

1 [Amendments to Minimum Compensation Ordinance.]

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3 **Ordinance amending the San Francisco Administrative Code by amending Sections**  
4 **12P.2, 12P.3, 12P.4, 12P.5, 12P.6, 12P.7, and 12P.8 and, 12P.9 and by adding Sections**  
5 **12P.5.1, 12P.6.1 and 12P.6.2, to amend the Minimum Compensation Ordinance by**  
6 **making both substantive and clarifying changes with respect to: the obligations**  
7 **imposed on Contractors; notification, investigation, auditing, inspection, enforcement**  
8 **and settlement procedures; the withholding of contract payments; provisions relating**  
9 **to waivers; certain definitions, including the definition of Covered Employees;**  
10 **procedures for automatic increases to the hourly wage rate ~~an increase in the hourly wage~~**  
11 **~~rate for all employees; the assessment of liquidated damages; and the process for~~**  
12 **determining whether a Contractor has violated the Ordinance and for the administrative**  
13 **appeal of such determinations.**

14 Note: Additions are *single-underline italics Times New Roman*;  
15 deletions are *strikethrough italics Times New Roman*.  
16 Board amendment additions are double underlined.  
Board amendment deletions are ~~strikethrough normal~~.

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

18 Section 1. The San Francisco Administrative Code is hereby amended by amending  
19 Sections 12P.2, 12P.3, 12P.4 and 12P.5, to read as follows:

20 **SEC. 12P.2. DEFINITIONS.**

21 As used in this Chapter the following capitalized terms shall have the following  
22 meanings:

23 (a) "Agency" shall mean the ~~Department of Administrative Services~~ the Office of Labor  
24 Standards Enforcement.

25 (b) "City" shall mean the City and County of San Francisco.

1           (c) "Consumer Price Index" or "CPI" shall mean the Consumer Price Index for urban  
2 wage earners and clerical workers for the San Francisco-Oakland-San Jose metropolitan statistical  
3 area.

4           (d) "Contract" shall mean an agreement or portion of an agreement that provides for  
5 services to be purchased at the expense of the City or out of trust funds established by  
6 Charter, ordinance or Memorandum of Understanding ("MOU"). The term "Contract" shall  
7 include, without limitation, Included Subcontracts and agreements such as grant agreements,  
8 pursuant to which agreements the City grants funds to a Contractor for services (including,  
9 without limitation, cultural activities, performances or exhibitions) to be rendered to all or any  
10 portion of the public rather than to City government. ~~Notwithstanding the foregoing, the term~~  
11 ~~"Contract" shall exclude:~~

12           (e) Notwithstanding the foregoing, the term "Contract" shall exclude:

13           (1) ~~(i)~~ Excluded Subcontracts;

14           (2) ~~(A) (ii)~~ Any agreement with a Contractor that, together with the Employees of  
15 any Included Subcontractor and of any entity that is owned or controlled by the Contractor or  
16 which owns or controls the Contractor, would have twenty (20) or fewer Employees;

17           (B) Notwithstanding subsection (e)(2)(A), for every Contract and Contract Amendment  
18 entered into on or after the Effective Date of the Amendment, the term "Contract" shall exclude any  
19 agreement with a Contractor that, together with the Employees of any Included Subcontractor and of  
20 any entity that is owned or controlled by the Contractor or which owns or controls the Contractor,  
21 would have five or fewer Employees;

22           (3) ~~(iii)~~ Agreements for the purchase or lease of goods or for guarantees, warranties,  
23 shipping, delivery or initial installation of such goods;

24           (4) ~~(iv)~~ Agreements entered into pursuant to settlement of legal proceedings;

1           ~~(5) (iv)~~ Agreements for urgent or specialized litigation requirements where the City  
2 Attorney's Office finds that it would be in the best interests of the City not to include the  
3 requirements of this Chapter;

4           ~~(6)(A) (vi)~~ Agreements with any person or entity in which the cumulative amount of  
5 compensation payable to such person or entity under all agreements with a Contracting  
6 Department is less than twenty-five thousand dollars (\$25,000), or \$50,000 in the case of  
7 Nonprofit Corporations, in any fiscal year, provided that the agreement in question shall be  
8 deemed a Contract on and after the effective date of any instrument which causes such  
9 cumulative compensation under all agreements with a Contracting Department to exceed  
10 twenty-five thousand dollars (\$25,000), or \$50,000 in the case of Nonprofit Corporations;

11           ~~(B)~~ Notwithstanding the provisions of subsection (e)(6)(A) for every Contract and Contract  
12 Amendment entered into on or after the Effective Date of the Amendment, the term "Contract" shall  
13 exclude Agreements with any person or entity in which the cumulative amount of compensation payable  
14 to such person or entity under all agreements with a Contracting Department is less than twenty-five  
15 thousand dollars (\$25,000) in any fiscal year, provided that the agreement in question shall be deemed  
16 a Contract on and after the effective date of any instrument which causes such cumulative  
17 compensation under all agreements with a Contracting Department to exceed twenty-five thousand  
18 dollars (\$25,000);

19           ~~(7) (vii)~~ Agreements for the investment, management or use of trust assets where  
20 compliance with this Chapter would violate the fiduciary duties of the trustee;

21           ~~(8) (viii)~~ Agreements entered into prior to the Effective Date (unless and until a  
22 Contract Amendment is entered into);

23           ~~(9) (ix)~~ Agreements entered into after the Effective Date (unless and until a Contract  
24 Amendment is entered into) pursuant to, and within the scope of, bid packages or requests for  
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1 proposals advertised and made available to the public prior to the Effective Date, which bid  
2 packages or requests for proposals were not amended on or after the Effective Date;

3 ~~(10) (x)~~ Except as provided in subsection (i)(4), aA Agreements involving the  
4 expenditure by the City of grant or special funds (A) to the extent the application of this  
5 Chapter would violate or be inconsistent with the terms or conditions of the applicable grant  
6 agreement, or with the rules, regulations or instructions of the public agency administering  
7 such grant agreement, which terms or conditions or rules, regulations or instructions provide  
8 for compensation lower than the Minimum Compensation, *provided, however, that this subsection*  
9 *(A) shall not apply to terms or conditions of a grant agreement from the State of California that*  
10 *violates or is inconsistent with California Labor Code Section 1205(c), and/or (B) to the extent that*  
11 application of this Chapter would require the City to use General Fund monies to supplement  
12 the grants, special funds or other non-General Fund revenues to maintain the current level of  
13 services;

14 ~~(11) (xi)~~ Agreements with a Contractor that is a public entity whose jurisdictional  
15 boundaries are not coterminous with those of the City;

16 ~~(12) (xii)~~ Agreements for employee benefits to be provided to City employees,  
17 where the Director of Human Resources finds that no entity is willing to comply with this  
18 Chapter and is capable of providing the required employee benefits;

19 ~~(13) (xiii)~~ Agreements that require the Contractor to pay no less than the "prevailing  
20 rate of wage" in accordance with Section A7.204 of Appendix A to the City's Charter or  
21 ~~Chapter 6~~ any provision of the San Francisco Administrative Code, but only to the extent (A)  
22 each Covered Employee is covered by such requirement, and (B) such prevailing rate of  
23 wage is not less than the gross hourly compensation ~~Hourly Rate of Pay~~ gross hourly  
24 compensation required under Section 12P.3(a)(1)(i) of this Chapter;

1           (14) ~~(xiv)~~       Agreements for the investment of City monies where the Treasurer finds  
2 that requiring compliance with this Chapter will violate the Treasurer's fiduciary duties and for  
3 the investment of retirement, health or other funds held in trust pursuant to Charter, statute,  
4 ordinance or MOU where the official or officials responsible for investing or managing such  
5 funds finds that requiring compliance with this Chapter will violate their fiduciary duties;

6           (15) ~~(xv)~~       Agreements made in connection with loans or grants under which the  
7 City, as creditor or grantor, is providing funds to be used by the debtor or grantee to:

8           (A)    Acquire an interest in real property on which residential improvements for low- or  
9 moderate-income households will be constructed;

10          (B)   Construct improvements owned or leased by the debtor or grantee, on condition  
11 that residents of the improvements qualify as low- or moderate-income households; or

12          (C)   Rehabilitate improvements owned or leased by the debtor or grantee; and

13           (16) ~~(xvi)~~       Agreements (including, without limitation, any lease, concession,  
14 franchise or easement agreement) for the exclusive use of real property owned by the City or  
15 of which the City has exclusive use, other than agreements for the use of airport property as  
16 set forth in Section 12P.4.

