



Office of the City Manager

ACTION CALENDAR  
May 15, 2012

To: Honorable Mayor and Members of the City Council  
From:  Christine Daniel, Interim City Manager  
Submitted by: Jane Micallef, Interim Director, Health, Housing & Community Services  
Subject: Status Report: Community Workforce Agreement First Anniversary Review

RECOMMENDATION

Maintain the Community Workforce Agreement's (CWA) current \$1 million dollar threshold for publicly-funded construction projects for an additional 12 months to allow time to improve the effectiveness of the CWA and evaluate outcomes, especially in terms of jobs for Berkeley residents.

SUMMARY

On January 18, 2011, City Council adopted Resolution No. 65,157–N.S authorizing the City Manager to execute a Community Workforce Agreement (CWA) with the Alameda County Building and Construction Trades Council, AFL-CIO and twenty-two labor organizations regarding the provision of union labor to City construction projects in excess of \$1 million dollars for a term of three years. **Attachment 1** includes a summary of the key provisions of the CWA. The City and the Building Trades Council agreed that after fourteen months of experience, the City would consider whether to reduce the \$1 million dollar threshold based on an analysis of the first year of implementation. Specifically, the City must analyze and review (a) the number of jobs created for Berkeley, East Bay Green Corridor Partnership cities and Alameda County residents for covered projects; (b) whether the costs of implementing the Agreement exceeded 1% of the costs of construction contracts covered by the Agreement; and (c) whether there has been an impact on awarding contracts or subcontracts to small, Berkeley based businesses as a result of the Agreement.

The analysis conducted for this report concluded that out of the 316 workers, four Berkeley residents, 96 Green Corridor residents and 35 Alameda County residents have been employed in five CWA-covered capital projects. Capturing the total staffing costs for administering the CWA program has been challenging as a number of different staff from various departments have been involved. The lead staff person is located in the Health Housing & Community Services (HH&CS) Department and is assisted by other staff members in that Department. Other staff in Public Works and at the Library have also been integral to the administration of the program. A conservative estimate of the percent of a staff position in HH&CS is approximately .3 to .4 of an FTE. That does not

include the staff time required in Public Works or the Library. The CWA provides for implementation fees to be collected based on ten cents per construction hour worked. The fees collected total \$3,012. With respect to impact on small Berkeley businesses, so far, no small Berkeley-based businesses have participated in CWA-covered projects, but the impact of the CWA itself on this is uncertain. Given the number of jobs created for Berkeley residents, and the amount of staff time required to administer the program for five contracts, staff recommends maintaining the threshold at \$1 million of another year to improve the outcomes, specifically in terms of additional jobs for Berkeley residents.

#### FISCAL IMPACTS OF RECOMMENDATION

Maintaining the current threshold would have no additional fiscal impacts. Since no additional staffing was added to administer the CWA, the current threshold of \$1 million already diverts staffing resources from other existing employment programs. A budget code has been established to track the expenditure of staff time allocated to work related to the CWA and thus we will have a better estimate for the next review of the CWA. However, a conservative estimate of staff costs in HH&CS attributed to administering the CWA is about .3 to 4 of an FTE. Staff costs attributed to Public Works and Library staff is not included in that amount. The implementation fee has generated \$3,012 in revenue. Lowering the threshold would require additional staff resources to oversee the increased number of eligible projects.

#### CURRENT SITUATION AND ITS EFFECTS

The Community Workforce Agreement with the Building Trades Council was approved by Council on January 18, 2011. The agreement applies to City construction projects of \$1 million or more for a period of three years. The City agreed to consider, after the first 14 months of experience, whether the million dollar threshold would be reduced to an amount not below \$250,000 based on analysis and City Council review of the following three factors:

- The number of local jobs created as a consequence of the agreement;
- The costs of implementing the agreement; and
- The impacts on small, Berkeley-based businesses bidding on City projects.

This report presents staff analysis on these three factors, identifies a fourth area of consideration, and recommends maintaining the current threshold for an additional year of experience.

In its first year, the CWA has been applied to four library projects (North, Claremont, South and West Branches) and three Public Works projects (two sanitary sewer projects and one street rehabilitation project). The contract for the South branch was recently awarded and the West Berkeley branch library completed its bidding phase and the proposed contract is on this same Agenda for consideration of award. The following section reviews the first year implementation strategies, construction and staffing costs and implementation challenges.

