/pg_ethics.php, 5/19/2014.

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San Francisco Controllers 2012-2013 Overtime Report.

San Francisco Workers Compensation Council Workman's Comp Report, March 3, 2014.

Western Association of Schools and Colleges Site Visit Report to Five Keys Charter School.

APPENDIX A

California Government Code 26600-26610 provides for the duties of Sheriff, a few of which are presented below:

- The Sheriff shall lead disaster relief
- Preserve the peace, and prevent insurrection
- Lead and sponsor public safety and crime prevention activities
- Investigate crimes throughout the county
- Arrest and take to court any person who has committed or attempted to commit a crime
- Be the sole operator of the county jail and keep its inmates in safe custody
- Engage in rehabilitation for those who have, or are at risk of, committing crimes, and the suppression of delinquency
- To serve warrants, notices, and process of service for, and to protect, the courts,
- Carry out orders of the public health authority when in the interest of the community
- To engage in search and rescue
- To recruit assistance to fulfill these duties

It should also be noted that the Sheriff has full jurisdiction within the City and County of San Francisco.

APPENDIX B

Text from the San Francisco County Sheriff's Department Jail System Prisoner Orientation entered into <https://readability-score.com/> on April 20, 2014.

Passage tested for reading grade level.

Rules of Conduct for County Jail Inmates

The following pages list the rules of conduct for county jail inmates. Violations of these rules may result in loss of privileges, (including visiting, phone use, and recreation), disciplinary isolation, loss of good time/work time credits, and denial of SWAP and early release. They may also be reported to probation parole, and the department of correction and rehabilitation officials. Further, violations of these rules may be referred to the district attorney for prosecution as a criminal offense. These rules are posted in the housing areas of each jail.

Appeal of disciplinary penalties. Inmates have the right to appeal the decision of the hearing officer to the facility commander or designee who shall either affirm or reverse the decision within 48 hours of the appeal.

Inmates have the right to appeal loss of time to the custody chief deputy. The appeal will be answered within 5 days of the receipt by the custody division chief deputy or their designee.

Each jail may have additional rules of conduct particular to the facility, or rules that are part of the jail programs, classes, or special events. These rules, and all staff orders and directions must be followed immediately at all time.

Readability Formula	Grade
<u>Flesch-Kincaid Grade Level</u>	10.5
<u>Gunning-Fog Score</u>	14.2
<u>Coleman-Liau Index</u>	13.3
<u>SMOG Index</u>	10.3
<u>Automated Readability Index</u>	10.4
Average Grade Level	11.7

Source: [Readability-score.com](https://readability-score.com/) Text Readability Statistical Analysis Site

To: Miller, Alisa; Ng, Wilson L (BOS)
Subject: FW: Issued: Report on the Status of Civil Grand Jury Recommendations FY12-13

From: Reports, Controller (CON) [<mailto:controller.reports@sfgov.org>]
Sent: Wednesday, July 02, 2014 9:52 AM
To: Calvillo, Angela (BOS); BOS-Supervisors; Howard, Kate (MYR); Steeves, Asja (CON); Campbell, Severin (BUD); Newman, Debra (BUD); Rose, Harvey (BUD); SF Docs (LIB); Guerra, Antonio; CON-EVERYONE; CON-CCSF Dept Heads
Subject: Issued: Report on the Status of Civil Grand Jury Recommendations FY12-13

As required by the San Francisco Administrative Code, Section 2.10, the Office of the Controller (Controller) has updated the implementation status of the San Francisco Civil Grand Jury's recommendations. The Controller tracks each recommendation until the respondent indicates that an agreed-to-be-implemented recommendation is fully implemented or abandoned because it is no longer reasonable or warranted. The updates for fiscal years 2003-04 through 2012-13 are posted on the Controller's Web site, located at <http://sfcontroller.org/index.aspx?page=143>.

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.

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CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

July 2, 2014

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

President and Members:

As required by the San Francisco Administrative Code, Section 2.10, the Office of the Controller (Controller) has updated the status of the implementation of the recommendations of the San Francisco Civil Grand Jury.

The Controller will continue to track the Civil Grand Jury's recommendations until the respondent indicates that an agreed-to-be-implemented recommendation is fully implemented or abandoned because it is no longer reasonable or warranted. The updates for fiscal years 2003-04 through 2012-13 are posted on the Controller's Web site, located at <http://sfcontroller.org/index.aspx?page=143>.