17           (f)    "Contract Amendment" shall mean the modification of a Contract ~~an agreement~~  
18 ~~entered into on or after the Effective Date, pursuant to which a Contract entered into prior to the~~  
19 ~~Effective Date is modified or supplemented~~ in order to: (1) (i) extend the term; (2) (ii) modify the  
20 total amount of payments due from the City under a Contract; (3) (iii) modify the scope of  
21 services to be performed by a Contractor; or (4) (iv) expand or relocate the premises covered  
22 under an airport property contract. The term does not include construction change orders.

23           (g)    "Contracting Department" shall mean the City department, office, commission or  
24 other City entity which enters into the applicable Contract on behalf of the City.

1           (h) \_\_\_\_\_ "Contractor" shall mean either:

2           (1) ~~(i)~~ The person or entity that enters into a Services Contract with the City; or

3           (2) ~~(ii)~~ In the case of an Included Subcontract, the subcontractor who enters into the  
4 Included Subcontract with the Contractor.

5           (i) \_\_\_\_\_ "Covered Employee" shall mean:

6           (1) ~~(a)~~ An Employee of a Contractor who, during the applicable Pay Period, performs at  
7 least four (4) hours per week during the Pay Period of work funded (in whole or in part) under  
8 the applicable Contract or ~~to~~ on the project funded under the applicable Contract:

9           (A) ~~(i)~~ Within the geographic boundaries of the City;

10           (B) ~~(ii)~~ On real property owned or controlled by the City, but outside the geographic  
11 boundaries of the City; or

12           (C) ~~(iii)~~ Elsewhere in the United States, but only if such related work performed  
13 elsewhere within the United States consists of at least ten (10) hours per each work week  
14 during the Pay Period in question.

15           (2) Notwithstanding the provisions of subsection (i)(1), for every Contract and Contract  
16 Amendment entered into on or after the Effective Date of the Amendment the term "Covered Employee"  
17 shall include an Employee of a Contractor who works elsewhere in the United States and who, during  
18 the applicable Pay Period, performs at least four (4) hours per week of work funded (in whole or in  
19 part) under the applicable Contract or to on the project funded under the applicable Contract.

20           (3) Employees of the In-Home Supportive Services Public Authority shall be covered  
21 employees as designated in Section 70.11 of this Code.

22           (4) ~~(b)~~ Notwithstanding the foregoing, the term "Covered Employee" shall exclude the  
23 following Employees of a Contractor that is a Nonprofit Corporation:

1           (A)(i) Any Employee who is: ~~(A)~~ under the age of eighteen (18) and is claimed as a  
2 dependent for federal income tax purposes and is employed as an after-school or summer  
3 Employee; or ~~(B)~~ employed as a trainee in a bona fide training program consistent with  
4 Federal law, which training program enables the Employee to advance into a permanent  
5 position; provided, however, these exemptions only apply when the Employee does not  
6 replace, displace or lower the wage or benefits of any existing position or Employee; and,

7           (B) (ii) Any disabled Employee of a Contractor, which disabled Employee: ~~(A)~~ is  
8 covered by a current sub-minimum wage certificate issued to the Contractor by the U.S.  
9 Department of Labor; or ~~(B)~~ would be covered by such a certificate but for the fact that the  
10 Contractor is paying a wage equal to or higher than the minimum wage.

11           (5) For every Contract and Contract Amendment entered into on or after the Effective Date  
12 of the Amendment, the term "Covered Employee" shall include an Employee of a Contractor who also  
13 participates in the CalWorks Program, or any similar successor program, who during the applicable  
14 Pay Period performs any welfare-to-work activities considered "employment" under the Fair Labor  
15 Standards Act (29 U.S.C. §§ 201 et. seq.) and any applicable United States Department of Labor  
16 regulations or guideline, funded (in whole or in part) under the applicable Contract or on the project  
17 funded under the applicable Contract; provided, however, that the hourly rate of payment for these  
18 Covered Employees shall be set by the Executive Director of the Department of Human Services at the  
19 maximum rate that is in conformance with CalWorks eligibility criteria so that these Covered  
20 Employees maintain CalWorks eligibility. Prior to June 1 of each year, the Executive Director shall  
21 provide such rate to the Office of Labor Standards Enforcement for publication. This amount shall be  
22 adjusted yearly, as necessary, to reflect any changes in federal or state law governing CalWorks  
23 eligibility.

1           (j) \_\_\_\_\_ "Effective Date" shall mean the applicable effective date specified in Section  
2 ~~12P.15~~ ~~12P.12~~ of this Chapter.

3           (k) \_\_\_\_\_ "Effective Date of the Amendment" shall mean the date thirty days after adoption of the  
4 amendment to this Ordinance introduced on June 12-19, 2007.

5           (l) \_\_\_\_\_ "Employee" shall mean any person who is employed by a Contractor, including  
6 part-time and temporary employees.

7           (m) \_\_\_\_\_ "Excluded Subcontract" shall mean any agreement or portion of an agreement  
8 between a Contractor and a person or entity who is not an Employee of such Contractor,  
9 which agreement or portion of an agreement relates to a Contract but is not an Included  
10 Subcontract. The term "Excluded Contract" shall include, without limitation, an agreement  
11 pursuant to which a Contractor obtains from such a person or entity goods to be used in the  
12 fulfillment of the Contractor's duties under the applicable Contract. The term shall also  
13 include agreements (including, without limitation, any lease, concession, franchise or  
14 easement agreement) for the exclusive use of real property owned by the City or of which the  
15 City has exclusive use, other than agreements for the use of airport property as set forth in  
16 Section 12P.4.

17           (n) \_\_\_\_\_ "~~Hourly Rate of Pay~~" shall mean the ~~minimum hourly gross compensation~~  
18 ~~required under this Chapter.~~

19           (n) ~~(e)~~ "Included Subcontract" shall mean an agreement or portion of an agreement  
20 between a Contractor and a person or entity who is not an Employee of such Contractor,  
21 pursuant to which such person or entity: (1) ~~(i)~~ agrees to assist a Contractor in performing a  
22 Contract; or (2) ~~(ii)~~ agrees to assist a Contractor with a project funded by grant monies  
23 conveyed to the Contractor under the applicable Contract. An agreement to assist a  
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1 Contractor shall mean an agreement to perform all or a portion of a component of the services  
2 covered by the Contract with the City.

3 ~~(o)~~ ~~(p)~~ "Minimum Compensation" shall mean each of the components required under  
4 Section 12P.3. of this Chapter.

5 ~~(p)~~ ~~(q)~~ "Nonprofit Corporation" shall mean a nonprofit corporation, duly organized,  
6 validly existing and in good standing under the laws of the jurisdiction of its incorporation and  
7 (if a foreign corporation) in good standing under the laws of the State of California, which  
8 corporation has established and maintains valid nonprofit status under Section 501(c)(3) of  
9 the United States Internal Revenue Code of 1986, as amended, and all rules and regulations  
10 promulgated under such Section.

