

# CIVIL SERVICE COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

E. DENNIS NORMANDY  
PRESIDENT

DOUGLAS S. CHAN  
VICE PRESIDENT

KATE FAVETTI  
COMMISSIONER

SCOTT R. HELDFOND  
COMMISSIONER

GINA M. ROCCANOVA  
COMMISSIONER

DEBORAH C. JOHNSTON  
EXECUTIVE OFFICER

### AGENDA

#### Regular Meeting

#### July 21, 2014

2:00 p.m.  
ROOM 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATION AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT



**NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**

**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civil\\_service/](http://www.sfgov.org/civil_service/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

**B. Policy Requiring Written Reports**

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

**C. Policy on Written Submissions by Appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

**D. Policy on Materials being Considered by the Commission**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at [www.sfgov.org/Civil\\_Service](http://www.sfgov.org/Civil_Service), and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

**E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

**F. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

**G. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

**H. Policy on Audio Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at [www.sfgov.org/civil\\_service/](http://www.sfgov.org/civil_service/).

**I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

**J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**Information on Disability Access**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

**Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [soff@sfgov.org](mailto:soff@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

**San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

**City and County of San Francisco  
Civil Service Commission**

**Agenda for Regular Meeting  
July 21, 2014  
2:00 p.m.**

**ITEM NO.**

**(1) CALL TO ORDER AND ROLL CALL**

President E. Dennis Normandy  
Vice President Douglas S. Chan  
Commissioner Scott R. Heldfond  
Commissioner Kate Favetti  
Commissioner Gina M. Roccanova

**(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

**(3) APPROVAL OF MINUTES - Action Item**

Regular Meeting of July 7, 2014

**Recommendation:** Adopt the minutes.

**(4) ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

**HUMAN RESOURCES DIRECTOR'S REPORT**

**(5) Department of Human Resources' Report on Provisional Appointments.  
(File No. 0147-14-1) – Action Item**

**Recommendation:** Adopt the report.

**(6) Department of Human Resources' Report on the Position-Based Testing Program.  
(File No. 0148-14-1) – Action Item**

**Recommendation:** Adopt the report.

(7) EXECUTIVE OFFICER'S REPORT

Updates on ongoing business.

Other reports.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(8) **Review of Request for Approval of Proposed Personal Services Contracts.  
(File No. 0149-14-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
31308-13/14	JUVENILE PROBATION	\$150,000	The Juvenile Probation Department (JPD) seeks vendors to provide recreational services to youth at JPD facilities. The Contractor shall provide recreational services on site at Juvenile Hall and/or Log Cabin Ranch. The vendor will play an integral role in creating a recreational setting that is in a safe and secure therapeutic environment. JPD seeks recreational activities, that offer diversity to youth and contributes to the total education of the youth while in detention, these services will provide youth the opportunity to engage in productive and artistic behavior. The vendor will play an important role and will assist JPD in a multifaceted approach to rehabilitate youth.	Regular	10/31/2017
41338-13/14	PUBLIC HEALTH	\$21,000,000	Services will include Third Party Pharmacy Adjudication (TPA) of claims and 340B Drug Pricing Program services for the Department of Public Health's (DPH's) integrated service delivery division, the San Francisco Health Network (SFHN). The SFHN provides health care services to San Francisco residents who are not eligible for and/or do not have third party coverage for outpatient medication such as Medi-Cal or private insurance, including members of the San Francisco Health Plan (SFHP). TPA services will include verifying patient and provider eligibility status and adjudicate online claims 24/7. The 340B Drug Pricing Program requires drug manufacturers to provide outpatient drugs to eligible health care organizations at significantly reduced prices. 340B Program services will include inventory management, outpatient prescription claims adjudication services, and 340B contract pharmacy network management.	Regular	6/30/2019
44408-13/14	PUBLIC UTILITIES COMMISSION	\$14,000,000	Provide planning and engineering support for a new 250 million gallons per day (MGD) Headworks facility at the Southeast Water Pollution Control Plant (SEP). The Headworks is the first treatment process in the liquid wastewater stream and contains the critical solids removal equipment such as the fine screens, grit removal, and odor control systems. Upgrading these systems with new Headworks will improve the downstream treatment process and protect the new biosolids equipment from damaging debris such as rags, sand, and abrasive grit.	Regular	5/1/2021

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46535-13/14	PUBLIC HEALTH	\$15,000,000	The new San Francisco General and Hospital Trauma Center will have a state of the art integrated data and utility network to provide secure access to patient clinical records, radiology systems, voice, video, patient tracking systems, patient experience systems and building monitoring systems. The entire network comprised of equipment and applications needs to be designed and installed in the new hospital through the purchase of new items or existing items transitioned from the current hospital then tested and inspected by the various regulators. This must occur by dates that the construction manager has set. The amount of this PSC is the Department's best estimate of the value of the professional services portion of the contracts, excluding license and maintenance fees.	Regular	12/31/2018
47589-13/14	MAYOR	\$625,000	The Contractor shall provide & maintain an end-to-end web based grants management system as a Commercial Off The-Shelf solution or customized SaaS/PaaS/Cloud hosted subscription-based platform to provide the functionalities described below for at least 1,000 Users with varying levels of access, as well as a wide variety of experience in the use of online tools. The System must provide Mayor's Office of Housing & Community Development (MOHCD) staff & potential and awarded Grantees with the ability to initiate, manage and monitor the entire granting process, including Grantee Project proposal set-up, submission, review and negotiations, grant award, reporting and reimbursement, & Agency & User setup and administration. Services provided shall include System planning & management, including but not limited to, requirements & design, integration, testing, acceptance, deployment, data migration (if applicable), training, & maintenance. Developer & Subscription System User support Monday through Friday, 8am - 6pm Pacific Time (as a minimum window of availability) is required. (See Additional Attachment)	Regular	10/15/2017
49182-13/14	PORT	\$470,000	Evaluate the earthquake vulnerability of the San Francisco Seawall, determine conceptual level retrofit alternatives and costs, and assist the Port with prioritizing areas for further engineering evaluation and design. This study will inform the Port's overall plan to repair, rehabilitate, seismically retrofit and/or replace the seawall such that it can continue to provide flood protection and safe backlands over the next 100 years.	Regular	11/13/2015
3087-10/11	JUVENILE PROBATION	Current Approved Amount \$262,000 Increase Amount Requested \$100,000 New Total Amount Requested \$362,000	Contractor will assist Juvenile Probation Department in a comprehensive review and updating of all of its operational policies and procedures that will reflect best practices and standards established by such organizations as the American Correctional Association and American Probation and Parole Association, and performance-based standards initiated by the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention. Contractor will also ensure that all of JDP's policies and procedures are in compliance with all local, state, and federal laws. In addition, Contractor will assist JDP in identifying effective training tools, assessing implementation and compliance, and identifying national experts for guidance.	Modification	Current Approved Duration 3/1/2011-7/30/2014  Additional Duration Requested 7/30/2014-7/31/2015
4077-12/13	ARTS COMMISSION	Current Approved Amount \$700,000 Increase Amount Requested \$3,000,000 New Total Amount Requested \$3,700,000	Fine art services and consulting for artworks in the collection and care of the City and County of San Francisco. Scope of work may include the handling, transportation, conservation, restoration, cleaning, packing, storing, framing, photography installation and de-installation of artworks including those of monumental scale. The design and fabrication of integral hardware, pedestals, and plaques. Specialized consulting services to evaluate the condition of existing and proposed artworks. Major projects will include conservation at Coit Tower and installations at San Francisco International Airport.	Modification	Current Approved Duration 3/1/2013-6/24/2014  Additional Duration Requested 6/24/2014-Continuous