Respectfully submitted,


Ben Rosenfield
Controller

cc: Mayor
Civil Grand Jury
Budget Analyst
Public Library

SFGov

Accessibility



CITY & COUNTY OF SAN FRANCISCO
Office of the Controller

[SEARCH](#)

Status of Civil Grand Jury Recommendations

As required by Section 2.10 of the San Francisco Administrative Code, the Office of the Controller reports to the Board of Supervisors on the status of the implementation of the recommendations of the San Francisco Civil Grand Jury.

As requested by the fiscal year 2005-06 San Francisco Civil Grand Jury, this office is posting our tracking document online and updating this working document as new information becomes available. The following are reports on status of responses to the Civil Grand Jury recommendations by fiscal year. The reports show whether each recommendation is:

- (a) Fully Implemented
- (b) Still in process of being implemented
- (c) Requires further study
- (d) Abandoned because they are no longer relevant or feasible.

The Office of the Controller compiled the responses submitted by the departments. The responses were copied directly from documents submitted by the departments and were not edited for any typographical errors.

2014 Report on Status of Civil Grand Jury Recommendations Cover Letter (PDF)

The following reports were updated as of June 2014:

2012-2013 Status of Civil Grand Jury Recommendations (PDF)
2011-2012 Status of Civil Grand Jury Recommendations (PDF)
2010-2011 Status of Civil Grand Jury Recommendations (PDF)
2009-2010 Status of Civil Grand Jury Recommendations (PDF)
2008-2009 Status of Civil Grand Jury Recommendations (PDF)
2007-2008 Status of Civil Grand Jury Recommendations (PDF)
2006-2007 Status of Civil Grand Jury Recommendations (PDF)
2005-2006 Status of Civil Grand Jury Recommendations (PDF)
2004-2005 Status of Civil Grand Jury Recommendations (PDF)
2003-2004 Status of Civil Grand Jury Recommendations (PDF)



Entertainment Commission

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Angela Calvillo
Clerk of the Board
San Francisco Board of Supervisors

June 30, 2014

Dear Madame Clerk,

As mandated in section 1070.35 of the Police Code, please find the One Time Event Permits report from April 1 to June 30, 2014. Previous reports had included only "One Time Event" permits, but as both "Loudspeaker Permits" and "One Night Dance" permits are also one time permits, (not fixed place), I am now including them in this quarterly report.

From April 1 to June 30 2014, the Entertainment Commission processed 95 Loudspeaker permits, 13 One Night Dance permits and 29 One Time Event permits, for a total of 137 permits. As required by section 1070.35, you will find the applicant, event, location and dates below.

One Time Event Permits 2014 Q2 (April – June)

LOUDSPEAKER PERMITS

Picture, Bill/Asian Week Foundation	5/17/2014
Hazewski, Chip, Competitor Group/Great Hwy, Civic Center, McCallister & Larkin	4/6/2014
Hashimoto, Richard, Nothern California Cherry Blossom Festival, Polk Fillmore	4.12.14-4-13-14 4-19-4-20
Chapin Rieno, Demetrius/Tavern Aventine Hoatling btw Washington & Jackson St.	5/12& 7/11
Bermuda, Maria,San Francisco Cinco De Mayo, Valencia Street btwn 21st & 24th	5/3/2014
Souza, Donna, American Red Cross Bay Area Chapter ,TI Great Lawn	4/5/2014
Eva, Royale/Cesar Chavez Holiday Parade & Festival/24th St. btwn Treat & Bryant	4/12/2014
Kolbeng,Dougl's/Earth Day, S.F./Fulton Street between Hyde & Larkin Street	4/19/2014
Barclay, Vanessa/Live Oak Middle School/Mariposa between Carolina & Arkansas	6/6/2014
Schleuter, James, 16th Avenue Block Party	5/10/2014