11 ~~(q)~~ ~~(r)~~ "Pay Period" shall mean the applicable Contractor's regular pay period.

12 ~~(r)~~ "Projected shortfall" shall mean that the Joint Report prepared by the Mayor, the  
13 Board's Budget Analyst, and the Controller pursuant to Section 3.6 of this Code has projected  
14 a shortfall for the upcoming fiscal year of 1% 2% or more of total General fund uses.

15 **SEC. 12P.3. MINIMUM COMPENSATION COMPONENTS.**

16 ~~(a)~~ Minimum Compensation shall consist of each of the following:

17 ~~(1)~~ ~~Hourly Rate of Pay provided in this Subsection (a)(1).~~

18 ~~(a)~~ ~~Contracts in existence prior to the Effective Date of the Amendment.~~

19 ~~(1)(A)~~ ~~For Contracts with parties other than Nonprofit Corporations or public entities in~~  
20 ~~existence prior to the Effective Date of the Amendment.~~

21 ~~(A) (i)(i)~~ ~~From October 8, 2000 through December 31, 2001, hourly *Hourly* gross~~  
22 ~~compensation the Hourly Rate of Pay shall be in the amount of nine dollars (\$9.00) per hour.~~  
23 ~~The hourly rate shall increase after December 31, 2001 as set forth in this Section~~

1 Subsections (a)(1)(B) through (E). This amount shall increase after December 31, 2001 as  
2 set forth in Subsections (a)(1)(A)(ii) through (v) below.

3 (ii) ~~In no less than twelve (12) nor more than eighteen (18) months from the Effective Date,~~  
4 ~~the City shall increase the hourly gross compensation to ten dollars (\$10.00) per hour; provided,~~  
5 ~~however, that in the case of Nonprofit Corporations and public entities, this adjustment shall only be~~  
6 ~~made if the Joint Report issued by the Controller, Mayor's Budget Office, and Budget Analyst, pursuant~~  
7 ~~to San Francisco Administrative Code Section 3.6, finds that the City has sufficient funds to pay the~~  
8 ~~anticipated costs of the adjustment. A finding of "sufficient funds" shall mean that the City will not be~~  
9 ~~required to reduce services in order to pay the anticipated costs of the adjustment.~~

10 (iii) ~~For each of the next three (3) years after the adjustment provided in Subsection (a)(ii) is~~  
11 ~~made, at annual intervals, the City shall make an additional adjustment of 2.5%.~~

12 (ii) (B) ~~From January 1 through December 31, 2002, the hourly rate Hourly Rate of Pay~~  
13 ~~shall be \$10.00.~~

14 (iii) (C) ~~From January 1 through December 31, 2003, the hourly rate Hourly Rate of Pay~~  
15 ~~shall be \$10.25.~~

16 (iv) (D) ~~From January 1 through December 31, 2004, the hourly rate Hourly Rate~~  
17 ~~of Pay shall be \$10.51.~~

18 (v) (E) ~~From January 1, 2005 and thereafter, the hourly rate Hourly Rate of Pay shall be~~  
19 ~~\$10.77, unless the parties execute a Contract Amendment on or after the Effective date of the~~  
20 ~~Amendment, in which case the provisions of Subsection (b)(a)(1)(C) shall govern the hourly~~  
21 ~~rate.~~

22 (B) ~~For Contracts with Nonprofit Corporations and public entities in existence prior~~  
23 ~~to the Effective Date of the Amendment:~~

1           The Hourly Rate of Pay shall be \$9.00, unless the parties execute a Contract  
2 Amendment on or after the Effective date of the Amendment, in which case the provisions of  
3 Subsection (a)(1)(D) shall govern.

4           (1)(A)(i)       Hourly gross compensation in the amount of nine dollars (\$9.00) per  
5 hour.

6           (ii)       In no less than twelve (12) nor more than eighteen (18) months from the  
7 Effective Date, the City shall increase the hourly gross compensation to ten dollars (\$10.00)  
8 per hour; provided, however, that in the case of Nonprofit Corporations and public entities, this  
9 adjustment shall only be made if the Joint Report issued by the Controller, Mayor's Budget  
10 Office, and Budget Analyst, pursuant to San Francisco Administrative Code Section 3.6, finds  
11 that the City has sufficient funds to pay the anticipated costs of the adjustment. A finding of  
12 "sufficient funds" shall mean that the City will not be required to reduce services in order to  
13 pay the anticipated costs of the adjustment.

14           (iii)       For each of the next three (3) years after the adjustment provided in Subsection  
15 (a)(ii) is made, at annual intervals, the City shall make an additional adjustment of 2.5%.

16           (B)(C) For Contracts and Contract Amendments with parties other than  
17 Nonprofit Corporations or public entities entered into on or after the Effective Date of the  
18 Amendment, the Hourly Rate of Pay shall be hourly gross compensation in the amount of  
19 \$10.77. In order to prevent inflation from eroding the value of this rate, the Hourly Rate of Pay  
20 shall increase as follows. On October 1, 2007, the rate of \$10.77 shall increase by an amount  
21 corresponding to the prior year's increase, if any, in the Consumer Price Index ("CPI"). On  
22 January 1, 2008, the \$10.77 rate, the rate of \$10.77, or any higher amount obtained from  
23 October 1, 2007 CPI adjustment, shall increase by an amount corresponding to the prior  
24 year's increase, if any, in the CPI. Annually thereafter on the first of January, the hourly gross  
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1 compensation Hourly Rate of Pay in effect for the prior calendar year shall increase by an  
2 amount corresponding to any prior year's increase in the CPI.

3 (C)(i)(D) For Contracts and Contract Amendments with Nonprofit Corporations and  
4 public entities entered into on or after the Effective Date of the Amendment, (i) The Hourly  
5 Rate of Pay shall be hourly gross compensation in the amount of \$10.77. It shall be the policy  
6 of the City to endeavor to maintain the Hourly Rate of Pay hourly gross compensation for  
7 Contracts with Nonprofit Corporations and public entities equal to the rate Hourly Rate of Pay  
8 for Contracts with other parties that applies to for-profit Contractors . As such, this \$10.77  
9 rate shall increase based on increases in the CPI as provided above in Subsection (a)(1)(C)  
10 except that the Mayor may use the procedure set forth in this Subsection (a)(1)(D) when the  
11 three-year Joint Report prepared by the Mayor, the Board's Budget Analyst, and the  
12 Controller pursuant to Section 3.6 of this Code has projected a shortfall for the upcoming  
13 fiscal year of 2% or more of total General Fund uses ("projected shortfall"). The Mayor shall  
14 make the reports required below in Subsection (a)(1)(D)(ii) and (iii) whenever, based upon  
15 prior Agency waivers granted under Subsection (a)(1)(D)(iv), the Hourly Rate of Pay for  
16 Contracts with Nonprofit Corporations and public entities has become less than the Hourly  
17 Rate of Pay for Contracts with other parties by an amount corresponding to the prior year's  
18 increase, if any, in the CPI. These CPI adjustments shall be made on January 1, 2008 and  
19 every January 1 thereafter. Notwithstanding the provisions of this Subsection, when the Joint  
20 Report shows a projected shortfall, there shall be no automatic CPI increase in hourly gross  
21 compensation for Nonprofit Corporations and public entities as otherwise provided in this  
22 Subsection and the Mayor and the Board of Supervisors shall follow the procedures set forth  
23 in Subsections (C)(ii) and (iii).