**Civil Service Commission Meeting Agenda**

**Regular Meeting of July 21, 2014**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4131-12/13	GENERAL SERVICES AGENCY – CITY ADMIN	Current Approved Amount \$225,000 Increase Amount Requested \$172,900 New Total Amount Requested \$397,900	The City is seeking to enhance the functions of its Case Management System in the District Attorney’s Office with the implementation of three new modules related to Investigations, Juveniles and Discovery. Additionally they are seeking to upgrade their report writing capabilities and create a bi-directional interface with the City’s criminal database.	Modification	Current Approved Duration 4/1/2013-1/1/2014  Additional Duration Requested 1/1/2014-6/30/2015

**Recommendation:** Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

**REGULAR AGENDA**

(9) **Review of Proposed Amendments to Volumes I and IV of Civil Service Rule Series 11A, Position-Based Testing; 12, Eligible Lists; and 13, Certification of Eligibles—Affecting All Miscellaneous Employees and Service-Critical Employees of the Municipal Transportation Agency. (File No. 0142-14-5) – Action Item**

July 7, 2014: Accepted the Department of Human Resources’ staff report; accepted the Executive Officer’s staff report; and continued the matter to the next Civil Service Commission meeting of July 21, 2014, so that the Department of Human Resources can work with the Executive Officer to redraft the proposed amendments to include appropriate Civil Service Rule language, add definitions and clearly distinguish the proposed changes. (Vote of 5 to 0)

**Recommendation:** Adopt the Executive Officer’s staff report, and direct the Executive Officer to:

- Post the proposed revisions to Civil Service Rules 111A– Position-Based Testing, 112–Eligible Lists and 113– Certification of Eligibles;
- Post the proposed revisions to Civil Service Rules 411A– Position-Based Testing, 412– Eligible Lists and 413– Certification of Eligibles; and,
- Meet and discuss the Civil Service Rule amendments with any interested stakeholders.

**SEPARATIONS AGENDA**

(10) **Request for hearing by Manuel Bermudez on his Future Restrictions with the San Francisco Municipal Transportation Agency. (File No. 0008-14-7) – Action Item**

**Recommendation:** Adopt the report; Deny the appeal by Manuel Bermudez. Uphold the permanent restriction on his future employment with the San Francisco Municipal Transportation Agency.



- (11) **Request for hearing by Onorio Antonucci on his Future Employment Restrictions with the Recreation and Park Department and the City and County of San Francisco. (File No. 0322-11-7) – Action Item**

**Recommendation:** Adopt the report; Deny the appeal by Onorio Antonucci. Uphold the restrictions on his future employment: 1) no future employment with the Department of Recreation and Park Department; and 2) no future employment with any other City and County of San Francisco agency or department until Mr. Antonucci has served one year of satisfactory outside work experience.

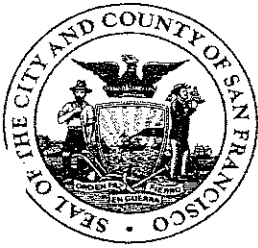
- (12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (13) **ADJOURNMENT**



CALL TO ORDER  
&  
ROLL CALL

**REQUESTS TO SPEAK  
ON ITEMS WITHIN THE JURISDICTION  
OF THE CIVIL SERVICE COMMISSION  
BUT NOT ON TODAY'S AGENDA**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

E. DENNIS NORMANDY  
PRESIDENT

DOUGLAS S. CHAN  
VICE PRESIDENT

KATE FAVETTI  
COMMISSIONER

SCOTT R. HELDFOND  
COMMISSIONER

GINA M. ROCCANOVA  
COMMISSIONER

## MINUTES Regular Meeting July 7, 2014

2:00 p.m.  
ROOM 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

### CALL TO ORDER

2:04 p.m.

### ROLL CALL

MIFFER C. JOHNSTON  
EXECUTIVE OFFICER

President E. Dennis Normandy	Present
Vice President Douglas S. Chan	Present
Commissioner Scott R. Heldfond	Present
Commissioner Kate Favetti	Present
Commissioner Gina M. Roccanova	Present

President E. Dennis Normandy presided.

### REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

### APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of June 16, 2014

**Action:** Adopted the minutes. (Vote of 5 to 0)

**ANNOUNCEMENTS (Item No. 4)**

President E. Dennis Normandy expressed his admiration and appreciation to outgoing President, Commissioner Heldfond, for his excellent service on the Civil Service Commission and previous commissions; and his appreciation to Commissioner Chan for agreeing to serve as Vice President. President Normandy also thanked Commissioner Favetti and Commissioner Roccanova for their confidence in allowing him to serve as President of the Commission again. Commissioner Favetti announced that she was pleased to see that the Department of Human Resources' updated features on its website. In particular, she enjoyed seeing the number of job openings and that there were only four temporary provisional job announcements. However, Commissioner Favetti requested the Department of Human Resources to evaluate whether any of the temporary provisional openings (particularly the two at the Department of Public Health) can be included in the Position Based Testing program to increase the number of permanent civil service positions.

Human Resources Director Micki Callahan agreed to review the positions further.

**HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)**

None.

**EXECUTIVE OFFICER'S REPORT (Item No. 6)**

Executive Officer Jennifer Johnston announced that she had received the final report from the Department of Public Health ("DPH") regarding Mandana Siyadat's discrimination complaint (presented at the Commission meeting of May 5, 2014). According to DPH, DPH managers met with Ms. Siyadat and her union representative on two occasions to address her ongoing concerns, and offered to assign her to special projects for which she expressed some interest. DPH confirmed that Ms. Siyadat no longer reports to the individual who was found to have subjected her to adverse employment actions based on her gender and ethnicity, and that she has not reported any new incidences of unwelcome conduct. Ms. Johnston indicated that she would follow up with DPH in six months to a year to ensure that Ms. Siyadat is no longer being subjected to adverse employment actions to close the loop on the matter.

Ms. Johnston also announced that she had represented the Commission on two complaints before the Sunshine Ordinance Task Force during the previous week. The Commission was successful in both cases (there were no findings). In the first case, the Civil Service Commission staff was commended for their responsiveness. The second case involved confidential peace officer proceedings for discrimination complaints. Although the Task Force found no violation of public records laws, the Task Force decided to review the matter further in light of the little amount of time it had to review the voluminous submission and applicable case law, to determine if it concurred with the City Attorney's advice on Penal Code requirements and/or if the Civil Service Commission's and Police Commission's procedures should be revised.

Lastly, Ms. Johnston reported that there were no administrative closures of appeals during the preceding month.