### **Number of Local Jobs Created**

Of the 316 total workers employed on the CWA-eligible projects thus far, four are Berkeley residents, 96 are East Bay Green Corridor residents and 35 are Alameda County residents. The total local hire goal of 30%, as described in the CWA, was exceeded by 13%. The CWA local hire goal counts the East Bay Green Corridor and Alameda County towards the 30% when Berkeley residents are not available. See ***Attachment 2: Sampling of Union Dispatch Letters*** for details on union participation. These letters are responses to requests for Berkeley residents by contractors seeking to comply with the CWA.

The effectiveness of the CWA in supporting Berkeley residents' access to quality union jobs has not been fully determined in the first year of implementation. There are four factors to consider when measuring effectiveness, 1) the number of Berkeley residents currently belonging to each of the twenty-two unions that are signatory to the CWA, 2) the number of out-of-work Berkeley residents belonging to those unions, 3) the number of Berkeley residents currently enrolled in apprenticeship training through the trades, and 4) the number of new positions or new hires created for each construction project. Currently, the unions do not regularly report to the City of Berkeley regarding the number of Berkeley residents who have applied to the unions and/or the apprenticeship programs for membership, nor do the unions provide monthly progress reports to the City of Berkeley on the number of and employment disposition of local residents who have been contacted, recruited and employed on each project. Staff can derive residency information when reviewing certified payroll on each project, however staff will not know whether the worker is a member of the contractor's workforce or if they were dispatched by the union. Staff is working with the Building Trades Council to determine if this information can be regularly provided as it would assist in improving the effectiveness of the CWA requirement regarding the 30% local hire goals. It is clear that there are plenty of Berkeley residents in the trades who should be benefitting from the CWA. The Alameda County Building Trades Council reports that there are 269 journey-level and 15 apprentice-level Berkeley residents in 29 unions. It is not known if workers were available to work at the time requests were submitted to the union halls by the contractors, however staff is working with the Building Trades on an improved mechanism to obtain this information.

### **Costs of Implementing the Agreement**

Staffing costs for implementing the CWA have exceeded the revenue generated from the implementation fee. The implementation fee has generated \$3,012 in revenue. The fee is based on \$.10 per craft hour worked or paid to each construction worker on the project and is invoiced to each contractor at the end of each project.

The Health, Housing and Community Services Department was charged with oversight of the CWA, and absorbed the responsibilities into existing staff positions. Multiple staff provide the direct support: Employment Programs Administrator, Assistant Analyst and Office Specialist II. Fiscal, payroll, and management staff also provide support as needed. A conservative estimate of the total time of all of these staff put together is

about .3 to .4 of an FTE. Public Works and Library staff work closely with HHCS staff on each project, including attendance at the Pre-Job, Pre-Construction and Joint Administrative Committee meetings. That FTE estimate does not include staff from those departments.

Staffing the CWA requires the following tasks:

- Advising bidders of the requirements of the CWA;
- Review monthly workforce utilization reports;
- Coordinating Pre-Job meetings with trades and contractors for each project and participating in Pre-Construction meetings;
- Calculating, billing, and collecting applicable fees; and
- Staffing the Joint Administrative Committee meetings of City, union, and contractor representatives
- Responding to contractor & trade queries throughout each project
- Coordinating referrals to apprenticeships with workforce development programs
- Conduct worksite interviews of a sampling of workers on each project (requires bilingual staff)

All of the above was new work required to implement the CWA and has been undertaken by existing staff, thus displacing some portion of their previous duties. The City's General Fund does not currently have sufficient revenue to support adding a staff person designated for this program and there are no other special funds available to support such a position.

See **Attachment 3: Summary of Implementation Procedures for Each Project** for more detail on the tasks associated with implementation.

