

FILE NO. 140057

Petitions and Communications received from January 20, 2014, through January 27, 2014, for reference by the President to Committee considering related matters, or to be ordered filed by the Clerk on February 4, 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 Siskiyou County Board of Supervisors, thanking the citizens of San Francisco for fulfilling wishes of Miles Scott – “Bat Kid.” Copy: Each Supervisor. (1)

From Public Utilities Commission, regarding release of reserves from Peninsula Pipelines Seismic Upgrade funds. (2)

From Jack Barry, regarding rent increase in San Francisco. 2 letters. (3)

From Karen Kempler, regarding pedestrian safety. Copy: Each Supervisor. (4)

From Bonnie Clyde, regarding classrooms in the library. Copy: Each Supervisor. (5)

From Clerk of the Board, regarding the following appointments by the Mayor: (6)
Francee Covington, Fire Commission
Dr. Edward Chow, Health Commission
Stephen Adams, Small Business Commission

From Laguna Honda Hospital, submitting quarterly report. (7)

From Controller, regarding memorandum issued on audit of the Public Library. Copy: Each Supervisor. (8)

From Mayor, revising declaration of local emergency due to the “Rim Fire.” File No. 130900. Copy: Each Supervisor. (9)

From Laura Peritore, regarding corporate buses. Copy: Each Supervisor. (10)

From Gabe Leung, regarding overnight RV parking. Copy: Each Supervisor. (11)

From Supervisor Chiu, regarding temporary appointment of Supervisor Tang to Land Use & Economic Development Committee. (12)

*(An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is available at the Clerk’s Office, Room 244, City Hall.)



COUNTY OF SISKIYOU

Board of Supervisors

P.O. Box 750 □ 1312 Fairlane Rd
Yreka, California 96097
www.co.siskiyou.ca.us

(530) 842-8005
FAX (530) 842-8013
Toll Free: 1-888-854-2000, ext. 8005

BOS-11
cpage

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

JAN 21 PM 3:41

AK

January 14, 2014

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

To The Citizens of San Francisco:


It is with great appreciation that we thank you for the commitment of your time and resources to fulfill the wishes of Miles Scott, better known as "Bat Kid."

The news that a large city would care enough to work so hard to fulfill the dream of one little boy created a heartwarming story enjoyed by many around the world and especially the residents of Siskiyou County.


Thank you again for the kindness you shared with one of Siskiyou County's youth and his family.


Sincerely,


Michael N. Kobseff, Board Chair
Siskiyou County Board of Supervisor
District 3


Ed Valenzuela
Siskiyou County Board of Supervisor
District 2


Brandon Criss
Siskiyou County Board of Supervisor
District 1


Grace Bennett
Siskiyou County Board of Supervisor
District 4


Marcia Armstrong
Siskiyou County Board of Supervisor
District 5

Brandon Criss
District 1

Ed Valenzuela
District 2

Michael N. Kobseff
District 3

Grace Bennett
District 4

Marcia H. Armstrong
District 5

1



San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

525 Golden Gate Avenue, 13th Floor

San Francisco, CA 94102

T 415.554.3155

F 415.554.3161

TTY 415.554.3488

*leg Dep
COB, clage,
B+F chair +
clerk*

January 16, 2014

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

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2014 JAN 22 AM 9:40
4

**Subject: WSIP Peninsula Pipelines Seismic Upgrade Reserve
Release of Reserve, \$10,000,000**

Dear Ms. Calvillo,

I would like to request your assistance to have calendared the release of reserve of \$10,000,000 from WSIP's Peninsula Pipelines Seismic Upgrade CUW36702.

The release of the reserved funding is needed to award the contract to start the next phase of construction work on the Peninsula Pipelines project. The work consists of reinforcement of various fault crossings of the San Andreas Pipeline and the Sunset Supply Line branch in San Mateo County.

Sincerely,

Harlan L. Kelly, Jr.
General Manager

Edwin M. Lee
Mayor

Vince Courtney
President

Ann Moller Caen
Vice President

Francesca Vietor
Commissioner

Anson Moran
Commissioner

Art Torres
Commissioner

Harlan L. Kelly, Jr.
General Manager

2



From: Jack Barry [jackbarry99@gmail.com]
Sent: Friday, January 17, 2014 10:19 PM
To: Board of Supervisors
Subject: 36% rent increase in a home the young couple rented, two years ago, at \$2600, puts the new rent at \$3,500.

Dear Supervisors....

Capitalism is fine, except when it is devoid of "conscience and compassion.", as is the case with my young friends in the Sunset. They rented a single family home, less than two years ago, and now are hit with a 36% rent increase...

(Condos and single family homes with tenancies that started after 1986... are under the local RENT CONTROL law.... except as to the amount of any rent increase, which has NO LIMIT on it... (" The Costa-Hawkins" law.)

One thing you could immediately do is to require that owners state in writing, in new leases...what the frequency of rent increases will be, and the maximum amount they may be., among other Disclosures...

There is a "Fire Storm" of greed sweeping through SF, due to the "hot, local, economy.".

jack barry, realtor, SF, 235 7897..
jackbarry99@gmail.com

JackBarry99@gmail.com



Jan 15 (2 days ago)

john barry jackbarry99@gmail.com



to

Because something is legal...does not make it moral.

A 36 % increase is immoral, in my opinion.

I can "take up the cause" for you, at no cost, and negotiate with you...

It would be my pleasure.

ry99@gmail.com

Full Service. Half the Cost. 415-235-7897

From: Board of Supervisors
To: BOS-Supervisors
Subject: 2 Bedroom apartment for rent in Central Sunset, San Francisco - Zumper 1770 26th Ave....
\$3475/month.

-----Original Message-----

From: john barry [mailto:jackbarry99@gmail.com]
Sent: Saturday, January 18, 2014 12:09 PM
To: Wiener, Scott; Board of Supervisors
Subject: 2 Bedroom apartment for rent in Central Sunset, San Francisco - Zumper 1770 26th Ave.... \$3475/month.

<https://www.zumper.com/rentals/1391269/2-bedroom-central-sunset-san-francisco>

+++++

Dear Supervisors:.... This type of rental property is a "ticking time bomb"..., in that, at the end of the one year lease, the owner can jump the rent to ANY amount he wants to..

My friends, a young married couple, rented something like this 18 months ago, at the then market value of \$2600, and just got a "rent increase notice"...of \$900, to \$3,500/month.

They are not lawyers, and never foresaw a \$900 rent increase.

What is the harm in mandatiing whatever is able to be mandated, on the local level, to protect renters?.

I am a realtor and property manager....

I would never be able to live with myself, if I whacked a young couple with a \$900 increase.

Jack Barry,
in the Sunset

From: Board of Supervisors
To: BOS-Supervisors
Subject: Pedestrian Safety at Corner of Sansome and California Streets

From: kekempler@aol.com [mailto:kekempler@aol.com]
Sent: Saturday, January 18, 2014 4:28 PM
To: PIC
Cc: Board of Supervisors; Licavoli, Madeleine , MDD
Subject: Pedestrian Safety at Corner of Sansome and California Streets

To Whom It May Concern:

I recently started working in downtown San Francisco after many years working in Marin County. I am required to walk from the Montgomery Street BART Station (I use the escalator at Sutter and Sansome Streets) to 475 Sansome Street and back again. Consequently, I have to cross California Street twice per day.

I am disabled and walk with a cane (the result of being hit by a car while legally crossing the street in a light-controlled San Rafael crosswalk!). Crossing California Street is very difficult for the disabled for several reasons:

1. The "Walk" lights are not long enough for someone with a disability like mine (or pushing a baby carriage or using a wheelchair) to cross California Street, especially with the cable car tracks across the pedestrian crosswalks. Unlike Market Street or Van Ness Avenue, California Street has no islands in the middle where pedestrians might safely wait for a second green light; they must cross California Street in one cycle. It should be noted that the walk cycles at Sacramento, Pine and Bush Streets are much longer, even though those streets are easier to cross;
3. The curbs at that intersection are too high for someone walking with a cane to step off safely, forcing them to use the ramp cutouts;
2. The ramp cutouts themselves lead directly into the flow of traffic on Sansome Street, so that when the light is green to cross California Street, crossing is often impeded or imperiled by cars making right turns from Sansome onto California Street. Because of the placement of these cuts and the frequency of vehicles cutting off the ramps in order to make right turns, I have often had to wait three "walk" light cycles in order to cross California Street;
4. The ramp cutouts force the disabled to walk directly over sewer drains (and into traffic) which, for cane users, are very hazardous; and
5. Finally, the ramp cutouts at that intersection are too steep and not covered with yellow pedestrian dome mats which make them very difficult for anyone to navigate safely, especially in wet weather when the ramps are slippery as well as steep.

Although you may not be able to do anything about the width of California Street, the height of the curbs, cars sliding into the crosswalks to make right turns and the steepness of the ramps, I strongly urge the Planning Department to make the following corrections:

1. Change the light timing at that intersection so that pedestrians, especially those with disabilities, have more time to safely cross California Street;

2. Reposition or add additional cuts to the curbs at that intersection so that users are not required to step (or wheel themselves) onto sewer drains or into the traffic on Sansome Street; and

3. Add yellow pedestrian dome mats to all the ramps at that intersection.

Thank you for your consideration of this pedestrian and disabled safety issue. If you have any questions, need any more information or if my comments should be directed elsewhere, please don't hesitate to contact me.

Karen Kempler
157 Bayside Court
Richmond, CA 94804
(415) 772-9605 (M-F, 8:00 a.m.-5:00 p.m.)
(510) 237-1196 (Evenings and weekends)
KEKempler@aol.com

From: Board of Supervisors
To: BOS-Supervisors
Subject: FW: Library

-----Original Message-----

From: bonnieclyde@fastmail.fm [mailto:bonnieclyde@fastmail.fm]
Sent: Sunday, January 19, 2014 1:12 PM
To: Lee, Mayor; Scott.Weiner@sfgov.org; Board of Supervisors
Subject: Library

As a research scientist, I am deeply disturbed by the subversion of access to periodicals. As a developer of products and businesses, I am very busy and do not feel that I am able to dedicate 2 days for access to public materials, nor do I know in advance exactly what I need when I am looking new information and for ideas. Not only is it a failure to reinforce library functions and be sure that the library continues to be a world class facility in what was considered a world class city.

I do not understand the need to use public funds to build and furnish classrooms in the library when there is a sufficiency of furnished already built available classrooms all over the city.