**0141-14-8 Review of Request for Approval of Proposed Personal Services Contracts.  
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41415-13/14	MUNICIPAL TRANSPORTATION AGENCY	\$300,000	The San Francisco Municipal Transportation Agency (SFMTA) wishes to study the economic benefits of investment in the City's transportation system. In order to determine the economic benefits of investment in the City's transportation system, the consultant will use prior studies conducted by other transit agencies (such as BART and SEPTA) as a starting point and, working with the SFMTA and the City Controller's office, will create metrics for identifying and then studying these economic impacts in San Francisco. Investment in transit may impact service reliability, traffic congestion, costs for transportation other than transit (for example, increased highway maintenance), business operating costs and productivity, and regional growth. The consultant will document conclusions in a final report.	Regular	3/31/2015
43916-13/14	PUBLIC UTILITIES COMMISSION	\$3,000,000	Provide specialized project expertise for the Pilarcitos Dam and Reservoir Improvements project to assist in the areas of: dam upgrades, geotechnical investigation and engineering, structural and seismic engineering, hydraulic and hydrologic engineering, engineering planning, engineering design and engineering support during construction.	Regular	11/1/2021
45171-13/14	CONTROLLER	\$2,000,000	The City and County of San Francisco (City) is operating on the PeopleSoft Human Capital Management System Version 9.0. The Controller's Office is seeking to hire a vendor with a proven methodology to upgrade the City and County's integrated Human Capital Management System (including Human Resources, Benefits Administration, Time & Labor, Absence Management and Payroll) from version 9.0 to 9.2.	Regular	8/31/2016
46191-13/14	HUMAN RESOURCES	\$2,000,000	The Contractor shall provide: investigations, witness interviews, surveillance, activity check investigations, background investigations (including Internet searches), timely preparation of written investigation reports, preparation and submission of Suspected Fraudulent Claim Referral Forms (FD-1) and/or Documented Referrals, and related administrative services.	Regular	6/30/2016
4101-09/10	AIRPORT COMMISSION	Current Approved Amount \$550,000 Increase Amount Requested \$175,000 New Total Amount Requested \$725,000	Provide customer survey data regarding the quality of the Airport's Food and Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least 1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.	Modi- Fication	Current Approved Duration 5/1/2010- 6/30/2015  Additional Duration Requested 7/1/2015- 6/30/2016
4010-13/14	ARTS COMMISSION	Current Approved Amount \$3,000,000	Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY 13/14: SFO Terminal 3, Oscar Park/ Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	Modi- Fication	Current Approved Duration 7/1/2013- 6/30/2014  Additional Duration Requested 7/1/2014- <i>Amended to</i> 6/30/2018

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-10/11	POLICE	Current Approved Amount \$250,000 Increase Amount Requested \$225,000 New Total Amount Requested \$475,000	The contractor will provide background investigation services for the San Francisco Police Department (SFPD). The contractor will investigate records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contract employers and references.	Modification	Current Approved Duration 11/1/2010-10/31/2014  Additional Duration Requested 11/01/2014-10/31/2017
4158-09/10	PUBLIC HEALTH	Current Approved Amount \$84,000 Increase Amount Requested \$140,000 New Total Amount Requested \$224,000	Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.	Modification	Current Approved Duration 07/1/2010-06/30/2015  Additional Duration Requested 7/1/2015-6/30/2019
4002-12/13	PUBLIC UTILITIES COMMISSION	Current Approved Amount \$1,500,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$3,500,000	Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/ or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (Critical Infrastructure Protection) and COM (communication) requirements.	Modification	Current Approved Duration 7/2/2012-06/30/2017  Additional Duration Requested N/A
4056-10/11	TREASURE/TAX COLLECTOR	Current Approved Amount \$200,000 Increase Amount Requested \$90,000 New Total Amount Requested \$290,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue audit and enforcement of utility users tax and access line tax requirements; and provide tax revenue enhancement and detection services.	Modification	Current* Appr Dura. 1/4/2011-6/30/2014  Additional Duration Requested 7/1/2014-6/30/2015

**Disclosure:** For PSC #4010-13/14, Commissioner Favetti disclosed her involvement with the Plaza Committee; however she made it clear that she does not have any role in selecting any of the artists, and that she believes there is no conflict and can rule on the PSC request objectively.

**Speakers:** Peggy Sugarman from the Department of Human Resources spoke on PSC #46191-13/14.  
Jennifer Lovvorn from the Arts Commission spoke on PSC #4010-13/14.  
Alaric Degrafinried from the Public Utilities Commission spoke on PSC #4002-12/13.

**Action:** 1) Approved PSC #4010-13/14, but for a duration of four years only (not with continuing approval, as requested) and to allow the department time to work with the Executive Officer to determine what an appropriate time frame would be. (Vote of 5 to 0)



**0141-14-8 (continued)**

- 2) Approved PSC #4002-12/13, with the proviso that PSC Form 1 is amended under question 5B to indicate that, yes, there is some training provided under the scope of the contract. (Vote of 5 to 0)
- 3) Approved the request for all remaining PSCs (PSC numbers 41415-13/14, 43916-13/14, 45171-13/14, 46191-13/14, 4101-09/10, 4030-10/11, 4158-09/10, and 4056-10/11). (Vote of 5 to 0)
- 4) Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**0142-14-5 Proposed Amendments to Civil Service Rule Series 11A-Position-Based Testing, 12-Eligible Lists and 13-Certification of Eligibles, in Volumes I and IV; and Proposed Amendments to Civil Service Adviser No. 008, Selection from Civil Service Eligible Lists—Affecting All Miscellaneous Employees and Service-Critical Employees of the Municipal Transportation Agency. (Item No. 8)**

**Speakers:**

Ted Yamasaki, Department of Human Resources, presented DHR's report and the proposed revisions.  
 Derek Kim, Municipal Transportation Agency, spoke in favor of the revisions and requested that the same revisions be made to the Civil Service Rules in Volume IV, applicable to MTA service-critical classes. The following individuals also spoke in favor of the revisions, and emphasized the need to expedite the hiring process to ensure that the City is able to compete with local public and private agencies:

Vitus Leung, General Services Agency  
 Monique Zmuda, Controller's Office  
 Charles Thompson, Department of Technology  
 Ron Weigelt, Department of Public Health  
 Miguel Gamino, Department of Technology  
 Donna Marion, San Francisco Public Library  
 Luenna Kim, Human Services Agency  
 Lori Regler, Public Utilities Commission  
 Shawn Sherburne, Department of Human Resources  
 Michael Eng, City Planning Department  
 Richard Frattarelli, San Francisco International Airport  
 Kin Gee, Recreation and Park Department  
 Mark O'Neil, Environmental Advocate, requested to be included on the Commission's distribution list for notices.

**Action:**

Accepted the Department of Human Resources' staff report; accepted the Executive Officer's staff report; and continued the matter to the next Civil Service Commission meeting of July 21, 2014, so that the Department of Human Resources can work with the Executive Officer to redraft the proposed amendments to include appropriate Civil Service Rule language, add definitions and clearly distinguish the proposed changes. (Vote of 5 to 0)

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS** (Item No. 9)

None.

**ADJOURNMENT** (Item No. 10)

3:49 p.m.

# ANNOUNCEMENTS

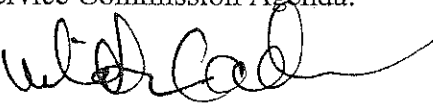
# HUMAN RESOURCES DIRECTOR'S REPORT



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of  
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_
2. For Civil Service Commission Meeting of: July 21, 2014
3. Check One:                    Ratification Agenda  
   Consent Agenda  
   Regular Agenda  
   Human Resources Director's Report X
4. Subject: Report of Provisional Appointments
5. Recommendation: Adopt the report.
6. Report prepared by: John Kraus                    Telephone number: 415 557-4884
7. Notifications:                    **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:  
    Human Resources Director:   
    Date: 7/10/14
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer**  
**Civil Service Commission**  
**25 Van Ness Avenue, Suite 720**  
**San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