### **Impacts on Small, Berkeley-based Businesses Bidding on Projects**

To assess the impact on awarding contracts or subcontracts to small, Berkeley-based businesses as a result of the Agreement, staff reviewed the FY 2010 (pre-CWA) and FY 2011 street and sewer rehab bids to compare the number of small, Berkeley-based bidders. There were no small, Berkeley-based contractors or subcontractors that bid on the projects during either period. Staff will continue to monitor the bid processes on future CWA-eligible projects to gauge potential impacts on local small businesses. One point of concern raised by small contractors at the pre-bid meetings relates to the CWA's requirements regarding the use of "core" workers. Contractors that are not signatory to a union or unions must utilize a worker dispatched from the applicable union hall before they can use their existing core workers. Specifically, a non-signatory contractor may use up to five (5) of its own "core" employees provided that the first worker hire comes from the union, second worker is "core", third worker from the union, fourth worker is "core", and so forth.

The core worker is required to register with the union hall, and the contractor is required to pay into the union trust fund, those fees are determined by each trade's Schedule A (master union agreement). At the pre-bid meetings, subcontractors report that they

already provide benefits to their employees and as such are concerned about contributing to the union benefits. The subcontractors have also expressed concern during the pre-bid meetings that they must displace a core worker to comply with the local hire requirement. Whether this provision impacts the decision by a small contractor or subcontractor (whether Berkeley-based or not) to bid on a local project cannot be proven or quantified.

### **Impact on Construction Costs**

The evaluation criteria agreed to between the City and the Trades for assessing the first 14 months of experience does not expressly include any impact on construction costs of the covered projects. However, when approving the CWA last year, council members raised this as a question and thus a brief analysis is provided below. While it is impossible to state whether the CWA is the cause of the increases over engineer's seen in the bid costs for the library CWA-eligible projects, it is the case for these projects that the bids came in above the estimated costs. However, all three of the Public Works covered projects ended with bids below the engineer's estimates. The first two Library projects resulted in the average bids being between 23% and 28% higher than the engineer's estimates. However, those estimates were completed prior to the CWA being approved and did not include an allowance for it. The third Library project included a 4% allowance specifically for the CWA and the average bids still came in almost 14% over the engineer's estimate. Again, it is not clear whether those increases can be attributed to the CWA or whether other factors such as the specialty nature of these library projects also played a role. Street Rehabilitation Project 10560-C, required a re-bid in late Fiscal Year 2011 early Fiscal Year 2012 after the lowest bidder declined to finalize the contract. The specification when the project was first put out to bid did not include the CWA requirement but the requirement was included in the re-bid. The second bid process resulted in a price increase of almost 34% over the initial low bid. However, it is not clear that this increase is a result of the CWA as it is also the case that materials costs may have increased during the time between the first and second bids. More information about project costs is detailed below under

### ***Background.***

### **Measures to Improve Outcomes**

The second year of the CWA will provide opportunity to apply the lessons learned during the first year, specifically regarding increasing the number of Berkeley residents employed on CWA-eligible projects. The Joint Administrative Committee will be a more robust and engaged entity that will meet regularly to review local hire efforts by contractors. The JAC will review monthly reports from the general contractors; those reports will include the number of workers, Berkeley residents, 1<sup>st</sup> period apprentices, dispatch requests from the trades and the results of those requests. Contractors may be required to appear before the JAC to review their good faith efforts and remedies may be recommended to assist the contractors in meeting the local hire goal. Additionally, workforce development programs will work more closely with the trades to ensure access to apprenticeships and sponsorship into the trades by contractors

working on CWA-eligible projects. The trades and programs will collaborate to plan periodic career exploration fairs for local residents to learn about the various trades especially those trades that more typically work on local projects, such as operating engineers, cement masons, laborers, carpenters and electricians. Overall, the Trades express their support and willingness to work collaboratively with City staff to improve the effectiveness of the CWA.

**BACKGROUND**

The Health, Housing and Community Services Department was assigned to implement the CWA, working in partnership with Public Works, and with the Library for the branch rehabilitation and construction projects. City staff received a tremendous amount of technical assistance from staff of the San Francisco Public Utilities Commission (SFPUC), which loaned their subject matter expert on Project Labor Agreements as a courtesy to the City of Berkeley. Carol Isen, Director of Labor Relations and Community Programs for the SFPUC, worked closely with the City of Berkeley’s employment programs staff to develop the processes necessary to implement the CWA. This support proved invaluable, as the CWA required significant start-up and continued development of tools for implementation.

**CWA-Covered Projects**

More information on bidding on projects with the CWA requirement follows. The table below presents detailed information on the Engineer’s estimate and bids for CWA-covered projects. Please note the Engineer’s estimate is intended to correlate with the mean or average bid, not the lowest bid expected.