--

bonnieclyde@fastmail.fm

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: January 21, 2014
To: Honorable Members, Board of Supervisors
From: *ACC* Angela Calvillo, Clerk of the Board
Subject: APPOINTMENTS BY THE MAYOR

The Mayor has submitted appointments to the following bodies:

- Francee Covington, Fire Commission, term ending January 15, 2018
- Dr. Edward Chow, Health Commission, term ending January 15, 2018
- Stephen Adams, Small Business Commission, term ending January 6, 2018

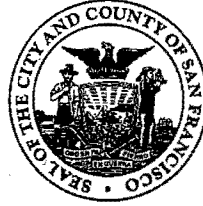
Under the Board's Rules of Order, Section 2.18.3, a Supervisor may request a hearing on an appointment by notifying the Clerk in writing.

Upon receipt of such notice, the Clerk shall refer the appointment to the Rules Committee so that the Board may consider the appointment and act within 30 days of the appointment as provided in Charter, Section 3.100(18).

Please notify me in writing by **12:00 p.m., Monday, January 27, 2014**, if you would like to request a hearing on any of the above referenced appointments.

Attachments

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

Notice of Appointment

January 15, 2014

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

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2014 JAN 16 PM 4:45
u

Honorable Board of Supervisors:

Pursuant to Section 3.100(18) of the Charter of the City and County of San Francisco, I hereby make the following appointments:

Francee Covington to the Fire Commission, for a term ending January 15, 2018

Dr. Edward Chow to the Health Commission, for a term ending January 15, 2018

Stephen Adams to the Small Business Commission, for a term ending January 6, 2018

I am confident that Ms. Covington, Dr. Chow, and Mr. Adams, electors of the City and County, will serve our community well. Attached herein for your reference are their qualifications to serve.

Should you have any questions related to these appointments, please contact my Director of Appointments, Nicole Wheaton, at (415) 554-7940.

Sincerely,

A handwritten signature in cursive script, appearing to read "Edwin M. Lee".

Edwin M. Lee
Mayor

OFFICE OF THE MAYOR
SAN FRANCISCO



Orig: Rules Clerk
COB, Leg Dep
EDWIN M. LEE
MAYOR
Dep City *ACFile*
Attney

January 15, 2014

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

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
JAN 16 PM 4:45
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Dear Ms. Calvillo,

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I am confident that Ms. Covington, Dr. Chow, and Mr. Adams, electors of the City and County, will serve our community well. Attached herein for your reference are their qualifications to serve.

Should you have any questions related to these appointments, please contact my Director of Appointments, Nicole Wheaton, at (415) 554-7940.

Sincerely,

Handwritten signature of Edwin M. Lee in cursive.
Edwin M. Lee
Mayor

Francee Covington

Francee Covington retired in 2008 after an exciting career in television and video production as a director, producer and writer, working at WCBS New York, WBZ Boston and KGO, KPIX and KQED in San Francisco. She headed her self-named video production company for more than twenty years serving, Fortune 500 companies and branches of state and municipal governments.

As a volunteer in the city she loves, her commitments have included serving in leadership positions on the boards of the San Francisco AIDS Foundation, Fort Mason Center, The Korean Immersion Parent Teacher Organization, Japan Center Parking Corporation and as Commissioner of the San Francisco Redevelopment Commission. A graduate of the City College of New York (B.A., Political Science and History), and the Institute of African Studies, the University of Ghana (M.A. Anthropology), she also holds a teaching certificate in the Sogetsu School of Ikebana.

Edward A. Chow, M.D., Vice President

Commissioner Chow is a practicing internist. He is Executive Director of the Chinese Community Health Care Association and is the Senior Advisor for the Chinese Community Health Plan. He is also Treasurer of the Board of Directors of the Institute of Medical Quality, a subsidiary of the California Medical Association. Commissioner Chow currently serves as Vice President of the Commission, he chairs the San Francisco General Hospital Joint Conference Committee, and is a member of the Finance and Planning Committee. This will be his seventh term on the Health Commission.

Stephen Adams

Steve Adams manages the San Francisco branch network for Sterling Bank & Trust and is known for his accomplishments and advocacy in community organizations throughout the city.

As Board President of the Merchants of Upper Market since 2007, Steve worked with the mayor's office of economic development, LGBT Center and Castro Community Benefits District to develop a successful program that resulted in the Upper Market and Castro commercial districts consistently having the lowest retail business vacancy in the city. He also drove the creation of a Farmers Market in the Upper Market NCD, helped attract the MILK filming to the neighborhood, created a neighborhood retail brochure that is distributed in hotels and visitors centers in SF, and significantly enhanced the merchant holiday promotion.

Steve has also served as Vice Chairman the Board of Project Open Hand and was on the board of the Golden Gate Business Association for several years.

As a banker dedicated to supporting small businesses in San Francisco neighborhoods, Steve expanded the Sterling Bank & Trust network from one to fourteen branches throughout his tenure at the bank. He also pioneered and implemented the TIC mortgage program that supports home ownership and small business loan programs that help local businesses grow.

Steve is currently serving as President of the Small Business Commission.

GAO Clark
GAO Com.
LOB

City and County of San Francisco
Department of Public Health



Laguna Honda Hospital and Rehabilitation Center
Mivic Hirose, RN, MS, CNS, Executive Administrator

Edwin M. Lee
Mayor

January 21, 2014

Honorable Malia Cohen
Committee Chair, Board of Supervisors

Honorable David Campos
Committee Vice Chair, Board of Supervisors

Honorable Katy Tang
Member, Board of Supervisors

Government Audit and Oversight Committee
City Hall, Room 244
San Francisco, CA 94102

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BOARD OF SUPERVISORS
SAN FRANCISCO
2014 JAN 22 PM 12:58
AK

Dear Honorable Supervisors Cohen, Campos and Tang,

I am enclosing the quarterly report on behalf of Laguna Honda Hospital and Rehabilitation Center. This report is referred to by Resolution No. 200-05, File No. 050396.

The report details statistics data for Laguna Honda's admissions, age, ethnicity, and referral information.

I am available to answer any questions you may have. I can be reached at 759-2363. Thank you.

Sincerely,

Mivic Hirose
Executive Administrator
Laguna Honda Hospital and Rehabilitation Center

Attachments:

A. Sources of New SNF Admissions to Laguna Honda

- A-1 2013
- A-2 2012
- A-3 2011
- A-4 2010
- A-5 2009
- A-6 2008

B. Laguna Honda Distribution of Residents by Race

- B-1 12/31/13 and 12/31/12 Snapshot
- B-2 12/31/11 and 12/31/10 Snapshot
- B-3 12/31/09 and 12/31/08 Snapshot

C. Laguna Honda Gender Distribution 2008 to 2013

D. Laguna Honda Age Distribution 2008 to 2013

cc: Honorable Norman Yee, Board of Supervisors
Angela Calvillo, Clerk of the Board
Barbara A. Garcia, Director of Health

SOURCES OF NEW ADMISSIONS TO LAGUNA HONDA HOSPITAL *
JANUARY 2013 – DECEMBER 2013

Source of Admission	Jan	SFGH	Feb	SFGH	Mar	SFGH	Apr	SFGH	May	SFGH	June	SFGH	July	SFGH	Aug	SFGH	Sept	SFGH	Oct	SFGH	Nov	SFGH	Dec	SFGH	Total	%
Board and Care	1		1						1																3	1%
Cal Pac Acute			3		1				1		2		2						1		1				11	2%
Cal Pac SNF									1										1		1		1		4	1%
Chinese Hospital Acute																									0	0%
Chinese Hospital SNF																									0	0%
Home	5		4		7		8		6		3		6		8		3		4		3		2		59	13%
Home Health									1												1		3		5	1%
Kaiser Acute																									0	0%
Kaiser SNF																									0	0%
Mt. Zion Acute			1		1		2																		4	1%
Other Misc							1				5								2						8	2%
Other SNF	1				1				1				1								5		4		13	3%
Seton Acute																									0	0%
SFGH Acute	28	76%	32	68%	19	59%	32	70%	25	60%	21	58%	26	59%	17	61%	21	70%	19	59%	19	59%	23	50%	282	62%
SFGH SNF	1	3%		0%		0%	1	2%		0%	2	6%	8	18%	1	4%	2	7%		0%		0%	4	9%	19	4%
St. Francis Acute			1				1		1									2							5	1%
St. Francis SNF																									0	0%
St. Luke's Acute			2																				2		4	1%
St. Luke's SNF																					1				1	0%
St. Mary's Acute	1		1		1		1		1		2		1		1										9	2%
St. Mary's SNF																									0	0%
Seton Acute																									0	0%
Seton SNF																									0	0%
UC Med Acute			2		2				4		1				1		2		4		1		5		22	5%
UC Med SNF																									0	0%
VA Hospital Acute																			1						1	0%
VA Hospital SNF																							2		2	0%
TOTAL	37	78%	47	68%	32	59%	46	72%	42	80%	36	64%	44	77%	28	64%	30	77%	32	59%	32	59%	46	59%	452	100%

*Effective 12/8/2010, all Laguna Honda Hospital residents were relocated to the new building and the total licensed bed capacity is 780.

SOURCES OF NEW ADMISSIONS TO LAGUNA HONDA HOSPITAL *
JANUARY 2012 – DECEMBER 2012

Source of Admission	% SFGH		% SFGH		% SFGH		% SFGH		% SFGH		% SFGH		% SFGH		% SFGH		% SFGH		% SFGH		% SFGH		Total	%		
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec														
Board and Care			1	2														1				1	5	1%		
Cal Pac Acute	5	2	2	4	2	2	2	3	1	2										3	2		30	7%		
Cal Pac SNF																					1		1	0%		
Chinese Hospital Acute																		1					1	0%		
Chinese Hospital SNF																							0	0%		
Home	2	2	4	3	2	3	8	4	4	4	5	9	50	12%												
Home Health																							0	0%		
Kaiser Acute	1																					1	2	0%		
Kaiser SNF																							0	0%		
Mt. Zion Acute		1		1	1	3			2	3													11	3%		
Other Misc				1	1																	2	4	1%		
Other SNF		1	1	1																			3	1%		
Seton Acute																							0	0%		
SFGH Acute	14	44%	12	50%	25	60%	23	56%	26	70%	22	69%	24	63%	14	50%	20	61%	25	63%	22	59%	24	55%	251	59%
SFGH SNF		0%		0%	2	5%		0%	1	3%		0%	5	18%		0%	1	3%		0%		0%	9	2%		
St. Francis Acute	1		2		1		2		1		1		2		1		1						2	14	3%	
St. Francis SNF																								0	0%	
St. Luke's Acute	1			1								1											2	5	1%	
St. Luke's SNF																								0	0%	
St. Mary's Acute	3			2	1		2	1									1		3	1		1	15	4%		
St. Mary's SNF	1																						1	1	0%	
Seton Acute																								0	0%	
Seton SNF																								0	0%	
UC Med Acute	4		3		3		3		1			1		1			2		1			3	2	24	6%	
UC Med SNF																								0	0%	
VA Hospital Acute			1																1					2	0%	
VA Hospital SNF																								0	0%	
TOTAL	32	44%	24	50%	42	64%	41	56%	37	73%	32	69%	38	63%	28	68%	33	61%	40	65%	37	59%	44	55%	428	100%

*Effective 12/8/2010, all Laguna Honda Hospital residents were relocated to the new building and the total licensed bed capacity is 780.