<b><u>CSC RECEIPT STAMP</u></b>

THIS DOCUMENT SUPPORTS  
CALENDAR ITEM 5

## **Notification List**

### **Report on Positin-Based Testing Program**

John Kraus

Assistant Deputy Director

Recruitment and Assessment Services

Department of Human Resources

One South Van Ness Avenue, 4<sup>th</sup> Floor

San Francisco, CA 94103

Donna Kotake

Workforce Development Director

Department of Human Resources

One South Van Ness Avenue, 4<sup>th</sup> Floor

San Francisco, CA 94103



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

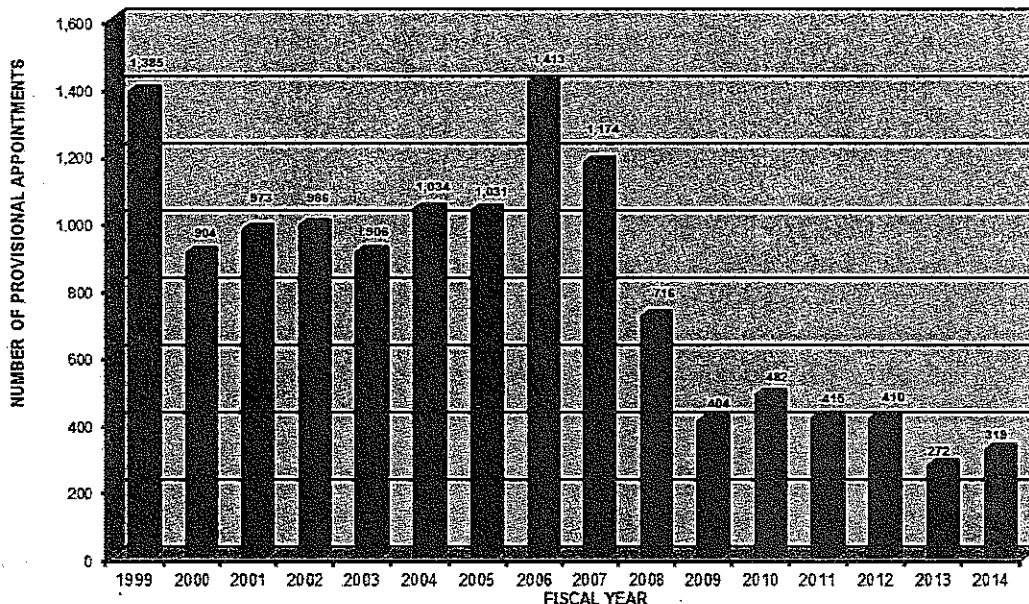
**Date:** July 10, 2014  
**To:** Honorable Civil Service Commission  
**Through:** Micki Callahan  
Human Resources Director  
**From:** John Kraus  
Assistant Deputy Director, Recruitment & Assessment Services  
**Subject:** Report of Provisional Appointments

This report, requested by the Civil Service Commission (CSC), provides an update on the status of provisional appointments in the City and County of San Francisco as of June 30, 2014.

The Department of Human Resources (DHR) is pleased to report that, as of 6/30/14, the City's provisional employee count was 319. This count is very close to what was last reported six months ago (290) and it reflects the City's continued success at reducing provisional employees.

A graphic depiction comparing provisional counts over time is shown below. The current count of 319 represents 1.08%<sup>1</sup> of the City's total work force.

CITYWIDE PROVISIONAL APPOINTMENTS  
1999-2014



<sup>1</sup> 1.08% represents the provisional workforce for MTA and all other City entities except the Unified School District (USD) and Community College (CCD). If we exclude MTA as well the CCS and the USD in our calculations, this percentage rises slightly to 1.31%.

The 319 provisional count corresponds to 55 different job codes. This is one additional class code than what was last reported to the CSC for the period ending December 31, 2013.

We do find that some titles continue to show relatively high provisional counts. [See Attachment A, which presents the number of provisional employees by classification.] The classes with the most provisional employees are: Medical Evaluations Assistant (57), Home Health Aide (37), Health Program Coordinator III (19), Porter (31), Psychiatric Social Worker (15) and Clerk (12). These six classes alone account for 54% (171) of all of the City's provisional employees. The remaining 49 classes have 9 or fewer provisional employees per class; 40 of those (i.e., 73% of the 55 total classes) have only 1 to 5 provisional employees.

It should be noted that, of the total 319 positions with provisional employees, 37 will be addressed shortly either because referrals are in already progress or because a list has recently been adopted (i.e., 2 for Junior Clerk, 12 for Clerk, 1 for Senior Transcriber Typist, 7 for Legal Secretary I, 1 for Assistant Materials Coordinator, 2 for Eligibility Worker, 1 for Transit Planner IV, 1 for Chief Stationary Engineer, 8 for Legal Assistant and 2 for Museum Security Supervisor). Further, examinations are already underway for another 16 classifications. These classifications (i.e., 1 for Elections Clerk, 2 for Executive Secretary II, 2 for Assistant Purchaser, 57 for Medical Evaluations Assistant, 2 for Senior Microbiologist, 2 for Diagnostic Imaging Technician II, 2 for Dietician, 15 for Psychiatric Social Worker, 1 for Marriage, Family and Child Counselor, 1 for Senior Psychiatric Social Worker, 7 for Senior Marriage Family Therapist, 5 for Senior Environmental Health Inspector, 4 for Stationary Engineer, 6 for Institutional Utility Worker and 4 for Security Guard) represent 35% (112) of all the City's provisional employees.

Additionally, 20 of the 55 classifications (i.e., 7 for Unit Clerk, 2 for Health Care Billing Clerk II, 1 for Medical Records Clerk, 2 for Medical Records Technician, 9 for Nursing Supervisor, 8 for Clinical Psychologist, 37 for Home Health Aide, 3 for Health Program Coordinator I, 9 for Health Program Coordinator II, 19 for Health Program Coordinator III, 31 for Porter 2 for Porter Assistant Supervisor, 1 for Assistant Health Educator, 6 for Health Educator, 4 for Hospital Eligibility Worker, 2 for Arborist Technician, 1 for Arborist Technician Supervisor, 1 for Senior Stationary Engineer, and 1 for Sheet Metal Worker) are targeted for announcement issuance within fiscal year 2014/2015 (no later than June 2015). This group of 20 classes represents another 47% (151) of the City's provisional employees.

It is also important to note that 260 (82%) of the 319 provisional employees are employed at the Department of Public Health (DPH). However, DPH is addressing the issue and is about to hire a new Merit Systems Division Manager. Further 4 additional analysts have been added to this team. Also, of the 260 provisionals at DPH, 102 are in classes where there is an exam/eligible list already in progress (as indicated above). As for the remaining 158, DPH is now being assisted by DHR's Recruitment and Assessment Services Team (RAS) to process these exams. Specifically, DPH has asked RAS to develop standardized exams for 4 classifications that account for a total of 68 provisional employees (i.e., 37 for Home Health Aide, 3 for Health Program Coordinator I, 9 for Health Program Coordinator II and 19 for Health Coordinator III). We anticipate that these exam projects will be completed by the end of calendar year 2014 and it is expected that they will reduce DPH's provisional count by 26% (i.e., 68 fewer provisional employees) by the end of fiscal year 2014/2015.

There are 44 provisional employees in miscellaneous classes who have been serving beyond their three-year term limit. As indicated in Attachment B, examinations are in progress for 9 of these positions while referrals are in progress, or will shortly be issued, for 4 of these positions.



Finally, please note that DHR has updated its website to include the "Citywide Classification-Based Examination Plan for FY 2014/2015". This document will allow agencies and departments to see which examination projects are targeted for the upcoming fiscal year. As a planning tool, it will hopefully reduce their need to make provisional appointments.

Recommendation: Adopt the report.