Project	Engineer’s Estimate	Low bidder	2 <sup>nd</sup> Low Bidder	Average Bid	Total Bidders
Claremont Branch	\$2.90M	\$2.97M	\$3.34M	\$3.57M	12
North Branch (1 <sup>st</sup> round of bidding)	\$3.80M	\$4.25M	\$4.80M	\$4.87M	5
North Branch (2 <sup>nd</sup> round of bidding)	\$3.80M	\$4.36M	\$4.40M	\$4.77M	3
South Branch	\$4.30M	\$4.60M	\$4.61M	\$4.89M	13
Street Rehabilitation Project 11-10560 re-bid	\$1.6M	\$1,456,700	\$1,458,049	\$1,530,650	7
Sanitary Sewer Rehab Project 11-10596-C	\$1.3M	\$1,288,288	\$1,309,340	\$1,475,635	9
Sanitary Sewer Rehab Project 10-10525-C	\$1.3M	\$1,057,404	\$1,233,814	\$1,130,706	4

**Public Art**

One area of uncertainty during the first year of implementation has been Public Art. Because the CWA applies to all subcontractors, Public Art projects are subject to its requirements. Staff researched Project Labor Agreements in other cities, and none contain provisions for Public Art, so there was no established model to consider regarding handling Public Art projects. Staff reviewed requirements with bidding artists, and while all the artists agreed with the CWA in concept, it was very difficult for them to comply since their work is very specialized. Having workers unknown to the artist assist with installation of the functional art could result in damage to the artwork. The artists do work with the contractors and architects before and during the art installation.

The Public Art component of the CWA also requires significant staff time to respond to artist queries, troubleshoot potential problems, assess which trade would be applicable to the artist's work and to participate in artist presentations during the artist selection process. The Joint Administrative Committee agrees to review Public Art on a case-by-case basis to assist in determining the applicability of the CWA to each Public Art project.

#### RATIONALE FOR RECOMMENDATION

Because significant staffing resources are required to implement and monitor each CWA-covered project, but fees generated by the CWA cannot support additional staffing, staff does not recommend adding more projects by lowering the applicability threshold. Rather, staff recommends maintaining the threshold for an additional year in order to develop and evaluate additional strategies for increasing job opportunities for Berkeley residents.

#### ALTERNATIVE ACTIONS CONSIDERED

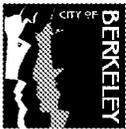
Staff has discussed with the Building and Construction Trades Council lowering the threshold to \$500,000 for covered projects. The Building Trades Council believes that because a lower threshold would increase the pool of projects subject to the CWA it would therefore also increase the number of job opportunities for Berkeley residents. Staff is concerned that smaller projects will not create significantly more opportunities for Berkeley residents due to the fact that smaller projects will likely be bid upon by smaller contractors who already have a crew of core employees and thus will not need, or want, to add new workers who are Berkeley residents. Additionally, increased staffing would be needed to administer a higher volume of projects and there is not sufficient funding to add staff at this time. Staff would prefer to work with the Building Trades Council over the course of the next year, through the Joint Administrative Committee process, to improve the effectiveness of the CWA in creating job opportunities for Berkeley residents.

#### CONTACT PERSON

William Rogers, Interim Deputy City Manager, 981-7000  
Delfina Geiken, Health, Housing & Community Services, 981-7551

**Attachments:**

- 1: Bidding and Contracting Under the Community Workforce Agreement
- 2: Sampling of Union Dispatch Letters
- 3: Summary of Implementation Procedures for Each Project



**CITY OF BERKELEY**  
**BIDDING & CONTRACTING UNDER THE COMMUNITY WORKFORCE AGREEMENT (CWA)**

- **Local Workforce Hiring Goals**

The City of Berkeley's local workforce-hiring goal is 30% of craft hours worked, on a craft by craft basis on locally funded projects. In the event that no Berkeley resident(s) are available to fulfill the 30% requirement, the next tier of residents may come from the East Bay Green Corridor Partnership cities (Albany, Alameda, Berkeley, El Cerrito, Emeryville, Richmond, Oakland and San Leandro). If residents of the first two tiers are not available, the third tier of residents may come from Alameda County. On a monthly basis, by the 10<sup>th</sup> day of the following month, the general contractor shall submit to City Staff a monthly workforce utilization summary report, which shall include, on a craft by craft basis, total work hours and total number of Berkeley residents, East Bay Green Corridor Residents, Alameda County residents and 1<sup>st</sup> period apprentices. This monthly report will be reviewed by the Joint Administrative Committee to monitor compliance of the local workforce hiring goals.