1           (ii) YEARS WITH PROJECTED BUDGET SHORTFALL. When submitting the  
2 annual proposed budget to the Board of Supervisors for any upcoming fiscal year in which  
3 there is a projected shortfall or in which the Hourly Rate of Pay for Contracts with Nonprofit  
4 Corporations and public entities is less than the Hourly Rate of Pay for Contracts with other  
5 parties, the Mayor shall transmit to the Board a written report to the Clerk and to each  
6 member of the Board of Supervisors stating whether the proposed budget contains funding to  
7 pay all of the costs of the projected CPI increase for Nonprofit Corporations and public entities  
8 for the upcoming fiscal year, as well as for any prior fiscal years for which the Agency has  
9 granted a waiver. If the proposed budget does not contain sufficient funding for all of such  
10 costs, the report shall state the extent to which any portion of the CPI increase has been  
11 funded in the proposed budget and, in addition, shall set forth the basis for the Mayor's  
12 determination that no alternative funding sources or prudent reductions in City expenses were  
13 available to enable the City to pay the additional costs of the CPI increase for the upcoming  
14 fiscal year, and for any prior fiscal years for which the Agency has granted a waiver, without  
15 jeopardizing City operations.

16           (iii) When the Mayor has transmitted a report to the members of the Board providing  
17 notice that the proposed budget does not contain sufficient funding to pay the additional costs  
18 of the CPI increase for the upcoming fiscal year for Nonprofit Corporations and public entities  
19 and for any prior fiscal years for which the Agency has granted a waiver, the Budget and  
20 Finance Committee of the Board (or any successor committee as determined by the President  
21 of the Board) shall hold a hearing before adoption of the budget to consider the report and  
22 whether there are alternative funding sources or prudent reductions in City expenses available  
23 to enable the City to pay the additional costs of the CPI increase for the upcoming fiscal year,  
24 and for any prior fiscal year for which the Agency has granted a waiver, without jeopardizing  
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1 City operations. The Board may amend the budget to provide full or partial funding for the  
2 CPI increase(s).

3 (iv) The hourly gross compensation for Nonprofit Corporations and public entities for  
4 the upcoming calendar year following the adoption of the budget shall be the rate required in  
5 the current calendar year, plus the amount of any CPI increase provided for in the budget.  
6 This rate shall apply notwithstanding the failure of the Mayor to make the report or the Board  
7 to conduct the hearing required by Subsection (C)(ii) and (iii). The Agency shall provide  
8 notice of the Hourly Rate of Pay amount of hourly gross compensation for Nonprofit  
9 Corporations and public entities on the Agency's website. Except for those years in which the  
10 budget has sufficient funds to bring the rate for Nonprofit Corporations and public entities into  
11 parity with rate for for-profits, the The Agency shall grant a blanket one-year waiver for the  
12 upcoming calendar year applicable to all contracts with Nonprofit Corporations and public  
13 entities, which waiver shall authorize payment under such contract of an Hourly Rate of Pay  
14 hourly gross compensation that reflects either no CPI increase or only such increase as is  
15 covered by the budget. The Controller's Office shall provide notice to all City departments of  
16 the Hourly Rate of Pay hourly gross compensation for Nonprofit Corporations and public  
17 entities as determined by the Agency.

18 (v) YEARS WITH NO 1% 2% PROJECTED BUDGET SHORTFALL. As provided in  
19 Subsection (a)(1)(C)(i), the hourly gross compensation for Nonprofit Corporations and public  
20 entities shall be adjusted in any year in which there is no projected budget shortfall by an  
21 amount corresponding to the prior year's increase, if any, in the CPI. When submitting the  
22 annual proposed budget to the Board of Supervisors for any upcoming fiscal year in which  
23 there is no projected shortfall but there is disparity between the rate for for-profit entities and  
24 for Nonprofit Corporations and public entities, the Mayor shall transmit a written report to the  
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1 Clerk and to each member of the Board of Supervisors stating whether the proposed budget  
2 contains sufficient funding to bring the hourly gross compensation for Nonprofit Corporations  
3 and public entities into parity with the amount applicable to for-profit entities under Section  
4 (a)(1)(B).

5 (vi) When the Mayor has transmitted a report to the members of the Board providing  
6 notice that the proposed budget does not contain sufficient funding to bring the hourly gross  
7 compensation for Nonprofit Corporations and public entities into parity with the amount  
8 applicable to for-profit entities, the Budget and Finance Committee of the Board (or any  
9 successor committee as determined by the President of the Board) shall hold a hearing before  
10 adoption of the budget to consider the report. The Board may amend the budget to provide  
11 full or partial funding toward such parity. If additional funds are provided in the budget to  
12 obtain such parity or to bring Nonprofit Corporation and public entities closer to such parity,  
13 the hourly gross compensation for such entities shall increase to the extent provided in the  
14 budget and the Agency shall provide notice of the amount of hourly gross compensation on  
15 the Agency's website.

16 ~~(2) — Contracts with Nonprofit Corporations and public entities. Notwithstanding the~~  
17 ~~provisions of this Section, the hourly rate for Nonprofit Corporations and public entities shall~~  
18 ~~remain in the amount of \$9.00, unless the parties execute a Contract Amendment, in which~~  
19 ~~case the provisions of Subsection (b) shall govern.~~

20 ~~(b) — Contracts and Contract Amendments entered into on or after the Effective Date~~  
21 ~~of the Amendment:~~

22 ~~(1) — The hourly rate shall be in the amount of \$10.77. In order to prevent inflation~~  
23 ~~from eroding the value of this rate of pay, beginning July 1, 2007, and annually thereafter on~~  
24 ~~the first of January, beginning January 1, 2008, the hourly rate of \$10.77 shall increase by an~~  
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1 amount corresponding to the prior year's increase, if any, in the Consumer Price Index  
2 ("CPI"). By December 1 of each year, the Agency shall make available at its office and on its  
3 website the hourly rate required by this Section, which shall include any adjustments based on  
4 the CPI.

5 ~~(2)~~ When preparing proposed budgets and requests for supplemental  
6 appropriations for contract services, City departments that regularly enter into agreements for  
7 the provision of services by nonprofit corporations shall transmit with their proposal a written  
8 confirmation that the department has considered in its calculations the costs that the nonprofit  
9 corporations calculate that they will incur in complying with the Minimum Compensation  
10 Ordinance.

11 ~~(2)(c)(b)~~ Compensated time off (at the compensation rates specified in  
12 subsections ~~(a)(1)~~ or ~~(b)~~ of this Section) in an hourly amount that, on an annualized basis for a  
13 full-time employee, equals twelve (12) days per year. Such time off shall vest with the  
14 Covered Employee at the end of the applicable Pay Period and may be used, for sick leave,  
15 vacation or personal necessity. Notwithstanding the foregoing, if a Contractor reasonably  
16 determines, in good faith, that the Contractor cannot comply with this requirement for  
17 compensated time off, the Contractor shall provide the Covered Employee with a cash  
18 equivalent of such compensated time off.

19 ~~(3)(d)(e)~~ Uncompensated time off in an hourly amount that, on an annualized basis  
20 for a full-time employee, equals ten (10) days per year. Such time off shall vest with the  
21 Covered Employee at the end of the applicable Pay Period and may be used, at the option of  
22 the Covered Employee, for sick leave for the illness of the Covered Employee or such  
23 Covered Employee's spouse, domestic partner, child, parent, sibling, grandparent or  
24 grandchild.



1           (b) By December 1 of each year, the Agency shall make available at its office and  
2 on its website the hourly rates required by this Section.

3           (c) (2) When preparing proposed budgets and requests for supplemental appropriations for  
4 contract services, City departments that regularly enter into agreements for the provision of services by  
5 nonprofit corporations shall transmit with their proposal a written confirmation that the department  
6 has considered in its calculations the costs that the nonprofit corporations calculate that they will incur  
7 in complying with the Minimum Compensation Ordinance.

8           (d) (3) Subject to the budgetary and fiscal provisions of the Charter, it shall be the policy of the  
9 City to endeavor to ensure sufficient funding to prevent a reduction in the services to the community  
10 provided by Nonprofit Corporations and public entities.