SOURCES OF NEW ADMISSIONS TO LAGUNA HONDA HOSPITAL *
JANUARY 2011 – DECEMBER 2011

Source of Admission	Jan	% SFGH	Feb	% SFGH	Mar	% SFGH	Apr	% SFGH	May	% SFGH	June	% SFGH	July	% SFGH	Aug	% SFGH	Sept	% SFGH	Oct	% SFGH	Nov	% SFGH	Dec	% SFGH	Total	%
Board and Care					2				1		1				1		2		1						8	2%
Cal Pac Acute	3										2				1		1				2		1		10	3%
Cal Pac SNF									1				2												3	1%
Chinese Hospital Acute							1		1						1										3	1%
Chinese Hospital SNF																									0	0%
Home	8		3		1		4				5		3		3		3		3		7		2		42	11%
Home Health																									0	0%
Kaiser Acute																			1						1	0%
Kaiser SNF																									0	0%
Mt. Zion Acute	1		1		1		1				3						1				1		2		11	3%
Other Misc	3		1		1		1		1		1				4		5		3		1		1		22	6%
Other SNF	1								1				1						2				2		7	2%
Seton Acute																									0	0%
SFGH Acute	23	49%	12	46%	17	65%	13	57%	16	53%	15	43%	10	43%	17	61%	21	58%	17	55%	19	49%	23	64%	203	53%
SFGH SNF	2	4%	1	4%	2	8%	2	9%	4	13%	4	11%	2	9%		0%		0%	1	3%	2	5%		0%	20	5%
St. Francis Acute	1		2						1		1		1		1		1				3		1		12	3%
St. Francis SNF																									0	0%
St. Luke's Acute	1		1		1				2										1						6	2%
St. Luke's SNF	1		2										1												4	1%
St. Mary's Acute	1		3								1								1						6	2%
St. Mary's SNF																									0	0%
Seton Acute																									0	0%
Seton SNF																									0	0%
UC Med Acute	2				1		1		1		2		3				2		1		4		3		20	5%
UC Med SNF									1																1	0%
VA Hospital Acute																							1		1	0%
VA Hospital SNF																									0	0%
TOTAL	47	53%	26	50%	26	73%	23	65%	30	67%	35	54%	23	52%	28	61%	36	58%	31	58%	39	54%	36	64%	380	100%

*Effective 12/8/2010, all Laguna Honda Hospital residents were relocated to the new building and the total licensed bed capacity is 780.

SOURCES OF NEW ADMISSIONS TO LAGUNA HONDA HOSPITAL*
JANUARY 2010 – DECEMBER 2010

Source of Admission	Jan	% SFGH	Feb	% SFGH	Mar	% SFGH	Apr	% SFGH	May	% SFGH	June	% SFGH	July	% SFGH	Aug	% SFGH	Sept	% SFGH	Oct	% SFGH	Nov	% SFGH	Dec	% SFGH	Total	%
Board and Care	1		2		2								1		2				1				1		10	3%
Cal Pac Acute															2		1								3	1%
Cal Pac SNF											2														2	1%
Chinese Hospital Acute					1								1												2	1%
Chinese Hospital SNF																									0	0%
Home	3		1		1		3		1		4		4		2		2		2		6		2		31	10%
Home Health																									0	0%
Kaiser Acute									1										1						2	1%
Kaiser SNF																									0	0%
Mt. Zion Acute	2						2								2		1						2		9	3%
Other Misc	1				3		1		1		4				2						1		4		17	5%
Other SNF	1		2		2								1						1						7	2%
Seton Acute																									0	0%
SFGH Acute	16	52%	15	52%	13	43%	15	45%	12	60%	16	59%	13	43%	14	41%	18	75%	14	56%	8	36%	11	55%	165	51%
SFGH SNF	4	13%	2	7%	1	3%	4	12%	1	5%	1	4%	3	10%	5	15%		0%	2	8%	2	9%		0%	25	8%
St. Francis Acute	1		3		1		1						2		2		2		2		1				15	5%
St. Francis SNF																									0	0%
St. Luke's Acute							1		2				2		2										7	2%
St. Luke's SNF			1				2		1																4	1%
St. Mary's Acute	1				1								1		1				1						5	2%
St. Mary's SNF																									0	0%
Seton Acute																									0	0%
Seton SNF																									0	0%
UC Med Acute	1		3		5		4		1				2						1		2		2		21	6%
UC Med SNF																									0	0%
VA Hospital Acute																									0	0%
VA Hospital SNF																									0	0%
TOTAL	31	65%	29	59%	30	47%	33	58%	20	65%	27	63%	30	53%	34	56%	24	75%	25	64%	22	45%	20	55%	325	100%

*During this period, due to budgetary and construction related issues, LHH decreased admissions effective 1/1/2008. General SNF Admissions were denied while Hospice, Rehab and AIDS/HIV were admitted based upon bed availability.

SOURCES OF NEW ADMISSIONS TO LAGUNA HONDA HOSPITAL*
JANUARY 2009 – DECEMBER 2009

Source of Admission	Jan	% SFGH	Feb	% SFGH	Mar	% SFGH	Apr	% SFGH	May	% SFGH	June	% SFGH	July	% SFGH	Aug	% SFGH	Sept	% SFGH	Oct	% SFGH	Nov	% SFGH	Dec	Total	%
Board and Care													2		1									3	1%
Cal Pac Acute	1		2		2		2				2		1		1								1	12	4%
Cal Pac SNF							1										1		1					3	1%
Chinese Hospital Acute																								0	0%
Chinese Hospital SNF																								0	0%
Home	1		1				3		2		1		3				2		2		2		2	19	7%
Home Health																								0	0%
Kaiser Acute													1											1	0%
Kaiser SNF																								0	0%
Mt. Zion Acute							1		1		1				1		2							6	2%
Other Misc					1				1						2				2		2			8	3%
Other SNF					1		1		3		3		3		1				2				1	15	5%
Seton Acute							1						1											2	1%
SFGH Acute	8	53%	17	74%	11	55%	12	38%	10	42%	16	47%	15	50%	17	63%	12	67%	5	33%	17	65%	12	152	53%
SFGH SNF	2	13%	1	4%		0%	2	6%	4	17%	5	15%		0%		0%	1	6%	1	7%	2	8%	3	21	7%
St. Francis Acute			1				4		1		1		1		1				1		1			11	4%
St. Francis SNF																								0	0%
St. Luke's Acute	1						1				1		1		1				1				2	8	3%
St. Luke's SNF									1															1	0%
St. Mary's Acute	1		1				1																	3	1%
St. Mary's SNF					1																			1	0%
Seton Acute																								0	0%
Seton SNF																								0	0%
UC Med Acute	1				4		3		1		4		2		2							2		19	7%
UC Med SNF																								0	0%
VA Hospital Acute																								0	0%
VA Hospital SNF																								0	0%
TOTAL	15	67%	23	78%	20	55%	32	44%	24	58%	34	62%	30	50%	27	63%	18	72%	15	40%	26	73%	21	285	100%

*During this period, due to budgetary and construction related issues, LHH decreased admissions effective 1/1/2008. General SNF Admissions were denied while Hospice, Rehab and AIDS/HIV were admitted based upon bed availability.

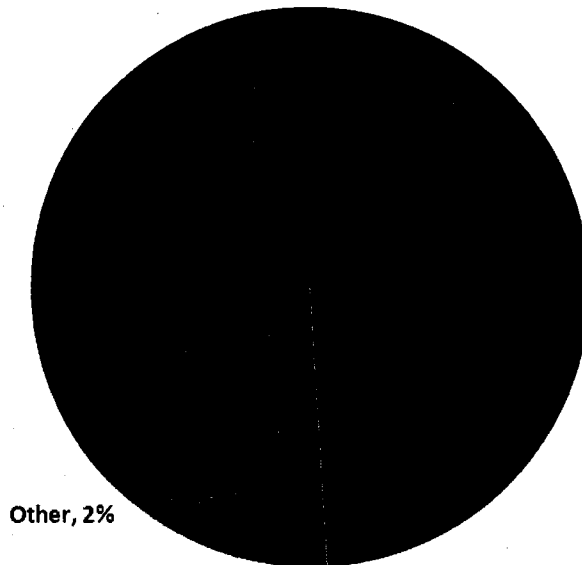
** Data re-run March 2011

SOURCES OF NEW SNF ADMISSIONS TO LAGUNA HONDA HOSPITAL*
JANUARY 2008 – DECEMBER 2008

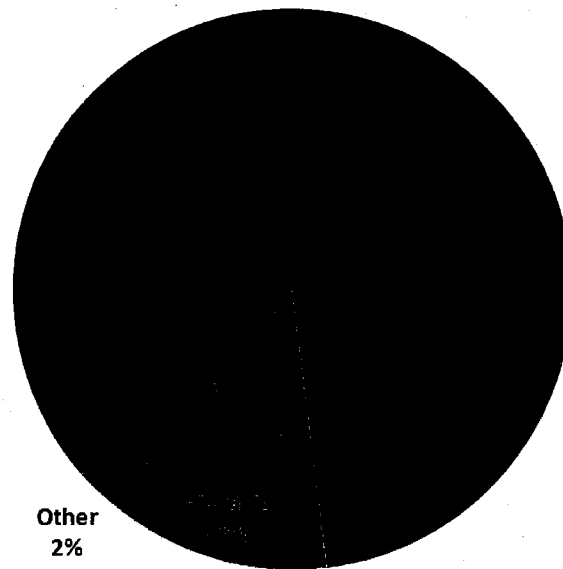
Source of Admission	Jan	%	Feb	%	Mar	%	Apr	%	May	%	Jun	%	Jul	%	Aug	%	Sep	%	Oct	%	Nov	%	Dec	Total	%
Board and Care			1		1				1		1										1			5	2%
Cal Pac Acute	1						3						1		1		1		1		1		1	10	4%
Cal Pac SNF																							1	1	0%
Chinese Hospital Acute			1				1						1											3	1%
Chinese Hospital SNF																								0	0%
Home	1		3		1		1		1		2		3		3		1		1		2		1	20	8%
Home Health																								0	0%
Kaiser Acute							1																	1	0%
Kaiser SNF																								0	0%
Mt. Zion Acute																								0	0%
Other Misc									2						1						1			4	2%
Other SNF															2		2		1		1			6	3%
Seton Acute																								0	0%
SFGH Acute	7	58%	12	60%	8	53%	18	60%	18	64%	10	45%	8	53%	13	57%	10	53%	13	68%	7	47%	10	134	57%
SFGH SNF		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0	0%
St. Francis Acute	2		1		3		1		1		1		2		1		1		1					14	6%
St. Francis SNF																								0	0%
St. Luke's Acute			1		1		1								1									4	2%
St. Luke's SNF																		1						1	0%
St. Mary's Acute					1				1		2						1				1		1	7	3%
St. Mary's SNF																								0	0%
Seton Acute																								0	0%
Seton SNF																								0	0%
UC Med Acute	1		1				4		4		6				1		2		2		1		3	25	11%
UC Med SNF																								0	0%
VA Hospital Acute																							1	1	0%
VA Hospital SNF																								0	0%
TOTAL	12	58%	20	60%	15	53%	30	60%	28	64%	22	45%	15	53%	23	57%	19	53%	19	68%	15	47%	18	236	100%

*During this period, due to budgetary and construction related issues, LHH decreased admissions effective 1/1/2008. General SNF Admissions were denied while Hospice, Rehab and AIDS/HIV were admitted based upon bed availability.