- **Core (Regular, experienced) Employees**

A non-signatory contractor may use up to five (5) of its own "core" employees provided that the first worker hire comes from the union, second worker is "core", third worker from the union, fourth worker is "core", and so forth. The contractor and subcontractor may request by name, and the local will honor, referral of the core employee(s) who have applied to the local union hall for work on the project and who demonstrate the following qualifications: 1) possess any license required by state or federal law, 2) have worked at least 1,000 hours in the construction craft during the prior three years, 3) have been on the Contractor's active payroll for at least sixty (60) out of the one hundred and eighty (180) hours in the calendar year immediately prior to contract award, 4) must have the ability to safely perform the basic functions of the applicable trade, and 5) must reside in Berkeley, or the East Bay Green Corridor.

- **Hiring Plan**

A hiring plan is to be submitted prior to the Notice to Proceed date, with the understanding that the workforce may change during the project. The contractor/subcontractor shall add to the hiring plan as necessary and is to forward the updates to the City of Berkeley. The hiring plan will help in reviewing good faith efforts to hire locally and will be used as baseline information, with the monthly workforce utilization reports and certified payroll serving as confirmation of those efforts.

- **Apprentices**

Consistent with the requirements of California Labor Code § 1776, 1777.5 and 1777.6, contractors and their subcontractors are required to hire one Berkeley resident as a First Period Apprentice for every one million dollars or more of total bid amount, thereafter, for every five million dollars of the total bid amount the Prime Contractor and their subcontractors are required to hire one additional first period apprentice. In the event no Berkeley resident(s) are available, then the next tiers apply as described above. Berkeley residents that participate in local and Green Corridor workforce development programs will be screened and referred for the apprenticeship opportunities. For additional information, please contact Delfina Geiken, Employment Programs Administrator at (510) 981-7551.

- **California Prevailing Wages**

All construction workers will be paid prevailing wages as determined by the State of California. Benefits are the established labor-management vacation, pension or other form of deferred compensation plan, apprenticeship and health benefit funds for each hour worked. Any local collectively bargained wage and/or fringe benefit increase shall be recognized on the date on which they become effective.



**CITY OF BERKELEY**  
**BIDDING & CONTRACTING UNDER THE COMMUNITY WORKFORCE AGREEMENT (CWA)**

- **Agreement to be Bound**

All general contractors and all sub-contractors, including trucking, and regardless of tier, must sign an *Agreement to be Bound* to the CWA. This agreement binds the contractor to the terms of the CWA for the awarded project only. It does not bind any contractor to a union agreement.

- **Certified Payrolls**

Contractors are required to submit certified payrolls on a monthly basis to Delfina Geiken, [dgeiken@cityofberkeley.info](mailto:dgeiken@cityofberkeley.info) (preferred) or by mail to the address below. Residence addresses, trade & apprentice level for each worker must be included and is subject to verification by City staff.

- **Pre-Job Conference**

The successful general contractor and all subcontractors shall attend a pre-job conference with City of Berkeley and the affected Building & Construction Trades council prior to start of construction. General Contractor and subcontractors will make craft/trade work assignments at this meeting. Should any union disagree, it may follow the established jurisdictional dispute resolution process provided in the Community Workforce Agreement.

- **JOINT ADMINISTRATIVE COMMITTEE**  
**ARTICLE 10**

10.1 The parties to this Agreement shall establish a five (5) person Joint Administrative Committee. This Committee shall be comprised of two (2) representative selected by the City; two (2) representatives of the signatory Unions and Alameda County Building and Construction Trades Council; and one (1) contractor representative, mutually selected by the City and the Alameda County Building and Construction Trades Council. Each representative shall designate an alternate who shall serve in his or her absence for any purpose contemplated by this Agreement. 10.2 The Joint Administrative Committee shall meet as required, but not less than once each quarter, to review the implementation of the Agreement and the progress of the Projects including, but not limited to, compliance with Article 8, prevailing wage, safety, craft workforce levels and construction progress. Requests for certified payroll made by a Joint Labor/Management Committee to which the Union(s) signatory to this Agreement are a party shall be provided as allowed by law.