Daniels, Noel/Second Sunday Production/650 Indiana Street (Café Cocomo)	5/11/2014& 6/8/2014
Harvill, Donald/The Amory Community Center/333 14th Street & 1800 Mission St.	6/28/2014
Pratt, Liza/Livable City (Sunday Streets) Central Ave. btw Hayes & Grove Street	4/13/2014
Alvarado, Julio/Winslow & Associates Block of Fell btw Gough & Franklin Street	5/16/2014
Pratt, Liza/Livable City (Sunday Streets) Great High Way & Golden Gate Park	6/8/2014
Abbott, Harish, Cushman Wedding Procession) Cushman California Mason St	4/12/2014
Pratt, Liza/Livable City (Sunday Streets) Hayes Grove Baker St. McAllister, Fulton	9/14/2014
Abbott, Galen/Café Cocomo, 650 Indiana Street	5/25/2014
Abbott, Galen/Café Cocomo, Great Lawn Treasure, Island	6/14/2014
Restivo, Steven/ Events Services Union Gough Street to Fillmore (Spring parade)	4/20/2014
Pratt, Nicolas, Otis Lounge, 25 Maiden Lane	4/13/2014
Gellar, Ralph/SF Rescue Mission, Jones Street	4/19/2014
Bennett, Angela/Glen Park Festival/Diamond between Bosworth & Chenery	4/27/2014
Pratt, Liza/Livable Streets (Sunday Streets) Bayview & Dogpatch neighborhood	5/4/2014
Martinez, YoAnn/KQED, Grant, Washington & Clay Street	5/14/2014
Newuman, Vanessa/Live Oak School/1555 Mariposa	6/11/2014
Pratt, Liza/Livable City (Sunday Streets) Mission neighborhood Valencia & 26th St.	8/24/2014
Pratt, Liza/Livable City (Sunday Streets) Mission St. btw Theresa/Avalon & Geneva	9/28/2014
Pratt, Liza/Livable City (Sunday Streets) Valencia between McCoppin & 26th St.	10/19/2014
Taffel, Carrie/SF MOMA/Metreon Location: City View Terrace	4/30/2014
Gullmes, Glenn/Mt. Davidson Cross Easter Sunrice	20-Apr
Goette, Christina/Faimount elementary PTA/69 Chernery Street	5/3/2014
Rivera, Victor/Patnleather@gmail.com SF Ducal Council Noe & Market Street	4/20/2014
Maryo, Mogannam/West Portal Avenue Merchant Association	6/14/2014
Ockel, Barbara/Bayview Opera Plaza/4702 3rd Street	4/17/2014
Fox, Katy, We Are Movement, Market Bush & Front Street	4/30/2014
Barraza, Patricia/John O'Connell High School, 2355 Folsom Street	5/4/2014
Restivo, Steven/ Events Services Ghiradelli Square on Beach Street btw Larkin	5/17/2014
Virgil, Emily, Bluxome Street Winery, Bluxome Street, between 4th & 5th	5/3/2014
Manchester, Isabel/Funky Fun, LLC., 601 Eddy Street	6/8/2014
Kasravi, Mary Mac Cosmetics, Northside of Market St. @ Powell	6/1/204
Kaufmann, Anna/California College of the Arts, 1118th Street/7th St Irwin & Hooper	5/16/2014
Cuellar, Anastacia/Brava! Women in the Arts 24th & 25th Street on Balmy Alley	5/4/2014
Ridgely, George/SFLGTPCC, Inc. (SF Pride) Various location Polk, Grove, Van Ness	6/28/2014
Ridgely, George/SFLGTPCC, Inc. (SF Pride) Various location Polk, Grove, Van Ness	6/29/2014
Ridgely, George/SFLGTPCC, Inc. (SF Pride) Various location Polk, Grove, Van Ness	6/29/2014
Carrillo, Arturo, Carnaval, San Francisco Harrison St. btwn 16th & 24th Street	5/24/2014-5/25/2014
Hansen, Brad, Giants Entertprse, AT&T Park	5/20/2014-5/21/2014
Kahm, Lawrence, Bay to Breakers, Howard, Main to Steaurt Mission Folsom	5/18/2014
Ockel, Barbara/Bayview Opera Plaza/4702 3rd Street	5//15/2014
Escarsega, Ron, KGO Radio, 200 King Street, (In front of Lucky Strike)	5/14/2014
Montgomery, Ashley, MKTG, Inc.	5/16/2014
Petricca, Mike/Academy of Art, 2225 Jerrold	5/19/2014