**ATTACHMENT A**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**SUMMARY OF PROVISIONAL APPOINTMENTS**  
**(as of June 30, 2014)**

ATTACHMENT A  
CITY AND COUNTY OF SAN FRANCISCO  
SUMMARY OF PROVISIONAL APPOINTMENTS  
(as of June 30, 2014)

JOB CODE	JOB TITLE	PROVISIONAL COUNT
0922	MANAGER I	3
1402	JUNIOR CLERK	2
1403	ELECTIONS CLERK	1
1404	CLERK	12
1428	UNIT CLERK	7
1432	SENIOR TRANSCRIBER TYPIST	1
1452	EXECUTIVE SECRETARY II	2
1458	LEGAL SECRETARY I	7
1636	HEALTH CARE BILLING CLERK II	2
1942	ASSISTANT MATERIALS COORDINATOR	1
1950	ASSISTANT PURCHASER	2
2110	MEDICAL RECORDS CLERK	1
2112	MEDICAL RECORDS TECHNICIAN	2
2202	DENTAL AIDE	1
2324	NURSING SUPERVISOR - [MULTIPLE SPECIALTIES]	9
2424	X-RAY LABORATORY AIDE	4
2430	MEDICAL EVALUATION ASSISTANT	57
2464	SENIOR MICROBIOLOGIST	2
2468	DIAGNOSTIC IMAGING TECHNICIAN II	2
2574	CLINICAL PSYCHOLOGIST	8
2583	HOME HEALTH AIDE	37
2589	HEALTH PROGRAM COORDINATOR I	3
2591	HEALTH PROGRAM COORDINATOR II	9
2593	HEALTH PROGRAM COORDINATOR III	19
2604	FOOD SERVICE WORKER	5
2606	SENIOR FOOD SERVICE WORKER	1
2624	DIETICIAN	2
2650	ASSISTANT COOK	1
2736	PORTER	31
2738	PORTER ASSISTANT SUPERVISOR	2
2802	EPIDEMIOLOGIST I	4
2803	EPIDEMIOLOGIST II	2
2819	ASSISTANT HEALTH EDUCATOR	1
2822	HEALTH EDUCATOR	6
2903	ELIGIBILITY WORKER	2
2908	HOSPITAL ELIGIBILITY WORKER	4
2920	MEDICAL SOCIAL WORKER	1
2930	PSYCHIATRIC SOCIAL WORKER	15
2931	MARRIAGE, FAMILY AND CHILD COUNSELOR	1
2932	SENIOR PSYCHIATRIC SOCIAL WORKER	7
2935	SENIOR MARRIAGE FAMILY THERAPIST	1
3434	ARBORIST TECHNICIAN	2
3436	ARBORIST TECHNICIAN SUPERVISOR	1
5290	TRANSIT PLANNER IV	1
6122	SENIOR ENVIRONMENTAL HEALTH INSPECTOR	5
6124	PRINCIPAL ENVIRONMENTAL HEALTH INSPECTOR	1
6138	INDUSTRIAL HYGIENIST	2
7205	CHIEF STATIONARY ENGINEER	1
7334	STATIONARY ENGINEER	4
7335	SENIOR STATIONARY ENGINEER	1
7376	SHEET METAL WORKER	1
7524	INSTITUTION UTILITY WORKER	6
8173	LEGAL ASSISTANT	8
8202	SECURITY GUARD	4
8228	MUSEUM SECURITY SUPERVISOR	2

TOTAL NUMBER OF PROVISIONALS:

319

**ATTACHMENT B**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS**  
**(INCLUDES NOTES ON EXAMINATION STATUS OF EACH**  
**INCUMBENT/CLASSIFICATION)**  
**(as of June 30, 2014)**

**ATTACHMENT B**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS**  
**(INCLUDES NOTES ON EXAMINATION STATUS OF EACH INCUMBENT/CLASSIFICATION)**  
**(as of June 30, 2014)**

CODE	NAME	DEPARTMENT	DEPT CODE	APPOINTMENT DATE	COMMENTS / STATUS OF EXAMINATION PROCESS
0922	Lisa A Pagan	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	5/9/2005	PBT exam process to be conducted by Mayor's Office
0922	Amy B Cohen	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	6/12/2006	PBT exam process to be conducted by Mayor's Office
0922	Marc A Majors	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	10/10/2006	PBT exam process to be conducted by Mayor's Office
1403	Demetri Chames	ELECTIONS	REG	1/17/2004	PBT exam in progress by DHR -- Test scheduled for 7/17/14. Eligible list adoption targeted for August 2014.
2324	Mary J Hansell	PUBLIC HEALTH	DPH	2/16/2011	DPH targeting next CBT exam announcement issuance - (multiple specialty) for 1st quarter (July - September 2014) of the fiscal year.
2324	Judith Sansone	PUBLIC HEALTH	DPH	6/13/2011	DPH targeting next CBT exam announcement issuance - (multiple specialty) for 1st quarter (July - September 2014) of the fiscal year.
2324	Madonna P Valencia	PUBLIC HEALTH	DPH	6/25/2011	DPH targeting next CBT exam announcement issuance - (multiple specialty) for 1st quarter (July - September 2014) of the fiscal year.
2430	Lidia C Ruiz	PUBLIC HEALTH	DPH	10/4/2010	CBT exam in progress by DPH. - Announcement issued from 1/24 - 2/7/14 and test administered in May 2014.
2430	Mayra X Orellana	PUBLIC HEALTH	DPH	2/21/2011	CBT exam in progress by DPH. - Announcement issued from 1/24 - 2/7/14 and test administered in May 2014.
2430	Alicia L Avellan	PUBLIC HEALTH	DPH	3/21/2011	CBT exam in progress by DPH. - Announcement issued from 1/24 - 2/7/14 and test administered in May 2014.
2430	Ana T Hernandez	PUBLIC HEALTH	DPH	4/18/2011	CBT exam in progress by DPH. - Announcement issued from 1/24 - 2/7/14 and test administered in May 2014.
2464	John Lei	PUBLIC HEALTH	DPH	9/6/2010	PBT exam in progress by DPH -- Announcement issued from 6/6 - 6/20/14.
	Zhaoping Zeng	PUBLIC HEALTH	DPH	8/9/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Karen E Anderson	PUBLIC HEALTH	DPH	9/18/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Violeta C Rutledge	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Eleanor B Macias	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Azucena C Rivera	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Shirley K Anderson	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Sally Ann D Arriola	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
3	Jackie J Foster	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Martyn B Hashimoto	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).

**ATTACHMENT B**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS**  
**(INCLUDES NOTES ON EXAMINATION STATUS OF EACH INCUMBENT/CLASSIFICATION)**  
**(as of June 30, 2014)**

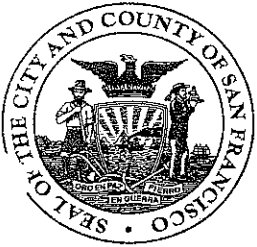
JOB CODE	NAME	DEPARTMENT	DEPT CODE	APPOINTMENT DATE	COMMENTS / STATUS OF EXAMINATION PROCESS
2583	Annie M Ling	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Wesley A Reams	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Keona D Uribe	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Chao L Li	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Antoinette G Arguelles	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Luisito Dela Cruz	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Priscila G Morales	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Nieves P Morano	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Alice P Racadag	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Rowena C Sembrano	PUBLIC HEALTH	DPH	1/3/2011	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2591	Lisa Reyes	PUBLIC HEALTH	DPH	5/30/2011	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Rhea H Durr	PUBLIC HEALTH	DPH	5/2/2011	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2624	Robert K Williams	PUBLIC HEALTH	DPH	2/5/2011	CBT exam in progress by DPH. - Announcement issued on 6/27/14 on a continuous basis.
2802	Sally C Stephens	PUBLIC HEALTH	DPH	7/6/2010	CBT exam process to be conducted by DPH.
2903	Indiana M Saenz	PUBLIC HEALTH	DPH	1/4/2010	Referral in progress - Eligible List adopted 6/4/13 and does not expire until 6/3/15.
2903	Tsehainesh Legese	PUBLIC HEALTH	DPH	5/2/2011	Referral in progress - Eligible List adopted 6/4/13 and does not expire until 6/3/15.
6122	Amelia Castelli	PUBLIC HEALTH	DPH	9/7/2010	CBT exam in progress by DPH. - Announcement issued on 9/27 - 10/11/13.
6122	Jinyi Tang	PUBLIC HEALTH	DPH	9/20/2010	CBT exam in progress by DPH. - Announcement issued on 9/27 - 10/11/13.
6122	Elyse D Heilshorn	PUBLIC HEALTH	DPH	1/10/2011	CBT exam in progress by DPH. - Announcement issued on 9/27 - 10/11/13.
6122	Corey R Chrisman	PUBLIC HEALTH	DPH	2/21/2011	CBT exam in progress by DPH. - Announcement issued on 9/27 - 10/11/13.