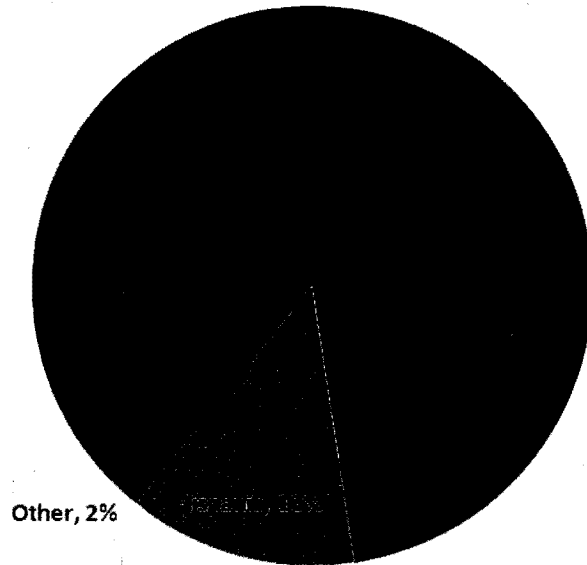
**Laguna Honda Hospital Distribution of Residents by Race as of 12/31/2013
(n = 761)**



**Laguna Honda Hospital Distribution of Residents by Race as of 12/31/2012
(n = 756)**



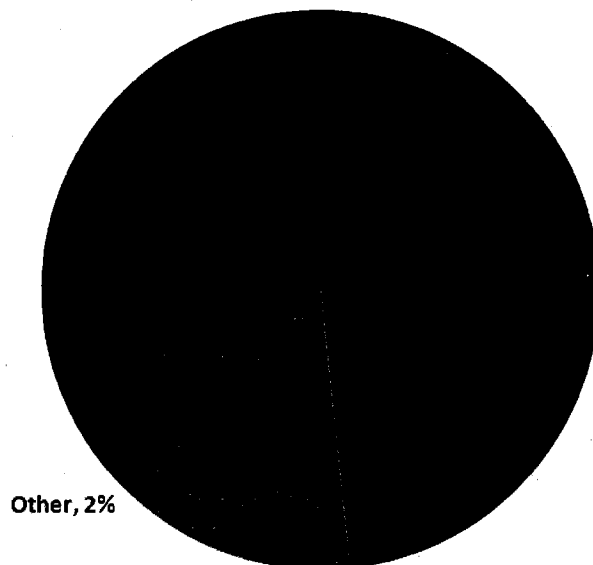
Laguna Honda Hospital Distribution of Residents by Race as of 12/31/2011
(n = 748)



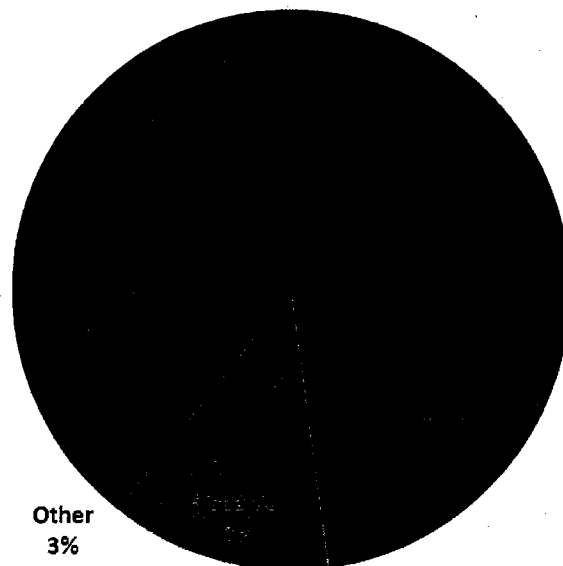
Laguna Honda Hospital Distribution of Residents by Race as of 12/31/2010
(n = 738)



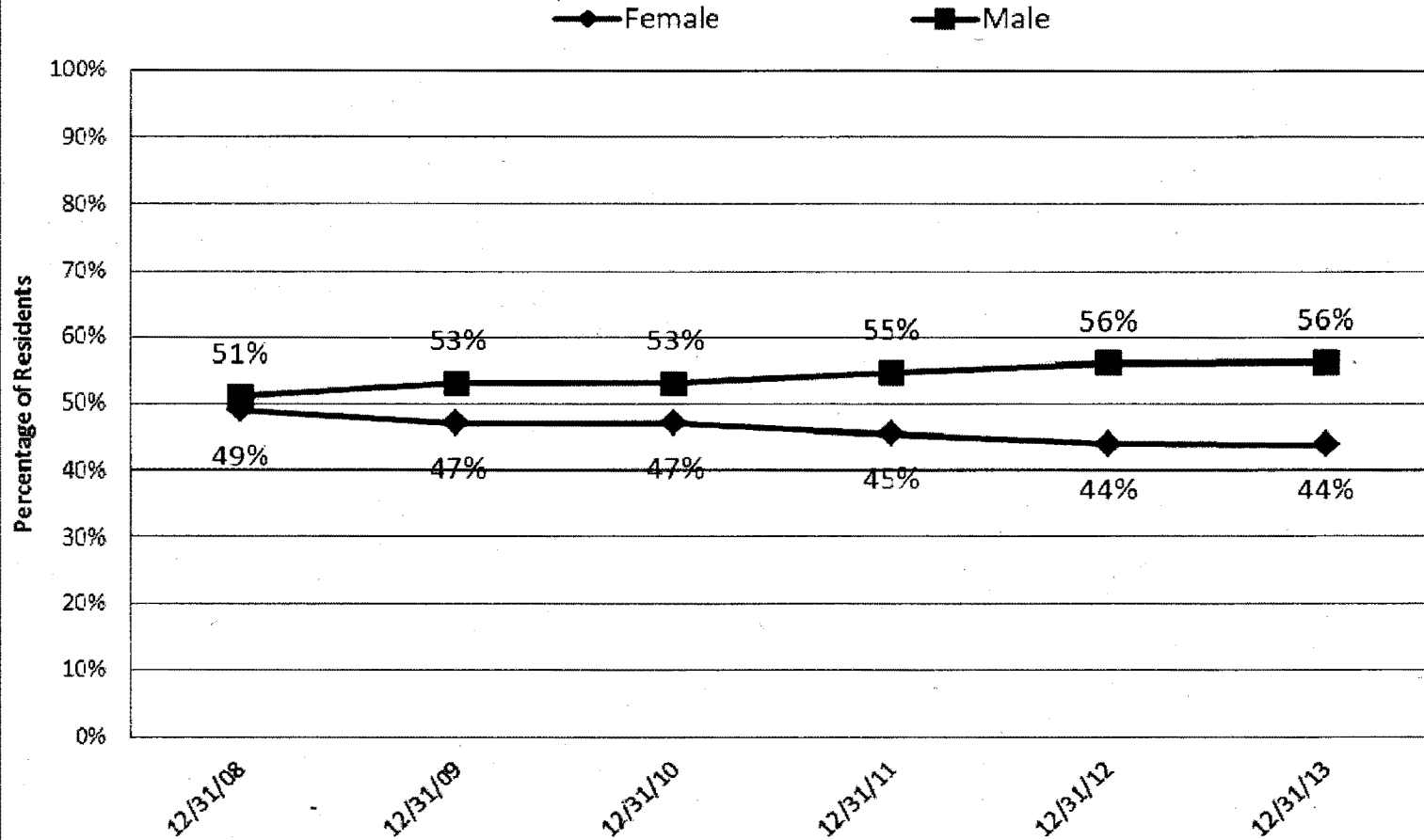
Laguna Honda Hospital Distribution of Residents by Race as of 12/31/2009
(n = 762)



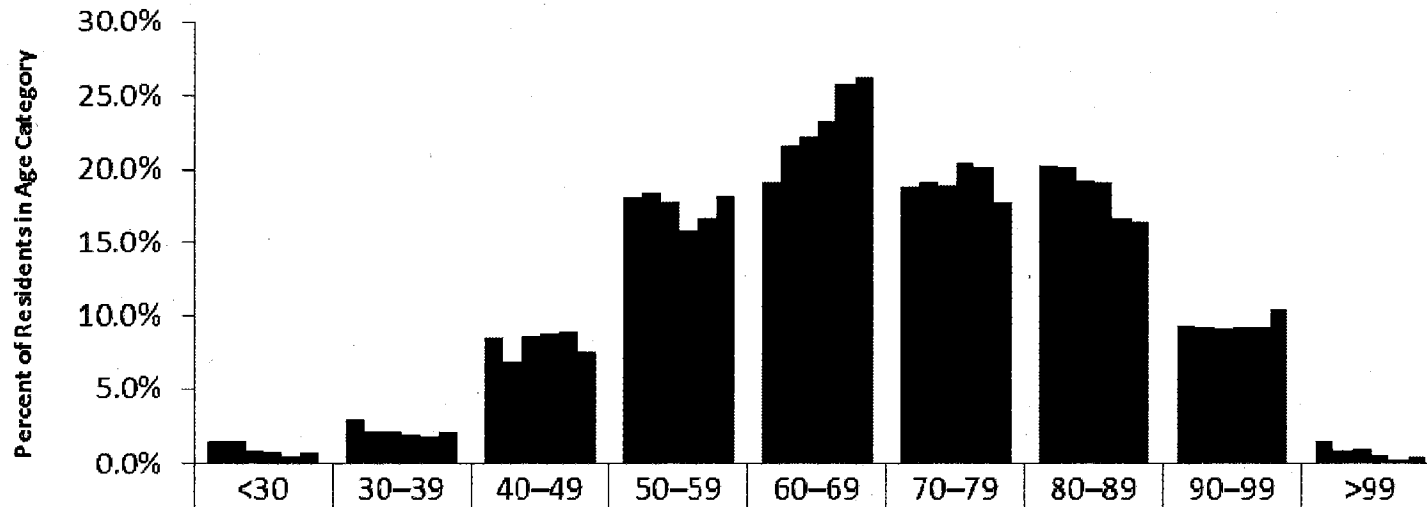
Laguna Honda Hospital Distribution of Residents by Race as of 12/31/2008
(n = 811)