Morine, Russel, Visitation Valley	5/17/2014
Restivo, Steven, Steven Restivo Event Services	6/7-6/8/2014
Hena, Derek/Pink Mammoth & Mighty, Utah Street between 15th & Alameda Street	6/28/2014
Pratt, Liza/Liveable City/Sunday Streets	7/13/2014
Ojinaga, Johnathan, Azucar Lounge, LLC.	5/25/2014
Thomas, Shell/Lower Polk Art Walk	6/5/2014
Restivo, Steven/Steven Restivo Event Services/Grant, Green, Columbus & Filbert St.	6/14/2014-6/15/2014
Restivo, Steven/Steven Restivo Event Services/Fillmore from Jackson to Eddy Street	7/5/2014-7/6/2014
Restivo, Steven/Steven Restivo Event Services/Ghitadelli Square, Beach, Larkin Polk	9/13/2014-9/14/2014
Mata Tuufuli, Southeast Community Center, 1800 Oakdale Avenue	8/2/2014
Lane, Luara/Board of Supervisors/Corner 24th & Harison Street	5/23/2014
Jasdeep/Dhaliwal/Howard Street, Civic Center & McAllister Street	6/8/2014
Herrada, Kylie/SF Event Venues/Treasure Island Avenue of the Palms	6/3/2014
Talampas, Gerald/Filipino American Art Exposition/Civic Center Plaza, Market & 4th	8/9/2014
Lynn, Whitney/Basic Training, 432 Octivaia Street	6/7/2014
Leslie, Gregory/The Battery 717 Battery Street	6/27/14,6/28/14&7/4/2014
Taguma, Kenji/Nichi Bei Foundation, Peace Plaza & Buchanan Mall of Japantown	6/7/2014
Rost, Jennifer, Best Friends Animal Society Strut Your Mutt, Treasure Island	8/23/2014
Leon, Robert, Haight-Asbury Street Fair, Haight Street between Masonic Avenue	6/8/2014
Zielinski, Julie/Noise Pop Industries/20thy Street btw Harrison & Bryant Street	8/23/2014
Hansen, Brad, Giants Enterprise, AT&T Park	6/19/2014 & 6/21/2014
Hansen, Brad, Giants Entertprse, AT&T Park	7/3/2014 & 7/5/2014
Tse, Jack, Portola Neighborhood Association, San Bruno Ave. & US 101	7/13/2014
Portillo, Molly, Jumping Fences, SF Marathon,	7/27/2014
Rubenstein, Beth/Supervisor Avalos, City Hall Goodlett Steps	6/11/2014
Russell, Morine/Visitation Valley Connections/2124 Market Street	6/14/2014
Ockel, Barbara/Bayview Opera Plaza/4702 3rd Street	6/19/2014
Bazdola, James/Sisters of Perpetual Indulgence/Mkt St. between Diamond & Sanchez	6/28/2014
Inoes, Sarah/Stockton between Columbus & Union Street	6/28/2014
Davis, Samantha/Mezzanine 444 Jessie Street	6/29/2014
Lawrence, Rosenbaum/1st & Market Street (Battery) NE corner	8/8/2014
Lawrence, Rosenbaum/Haight & Masonic (SW) public sidewalk	8/8/2014
Park, John/Novela/Annie Street between Mission and Jessie Street	6/27/2014
Lyn, Susan/Vicki Marlene Memorial/Northwest Corner of Turk & Taylor Street	6/27/2014
Moshoyannis, Demetri/SMMILE, DBA Folsom Street Events/Folsom Btwn 9th & 11th	7/27/2014
Perry, StephanieThe Irish Bank,10 Mark Lane,	7/14/2014
Gonzalez, Josefina/Southeast Community Center 1800 Oakdale Avenue	8/30/2014
Bennett, Roy/Roy Bennett Productions/Fillmore Center Plaza	7/11/2014
Fox, Katy, We Are Movement, Market Bush & Front Street	5/4/2014
Sikora, Jessica,Levis Strauss, Levis Plaza	5/7/2014
Pal, Lopa/Sunnyside Elementary PTA, 250 Foerster Street	5/5/2014
Hikida,Lyn/Bridge Housing Corporation, Coral Street between Wisconsin & Carolina	6/14/2014