11 **SEC. 12P.4. SAN FRANCISCO INTERNATIONAL AIRPORT.**

12           The requirements of this Chapter shall apply to a written agreement (including, without  
13 limitation, any lease, concession, franchise or easement agreement) for the exclusive use of  
14 real property that is owned by the City or of which the City has exclusive use, if such property  
15 is under the jurisdiction of the San Francisco Airport Commission and the term of the  
16 agreement exceeds twenty-nine (29) days in any calendar year, whether by single or  
17 cumulative instruments. If cumulative instruments cause the term of the agreement to exceed  
18 twenty-nine (29) days, the agreement in question shall be subject to this Article only on and  
19 after the effective date of the instrument which causes the term to exceed twenty-nine (29)  
20 days. The requirements of this Chapter shall also apply to (i) any sublease or other  
21 agreement allowing other parties the exclusive right to occupy or use all or any portion of the  
22 property covered by the agreement and (ii) any agreement between a tenant or subtenant and  
23 any other person or entity to perform services on the airport property. Contractors who have  
24 agreements covered by this Section shall comply with the requirements of this Chapter insofar  
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1 as they have "Covered Employees." For purposes of this Section, "Covered Employee" shall  
2 mean an employee who provides at least ten (10) hours of work on the property that is the  
3 subject of the agreement in a two-week Pay Period, adjusted proportionately if the Pay Period  
4 is other than two weeks. Notwithstanding the provisions of this Section, all exemptions and  
5 waivers from the requirements of this Chapter that apply to Contracts shall also apply to  
6 agreements for the use of airport property described in this Section, except *that for* the  
7 exemption in Section 12P.2(e)(16) (xvii) relating to property contracts does not apply to agreements  
8 for the use of real property owned by the City or of which the City has exclusive use if the property is  
9 under the jurisdiction of the San Francisco Airport Commission. Except as otherwise specifically  
10 provided, all requirements of this Chapter, and the monitoring and enforcement mechanisms  
11 provided in this Chapter, shall apply to agreements covered by this Section.

12 **SEC. 12P.5. CONTRACT REQUIREMENTS.**

13 Every Contract or Contract Amendment entered into on or after the Effective Date shall  
14 provide as follows:

15 (a) For each hour worked by a Covered Employee during each Pay Period during  
16 the term of the Contract (as such term may be extended from time to time), Contractor shall  
17 provide to such Covered Employee no less than the Minimum Compensation as required in  
18 this Chapter.

19 (b) Failure to comply with the foregoing requirement shall constitute a material  
20 breach by Contractor of the terms of the Contract. Such failure shall be determined by the  
21 City in its sole discretion.

22 (c) If, within thirty (30) days after the Contractor receives written notice of such a  
23 breach, Contractor fails to cure such breach or, if such breach cannot reasonably be cured  
24 within such period of thirty (30) days, Contractor fails to commence efforts to cure within such  
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1 period, or thereafter fails diligently to pursue such cure to completion, the City shall have the  
2 right to pursue any rights or remedies available under the terms of the Contract or under  
3 applicable law.

4 (d) The Contractor shall not discharge, reduce in compensation, or otherwise  
5 discriminate against any Employee for complaining to the City with regard to the employer's  
6 compliance or anticipated compliance with this Chapter, for opposing any practice proscribed  
7 by this Chapter, for participating in proceedings related to this Chapter, or for seeking to  
8 assert or enforce any rights under this Chapter by any lawful means.

9 (e) The Contractor represents and warrants that it is not an entity that was set up, or  
10 is being used, for the purpose of evading the intent of this Chapter.

11 (f) The Contractor shall keep itself informed of the current Minimum Compensation,  
12 and shall provide prompt written notice to all Covered Employees of annual adjustments to the  
13 Minimum Compensation, as well as any written communications received by the Contractor  
14 from the City, which communications are marked to indicate that they are to be distributed to  
15 Covered Employees.

16 (g) The Contractor shall maintain employee and payroll records in compliance with the  
17 California Labor Code and Industrial Welfare Commission orders. Where a Contractor does not  
18 maintain or retain such records, or does not allow the Agency reasonable access to such records, it  
19 shall be presumed that the Contractor paid no more than the minimum wage required under State law.  
20 The Contractor shall have the burden of overcoming the presumption by clear and convincing  
21 evidence.

22 (h) ~~(g)~~ The Contractor shall provide reports to the City in accordance with any reporting  
23 standards promulgated by the Agency.  
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1           (i) ~~(#)~~ The Contractor shall provide the City with access to pertinent records after  
2 receiving a written request to do so and being provided at least five (5) business days to  
3 respond.

4           (j) ~~(#)~~ The Agency may conduct random audits of Contractors. Random audits shall  
5 be (1) ~~(#)~~ noticed in advance in writing; (2) ~~(#)~~ limited to ascertaining whether Covered  
6 Employees are paid at least the minimum compensation required by this Article; (3) ~~(##)~~  
7 accomplished through an examination of pertinent records at a mutually agreed upon time  
8 and location within ten (10) days of the written notice; and (4) ~~(#)~~ limited to one audit per  
9 Contractor every two years for the duration of the Contract. Nothing in this Section shall be  
10 deemed to interfere with the authority of the Agency to investigate any report of an alleged  
11 breach of contract as provided in Section 12P.6.

12           (k) ~~(#)~~ Any Contractor subject to the provisions of this Chapter shall promptly notify the  
13 Contracting Department Agency of any subcontractors performing services covered by this  
14 Chapter and shall certify to the Contracting Department Agency that it has notified the  
15 subcontractors of their obligations under this Chapter.

16           Section 2. The San Francisco Administrative Code is hereby amended by adding  
17 Section 12P.5.1, to read as follows:

18           **SEC. 12P.5.1. ADDITIONAL CONTRACT REQUIREMENTS.**

19           Every Contract and Contract Amendment entered into on or after the Effective Date of the  
20 Amendment, shall include the provisions set forth below, in addition to those requirements set forth in  
21 Section 12P.5. Where a conflict exists, the provisions of this Section supersede those of Section 12P.5.

22           (a) Failure to comply with the requirements of this Chapter shall constitute a material  
23 breach by Contractor of the terms of the Contract. The City in its sole discretion shall determine such  
24 failure.

1           **(b)** If a Contractor fails to comply with the requirements of this Chapter, the City shall have  
2 the right to pursue any rights or remedies available under this Chapter, under the terms of the  
3 Contract, and under applicable law, consistent with the procedures set forth in Section 12P.6.2.

4           **(c)** In order to monitor and determine compliance with this Chapter, employees and agents  
5 of the City authorized to assist in the administration and enforcement of this Chapter, including  
6 employees and agents of the Agency, shall have the right to (1) engage in inspections of a Contractor's  
7 job sites and conduct interviews with a Contractor's employees and (2) conduct audits of Contractors,  
8 provided that the City gives notice in advance of such audits and the audits are accomplished through  
9 an examination of pertinent records at a mutually agreed upon time and location within ten (10) days  
10 of the written notice.

11           Section 3. The San Francisco Administrative Code is hereby amended by amending  
12 Sections 12P.6, to read as follows:

13 **SEC. 12P.6. ADMINISTRATION AND ENFORCEMENT.**

14           **(a)** The Agency shall monitor Contractors for compliance with the requirements of this  
15 Chapter and investigate complaints of violations. The Agency shall promulgate guidelines or rules  
16 for the administration of this Chapter. Such guidelines and rules shall not be adopted finally  
17 by the Agency until the Agency has held a public hearing. The guidelines and rules shall  
18 establish procedures for monitoring Contractors, receiving and investigating complaints, and  
19 determining providing administrative hearings requested by Covered Employees to determine whether  
20 a Contractor has breached a Contract based on the Minimum Compensation requirements of  
21 this Chapter. The guidelines and rules shall also establish procedures permitting Contractors  
22 to provide payroll information in confidence to the City for purposes of monitoring compliance  
23 under this Chapter and authorizing disclosure of the information by the City only when  
24 necessary for enforcement purposes. Upon the request of a Contracting Department, the  
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1 Agency shall also issue a determination as to whether a particular instrument constitutes a  
2 Contract or agreement is subject to the requirements of this Chapter. The Agency shall report  
3 annually on compliance with this Chapter to the Board of Supervisors. Such report shall  
4 include cumulative information regarding the number of waivers granted by the Agency  
5 pursuant to Sections 12P.7 and 12P.8 of this Chapter and statistical data regarding such  
6 waivers.