Laguna Honda Hospital Gender Distribution of Residents 2008 – 2013



Laguna Honda Hospital Age Distribution of Residents 2008 – 2013



	<30	30-39	40-49	50-59	60-69	70-79	80-89	90-99	>99
■ Calendar 2008	1.5%	3.0%	8.5%	18.0%	19.1%	18.8%	20.2%	9.3%	1.5%
■ Calendar 2009	1.5%	2.1%	6.9%	18.4%	21.6%	19.1%	20.2%	9.3%	0.9%
■ Calendar 2010	0.9%	2.2%	8.5%	17.8%	22.2%	19.0%	19.2%	9.1%	1.1%
■ Calendar 2011	0.8%	1.9%	8.8%	15.8%	23.3%	20.5%	19.1%	9.2%	0.7%
■ Calendar 2012	0.5%	1.9%	8.9%	16.7%	25.8%	20.1%	16.7%	9.3%	0.3%
■ Calendar 2013	0.8%	2.1%	7.5%	18.1%	26.3%	17.7%	16.4%	10.5%	0.5%

To: BOS-Supervisors
Subject: Memorandum Issued: The Public Library Needs Improved Internal Controls to Better Administer and Monitor Its Contract With Baker & Taylor Corporation

From: Chapin-Rienzo, Shanda **On Behalf Of** Reports, Controller

Sent: Wednesday, January 22, 2014 1:45 PM

To: Herrera, Luis (LIB); Singleton, Maureen (LIB); DelGesso, Linda (LIB); Cocking, Shellie (LIB); Lent, Laura (LIB); Calvillo, Angela; Kawa, Steve; Howard, Kate; Falvey, Christine; Elliott, Jason; Steeves, Asja; Campbell, Severin; Newman, Debra; Rose, Harvey; sfdocs@sfpl.info; Rosenfield, Ben; Zmuda, Monique; Lane, Maura; CON-EVERYONE; CON-CCSF Dept Heads; CON-Finance Officers

Subject: Memorandum Issued: The Public Library Needs Improved Internal Controls to Better Administer and Monitor Its Contract With Baker & Taylor Corporation

The Office of the Controller's City Services Auditor Division (CSA) today issued a memorandum on its audit of the compliance of the Public Library (Library) with its contract with Baker & Taylor Corporation (Baker & Taylor). The audit found that Baker & Taylor complied with general contract provisions, but the Library can improve its internal controls to ensure efficiency in administering and monitoring the contract.

To view the full memorandum, please visit our Web site at:
<http://openbook.sfgov.org/webreports/details3.aspx?id=1658>

This is a send-only e-mail address.

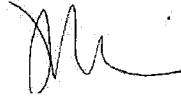
For questions about the memorandum, please contact Director of City Audits Tonia Lediju at tonia.lediju@sfgov.org or 415-554-5393 or the CSA Audits Unit at 415-554-7469.

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MEMORANDUM

TO: Luis Herrera, City Librarian
Public Library

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

DATE: January 22, 2013

SUBJECT: The Public Library Needs Improved Internal Controls to Better Administer
and Monitor Its Contract With Baker & Taylor Corporation

EXECUTIVE SUMMARY

The audit found that Baker & Taylor Corporation (Baker & Taylor) generally complied with contract provisions, but the Public Library (Library) can improve its internal controls to ensure that it effectively administers and monitors the contract. Specifically, the Library needs to improve its invoice review procedures and lacks comprehensive tracking logs for deliveries and follow-up items. The Library agrees with the two findings and agrees to implement the three recommendations.

BACKGROUND, OBJECTIVES & METHODOLOGY

Background

Contract Compliance Audit Program of the City Services Auditor Division. The City and County of San Francisco (City) spends more than \$2 billion yearly on the procurement of goods and services from vendors, much of it through contracts. Contract auditing is a control mechanism intended to provide those responsible for government procurement with information and recommendations on contractual matters and the effectiveness and efficiency of contract administration and monitoring. To identify vulnerabilities in city contracts, the City Services Auditor Division (CSA) of the Office of the Controller (Controller) implemented a contract compliance audit program to assess the City's contract adherence. The program consists of an ongoing, comprehensive audit process that allows CSA to select and audit up to eight contracts each year using a risk-based approach. CSA selected the Library's contract with Baker & Taylor to include in its fiscal year 2013-14 process.

Public Library. The Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for San Francisco's diverse

community. The Library provides San Francisco residents with access to books of various types and languages, magazines, periodicals, and audiovisual materials such as audiobooks, compact discs (CDs), and digital videodiscs (DVDs). The Library's Collection and Technical Services Division (division) is responsible for selection, acquisition, cataloging, processing, and distribution of new print, audiovisual, and electronic materials, and preservation of older materials. Division activities are centralized at the Library's 9th Street location and support the entire library system, including the Main Library, all branch libraries, bookmobiles, and all e-Resources.¹

The division is made up of two subdivisions: (a) Technical Services and (b) Collections and Cataloging.

a. The Technical Services subdivision includes several units:

- The Acquisitions and Periodicals units are responsible for ordering books, audiovisual materials, and periodicals, licensing and implementing e-Resources, approving invoices, and tracking new materials purchases for all library locations.
- The First Floor units include Receiving, Processing, and Preservation. Receiving receives and invoices materials and sorts them for internal and external distribution. Processing prepares materials for circulation and bins them for distribution. Preservation is responsible for assessing and repairing damaged materials, restoring fragile archival materials, and coordinating bindery work.

b. The Collections and Cataloging subdivision includes the Collections unit, which selects books, audiovisual media, periodicals, and e-Resources for purchase, and manages gifts of materials. The Cataloging unit downloads, creates, and/or corrects bibliographic and item records for new materials and gifts.

Baker & Taylor Contract. Baker & Taylor is a distributor of books, videos, music, and other media products to libraries, institutions, and retailers. On September 1, 2010, the Library established an agreement with Baker & Taylor, in an amount not to exceed \$4.2 million, for purchases of library materials and processing and cataloging services through August 31, 2013. The contract was amended on April 23, 2012, to increase its amount to \$7.7 million.

Per contract terms, and as shown in Exhibit 1, items are charged to the Library depending on their category and corresponding type. The appropriate discount rate for each item type should be applied to the publisher's list price.

¹ e-Resources are library resources that can be remotely accessed through the Library's Web site as well as at a library location.

EXHIBIT 1 Library Materials by Category and Type		
Category	Type	Discount Rate
1. Adult Fiction and Nonfiction	• Hardcover trade editions	46.2%
	• Hardcover editions from small/specialty publishers and/or titles of limited demand	41.0%
	• Paperback	41.0%
2. Juvenile/Teen Fiction and Nonfiction	• Hardcover trade editions	43.0%
	• Hardcover editions from small/specialty publishers and/or titles of limited demand	41.0%
	• Paperback	41.0%
3. Academic and Scholarly	• Bindings of university press, text books, technical and specified professional medical titles	11.7%
	• Bindings of reference editions, returnable specialty textbooks, and specified professional medical titles	0.0%
4. Audiovisual (Adult and Juvenile/Teen)	• DVDs	30.0%
	• Music CDs	26.0%
	• Spoken word/audiobook	46.0%
	• Other	Manufacturer's Suggested Retail Price
5. Material Lease Plans Cataloged	• Books – Year 1	\$17.55/unit
	• Books – Years 2-3	\$18.39/unit
	• DVDs	\$27.99/unit

Source: Baker & Taylor contract, Appendix B: Calculation of Charges

Objectives

The objectives of this audit were to:

- Evaluate the adequacy of the Library's monitoring procedures and internal controls over the administration of the Baker & Taylor contract.
- Determine whether Baker & Taylor complies with the contract's key provisions.
- Assess whether Baker & Taylor accurately charges the Library for goods and services provided and whether the Library properly paid the amounts to Baker & Taylor.

Methodology

The audit focused on payments remitted by the Library to Baker & Taylor during July 1, 2012, through June 30, 2013. To conduct this audit, CSA:

- Reviewed and gained an understanding of the contract's terms and conditions.
- Interviewed Library personnel to understand billing, payment, and contract monitoring procedures.
- Extracted payment information from the City's accounting system to identify a sample of payments to Baker & Taylor for testing.
- Using a sample of 24 payments made to Baker & Taylor: recalculated invoice totals; agreed amounts to billing data; reviewed invoices for completeness, accuracy, and

approval by staff; recalculated processing charges; vouched rates to the contract; and verified the publisher's list price.

During the audit period, the Library authorized and remitted to Baker & Taylor 1,825 payments totaling \$1,889,310 and ranging from \$4 to \$11,912. The audit analyzed a sample of 24 payments, totaling \$32,774, which consisted of 39 invoices with a total of 233 line items.

This performance audit was conducted in accordance with generally acceptable government auditing standards. These standards require planning and performing the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for the findings and conclusions based on the audit objectives. We believe that the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

RESULTS

Finding 1 – The Library needs to improve its procedures to review, verify, and approve for payment Baker & Taylor invoices.

The Library does not verify list prices or that discounts applied by Baker & Taylor comply with contract provisions before approving invoices for payment and lacks written procedures to do so. Because the Library does not verify the purchased items' list prices, Baker & Taylor could charge erroneous prices—and the Library could pay erroneous amounts—without the Library being aware of it.

Receiving unit staff examines the content of the boxes delivered to verify the quantity and conditions of each item shipped and checks whether all items on the invoice were included in the boxes. After the contents of the box have been examined and checked against corresponding invoices, Receiving unit staff processes the invoices in Millennium, the Library's data management system used to track the receipt and processing of materials. The technical services manager then reviews and authorizes for payment the invoices identified with a "fully paid" status in Millennium. However, the division does not have policies and procedures that would require staff to validate whether the correct list price and discount were applied. Furthermore, the Library could not provide documentation evidencing the technical services manager's review of the publisher's list price and verification of the accuracy of discounts and tax rates applied. Without proper documentation, the City cannot be assured that reviews are sufficient and consistently applied.