ONE NIGHT DANCE

Valencia, Alma Rose/1800 Oakdale Avenue	4/26/2014
Palacios, Laura/South East Community Center- 1800 Oakdale	6/7/2014
Troncoso, Teresa/South East Community Center-1800 Oakdale Avenue	4/5/2014
Munoz, Carmen/South East County Center - 1800 Oakdale Avenue	6/28/2014
Diaz, Carlos/ Southeast Community Center 1800 Oakdale	4/12/2014
Sanchez, Vania/Southeast Community Center 1800 Oakdale	5/25/2014
Arana, Maria/Wedding/Southeast Community Center 1800 Oakdale Avenue	7/5/2014
Elmoe, Christopher/Southeast Community Center/Wedding 1800 Oakdale Avenue	7/12/2014
Lakalaka, Tokelay, Southeast Community Center, 1800 Oakdale	5/10/2014
Faagau, Kasanita, Southeast Community Center, 1800 Oakdale Avenue	8/8/2014
Rozeville, Maria/Southeast Community Center 1800 Oakdale Avenue	6/14/2014
Hardesty, Kelly/SPUR, Annie Street between Mission & Jessie Street	6/5/2014
Williams, Jervis, Calvary Apostolic Church/southeast Community Center 1800	6/8/2014
Smith, Dina/Southeast Community Center 1800 Oakdale Avenue	6/21/2014
Butler, Raenika/Urban Missions/Southeast Community Center 1800 Oakdale	5/23/2014
Pierson, Candice Southeast Community Center 1800 Oakdale Avenue	5/30/2014
Costillo, Carmen/Southeast Community Center, 1800 Oakdale	9/13/2014
Hill, Kenneth, Bayview Healing Zone, Southeast Community Center 1800 Oakdale	7/10/2014
Echols, Benny, Southeast Community Center 1800 Oakdale Avenue	8/16/2014

ONE TIME EVENTS

Manchester, Sean/Gun for Hire/251 Rhode Island	5/3/2014
Petricca, Mike/Academy of Art, 2225 Jerrold	5/8/2014
Treseler, Frederick,Tracs Inc. 5K Run Various location	6/15/2014
McCain, William, St. Finn Barr Church/415 Edna Street	5/10/2014
Harvill, Donald/The Amory Community Center/333 14thStreet & 1800 Mission St.	4/5/2014
Harvill, Donald/The Amory Community Center/333 14thStreet & 1800 Mission St.	4/23/2014-4/24/2014
Harvill, Donald/The Amory Community Center/333 14thStreet & 1800 Mission St.	4/26/2014
Gris, Syd/Opulent Temple/301 Battery Street	4/12/2014
Leeke, Danielle, The Brickyard, 1787 Union Street	4/20/2014
Kynoch, Kevin/Polo Grounds Pub & Grill, 747 3rd Street	4/12/2014
McKinney, Daniel/3D Hospitality Group LLC Hops & Hominy 1 Tillman Place	5/3/2014
Hevia, Anthony, Pedro's Cantina, 128 King Street	4/8/2014
Langer, Jordan, Pier 70 Partners, Inc.	4/10/2014
Hevia, Anthony, Pedro's Cantina, 128 King Street	4/17/2014
Ngyen, Lily/Fillmore Entertainment Group, LLC Origin Restaurant 1534 Fillmore	4/17/2014
Hevia, Anthony, Pedro's Cantina, 128 King Street	4/25/2014
Ojinaga, Johnathan, Azucar Lounge, LLC., 299 9th Street	4/27/2014
Zuccaro, Dave, Sloane, 1525 Mission Street	6/28/2014
Hevia, Anthony, Pedro's Cantina, 128 King Street	5/16/2014

Langer, Jordan, Pier 70 Partners, Inc.	5/30/2014
Bean, Gus/Roccapulco/3140 Mission Street	5/24/2014-5/25/2014
McGee, Aletha/ The Little Giant Lighting & Grip Company/3050 23rd Street	6/6/2014
Pratt, John/OPP Presents, LLC./Mobetta Entertainment	7/26/2014
Modi, Rakesh, OMG, 43 6th Street	6/28-6/29 2014 & 6/30/2014
Hevia, Anthony, Pedro's Cantina, 128 King Street	6/14/2014
Vegara, Shaun/Blackbird 2124 Market Street	7/20/2014
Bird, Michelle/Metronome Dance Collective/1830 17th Street	6/22/2014
Harvill, Donald/The Amory Community Center/333 14th Street & 1800 Mission St.	7/5/2014
McGrath, Martina/The O'Farrell Bar, 800 Larkin Street	6/27/2014

I hope this information is helpful. Please do not hesitate to call me if you have any questions or require any further information.