7 (b) ~~A Covered Employee may report to the Agency in writing any alleged breach by a~~  
8 ~~Contractor of the terms required to be contained in the applicable Contract under this Chapter. The~~  
9 ~~Agency shall investigate any such report.~~ If the Agency determines that a Contractor is in breach  
10 of any ~~such~~ term required to be contained in the Contract under this Chapter, the Agency shall  
11 notify the Contracting Department of its findings and of any action that the Agency requests  
12 the Contracting Department to take with respect to such breach. In order to ensure  
13 compliance with this Chapter and to enhance the monitoring activities of the Agency, the City  
14 desires to encourage reporting by Covered Employees of any breach. The Agency shall  
15 investigate any such report. pursuant to this subsection. The Agency shall keep confidential, to  
16 the maximum extent permitted by applicable laws, the Covered Employee's name and other  
17 identifying information.

18 (c) In addition to any other rights or remedies available to the City under the term of  
19 the Contract or under applicable law, the City shall have the following rights, in the event of  
20 such failure by the Contractor:

21 (1) ~~(i)~~ the right, at the discretion of the Agency, to charge the Contractor an amount equal  
22 to the difference between the Minimum Compensation levels required by this Chapter and any  
23 compensation actually provided to each Covered Employee who was not paid in accordance  
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1 with the terms of this Chapter, together with simple annual interest of 10% on such amount from  
2 the date payment was due ~~at the maximum rate then permitted by law~~;

3 (2) ~~(ii)~~ the right, at the discretion of the Agency, to set off all or any portion of the amount  
4 described in the preceding clause (1) ~~(i)~~ of this Subsection against amounts due to Contractor  
5 under the Contract;

6 (3) ~~(iii)~~ the right, at the discretion of the Contracting Department, to terminate the Contract  
7 in whole or in part;

8 (4) ~~(iv)~~ in the event of a breach by Contractor of the covenant referred to in Section  
9 12P.5(d), the right, at the discretion of the Agency, to ~~seek~~ require reinstatement of the affected  
10 Covered Employee and, if necessary, seek a court order for such reinstatement or to obtain other  
11 appropriate equitable relief and, in addition, to require payment of any wages lost because of the  
12 Contractor's discriminatory or retaliatory action, together with simple annual interest of up to 10%  
13 from the date payment should have been made; and

14 (5) ~~(v)~~ the right, at the discretion of the Agency or the Contracting Department, to bar a  
15 Contractor from entering into future contracts with the City for three (3) years.

16 (6) The City may bring a civil action against the Contractor to pursue the remedies  
17 provided by this Chapter and other applicable law. The prevailing party shall be entitled to all costs  
18 and expenses, including reasonable attorneys' fees.

19 Each of these rights shall be exercisable individually or in combination with any other  
20 rights or remedies available to the City. Any amounts realized by the City pursuant to this  
21 subsection shall be paid to each applicable Covered Employee.

22 When this Chapter authorizes the Agency to charge interest, in determining the  
23 appropriate amount to charge the Agency shall give due consideration to the size of the  
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1 Contractor's business, the Contractor's good faith, the gravity of the violation, and the history  
2 of previous violations.

3 (d) Each Covered Employee shall be a third-party beneficiary under the Contract as  
4 set forth in this subsection and in subsection (e) of this Section, and may pursue the following  
5 remedies in the event of a breach by the Contractor of any contractual covenant described in  
6 Section 12P.5(a) or Section 12P.5(d), but only after the Covered Employee has provided the  
7 notice and participated in the administrative review hearing provided in this subsection. The  
8 Covered Employee shall give written notice of a breach to the Contractor and to the Agency.  
9 If the Agency and the Contracting Department determine that no breach has occurred, or if  
10 the Contracting Department fails to obtain the cure of a breach by the Contractor within sixty  
11 (60) days after receipt of notice by the Covered Employee, the Covered Employee may  
12 request an administrative review hearing. The Covered Employee must request such a  
13 hearing within ninety (90) days after giving written notice of the breach. Unless the Covered  
14 Employee withdraws the request for a hearing, the Agency shall conduct, or arrange to have  
15 conducted, a hearing. The Employee shall have the right to attend the hearing personally or  
16 through a designated representative. The Agency shall notify the Contractor of the hearing so  
17 that the Contractor may attend and present evidence. After the hearing is completed, the  
18 person conducting the hearing shall determine whether the Contractor has breached the  
19 Contract. Upon the issuance of a written decision finding a breach, and after a waiting period  
20 of twenty-one (21) days, the Covered Employee may bring an action against the Contractor  
21 for such breach in the Superior Court of the State of California, as appropriate, unless the City  
22 has commenced an action against the Contractor based on the breach, or obtained  
23 compliance, within the 21-day waiting period and provided notice to the Covered Employee of  
24 that action. If the Covered Employee prevails in such action, the Covered Employee may be  
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1 awarded: (1) ~~(A)~~ an amount equal to the difference between the Minimum Compensation and  
2 any compensation actually provided to the Covered Employee, together with simple annual  
3 interest of 10% on such amount from the date payment was due ~~at the maximum rate then~~  
4 ~~permitted by law~~; and (2) ~~(B)~~ in the event of a breach by Contractor of the covenant referred to  
5 in Section 12P.5(d), the right to seek reinstatement or to obtain other appropriate equitable  
6 relief.

7 (e) In the event of any legal action or proceeding between Contractor and a  
8 Covered Employee arising from this Agreement, the unsuccessful party to such action or  
9 proceeding shall pay to the prevailing party all costs and expenses, including reasonable  
10 attorneys' fees and disbursements, incurred by such prevailing party in such action or  
11 proceeding and in any appeal in connection with such action or proceeding; provided,  
12 however, that a Contractor shall be entitled to such costs and expenses only if the court  
13 determines that the Covered Employee's action or proceeding was frivolous, vexatious or  
14 otherwise an act of bad faith. If such prevailing party recovers a judgment in any such action,  
15 proceeding or appeal, such costs, expenses and attorneys' fees and disbursements shall be  
16 included in and as a part of such judgment. ~~This Article does not authorize any award of costs,~~  
17 ~~expenses, or attorney's fees in favor of or against the City.~~

18 (f) The City shall maintain the confidentiality of payroll information obtained in the  
19 course of monitoring compliance with this Chapter and shall disclose such information only as  
20 necessary for enforcement purposes.

21 (g) The Agency shall develop a procedure for obtaining an assurance from  
22 Contractors when they sign an agreement subject to this Chapter that they comply with the  
23 requirements of this Chapter, such as the signing of an affidavit of compliance.  
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1            (h) The Agency may compromise and settle unlitigated claims that Contractors have  
2 violated the requirements of this Chapter, including Contractors that have agreements for real property  
3 as set forth in Section 12P.4.

4            (i) All Contractors and Contracting Departments shall cooperate fully with the Agency in  
5 connection with any investigation of an alleged violation of this Chapter or with any inspection  
6 conducted by the Agency.