ATTACHMENT B  
 CITY AND COUNTY OF SAN FRANCISCO  
 LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS  
 (INCLUDES NOTES ON EXAMINATION STATUS OF EACH INCUMBENT/CLASSIFICATION)  
 (as of June 30, 2014)

JOB CODE	NAME	DEPARTMENT	DEPT CODE	APPOINTMENT DATE	COMMENTS / STATUS OF EXAMINATION PROCESS
6124	Stephanie K Cushing	PUBLIC HEALTH	DPH	1/19/2010	PBT exam in progress by DPH. - Announcement issued on 9/27 - 10/11/3.
7524	Clifford T Nakai	PUBLIC HEALTH	DPH	5/9/2011	CBT exam in progress by DHR - Announcement issued on 3/24 - 3/28/14 and test administered 7/2/14. Target eligible list adoption August 2014.
8228	Arkadiy Titliyevskiy	ASIAN ART MUSEUM	AAM	1/25/2011	Referral in progress - CBT Eligible List adopted 6/13/14 and expires 6/12/15.








# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of  
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: \_\_\_ - \_\_\_ -
2. For Civil Service Commission Meeting of: July 21, 2014
3. Check One:           Ratification Agenda  
                              Consent Agenda  
                              Regular Agenda  
                              Human Resources Director's Report X
4. Subject: Report on the Position-Based Testing Program
5. Recommendation: Adopt the report.
6. Report prepared by: John Kraus Telephone number: 415 557-4884
7. Notifications:       **(Attach a list of the person(s) to be notified in the format described in  
IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:  
  
Human Resources Director:   
Date: 7/10/14
9. Submit the original time-stamped copy of this form and person(s) to be notified  
(see Item 7 above) along with the required copies of the report to:

**Executive Officer  
Civil Service Commission  
25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

<b>CSC RECEIPT STAMP</b>

## **Notification List**

### **Report on Positin-Based Testing Program**

John Kraus  
Assistant Deputy Director  
Recruitment and Assessment Services  
Department of Human Resources  
One South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103

Donna Kotake  
Workforce Development Director  
Department of Human Resources  
One South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

**Date:** July 10, 2014  
**To:** Honorable Civil Service Commission  
**Through:** Micki Callahan  
 Human Resources Director  
**From:** John Kraus *[Signature]*  
 Assistant Deputy Director, Recruitment and Assessment Services  
**Subject:** Report on the Position-Based Testing Program

The purpose of this report is to update the Civil Service Commission (CSC) on the Position-Based Testing (PBT) Program. It covers the period from July 1, 2013 through June 30, 2014.

The CSC adopted Rule 111A on Position-Based Testing (PBT) on February 6, 2006. Under the PBT Program, local hiring departments or agencies are permitted to process recruitments in consultation with the Department of Human Resources (DHR). The program was intended to streamline the hiring of permanent employees by giving local agencies greater control over the recruitment and assessment process. The stated goal of the PBT Program is to adopt eligible lists resulting from merit-based examination processes within sixty days of the posting of an examination announcement.

The table below shows that the number of PBT examinations (305) conducted in FY 2013-2014 is the second highest in the last eight years. However, the pattern continues which finds PBT recruitments to constitute approximately two thirds of all recruitments.

	PBT			CBT			Total Tests
	# of tests	% of all tests	Avg. # days <sup>1</sup>	# of tests	% of all tests	Avg.# days	
FY 2006-2007	120	52%	99	109	48%	113	233
FY 2007-2008	180	61%	82	117	39%	111	291
FY 2008-2009	106	67%	67	52	33%	81	187
FY 2009-2010	142	56%	63	110	44%	80	222
FY 2010-2011	333	69%	42	152	31%	54	387
FY 2011-2012	268	70%	48	113	30%	90	358
FY 2012-2013	243	68%	58	113	32%	73	356
<b>FY 2013-2014</b>	<b>305</b>	<b>65%</b>	<b>62</b>	<b>167</b>	<b>35%</b>	<b>81</b>	<b>472</b>

<sup>1</sup> Average # Days in this table corresponds to the median time frame between the announcement closing and list adoption

The table also shows that the average number of days associated with PBT recruitments (i.e., the average number of days from announcement closing to list issuance) is the same as what was reported mid-year (i.e., 62 days). Interestingly, the number of days to process CBT recruitments dropped to 81 from 92 since the same mid-year report. We find the average PBT processing times over the last two years to be approximately the same (i.e., about 60 days). We believe this is attributed, in large part, to the de-emphasis placed on the use of task-based T&E's and greater attention to the use of assembled examinations. It should also be noted that many PBT recruitments include multiple test components which add to their processing time.

As reported to the CSC on 2/14/14 in DHR's mid-year report on the PBT program, the CSC received five PBT appeals during the period from July 1, 2013 through December 31, 2013. [The HR Director received another three PBT-related protests during this same period.] During the latter half of FY 2013-2014, another three appeals were submitted to the CSC. Of these, one was denied (1218 Payroll Supervisor; PBT-1218-062934), another was found to be untimely but reviewed as part of a CSC Inspection Service (0931 Manager III - Merit Systems Division Manager; PBT-0931-062281) and the other was withdrawn by the appellant (Workers' Compensation Supervisor I; PBT-8165-062046).

In addition, during the latter half of this fiscal year, two protests of PBT examinations were submitted directly to DHR. Both were denied by Human Resources Director Micki Callahan. The first was a protest of the candidate's test scores on an essay examination. This protest included no explanation or information whatsoever, other than the fact that the candidate wished to protest his scores (0932 Assistant Director of Human Resources; PBT-0932-062614). The second protest concerned a request to use a different test component for manager selection (Manager V- Assistant Maintenance Director Director/Facilities Division; PBT-0933-063256) because the applicant twice had been unable to pass the standard examination (i.e., Management Test Battery).

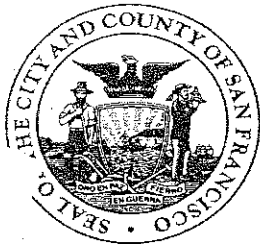
Over the course of the entire year, therefore, the Civil Service Commission received a total of eight appeals with respect to PBT recruitments/examinations. Similarly, the Human Resources Director responded to five additional protests throughout the year. Given the fact that there were 305 PBT recruitments conducted during the past year, the overall appeal/protest rate is 13/305 or one appeal/protest for about every 23 examinations. If we consider only appeals submitted to the CSC, this rate drops to about one appeal for every 38 examinations. This represents a remarkably low appeal rate on a per examination basis.

In conclusion, the PBT program continues to be successful as demonstrated by the time it takes to deliver lists, as well as the relatively low number of protests received.

Recommendation: Adopt the report.