Regards,



Cammy Blackstone, Deputy Director
San Francisco Entertainment Commission

From: Board of Supervisors (BOS)
To: BOS-Supervisors
Subject: FW: Anti speculation tax

From: Roger Kat [<mailto:rager4@sbcglobal.net>]
Sent: Monday, July 07, 2014 12:45 PM
To: Board of Supervisors (BOS)
Subject: Anti speculation tax

I am in favor of it.

Regards,
Roger

From: Board of Supervisors (BOS)
To: BOS-Supervisors
Subject: FW: Removal of the Handicap Placard privilege

From: Ken Klein [<mailto:ken.klein39@gmail.com>]
Sent: Sunday, July 06, 2014 11:44 AM
To: Board of Supervisors (BOS)
Subject: Removal of the Handicap Placard privilege

Ladies and Gentlemen of the Board,

My name is Kenneth Klein. Although I am not a resident of San Francisco, I live in Marin and I have occasion to travel to San Francisco for various reasons. I am physically challenged and have some difficulty walking.

I use my disabled placard when I cannot find a handicapped space to lighten the burden of walking to my various appointments.

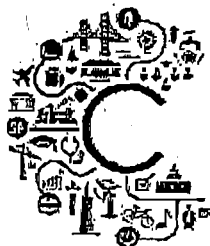
I understand your frustration with the scoff-laws that have obtained a handicapped placard either under false pretenses or because they have a "friend" that is willing to give them the privilege of having a placard. I share your frustration. However, it seems to me that the penalty you are proposing doesn't punish the guilty but punishes all of us. Does it make sense to you to punish all the people that have a legitimate need for the placard because of a relatively small number of people that use the privilege illegally.

There are sufficient laws on the books to punish the wrong-doers. Each placard must be covered by a document issued to the person with the placard, that must match the person to whom the placard was issued and the person driving the car. This is only one example of a possible enforcement effort, there are many more. Not only aforementioned method, but a few efforts to track the issued placard of a seeming healthy individual, with no impairment, to the doctor who issued the paper work, would act as a deterrent to future inappropriate certifications.

It seems to me that penalizing all of us for the sake of a few miscreants is totally inappropriate.

I ask you to please re-consider your desire to punish us all for the relatively few abusers.

Thank you,
Kenneth Klein



SAN FRANCISCO CHAMBER OF COMMERCE

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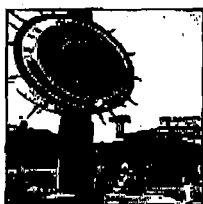
Please find an updated letter attached
for distribution to all Supervisors.
Additional signers added.



SF Bar Owner Alliance



CAL Insurance & Associates



West Portal Avenue Association



Hotel Council OF SAN FRANCISCO



July 1, 2014

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

Re: Minimum Wage Ballot Measure

Dear Supervisor Chiu:

We appreciate all the hard work accomplished by the Mayor, members of the Board of Supervisors, city staff, non-profit leaders, labor and businesses to seek consensus around one minimum wage ordinance for this November's ballot. We recognize that adjustments need to be made to the City's minimum wage ordinance. At the same time, we hope that you and your fellow Board members recognize that not only have housing costs increased significantly, but commercial rents, wage and benefit costs, fees and cost of products and services have all increased for employers as the city rebounded out of the Great Recession.

The business community is unified on this simple premise: to both retain and grow employment any minimum wage increase must be moderate, predictable and tied to the economy's ability to absorb increased expenses, whether incurred by employers or customers. While some seem to believe a fast ramp-up to a \$15 minimum wage will have little or no impact on job growth, recent history proves otherwise.

In 2000 our economy peaked at 600,000 jobs and a 3.5% unemployment rate with a city population of 777,000. With the dot-com bust and the loss of tourism after 9/11, employment in 2004 fell to 506,000 jobs with an unemployment rate of 6%. While the economy rebounded in 2007 to 543,000 jobs and 4% unemployment, the local economy remained 57,000 jobs short of the 2000 level. And during the depths of the Great Recession, with the city's population growing to 805,000, jobs fell to 523,000 and 10% of the workforce was unemployed.

Why? Perhaps because during that period the city enacted the highest minimum wage in the country, a health care spending requirement and a sick leave mandate, all significantly adding to the cost of hiring. In fact, between 2004 and today the cost of hiring an entry level worker in San Francisco increased 60%.