- **CWA Implementation Fees**

All prime and subcontractors must contribute .10 cents per craft hour worked or paid to each construction person performing work on the project. These funds shall be paid directly to the City of Berkeley submitted to the address below. City of Berkeley will prepare an invoice for the payment of the fees.

***CWA Administration***

*Delfina Geiken*  
*Employment Programs Administrator*  
*Department of Health, Housing and Community Services*  
*2180 Milvia, 2<sup>nd</sup> floor*  
*Berkeley, CA 94704*  
[\*dgeiken@cityofberkeley.info\*](mailto:dgeiken@cityofberkeley.info)  
*(510) 981-7551*

Links:

Complete Community Workforce Agreement: [http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level\\_3\\_-\\_City\\_Council/2011/01/Jan/2011-01-18\\_Item\\_19\\_Contract\\_Community\\_Workforce\\_Agreement.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3_-_City_Council/2011/01/Jan/2011-01-18_Item_19_Contract_Community_Workforce_Agreement.pdf)

CWA Status Update  
Attachment 2

Mar. 8. 2012 8:23AM BK MILL & FIXTURE  
03/08/2012 09:22 5105811267

CARPENTERS LOCAL 713

No. 5760 P. 1/1  
PAGE 01/01

**UNITED BROTHERHOOD OF CARPENTERS & JOINERS OF AMERICA**  
**Carpenters Local 713, Alameda County**

Mailing Address  
1050 Mattox Road  
Hayward, California 94541-1298



Meets:  
Second and Fourth  
Thursdays

510-581-7817  
Business Fax: 510-581-1267 • E-mail: [carp713@hypersurf.com](mailto:carp713@hypersurf.com) • Dispatch Fax: 510-733-2509  
Web Site: [carpenters713.unionnet.org](http://carpenters713.unionnet.org)

March 8, 2012

FAXED ONLY

Installit, Inc.  
ATTN: Sandra Barclay  
6167 Jarvis Avenue #317  
Newark, CA 94560

RE: Request for Berkeley Resident Journeyman  
Job Site – North Branch Library  
1170 The Alameda  
Berkeley

Dear Ms. Barclay:

I regret to inform you that Carpenters Local 713 was unable to supply your company with a Berkeley Resident Journeyman for the above listed job site on February 2, 2012.

On February 6, 2012, at your request, we supplied you with a green corridor worker.

I hope that in the future this office will be able to be of continued help to your company in supplying workers.

If you have any questions, please feel free to contact me. My Voice Mail Box is #20.

Sincerely,

Patrick T. Dennis  
Senior Field Representative  
Carpenters Local 713

PTD: ans  
opeu #29  
af-cio

**UNITED BROTHERHOOD OF CARPENTERS & JOINERS OF AMERICA  
Carpenters Local 713, Alameda County**

Mailing Address  
1050 Mattox Road  
Hayward, California 94541-1298



Meets:  
Second and Fourth  
Thursdays

510-581-7817

Business Fax: 510-581-1267 • E-mail: [carp713@hypersurf.com](mailto:carp713@hypersurf.com) • Dispatch Fax: 510-733-2509

Web Site: [carpenters713.unionnet.org](http://carpenters713.unionnet.org)

  
June 14, 2011

FAXED & MAILED

BHM Construction Inc.  
522 Walnut Avenue  
Vallejo, California 94592

RE: Request for Local Resident Apprentice or Green Corridor Apprentice  
Job Site – North Branch Library  
1170 DeAlameda  
Berkeley

Dear Sir or Madam:

I regret to inform you that Carpenters Local 713 is unable to supply your company with a Local Resident Apprentice for the above listed job site at this time.

However we do have a number of Green Corridor Resident Apprentices currently on our Out of Work List.

I hope that in the future this office will be able to be of continued help to your office in supplying workers.

If you have any questions, please feel free to contact me. My Voice Mail Box is #22.