# EXECUTIVE OFFICER'S REPORT





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

*Sent via Electronic Mail*

July 10, 2014

E. DENNIS NORMANDY  
PRESIDENT

DOUGLAS S. CHAN  
VICE PRESIDENT

KATE FAVETTI  
COMMISSIONER

SCOTT R. HELDFOND  
COMMISSIONER

GINA M. ROCCANOVA  
COMMISSIONER

JENNIFER C. JOHNSTON  
EXECUTIVE OFFICER

## NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 31308-13/14; 41338-13/14; 44408-13/14; 46535-13/14; 47589-13/14; 49182-13/14; 3087-10/11; 4077-12/13; AND 4131-12/13.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **July 21, 2014** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Ratification Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

*All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.*

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON  
Executive Officer

### Attachment

Cc: Parveen Boparai, Municipal Transportation Agency  
Cynthia Hamada, Municipal Transportation Agency  
Jacquie Hale, Department of Public Health  
Karen Henderson, Mayor's Office of Housing & Community Development  
Lavena Holmes, San Francisco Port Commission  
Shamica Jackson, Public Utilities Commission  
Sheila Layton, Juvenile Probation  
Stacey Lo, Public Utilities Commission  
Joan Lubamersky, General Services Agency  
Kevin Quan, San Francisco Arts Commission  
Commission File  
Commissioners' Binder  
Chron

THIS DOCUMENT SUPPORTS  
CALENDAR ITEM 8







Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: July 21, 2014  
To: The Honorable Civil Service Commission  
Through: Micki Callahan  
Human Resources Director  
From: Sheila Layton, JUV  
Jacquie Hale, DPH  
Cynthia Hamada/Parveen Boparai, MTA  
Shamica Jackson/Stacey Lo, PUC  
Karen Henderson, MYR  
Lavena Holmes, PRT  
Kevin Quan, ART  
Joan Lubamersky, GSA

**Subject: Personal Services Contracts Approval Request**

This report contain nine (9) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on October 25, 2013.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources to date:

Total of this Report	YTD Expedited Approvals FY 2013-2014	Total for FY 2013-2014
\$54,517,900	\$9,321,255	\$985,661,210

Sheila Layton  
Juvenile Probation  
375 Woodside Avenue  
San Francisco, CA 94127  
(415) 753-7562

Jacquie Hale  
Department of Public Health  
101 Grove Street, Rm. 307  
San Francisco, CA 94102  
(415) 554-2609

Parveen Boparai  
Cynthia Hamada  
Municipal Transportation Agency  
1 South Van Ness, 6<sup>th</sup> Flr.  
San Francisco, CA 94103  
PB: (415) 701-5377  
CH: (415) 701-5381

Shamica Jackson  
Stacey Lo  
Public Utilities Commission  
525 Golden Gate Ave., 8<sup>th</sup> Flr.  
San Francisco, CA 94102  
SJ: (415) 554-0727  
SL: (415) 554-1860

Karen Henderson  
Mayor's Office of Housing &  
Community Development  
1 South Van Ness Ave., 5<sup>th</sup> Flr.  
San Francisco, CA 94103  
(415) 701-5557

Lavena Holmes  
San Francisco Port Commission  
Pier 1, The Embarcadero  
San Francisco, CA 94111  
(415) 274-0305

Kevin Quan  
San Francisco Arts Commission  
25 Van Ness, Ste. 345  
San Francisco, CA 94102  
(415) 252-4604

Joan Lubamersky  
General Services Agency – City Admin.  
1 Dr. Carlton B. Goodlett Pl., Rm. 362  
San Francisco, CA 94102  
(415) 554-4859

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**POSTING FOR**

July 21, 2014

**PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR**

Content: Commission Hearing Date (field\_csc\_hearing\_date)

2014-07-21

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
31308 - 13/14	JUVENILE PROBATION	\$150,000.00	The Juvenile Probation Department (JPD) seeks vendors to provide recreational services to youth at JPD facilities. The Contractor shall provide recreational services on site at Juvenile Hall and/or Log Cabin Ranch. The vendor will play an integral role in creating a recreational setting that is in a safe and secure therapeutic environment. JPD seeks recreational activities, that offer diversity to youth and contributes to the total education of the youth while in detention, these services will provide youth the opportunity to engage in productive and artistic behavior. The vendor will play an important role and will assist JPD in a multifaceted approach to rehabilitate youth.	November 1, 2014	October 31, 2017
41338 - 13/14	PUBLIC HEALTH	\$21,000,000.00	Services will include Third Party Pharmacy Adjudication (TPA) of claims and 340B Drug Pricing Program services for the Department of Public Health's (DPH's) integrated service delivery division, the San Francisco Health Network (SFHN). The SFHN provides health care services to San Francisco residents who are not eligible for and/or do not have third party coverage for outpatient medication such as Medi-Cal or private insurance, including members of the San Francisco Health Plan (SFHP). TPA services will include verifying patient and provider eligibility status and adjudicate online claims 24/7. The 340B Drug Pricing Program requires drug manufacturers to provide outpatient drugs to eligible health care organizations at significantly reduced prices. 340B Program services will include inventory management, outpatient prescription claims adjudication services, and 340B contract pharmacy network management.	July 1, 2014	June 30, 2019
44408 - 13/14	PUBLIC UTILITIES COMMISSION	\$14,000,000.00	Provide planning and engineering support for a new 250 million gallons per day (MGD) Headworks facility at the Southeast Water Pollution Control Plant (SEP). The Headworks is the first treatment process in the liquid wastewater stream and contains the critical solids removal equipment such as the fine screens, grit removal, and odor control systems. Upgrading these systems with new Headworks will improve the downstream treatment process and protect the new biosolids equipment from damaging debris such as rags, sand, and abrasive grit.	January 1, 2015	May 1, 2021
46535 - 13/14	PUBLIC HEALTH	\$15,000,000.00	The new San Francisco General and Hospital Trauma Center will have a state of the art integrated data and utility network to provide secure access to patient clinical records, radiology systems, voice, video, patient tracking systems, patient experience systems and building monitoring systems. The entire network comprised of equipment and applications needs to be designed and installed in the new hospital through the purchase of new items or existing items transitioned from the current hospital then tested and inspected by the various regulators. This must occur by dates that the construction manager has set. The amount of this PSC is the Department's best estimate of the value of the professional services portion of the contracts, excluding license and maintenance fees.	June 1, 2014	December 31, 2018
47589 - 13/14	MAYOR	\$625,000.00	The Contractor shall provide & maintain an end-to-end web-based grants management system as a Commercial Off-The-Shelf solution or customized SaaS/PaaS/Cloud hosted subscription-based platform to provide the functionalities described below for at least 1,000 Users with varying levels of access, as well as a wide variety of experience in the use of online tools. The System must provide Mayor's Office of Housing & Community Development (MOHCD) staff & potential and awarded Grantees with the ability to initiate, manage and monitor the entire granting process, including Grantee Project proposal set-up, submission, review and negotiations, grant award, reporting and reimbursement, & Agency & User setup and administration. Services provided shall include System planning & management, including but not limited to, requirements & design, integration, testing, acceptance, deployment, data migration (if applicable),	October 15, 2014	October 15, 2017

**Posting for July 21, 2014**  
**Proposed Personal Services Contract**  
**Modification to Increase/Decrease Contract Amount/Duration**

