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When making inquiries relative to
this matter, please refer to the
Council File No. **14-1371-S1**

October 14, 2015

Councilmember Paul Koretz, Chair
Personnel and Animal Welfare Committee

Councilmember Paul Krekorian, Chair
Budget and Finance Committee

COUNCIL FILE NO. 14-1371-S1 AND 09-2642

On October 13, 2015, the Entertainment and Facilities Committee considered Bureau of Contract Administration (BCA) reports dated June 19, 2015 and October 13, 2015 relative to an implementation plan and resource requirements for an Office of Labor Standards to enforce the minimum wage and address wage theft. After providing an opportunity for public comment, the Committee recommended approval of the recommendations contained in the BCA reports, as detailed in the attached addendum from the BCA dated October 14, 2015.

The Committee also recommended that Council instruct the Office of Wage Standards to create an advisory council including representatives from business, labor, the Chief Legislative Analyst (CLA), the City Administrative Officer (CAO), and Council District Six that will meet quarterly to discuss matters related to wage theft enforcement and implementation. The Committee further recommended that the CLA and the CAO be instructed to submit, before January 2016, the pending report that was requested in June 2015 when Council adopted the Minimum Wage Ordinance.

This matter is also referred to the Personnel and Animal Welfare and Budget and Finance Committees and is hereby transmitted for consideration.

Maria L. Espinoza, Legislative Assistant
Entertainment and Facilities Committee

Attachment

Addendum to the report submitted on October 13, 2015 titled *BUREAU OF CONTRACT ADMINISTRATION – UPDATE TO THE OFFICE OF LABOR STANDARDS IMPLEMENTATION PLAN AND RESOURCE REQUIREMENTS (COUNCIL FILES 14-1371-S1 AND 09-2642)*

For clarification, the following is a comprehensive list of current recommendations taken from the two Minimum Wage Implementation Plan reports submitted on June 19, 2015 and October 13, 2015:

REVISED RECOMMENDATIONS

- A. Approve, in concept, the implementation plan for the Minimum Wage and Wage Enforcement Division Ordinance as outlined in submittals to the City Council on June 19, 2015 and October 13, 2015.
- B. Authorize position authority and funding for the following positions (to supplement the five position authorities and funding already authorized in the FY 15-16 budget):

July 1, 2015 through June 30, 2016

Department	Qty	Classification	Class Code
Office of City Attorney	1	Deputy City Attorney III	0535
Office of City Attorney	1	Paralegal II	0577

- C. Authorize the BCA to substitute the authorized Contract Compliance Program Manager I position with a Senior Management Analyst II position, and utilize two vacant authorized Management Analyst II positions as exempt Project Coordinator positions to obtain specialized services from subject matter experts in the area of labor law.
- D. Authorize, in concept, employment authority for thirty-two (32) positions (in addition to the five positions already authorized for FY 2015-16 and the two positions discussed in Recommendation B) to be phased in over three fiscal years, as outlined below:

July 1, 2016 through June 30, 2017

Department	Qty	Classification	Class Code
PW-Contract Administration	1	Senior Management Analyst II	9171-2
PW-Contract Administration	2	Senior Management Analyst I	9171-1
PW-Contract Administration	1	Senior Systems Analyst I	1597-1
PW-Contract Administration	8	Management Analyst II	9184-2
PW-Contract Administration	3	Management Analyst I	9184-1
PW-Contract Administration	2	Senior Clerk Typist	1368
Office of City Attorney	2	Deputy City Attorney III	0535
Office of City Attorney	1	Legal Secretary I	0580

July 1, 2017 through June 30, 2018

Department	Qty	Classification	Class Code
PW-Contract Administration	4	Management Analyst II	9184-2
PW-Contract Administration	2	Management Analyst I	9184-1
PW-Contract Administration	1	Senior Clerk Typist	1368
Office of City Attorney	2	Deputy City Attorney III	0535
Office of City Attorney	1	Paralegal II	0577
Office of City Attorney	1	Legal Secretary II	0581

July 1, 2018 through June 30, 2019

Department	Qty	Classification	Class Code
Office of City Attorney	1	Deputy City Attorney III	0535

- E. Authorize, in concept, a Community Outreach budget of \$1,000,000 each year for a total of \$3 million for the period of July 1, 2016, through June 30, 2019. Also requested is an additional \$250,000 that would enable an early start to the contract and cover April – June 2016.
- F. Authorize, in concept, an advertisement, public relations, and technology budget of \$200,000 each year for a total of \$600,000 for the period of July 1, 2016, through June 30, 2019. This appropriation will maintain the funding of \$200,000 provided in the FY 15-16 budget.
- G. Request the General Services Department work with the Bureau of Contract Administration to identify space needs at the Public Works Building for the BCA staff increase.
- H. Change the name of the Wage Enforcement Division to the Office of Wage Standards.