List prices used by Baker & Taylor for calculating discounts are the manufacturer's suggested list prices, where available. Where no list price is supplied by the manufacturer, a list price assigned by Baker & Taylor is used. However, the invoices submitted to the City do not specify whether the item's list price was based on the manufacturer's suggested list price or a list price assigned by Baker & Taylor. The audit identified instances where the list price stated on a manufacturer's Web site differed from the list price shown on other retailers' Web sites, such as Amazon.com, Inc. (Amazon). For example, Sibling Rivalry Press, the publisher of *Shine*, written by Donnelle McGee, offers the book on its Web site for \$14.99. In comparison, Amazon sells

the book at a list price of \$14.95, which is what Baker & Taylor charged the Library per the invoice. The audit also identified an instance in which the list price stated on the publisher's Web site agreed with the price listed on Amazon's retail Web site, but an alternative price two dollars less than what was listed, possibly assigned by Baker & Taylor, was invoiced to the City.

The audit could not verify that a portion of the sample of invoice line items had list prices, discounts, or categories traceable to the contract because they were either incorrect or unidentified on the original invoices. Considering that the various discounts are applied according to each category, when a category is not identifiable, it is uncertain which discount should be applied to the item. The audit was unable to verify the list prices of 70 (30 percent) of invoice line items tested, consisting of mostly music CDs. Also, 35 (15 percent) of the invoice line items in the sample had categories or discounts untraceable to the contract.

The Library's lack of thorough review of invoices may result in erroneous list prices, discounts, and processing and cataloging rates, which may not be identified. In turn, this could lead to incorrect amounts paid by the City. The City's Payment Processing Guidelines, issued by the Controller, require that invoices be reviewed for completeness and accuracy and that invoices and supporting documents are filed systematically for later audits. Specifically, the review of invoices requires verification of:

- List prices used by Baker & Taylor for calculating discounts.
- Discounts and processing and cataloging rates applied in accordance with contract terms.

Written instructions will help ensure that employees who review and process invoices do so thoroughly and consistently, thereby reducing the likelihood of invoicing errors going undetected.

Recommendation

1. The Library should develop written procedures for the review of invoices. Specifically, the Library's written procedures on invoice review should include, but not be limited to:
 - a. Verifying the publisher's list price and retaining such documentation for the department's records list.
 - b. Verifying that discounts and processing and cataloging rates are applied in accordance with contract requirements.
 - c. Verifying that the appropriate tax rate is applied.
 - d. Recalculating invoice totals.

Finding 2 – The Library lacks a comprehensive tracking log for deliveries and follow-up items.

The Library does not use a comprehensive tracking log for deliveries or for following up on damaged or short-shipped goods. Multiple tracking logs are manually maintained by different Library staff for follow-up. The current process requires Receiving unit staff to manually log any damaged or short-shipped items' details and individually communicate with the vendor to have short-shipped items subsequently fulfilled or damaged items replaced. If a damaged or short-shipped item is out of print and cannot be fulfilled, the Receiving unit staff communicates with the vendor to issue a credit memo on the next placed order.

The contract requires Baker & Taylor to deliver a required percentage (at least 75 percent) of the items ordered within the cancellation period, excluding any titles reported by Baker & Taylor as "out of print" or "publisher out of stock." The cancellation period was agreed to be 120 days from the date the order was placed. The lack of a comprehensive tracking log for deliveries indicates that the Library does not monitor to ensure that Baker & Taylor is complying with the contract provision. A comprehensive tracking log for deliveries would ensure that Baker & Taylor fulfills the delivery percentage requirement and would mitigate the risk of the Library paying for possibly undelivered items.

A lack of a comprehensive log for follow-up items can cause inconsistencies or delays in following up on short-shipments, erroneous shipments, and damaged items. According to the contract, the City is entitled to a credit for all claims and returns, including, but not limited to, short shipments, incorrect supplied titles, and damaged shipments. Having a comprehensive tracking log for follow-up items will allow for different employees to consistently update the status of these items and will ensure that all credits due are received.

Recommendations

The Library should:

2. Periodically compare a list of items ordered against items actually delivered from Baker & Taylor, including a calculated percentage of delivered items relative to ordered items.
3. Create a comprehensive tracking log for follow-up items with Baker & Taylor. The log can be used to help monitor the status of short-shipments, erroneous shipments, and damaged items.

The Library's response to this audit memorandum is attached. CSA will work with the department to follow up on the status of the recommendations made in this memorandum. CSA extends its appreciation to you and your staff who assisted with this review. For questions regarding the memorandum, please contact Tonia Lediju at Tonia.Lediju@sfgov.org or 415-554-5393.

cc: Public Library

Laura Lent

Maureen Singleton

Shelley Sorenson

Linda DelGesso

Shellie Cocking

Controller

Ben Rosenfield

Irella Blackwood

Mamadou Gning

Nicole Doran

Freddy Padilla

Calvin Quock

Board of Supervisors

Budget Analyst

Citizens Audit Review Board

City Attorney

Civil Grand Jury

Mayor

January 22, 2014

ATTACHMENT: DEPARTMENT RESPONSE



San Francisco Public Library

DATE: January 9, 2014
TO: Tonia Lediju, Director of City Audits
City Services Auditor Division
FROM: Luis Herrera, City Librarian
San Francisco Public Library
SUBJECT: Response to Audit of Library's Contract with Baker & Taylor Corporation

Dear Ms. Lediju:


The San Francisco Public Library is in receipt of the Draft Memorandum "The Library Needs Improved Controls to Better Administer and Monitor Its Contract with Baker & Taylor Corporation." Thank you for the opportunity to review the results and to respond to your recommendations.

We concur with the findings and recommendations. SFPL has already taken steps to modify some of its practices in order to implement these recommendations. The Library's response to the audit memorandum is attached.

I appreciate your staff's time and their work in relation to this audit.

If you have any questions or need additional information, please contact Laura Lent, Chief of Collections & Technical Services at 415-557-4220, or email her at Laura.Lent@sfpl.org.

Sincerely,



Luis Herrera
City Librarian

RECOMMENDATIONS AND RESPONSES

Recommendation	Response
<p>The Public Library should:</p>	
<p>1. Develop written procedures for the review of invoices. Specifically, the Library's written procedures on invoice review should include, but not be limited to:</p> <ul style="list-style-type: none"> a. Verifying the publisher's list price and retaining such documentation for the department's records list. b. Verifying that discounts and processing and cataloging rates are applied in accordance with contract requirements. c. Verifying that the appropriate tax rate is applied. d. Recalculating invoice totals. 	<p>Library concurs. Library will develop written procedures for the review of invoices. Verifying all items in a. – d. would be ideal, however this must be balanced against the extraordinary amount of time it would take Library staff to verify just the list prices for over 44,000 titles per year from all vendors (average of 184 daily). Staff time needed (estimated at one full-time 3610 Library Assistant) would net a nominal benefit to the Library from identified corrections. Library suggests quarterly spot checks from a sampling of invoices from contract vendors with whom we spend over \$50,000 per year. Library will continue to bring errors to the attention of the vendor. Error rates greater than 1% would result in increased monitoring of the vendor.</p> <ul style="list-style-type: none"> a. Even the most authoritative sources for list prices sometimes vary, particularly for small publishers, self-published materials, international language materials and non-book formats. Technically a list price is the publisher's suggested retail price, but on occasion publishers may change an initial price to reflect a sale or special offer. Library staff will consult a variety of known references to obtain the most authoritative list prices for materials in a variety of formats. b. B&T has on request provided Library with a schedule of "Discount Terms and Conditions of Sale" which provides more detail than the contract on category definitions, price indicators (a code # or letter), and associated discounts. B&T is willing to add a price indicator column to invoices. This will enable the Technical Services Manager to more easily and accurately identify that the proper discount has been applied. Library will work with other vendors to provide more detailed discount schedules.

Recommendation	Response
	<p>c. A 1630 Accounts Payable Clerk in Library Finance Dept. routinely verifies tax rates.</p> <p>d. Staff will verify invoice totals during quarterly review.</p>
<p>2. Periodically compare a list of items ordered against items actually delivered from Baker & Taylor, including a calculated percentage of delivered items relative to ordered items.</p>	<p>Library partially concurs. Library will implement a plan to more closely track delivery rates for all vendors, although the Library already uses the ILS (Millennium) to track orders with all vendors to ensure that they arrive within the 4 month cancellation period. The Order Unit technician monitors every outstanding order to ensure that we have 100% completion: either fulfillment or cancellation (with notification to Receiving Unit to obtain refund/credit). She runs a monthly report in Millennium to find all orders that have had status "o" (on order) for the 4 months previous (Attachment A and B). She then follows up with the vendors to ascertain the status (in process of obtaining, shipping, or canceling). B&T directly complies with this part of the contract by sending us monthly cancellation reports showing the orders that they cancel just before the 4 month mark (Attachment C and D).</p> <p>In addition, Millennium has the capability, through a Vendor Statistics module, to check on vendor performance. Library proposes running performance reports on contract vendors on a quarterly schedule (Attachment E). The most recent report on Baker & Taylor adult book orders for the first half of FY 13/14 shows that the percentage of orders received before the required cancellation period is greater than 99% compared to an allowable rate of 75% or more.</p>
<p>3. Create a comprehensive tracking log for follow-up items with Baker & Taylor. The log can be used to help monitor the status of short-shipments, erroneous shipments, and damaged items.</p>	<p>Library concurs and has implemented. The Library has already created a comprehensive tracking log for follow-up items with all print and audiovisual vendors, which is managed by one staff member in Receiving, but is accessible to all staff members.</p>