7            Section 4. The San Francisco Administrative Code is hereby amended by adding  
8 Sections 12P.6.1 and 12P.6.2, to read as follows:

9 **SEC. 12P.6.1. LIQUIDATED DAMAGES.**

10            Every Contract and Contract Amendment entered into on or after the Effective Date of the  
11 Amendment shall contain a provision in which the Contractor agrees:

12            (a) To be liable to the City for liquidated damages as provided in this Section;

13            (b) To be subject to the procedures governing enforcement of a breach of the terms of a  
14 Contract, which terms are required by this Chapter, as set forth in Section 12P.6.2;

15            (c) That Contractor's commitment to pay the Minimum Compensation as required in this  
16 Chapter is a material element of the City's consideration for the Contract and that the failure of  
17 Contractor to comply will cause significant and substantial harm to the City and the public which is  
18 extremely difficult to determine or quantify, and that the liquidated damages set forth in this Section are  
19 reasonable amounts to pay for the harm caused by the Contractor's non-compliance;

20            (d) That for any failure to provide the required Minimum Compensation (hourly wage and  
21 time off), the Agency may require the Contractor to pay the City liquidated damages of up to one  
22 hundred dollars (\$100) for each one-week pay period for each employee not provided the required  
23 compensation. The Agency shall adjust this amount proportionately for Contractors that use a pay  
24 period other than one week;

1           (e) That for any failure to provide reports to the City or access to pertinent records, or any  
2 failure to cooperate with any audit, inspection or investigation conducted by the Agency, the Agency  
3 may require the Contractor to pay the City liquidated damages of up to one thousand dollars (\$1000);

4           (f) That while liquidated damages in the maximum amounts set forth in this Section are a  
5 reasonable estimate of the harm caused by the Contractor's non-compliance with contractual  
6 provisions required by this Chapter, the Agency may determine that less than the full amount is  
7 warranted depending on the circumstances of each case. The Agency shall give due consideration to  
8 the following factors in determining the amount of liquidated damages: the size of the Contractor's  
9 business, the Contractor's good faith, the gravity of the violation, the history of previous violations, the  
10 failure to comply with record-keeping, reporting, anti-retaliation or other non-wage requirements, and  
11 the extent to which the imposition of liquidated damages would undermine the purpose of this Chapter  
12 by imposing unreasonable financial burdens on the Contractor, thereby restricting its ability to fulfill  
13 its obligations under this Chapter.

14 **SEC. 12P.6.2. INVESTIGATION AND DETERMINATION OF VIOLATIONS.**

15           (a) Determination of Violation. Upon determining that a Contractor may have violated the  
16 terms of a Contract required under this Chapter, the Agency shall send written notice to the Contractor  
17 of the possible violation and of the Contractor's right to respond to the Agency's initial determination  
18 by submitting pertinent documents and other information. The written notice shall also notify the  
19 Contractor that the Agency is authorized to direct the Controller to withhold payment otherwise due to  
20 the Contractor pursuant to the provisions of subsection (e). If after providing the Contractor with a  
21 reasonable opportunity to respond to the allegations the Agency makes a final determination that a  
22 violation has occurred, the Agency shall provide a written notice of violation to the Contractor.

23           (b) Right to Appeal. The Contractor may appeal the Agency's final determination. The  
24 Contractor must file an appeal with the Agency in writing, specifying the basis for contesting the  
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1 determination, no later than 15 days after the date of the notice of determination. Failure to file an  
2 appeal in writing with the Controller within 15 days shall cause the Agency's determination to be  
3 deemed a final administrative decision by the City.

4 (c) Administrative Hearing.

5 (1) Within 15 days after the Agency receives an appeal, the Controller shall appoint a  
6 hearing officer and shall notify the Agency and the Contractor.

7 (2) The hearing officer shall promptly set a date for a hearing. The hearing shall  
8 commence within 45 days of the notification of the appointment of the hearing officer and conclude  
9 within 75 days of such notification, unless all parties agree to an extended period.

10 (3) The Agency shall have the burden of producing evidence that the Contractor has  
11 violated the requirements of this Chapter and the burden of proving the violation.

12 (d) Hearing Officer's Decision.

13 (1) Within 30 days of the conclusion of the hearing, the hearing officer shall issue a written  
14 decision consisting of findings and a decision affirming, modifying, or vacating the Agency's  
15 determination. If the hearing officer vacates the Agency's determination in its entirety, that decision  
16 shall also vacate any assessment of liquidated damages. If the hearing officer affirms the Agency's  
17 determination, the hearing officer shall issue a decision upholding the Agency's determination,  
18 including the amount of the liquidated damages assessed by the Agency. With respect to liquidated  
19 damages, the hearing officer's jurisdiction to modify the Agency's assessment is limited and the  
20 following procedures apply. If the hearing officer modifies the Agency's determination, the hearing  
21 officer shall transmit the decision to the Agency, which shall within five business days modify the  
22 assessment of liquidated damages consistent with the hearing officer's decision based on the criteria set  
23 forth in Section 12P.6.1 and transmit the modified assessment to the hearing officer. Upon receiving  
24 the modified assessment from the Agency, the hearing officer shall within three business days issue a  
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1 final decision which shall include the amount of the liquidated damages assessment as modified by the  
2 Agency.

3 (2) The decision of the hearing officer shall be final. The Contractor may seek review of the  
4 hearing officer's decision only by filing in the San Francisco Superior Court a petition for a writ of  
5 mandate under California Code of Civil Procedure, section 1094.5, as may be amended from time to  
6 time.

7 (3) The failure of the Controller or hearing officer to comply with the time requirements of  
8 this Section shall not cause the Controller or the hearing officer to lose jurisdiction over an appeal  
9 from the Agency's determination filed under this Section.

10 (4) Upon receiving the hearing officer's decision affirming or modifying the Agency's  
11 determination, the Contractor shall take the corrective action, including the payment of liquidated  
12 damages ,if any, within 14 days of receiving the hearing officer's decision. If a Contractor fails to take  
13 corrective action within the time required by the provisions of this Section, the City may immediately  
14 pursue all available remedies against the Contractor.

15 (e) Withholding of Payments by Controller.

16 (1) When the Agency sends notice to a Contractor under Section 12P.6.2(a) of its final  
17 determination that the Contractor has violated the requirements of this Chapter and of the Contractor's  
18 right of appeal to the Controller, the Agency may direct the Contracting Department and the Controller  
19 to deduct from the payment or payments otherwise due to the Contractor the amounts that the Agency  
20 has determined the Contractor must pay to Covered Employees for violation of this Chapter and to the  
21 City for liquidated damages. The Controller, in issuing any warrant for any such payment, shall deduct  
22 the amounts specified by the Agency.

23 (2) The Controller shall withhold these funds until (A) the hearing officer issues a decision  
24 finding that the Contractor does not owe all or a portion of the amount withheld, in which case the  
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1 Controller shall release funds to the Contractor consistent with the hearing officer's decision or (B) the  
2 Contractor consents to the use of the funds to pay Covered Employees and/or the City the amounts that  
3 the Agency or hearing officer found due. As to any funds being withheld for which neither (A) nor (B)  
4 applies, the Controller shall retain the funds until the hearing officer's decision is no longer subject to  
5 judicial review, at which time the Controller shall distribute the funds as provided in subsection (e)(3)  
6 of this Section, provided that this action is consistent with any final determination of a court of  
7 competent jurisdiction. Notwithstanding the provisions of this subsection, the Agency may authorize  
8 the release of payments withheld from the Contractor under this Section if the Agency determines that  
9 the continued withholding of funds imposes a substantial risk of endangering public health or safety,  
10 interfering with a service or project that is essential to the City, or having an unreasonable adverse  
11 financial impact on the City.