It took some years, but today our economy can support these costs. We have 600,000 jobs, less than 5% unemployment and a record population of over 825,000. But, if we are not careful about layering new costs on employers, the same slow or negative job growth we experienced a few years ago could result in far fewer new jobs than we would otherwise expect.

Last month we provided the Mayor, and those at the table negotiating an alternative to SEIU 1021's minimum wage ballot measure, provisions that would improve wages while encouraging continued job growth. We felt they were the basis for the development of an economically viable minimum wage ballot measure that phases in higher wage rates in the context of total compensation costs to employers and would gain broad business community support. Included was a slower ramp up in hourly rates, a pause in CPI increases during periods of economic downturn, a wage rate differential for tipped employees and those in youth and senior trainee and summer hire programs, partial off-set for health care costs and an extension of the small business Net New Payroll Exclusion Ordinance.

Our purpose in providing the recommendations was to strengthen the proposal so that the city's economy, and therefore its residents, would not be harmed by provisions that did not reflect the everyday reality of people who work to make business succeed.

The key points we would like to see the Board of Supervisors amend into the pending measure are;

- 1) For employers with fewer than 100 Full Time Equivalent employees, the January 1, 2015 rate shall be \$11.00. The hourly rate will increase \$1.00 an hour in July 2016 and each July thereafter until July 2019 when this small business rate shall expire and the standard hourly wage rate set by the terms of this ballot measure shall apply.
- 2) The "Government Supported Employee" rate shall be applicable to all employers filling temporary after-school, summer or trainee positions with youth or young adults under the age of 25, provided that this rate may not be paid to an individual for more than 120 days in any one calendar year.
- 3) On or before March 1 of any year, if the Controller finds that the unemployment rate in the City and County on December 31 of the prior year had increased year-to-year by more than 50%, the required July 1 minimum wage adjustment shall be suspended.

Small businesses especially require consideration so that an increase in wages can be absorbed without a drastic increase in prices. Youth should not be denied access to jobs because of City policy. Inevitably, we will experience another recession. Jobs will be lost. City policy should not be a cause for more jobs to be lost than would be otherwise.

We look forward to working with the Board of Supervisors to make these few narrowly focused amendments to the minimum wage ballot measure, incorporating provisions which

balance the needs of employers and employees, and protects the strong economic growth we have seen in recent years.

Sincerely,

Leslie Milloy
Small Business Network

Henry Karnilowicz
Council of District Merchants

Ben Bleiman
SF Bar Owner Alliance

Gwyneth Borden
Golden Gate Restaurant Association

Scott Hauge
Cal-Insurance and Associates

Fisherman's Wharf Merchants Association

Maryo Mogannam
West Portal Avenue Association

Carlos Solorzano
Hispanic Chambers of Commerce

Kevin Carroll
Hotel Council

Steve Mayer
Steve Mayer and Associates

Bob Linscheid
San Francisco Chamber of Commerce

cc. Mayor Ed Lee, Clerk of the Board for Distribution to the Board of Supervisors

From: Board of Supervisors (BOS)
To: BOS-Supervisors
Subject: FW: <http://voicesforpublictransit.org/shareyourstory.aspx>

From: Myron Roy [<mailto:myron.roy24@gmail.com>]
Sent: Wednesday, July 02, 2014 3:37 PM
To: Myron_Roy22; Harvard Law Policy Review; adr; Elizabeth Burr; Board of Supervisors (BOS); Bentley, Russell V Jr SFC USARMY NG CAARNG (US); Uhuru Imane; Trillionaire2012; Ingram, Tia
Subject: <http://voicesforpublictransit.org/shareyourstory.aspx>

I am bay area resident and i swear for my life riding public transit in the bay area notthern rregion is like riding a roller coaster ride from great america it is hell. the buses and traines makes lots of noise and are filthy arent properly cleaned and have violent members on baord. the trains are shady need be upgraded to like monorails like japan,tokyo they built the bay bridge over but they cant rebuild train lines give us new buses which are hybrid and clean air engines buses plus give us monorail lines and new track lines which arent shady it feels like the bart trains and other train lines are falling off track every time i ride and i have even turned down employment due to fear of my safety. I complain every year and rally and protest they need to do better job of serving tax pauing citizens who are tired of the abusive unhabitable sometimes violent rides to and from work and places of enjoyment and entertainment. i should not have to fight for my life to make it to work or possible be attacked as innocent bystander of crimes because drug dealers or school kids or illegals dont respect our streets,country and transit system.