SAMPLE: Millennium Report of Titles on Order for 4 Months

MILLENNIUM REVIEW FILE OF TITLES ON ORDER FOR 4 MONTHS – VARIOUS VENDORS

Boolean Review File: TS TA Jul Aug 2013 orders		
Record	Description	
2	o14553144	Case closed. Vol. 11 / Goshio Aoyama ; [English adaptation, Naoko Amemiya ; translator, Joe...
3	o14553156	Case closed. Vol. 12 / Goshio Aoyama ; [translation & English adaptation, Naoko Amemiya ; t...
4	o14553181	Case closed. Vol. 15 / Goshio Aoyama ; [translation & English adaptation, Naoko Amemiya ; t...
5	o1440915x	Hello World! : Computer Programming for Kids and Other Beginners
6	o1458718x	Final Kiss
7	o14526438	Secret Service
8	o14557538	First Freedom: The Fight for Religious Liberty
9	o14573088	For a deaf son
10	o14544039	How to Look at and Understand Great Art
11	o14618928	Top of the lake [videorecording] / produced by Philippa Campbell ; written by Jane Campion, ...
12	o14626342	Aftermath / Peter Turnhill.
13	o14631738	Apocalypse
14	o14633061	Bad debts / by Peter Temple.
15	o14621472	Catch and release / Lawrence Block.
16	o14612550	The craft beer cookbook : from IPAs and bocks to lagers and porters, 100 artisanal recipes ...
17	o14603871	Everything you need / Michael Marshall Smith.
18	o14601655	Frame 232 / Wil Mara.
19	o1462641x	The golden egg / Donna Leon.
20	o14564385	Incas, Mayas y Aztecas / Lewis Spence ; [traducción, María Teresa Díez Martínez]
21	o14612446	Luki's Provençal Table
22	o14611430	The lupus encyclopedia : a comprehensive guide for patients and families / Donald E. Thoma...
23	o14621599	Please don't tell / Elizabeth Adler.
24	o14621101	Sucker Bait and Other Stories
25	o14530867	A Christmas gift for Rose / Tricia Goyer.
26	o14529944	The Priority List : A Teacher's Final Quest to Discover Life's Greatest Lessons
27	o14622968	Great houses of San Francisco, 1875-1941 / Erin Feher ; foreword by Richard Longstreth.
28	o14623262	Heavy Metal : The Best of Richard Corben from Creepy and Eerie!
29	o14623614	Inscapes : Memoir of a Spiritual Journey
30	o14633218	Militarizing the border : when Mexicans became the enemy / Miguel Antonio Levario.
31	o14623390	Ringo! / Mike Wieringo [interviews by Todd Dezago ; edited by Eric Nolen-Weathington].
32	o14614583	Totes Ridictionary
33	o14622956	The Vatican: All the Paintings : The Complete Collection of Old Masters, Plus More Than 300 ...
34	o14615137	Art As Therapy
35	o14612823	Avr Programming : Get Under the Hood of the Avr Microcontroller Family
36	o14567659	Creating research and scientific documents using Microsoft Word / Alexander V. Mamishev...
37	o14612665	Data Visualization for Dummies
38	o14612811	Doing data science / Rachel Schutt and Cathy O'Neil.
39	o14567490	Excel 2013 eLearning kit for dummies / by Faithie Wemwen.

SAMPLE: Baker & Taylor's on Order for 4 Months

BAKER AND TAYLOR ORDERS OUTSTANDING IN DECEMBER - USED BY LIBRARY STAFF TO FOLLOW UP ON STATUS

VENDOR	RECORD #(ORDER)	ODATE	TITLE
bt	014622968	8/23/2013	Great houses of San Francisco, 1875-1941 / Erin Feher foreword by Richard Longstreth.
bt	014623262	8/23/2013	Heavy Metal : The Best of Richard Corben from Creepy and Eerie!
bt	014623614	8/23/2013	Inscapes : Memoir of a Spiritual Journey
bt	014633218	8/30/2013	Militarizing the border : when Mexicans became the enemy / Miguel Antonio Levario.
bt	014623390	8/23/2013	Ringol / Mike Wieringa [interviews by Todd Dezago edited by Eric Nolen-Weathington].
bt	014614583	8/23/2013	Totes Ridictionary
bt	014622956	8/23/2013	The Vatican: All the Paintings : The Complete Collection of Old Masters, Plus More Than 300 Sculptures, Maps, Tapestries, and Other Artifacts
bt10	014615137	8/30/2013	Art As Therapy
bt10	014612823	8/30/2013	Avr Programming :Get Under the Hood of the Avr Microcontroller Family
bt10	014567659	7/31/2013	Creating research and scientific documents using Microsoft Word / Alexander V. Mamshev, Murry Sargent.
bt10	014612665	8/30/2013	Data Visualization for Dummies
bt10	014612811	8/30/2013	Doing data science / Rachel Schutt and Cathy O'Neil.
bt10	014567490	7/31/2013	Excel 2013 elearning kit for dummies / by Faithe Wempen.
bt10	014567374	7/31/2013	HTML5 and CSS3 for Dummies
bt10	014612914	8/30/2013	iPhone All-in-One for Dummies
bt10	014612926	8/30/2013	Learning Python with Raspberry Pi
bt10	014612793	8/30/2013	MacBook Pro ; portable genius / by Galen Gruman.
bt10	014567593	7/31/2013	My iPhone / Brad Miser.
bt10	014612641	8/30/2013	Pro Visual Studio 2012
bt10	014615186	8/30/2013	Step-by-step guide to dog care : practical advice on feeding, grooming, breeding, training, health care and first aid, with more than 300 photographs / Dr. Peter Larkin photography by John Daniels.
bt10	014612895	8/30/2013	Teach Yourself Visually MacBook Pro
bt10	014612847	8/30/2013	Wearable and Flexible Electronics : Tools and Techniques for Prototyping Wearable Electronics
bt10	01461506x	8/30/2013	The Wes Anderson collection / by Matt Zoller Seitz with an introduction by Michael Chabon [editor, Eric Klopfer].
bt4	014594523	8/13/2013	The up series [videorecording].
bt6	014600201	8/15/2013	ABC : gira la rueda, encuentra el dibujo.
bt6	014546802	8/15/2013	Adventures in Oz / by Eric Shanower founded on and continuing the famous Oz stories of L. Frank Baum.
bt6	014546644	8/15/2013	Alice's adventures in Wonderland / Lewis Carroll illustrated by Helen Oxenbury.
bt6	014600195	8/15/2013	Animales : gira la rueda, encuentra el dibujo.
bt6	014547259	8/15/2013	Baron the cat returns / [story and art by Aoi Hiiragi translation & English adaptation, Naoko Amemiya touch-up art & lettering, John Clark].
bt6	014546760	8/15/2013	Batman, the brave and the bold. The fearsome fangs strike again! / J. Torres, Landry Walker, writers J. Bone, Carlo Barberi, Eric Jones, pencillers J. Bone, Terry Beatty, Eric Jones, inkers Heroic Age,
bt6	014548446	8/15/2013	colorist Travis Lanham, Pat Brosseau, Rob Clark Jr., letterers.
bt6	014549463	8/15/2013	Be polite and kind / Cheri J. Meliners illustrated by Meredith Johnson.
bt6	014600353	8/15/2013	Duke / Kirby Larson.
bt6	014599818	8/15/2013	Egipto / Egypt
bt6	014602684	8/19/2013	El libro del buen dormir / The Book of Good Sleep
bt6	014599727	8/19/2013	Kenya's word / Linda Trice illustrated by Pamela Johnson.
bt6	014599727	8/19/2013	La princesa vestida con una bolsa de papel / The Paper Bag Princess
bt6	014583458	8/1/2013	The Newbery & Caldecott awards : a guide to the medal and honor books / Association for Library Service to Children.
bt6	014600286	8/15/2013	Applebee's numbers. Spanish: "Numeros : solapas divertidas con Tino, el minino / David Pelham [adaptaci3n : M. Marti]."
bt6	014600183	8/15/2013	Kleine Buh und der grosse Mond. Spanish:"El pequeÃo BÃho y la gran luna / Paloma y Ulises Wensell."
bt6	014600328	8/15/2013	Perro grande, perro pequeno / Big dog, small dog
bt6	014600262	8/15/2013	Perro grande, perro pequeno / Big dog, small dog
bt6	014589710	8/15/2013	Maisy's wonderful weather book. Spanish: "Ãe QuÃ tiempo hace, Maisy? / Lucy Cousins [adaptaci3n, BeÃn Cabal]."
bt6	014573477	8/15/2013	Snail trail / Ruth Brown.
bt6	014574184	7/29/2013	Teenage Mutant Ninja Turtles. Vol. 5, Krang war / by story by Kevin Eastman & Tom Waltz script by Tom Waltz art by Ben Bates colors by Ronda Pattison letters by Shawn Lee.
bt6	014573477	7/29/2013	Transforming preschool storytime : a modern vision and a year of programs / Betsy Diamant-Cohen and Melanie A. Heltrick illustrations by Celia Yitzhak.

SAMPLE: Baker & Taylor's Cancellation Report

Bill To	Shlp To	Customer Name PO #	Cancelled Quantity	Total MSRP	Order Date	Cancelled Date	Isbn	Title	Artist Name	Manufacturer Name	Release Date	Inactive Flag	Cancellation Reason
40025564	40025574	SAN FRANCISCO F137728931	4	99.8	23-Aug-13	14-Dec-13	6E+09	ONE NIGH DALTON,TRIE	PASSION RIVER		30-Apr-13		QOE - Not available/lost
40025604	40025614	SAN FRAN PL JUV 13793517	6	179.88	16-Sep-13	14-Dec-13	1421014	CLAYMOR CLAYMORE	FUNIMATION		16-Dec-08	MORA	Item no longer available.

The Library Needs Improved Internal Controls to Better Administer and Monitor Its Contract With Baker & Taylor Corporation
 January 22, 2014