Sincerely,

Robert M. Klein  
Field Representative  
Carpenters Local 713

RMK: ans  
open #29  
af-cio

## SPRINKLER FITTERS AND APPRENTICES

### LOCAL 483

OF THE UNITED ASSOCIATION OF PLUMBERS,  
PIPEFITTERS AND SPRINKLER FITTERS OF THE  
UNITED STATES AND CANADA AFL-CIO



Stanley M. Smith  
*Business Manager*

Phillip Alves  
*Organizer*

Michael Murphy  
*Organizer*

*Business Agents*  
Richard R. Mangan  
Tony Santana  
Tony Rodriguez

*August 22, 2011*

*Value Fire Protection, Inc.  
1630 17<sup>th</sup> Street #102  
San Francisco, CA 94107  
Sent Via E-Mail @ [valuefire@aol.com](mailto:valuefire@aol.com)*

*At this time Local 483 does not have any Journeyman or Apprentices that live in Berkeley, but we do have members that live in the Oakland, San Leandro, Emeryville or Albany area.*

*Should further information be needed, please contact this office.*

*Sincerely,*

SPRINKLER FITTERS & APPRENTICES

STANLEY M. SMITH  
*Business Manager/Financial Secretary*

SMS/dk  
OPEIU-3-AFL-CIO (127)



**COMMUNITY WORKFORCE AGREEMENT IMPLEMENTATION PROCEDURES**

Tasks	Assigned to:	Time required
<p>Track construction projects over \$1 million:</p> <ol style="list-style-type: none"> <li>1. Check Finance council reports re: upcoming bids</li> <li>2. Check Council agendas for PW contract reports</li> <li>3. Subscribe to COB finance page for RFP info</li> <li>4. Subscribe to COB construction updates (helps with locating workers for interviews)</li> <li>5. Contact City project managers as listed</li> <li>6. Provide update to Building Trades Council</li> </ol> <p>Set up Joint Administrative Committee with Trades</p>	<p>Employment Programs Administrator (EPA)</p> <p>City (2 staff), Building Trades Council, one contractor</p>	<p>On-going</p> <p>Quarterly meeting, set-up, follow-up tasks</p>
<p><b>For Each Project:</b></p> <p>Attend bidders' conference</p> <ul style="list-style-type: none"> <li>• Describe CWA</li> <li>• Distribute forms to potential bidders (agreement to be bound (ATB), CWA summary, hiring plan)</li> <li>• Respond to phone queries from contractors and subcontractors</li> <li>• Follow bid process</li> <li>• Review award info (sub lists, bidder info), council reports</li> <li>• Set up tracking sheet for Prime &amp; subs</li> <li>• Send sub list including scopes and license numbers to Building Trades Council admin BTC will set-up date for pre-job &amp; notify applicable trades based on scopes of work Set up CWA folder for Prime</li> <li>• Review union hire list for Berkeley &amp; corridor residents. Cross check with hiring plans</li> </ul>	<p>EPA</p> <p>Community Services Specialist (CSS); PW Project Manager</p> <p>Office Specialist (OS)</p>	<p>One-time: up to 4 hours including preparation for meeting and on-going for queries</p> <p>3 hours</p>

COMMUNITY WORKFORCE AGREEMENT IMPLEMENTATION PROCEDURES  
Attachment 3

Tasks	Assigned to:	Time required
Record ATBs and Hiring Plans as they come in, troubleshoot for local hire. These forms should be in place prior to date of Notice to Proceed (NTP) Enter worker names from Hiring Plan onto the tracking sheet	OSII	1-2 hours
Attend pre-job, use tracking sheet for attendance by subs, distribute ATB and Hiring plan templates if not submitted to COB previously	EPA and/or CSS	1-4 hours (depending on size of project and number of subcontractors)
Visit worksites, conduct interviews with workers using HUD-11 form, also available in Spanish	EPA and/or CSS	1 hour
Attend on-site construction meetings when necessary	EPA or CSS	1-2 hours
Review weekly reports and/or Certified Payroll if provided to project manager to review total craft hours worked, prepare invoices using those reports	Analyst & EPA	1-2 hours weekly per project
Prepare & send CWA admin fee invoices to each sub and prime quarterly or upon completion of work on site	Analyst & OSII	Regular data entry upon receipt of Certified Payroll