12 (3) The Controller shall distribute amounts withheld from Contractors under this Section in  
13 the following order:

14 (A) The Agency shall make its best efforts to distribute any amounts that are determined due  
15 to the Contractor's Covered Employees to those individuals, or may require the Contractor to do so.  
16 The Controller shall hold the balance of any such amounts for Covered Employees whom the Agency  
17 and Employer, despite best efforts, cannot locate. Funds held for at least two years shall be deposited  
18 in the City's General Fund.

19 (B) Sums imposed as liquidated damages shall be deposited in the City's General Fund.

20 Section 5. The San Francisco Administrative Code is hereby amended by amending  
21 Sections 12P.7, 12P.8, 12P.9, to read as follows:

22 **SEC. 12P.7. WAIVERS BY THE AGENCY.**

23 The Agency shall waive the requirements of this Chapter ~~under the following~~  
24 ~~circumstances:~~ where the  
25

1           ~~(a)~~ The Contracting Department has certified in writing to the Agency, and the  
2 Agency has found that:

3           ~~(a) (i)~~ *Either (A) there is only one prospective Contractor willing to enter into the applicable*  
4 *Contract on the terms and conditions established by the City (other than the requirements of this*  
5 *Chapter); or (B) the* The *needed services under the applicable Services Contract are available*  
6 *only from a sole source; and*   ~~(ii)~~ *the* The *prospective Contractor is not currently*  
7 *disqualified from doing business with the City or any other governmental agency; or:*

8           ~~(b)~~ *The Contracting Department has certified in writing to the Agency (prior to the*  
9 *Controller's contract certification), and the Agency has found that:*

10          ~~(i)~~ Pursuant to Chapters 6 and 21 of the Administrative Code, the Contract is  
11 necessary to respond to an emergency which endangers the public health or safety; and

12          ~~(ii)~~ no ~~No~~ entity that complies with the requirements of this Chapter and is capable  
13 of responding to the emergency is immediately available to perform the required services; or:

14          ~~(c)~~ *The Contracting Department has certified in writing to the Agency, and the Agency has*  
15 *found that:*

16          ~~(i)~~ There are no qualified responsive bidders or prospective vendors that comply  
17 with the requirements of this Chapter; and

18          ~~(2) (ii)~~ the ~~The~~ Contract is for a service, project, or property that is essential to the City  
19 or the public; or:

20          ~~(d)~~ *The Contracting Department has certified in writing to the Agency, and the Agency has*  
21 *found that:*

22          ~~(i)~~ The Services to be purchased are available under a bulk purchasing  
23 arrangement with a federal, state or local governmental entity;

1           (ii) purchase Purchase under such arrangement will substantially reduce the City's  
2 cost of purchasing such Services; and

3           (iii) purchase Purchase under such an arrangement is in the best interest of the City  
4 or the public.

5 **SEC. 12P.8. ADDITIONAL WAIVERS BY THE AGENCY - NONPROFIT CORPORATIONS.**

6           (a) A Nonprofit Corporation may seek a waiver from the requirements of the  
7 ~~adjustments provided in 12P.3(a)(ii) and (iii)~~ Section 12P.3(a) and (b) 12P.3(a)(1)(D) if the  
8 highest paid managerial position in the organization earns a salary which, when calculated on  
9 an hourly basis, is not more than six times the lowest wage paid by the organization to a  
10 Covered Employee. The Nonprofit Corporation shall provide to the Contracting Department a  
11 written statement, prepared and signed by the Nonprofit Corporation, setting forth an  
12 explanation of the economic hardship to the Nonprofit Corporation or the negative impact on  
13 services that would result from compliance with this Chapter. If the Contracting Department  
14 determines that the written explanation is adequate to justify the waiver and that substantial  
15 evidence supports the written explanation, it shall recommend the requested waiver to the  
16 Agency. The Agency ~~may~~ shall grant the requested waiver. Each waiver shall be effective for  
17 a period of up to one year, and subsequent waivers may be requested and granted.

18           (b) If City's budget contains funding for all or a portion of a CPI increase for  
19 Nonprofit Corporations for the fiscal year, but a Nonprofit Corporation does not receive an  
20 adequate increase in its contract allocation to pay for the CPI increase for the fiscal year, the  
21 Nonprofit Corporation may seek a one-year waiver from the CPI increase or from than that  
22 portion of the CPI increase that is unfunded. The Nonprofit Corporation shall provide to the  
23 Contracting Department a written statement, prepared and signed by the Nonprofit  
24 Corporation, demonstrating that it has not received adequate funding. The Contracting  
25



1 Department shall report to the Agency whether the Nonprofit Corporation received from the  
2 Contracting Department an increase in its contract allocation to pay for the CPI increase and,  
3 if it received funding to pay only a portion of the CPI increase, what portion of the increase  
4 was funded. If the Department has not provided adequate funding to the Nonprofit  
5 Corporation for the full CPI increase, it shall explain the reason in its statement to the  
6 Agency. If the Department certifies that the Nonprofit Corporation did not receive an  
7 adequate increase in its contract allocation to pay for the CPI increase, the Agency shall grant  
8 a one-year waiver from the CPI increase or the unfunded portion of the increase as reported  
9 by the Contracting Department. Each waiver shall be effective for a period of up to one year,  
10 and subsequent waivers may be requested and granted.

11 **SEC. 12P.9. SPECIAL WAIVER BY THE PUBLIC UTILITIES COMMISSION.**

12 The General Manager of the Public Utilities Commission may waive the requirements  
13 of this Chapter where the Contractor is providing to or on behalf of the San Francisco Public  
14 Utilities Commission services relating to:

15 (a) The provision, conveyance or transmission of wholesale or bulk water, electricity  
16 or natural gas; or

17 (b) Ancillary requirements such as spinning reserve, voltage control, or loading  
18 scheduling, as required for ensuring reliable services in accordance with good utility practice;  
19 provided, however, that:

20 ~~(1) (i)~~ The purchase of such services may not practically be accomplished through the  
21 City's standard competitive bidding procedures; and

22 ~~(2) (ii)~~ The Contractor is not providing direct, retail services to end users within the  
23 geographic boundaries of the City.

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

2  
3 By: *Paula Jesson*  
4 PAULA JESSON  
Deputy City Attorney

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# City and County of San Francisco

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

## Tails Ordinance

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**File Number:** 070921

**Date Passed:**

Ordinance amending the San Francisco Administrative Code by amending Sections 12P.2, 12P.3, 12P.4, 12P.5, 12P.6, 12P.7, 12P.8 and, 12P.9 and by adding Sections 12P.5.1, 12P.6.1 and 12P.6.2, to amend the Minimum Compensation Ordinance by making both substantive and clarifying changes with respect to: the obligations imposed on Contractors; notification, investigation, auditing, inspection, enforcement and settlement procedures; the withholding of contract payments; provisions relating to waivers; certain definitions, including the definition of Covered Employees; procedures for automatic increases to the hourly wage rate; the assessment of liquidated damages; and the process for determining whether a Contractor has violated the Ordinance and for the administrative appeal of such determinations.

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August 14, 2007 Board of Supervisors — PASSED ON FIRST READING

Ayes: 10 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

Noes: 1 - Jew

September 11, 2007 Board of Supervisors — FINALLY PASSED

Ayes: 9 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Maxwell, McGoldrick, Mirkarimi, Peskin

Noes: 1 - Jew

Excused: 1 - Sandoval

File No. 070921

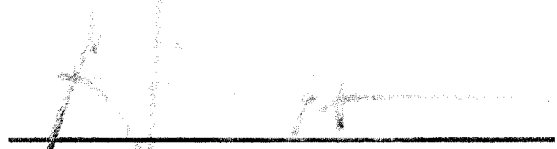
I hereby certify that the foregoing Ordinance was FINALLY PASSED on September 11, 2007 by the Board of Supervisors of the City and County of San Francisco.



Signature Clerk



Date Approved



Mayor Gavin Newsom