SAMPLE: Baker & Taylor's Cancellation Report

ACCT	QTY	ISBN10	ISBN13	TITLE	DISC	STAT	ORDDT	CANXDT	BT NO	LINE NO	CANC RSN CODE	BT STAT CODE	PO	Customer Item
109090	1	1568521332	9781568521338	The Good Old Days	10.00	C	03-Dec-2013	11-Dec-2013	63719893	00029	AD	AD	1388115510001	014769981
109090	1	1882931432	9781882931439	Heavy Metal	17.08	C	23-Aug-2013	20-Dec-2013	62818795	00042	CT		1377295628001	014623282
109090	8	0926494295	9780926494299	Great Houses of San Francisco	15.00	C	23-Aug-2013	20-Dec-2013	62818795	00013	CT	NP	1377295628001	0144622968
109090	1	1882305659	9781882305658	Modern Masters 9	8.82	C	23-Aug-2013	20-Dec-2013	62818795	00055	CT	OS	1377295628001	014623360
397907	5	8995297290	9788995297282	Top Secret	4.50	C	20-Nov-2013	11-Dec-2013	63597791	00022	AD	AD	SS11411201381	00958245298
397907	3	034025647X	9780340256472	Shadow Wave	11.39	C	08-Dec-2013	06-Dec-2013	63753547	00025	CE	OP	SS11411201381	00958245298
411180	8	8484882454	9788488245459	Que Tiempo Hace Masy? / Masy's Wonderful Weather Book	13.87	C	15-Aug-2013	12-Dec-2013	62747570	00042	CT		1376927443040	014600282
411180	5	1435269780	9781435269781	La princesa vestida con una bolsa de papel / The Paper Bag Princess	18.95	C	19-Aug-2013	15-Dec-2013	62775970	00006	CT		1376927443040	014599727
411180	2	1435269780	9781435269781	La princesa vestida con una bolsa de papel / The Paper Bag Princess	18.95	C	19-Aug-2013	15-Dec-2013	62775970	00006	CT		1376927443040	014599727
411180	11	1591169569	9781591169567	Barca	5.89	C	15-Aug-2013	12-Dec-2013	62747668	00081	CT	OS	1376598454040	014547239
411180	17	0785186416	9780785186412	Astonishing X-Men 13	10.61	C	21-Nov-2013	17-Dec-2013	63609343	00004	PC	PC	1385068226040	014752670
411180	3	8498255686	9788498255683	Egipto / Egypt	13.96	C	15-Aug-2013	12-Dec-2013	62747570	00051	CT		1376597850040	014600353
411180	8	1570919872	9781570919872	Konya's Word	9.66	C	19-Aug-2013	15-Dec-2013	62780493	00004	CT	OS	1376598454040	014603684
411180	6	1406216237	9781406216230	Alice's Adventures in Wonderland	14.73	Z	15-Aug-2013	12-Dec-2013	62747634	00124	CT	OS	1376595199040	014546644
411180	7	1933239611	9781933239613	Adventures in Oz	23.59	C	15-Aug-2013	12-Dec-2013	62747668	00016	CT	OS	1376598454040	014634692
411180	3	8494074504	9788494074500	El libro del buen dormir / The Book of Good Sleep	6.97	C	19-Aug-2013	15-Dec-2013	62775970	00016	CT		1376927443040	014599818
411180	4	8494074504	9788494074500	El libro del buen dormir / The Book of Good Sleep	6.97	C	19-Aug-2013	15-Dec-2013	62775970	00016	CT		1376927443040	014599818
411180	4	8408250463	9788408250460	Numeros / Numbers	9.41	C	15-Aug-2013	12-Dec-2013	62747570	00044	CT	OS	1376697850040	014600282
411180	12	849646122	978849646124	El Pequeno Buho y La Gran Luna / The Small Buho and the Great Moon	10.61	C	15-Aug-2013	12-Dec-2013	62747570	00034	CT		1376597850040	014600183
411180	2	1435269780	9781435269781	La princesa vestida con una bolsa de papel / The Paper Bag Princess	18.95	C	19-Aug-2013	15-Dec-2013	62775970	00006	CT		1376927443040	014599727
411180	1	8494074504	9788494074500	El libro del buen dormir / The Book of Good Sleep	6.97	C	19-Aug-2013	15-Dec-2013	62775970	00016	CT		1376927443040	014599818
412138	1	1118773007	9781118773005	iPhone All-in-One for Dummies	20.64	C	23-Aug-2013	20-Dec-2013	62815715	00082	CT	NP	1314FYCOMPALIG	0092721512
412138	1	1118677773	9781118677773	Teach Yourself Visually MacBook Pro	17.69	C	23-Aug-2013	20-Dec-2013	62815715	00030	CT	NP	1314FYCOMPALIG	0092721510
412138	1	0714865915	9780714865911	Art As Therapy	21.49	C	23-Aug-2013	20-Dec-2013	62815715	00084	CT	OS	1314FYCOMPALIG	0092721591
412138	1	1449336515	9781449336516	Make Wearable Electronics	20.64	C	23-Aug-2013	20-Dec-2013	62815715	00025	CT	NP	1314FYCOMPALIG	0092721605
412138	1	1449336578	9781449336578	Avr Programming	20.64	C	23-Aug-2013	20-Dec-2013	62815715	00023	CT	NP	1314FYCOMPALIG	0092721603
412138	1	1118717058	9781118717059	Learning Python with Raspberry Pi	17.69	C	23-Aug-2013	20-Dec-2013	62815715	00033	CT	NP	1314FYCOMPALIG	0092721513
412138	1	1118502882	9781118502881	Data Visualization for Dummies	20.64	C	23-Aug-2013	20-Dec-2013	62815715	00007	CT	NP	1314FYCOMPALIG	0092721487
412138	1	143074205X	9781430742052	Pro Visual Studio 2012	28.49	C	23-Aug-2013	20-Dec-2013	62815715	00005	CT	NP	1314FYCOMPALIG	0092721485
413230	4	1118588630	9781118588635	HTML 5 & CSS3 for Dummies	17.69	C	31-Jul-2013	09-Dec-2013	62589658	00001	CE		1375291093042	014567374
413230	1	0007431902	9780007431908	World's Ultimate Running Races	17.67	C	01-Nov-2013	10-Dec-2013	634271240	00035	OP	OP	136333325042	014735931
413230	4	0007431902	9780007431908	World's Ultimate Running Races	17.67	C	01-Nov-2013	10-Dec-2013	634271240	00035	OP	OP	136333325042	014735931
420600	8	088250891X	9780882508919	iPlayac	15.00	C	06-Dec-2013	06-Dec-2013	63752654	00001	CE	AD	1366365844048	014779096
421141	1	1558338303	9781558338304	The Birth Partner	18.95	C	21-Oct-2013	18-Dec-2013	63316128	00009	AD		1314ADULT18	0094367199
423602	3	0785168416	9780785168412	Astonishing X-Men 13	10.61	C	28-Jun-2013	17-Dec-2013	63304604	00001	PC	PC	CATS	0090000001

SAMPLE: Vendor Delivery Performance Report

MILLENNIUM VENDOR PERFORMANCE REPORT

Millennium Acquisitions - San Francisco Public Library - Shelley Sorenson

File Edit View Print Tools Admin Window Help

Vendor Statistics

Review: Review No: GTS With Adult Serv - 2013-14 (25464) (Order Records)

From: 07-01-2013 To: 12-20-2013 Link by Order Type: Exclude vendor: Blank All Vendors: Copy to Vendor:

Start

ORDER TYPES

Vendor	ADULT SER...	02 WKS	04 WKS	08 WKS	12 WKS	16 WKS	17+ WKS
Bolterum Books	1.75	4	0	0	0	0	0
BroDart Complet Serv Adult F and ...	5.95	26	396	1103	164	30	5
BroDart Rsrch Complet Serv Adult	3.50	0	4	0	0	0	0
Brodart - POP F & NF account	8.62	5	20	142	222	8	0
Colophon Book Shop	5.00	0	0	1	0	0	0
Eastwind Books & Arts, Inc.	9.49	0	0	52	0	33	0
Theodore Front Material Literature, L...	3.58	75	158	41	5	3	2
Globus	2.48	154	0	29	0	0	0
Hackenberg Booksellers	5.00	0	0	1	0	0	0
Otto Harrassowitz FIRM ORDERS	7.11	0	0	20	7	0	0
Helmut Rodner	1.00	3	0	0	0	0	0
Ingram Library Services	1.53	65	3	2	0	0	0
James P. Harrington	1.00	1	0	0	0	0	0
Kinokuniya Bookstore	3.00	171	95	434	0	0	0

OFFICE OF THE MAYOR
SAN FRANCISCO



605-11
CoB, Leg Dep, Dep City Atty
Leg Clerk, Alisa, page
RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
EDWIN M. LEE
MAYOR
2014 JAN 24 PM 2:30
RLB

January 23, 2014

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

Dear Ms. Calvillo,
The Department of Emergency Management and the Public Utilities Commission (PUC) have requested that our office seek a monthly recurring item on the Board of Supervisors agenda to continue the Local Emergency related to the Rim Fire through Spring of 2014. In order to protect the Hetch Hetchy Water and Power System, the PUC continues to seek flexibility to rapidly hire contactors to repair ongoing damage to roads, power poles, and other City assets resulting from rain, snow, and associated runoff in the burn area.

Under state law, the Local Emergency must be renewed every 30 days by the Board of Supervisors or else it expires. As you know, the Board last extended the emergency on January 14, 2013. We respectfully request that this item again be calendared for Adoption Without Committee Reference on the following dates:

- February 11
- March 11
- April 8
- May 6
- June 3

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Elliott", written over a circular stamp.

Jason Elliott
Director of Legislative & Government Affairs
Office of Mayor Edwin M. Lee

cc: All Members, Board of Supervisors

From: Board of Supervisors
To: BOS-Supervisors
Subject: Corporate Buses

From: Laura Peritore [mailto:lpclaims@pacbell.net]
Sent: Friday, January 24, 2014 12:02 PM
To: Board of Supervisors
Subject: Corporate Buses

To the Board of Supervisors:

Suggestion:

San Francisco could lease so many square feet of street and sidewalk, enough to accomodate a bus stop for large corporate buses.

S. F. places a cap of 20 of these leases located across the city, especially near techie condos and neighborhoods and not on major thoroughfares and not on Muni lines. They might even be in parking lots, similar to the ride-share pick up locations of the 1990's.

No reason to fight. It's a win-win. 20 leases at \$200,000 per year would benefit the City Treasury and help pay for street maintenance. \$4,000,000 is petty cash for Google, Genentech, Gilead, YouTube, WalMart, etc., resulting in \$4 million per year per Corporation for the City.

Several corporate buses could share the spaces, at 10 minute intervals.

If they did decide to build rain shelters, they would be required to keep their names, logos, and advertising to a tasteful minimum (via code).

Respectfully submitted,
Laura Peritore
lpclaims@pacbell.net

From: Board of Supervisors
To: BOS-Supervisors
Subject: Concerns about 14th/Funston not being implemented in City-Wide Pilot Program Prohibiting Overnight RV Parking

From: Gabe [mailto:gamma888@yahoo.com]
Sent: Friday, January 24, 2014 12:47 PM
To: Streets, Sustainable
Cc: Mar, Eric (BOS); Board of Supervisors; sfpd.richmond.station@sfgov.org
Subject: Concerns about 14th/Funston not being implemented in City-Wide Pilot Program Prohibiting Overnight RV Parking

Dear SFMTA,

Since I won't be able to attend the public hearing for the City-Wide Pilot Program Prohibiting Overnight RV Parking, I would like to bring my concerns about this program.

I am a resident along 14th Ave and I do not see the 14th Ave being part of the program, so I would like to see for a few reasons. I have seen a few RV or old buses parked on my block overnight and there has been littering around especially in the Park Presidio Blvd. I would appreciate if this would be mentioned in the public hearing next week (Jan. 31st).

All the best,
Gabe Leung

President, District 3
BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7450
Fax No. 554-7454
TDD/TTY No. 544-5227

CDS
LU Comm Clerk
Comm Members
Leg. Dep
Dep Clerk
Front Desk

DAVID CHIU
邱信福
市參事會主席

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2014 JAN 27 AM 11:39
AK

PRESIDENTIAL ACTION

Date: 1/27/2014
To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No. _____
(Primary Sponsor)

Transferring (Board Rule No. 3.3)

File No. _____
(Primary Sponsor)

From: _____ Committee

To: _____ Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor Tang

Replacing Supervisor Cohen

For: 1/27/2014, Land Use & Economic Development Meeting
(Date) (Committee)

David Chiu
David Chiu, President
Board of Supervisors