PSC No	Dept Description	Type of Approval	Modified Amount	Cumulative Amount	Description of Work	Modified Date	Cumulative Date
3087-10/11	JUVENILE PROBATION	REGULAR	\$100,000.00	\$362,000.00	Contractor will assist Juvenile Probation Department in a comprehensive review and updating of all of its operational policies and procedures that will reflect best practices and standards established by such organizations as the American Correctional Association and American Probation and Parole Association, and performance-based standards initiated by the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention. Contractor will also ensure that all of JPD's policies and procedures are in compliance with all local, state, and federal laws. In addition, Contractor will assist JPD in identifying effective training tools, assessing implementation and compliance, and identifying national experts for guidance.	07/30/2014 - 07/31/2015	03/01/2011 - 07/31/2015
4077-12/13	ARTS	CONTINUED	\$3,000,000.00	\$3,700,000.00	Fine art services and consulting for artworks in the collection and care of the City and County of San Francisco. Scope of work may include the handling, transportation, conservation, restoration, cleaning, packing, storing, framing, photography, installation and de-installation of artworks including those of monumental scale. The design and fabrication of integral hardware, pedestals, and plaques. Specialized consulting services to evaluate the condition of existing and proposed artworks. Major projects will include conservation at Coit Tower and installations at San Francisco International Airport.	6/24/2014 - CONTINUING	03/01/2013 - CONTINUING
4131-12/13	GENERAL SERVICES AGENCY - CITY ADMIN	REGULAR	\$172,900.00	\$397,900.00	The City is seeking to enhance the functions of its Case Management System in the District Attorney's Office with the implementation of three new modules related to Investigations, Juveniles and Discovery. Additionally they are seeking to upgrade their report writing capabilities and create a bi-directional interface with the City's criminal justice databases.	01/01/2014 - 06/30/2015	04/01/2013 - 06/30/2015

**Total Modified Amount: \$3,272,900.00**

**Regular/Continuing/Annual  
Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: JUVENILE PROBATION – JUV Dept. Code: JUV

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Recreation Services

Funding Source: General Funds PSC Duration: 3 years  
PSC Amount: \$150,000 PSC Est. Start Date: 11/01/2014 PSC Est. End Date: 10/31/2017

1. **Description of Work**

A. Scope of Work:

The Juvenile Probation Department (JPD) seeks vendors to provide recreational services to youth at JPD facilities. The Contractor shall provide recreational services on site at Juvenile Hall and/or Log Cabin Ranch. The vendor will play an integral role in creating a recreational setting that is in a safe and secure therapeutic environment. JPD seeks recreational activities, that offer diversity to youth and contributes to the total education of the youth while in detention, these services will provide youth the opportunity to engage in productive and artistic behavior. The vendor will play an important role and will assist JPD in a multifaceted approach to rehabilitate youth.

B. Explain why this service is necessary and the consequence of denial:

The service is necessary to ensure the City is in compliance with State statute. The statute requires the City provides recreation services to youth that are in custody. If the service is not approved the City will have trouble meeting State regulations.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.  
Not Applicable

D. Will the contract(s) be renewed? Yes

2. **Union Notification:** On 06/05/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31308 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/21/2014

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise:  
 Experience with providing recreational services to youth ages 9 to 19 years of age.  
 Ability to provide services in a Juvenile Detention Center. Familiarity with the juvenile justice system in San Francisco. Ability to have all staff who engages with youth takes an on-line PREA (Prison Rape Elimination Act) Training. Experience in compiling data and writing reports summarizing work performed. Written and oral communication skills.
- B. Which, if any, civil service class(es) normally perform(s) this work?  
 none,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
 There is a possibility vendors may bring their own supplies, however the Department is uncertain if that will be necessary at this time.

**4. Why Classified Civil Service Cannot Perform**

- A. Explain why civil service classes are not applicable:  
 These services are typically provided by smaller for profit and not for organizations, not civil service classes.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
 The Juvenile Probation Department seeks to provide a variety of Recreation Services to youth, it might not be feasible for the City to create classifications in order to feel this need.

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/23/2014 BY:

Name: Sheila Layton Phone: 415-753-7562 Email: Sheila.Layton@sfgov.org  
 Address: 375 Woodside Ave room 206 San Francisco, CA 94127



**Receipt of Union Notification(s)**  
◆ All Unions

**Dang, Leorah (HRD)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of Sheila.Layton@sfgov.org  
**Sent:** Thursday, June 05, 2014 4:08 PM  
**To:** Layton, Sheila (JUV); xiumin.li@seiu1021.org; Poon, SinYee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Layton, Sheila (JUV); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 31308 - 13/14

RECEIPT for Union Notification for PSC 31308 - 13/14 more than \$100k

The JUVENILE PROBATION – JUV has submitted a request for a Personal Services Contract (PSC) 31308 - 13/14 for \$150,000 for Initial Request services for the period 11/01/2014 – 10/31/2017. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/2174> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH Dept. Code: DPH

Type of Request: [x] Initial [ ] Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval: [ ] Expedited [x] Regular ( [ ] Omit Posting)

Type of Service: Third Party Pharmacy Administrator/340B Drug Pricing Program

Funding Source: General Fund PSC Duration: 5 years
PSC Amount: \$21,000,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2019

1. Description of Work

A. Scope of Work:

Services will include Third Party Pharmacy Adjudication (TPA) of claims and 340B Drug Pricing Program services for the Department of Public Health's (DPH's) integrated service delivery division, the San Francisco Health Network (SFHN). The SFHN provides health care services to San Francisco residents who are not eligible for and/or do not have third party coverage for outpatient medication such as Medi-Cal or private insurance, including members of the San Francisco Health Plan (SFHP). TPA services will include verifying patient and provider eligibility status and adjudicate online claims 24/7. The 340B Drug Pricing Program requires drug manufacturers to provide outpatient drugs to eligible health care organizations at significantly reduced prices. 340B Program services will include inventory management, outpatient prescription claims adjudication services, and 340B contract pharmacy network management.

B. Explain why this service is necessary and the consequence of denial:

The San Francisco Health Network (SFHN), comprised of San Francisco General Hospital (SFGH), DPH's primary and specialty care clinics on the SFGH campus, and 13 primary care clinics, provides health care services to San Francisco residents, regardless of their medical insurance status, including prescription benefits resulting in more than 350,000 prescriptions each year. Denial of this request will likely result in severe delays in providing care and corresponding severe negative effects on the health San Francisco residents, as well as lack of compliance with federal and hospital regulatory standards and reduced revenue.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

These services were previously provided under PSC 2010-08/09. With the advent of health care reform and the expansion of services to include the 340B program, DPH is requesting approval to establish a new PSC for these discrete services to correspond to a recently awarded RFP for these services.

D. Will the contract(s) be renewed? Yes.

2. Union Notification: On 04/16/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021,

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41338 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/21/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Ability to provide services noted above, including inventory management, outpatient prescription claims adjudication and contract pharmacy network management, upload patient eligibility data, identify when drugs may be replenished with 340B drug purchases, adjudicate claims at network pharmacies for eligible patients written by eligible providers for drugs on the SFHP Drug Formulary, and operate a network of retail community pharmacies located within the city of San Francisco.

B. Which, if any, civil service class(es) normally perform(s) this work?  
2450,2454,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes. Contractor will have an established pharmacy network in San Francisco, and services must be provided through an accessible network of participating retail pharmacies in the community.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

DPH already utilizes applicable Civil Service classes to provide pharmacy services during accessible hours at SFGH, Laguna Honda Hospital, Jail Health Services and DPH clinics. Additional services are needed which include online 24/7 claims adjudication and dispensing at retail pharmacies. Allowing clients to use existing community resources not only increases the likelihood of medication adherence, but it also plays a part in reducing stigma often faced by mental health clients.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. If the City were to operate the extensive network of community pharmacies needed, the classifications noted in question 3B above would likely be the key classifications needed.

5. Additional Information (if "yes", attach explanation)

YES    NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD

ON 06/25/2014 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307 San Francisco, CA 94102



City and County of San Francisco

## San Francisco Department of Public Health

Barbara A. Garcia, MPA  
Director of Health

DATE: April 16, 2014

TO: The Honorable Members of the Civil Service Commission

THROUGH: Jennifer Johnston, Executive Officer, Civil Service Commission

THROUGH: Leorah Dang, PSC Coordinator, Department of Human Resources

FROM: Jacquie Hale, Director, DPH Office of Contracts Management and Compliance

RE: PSC 41338-13/14, Third Party Pharmacy Administrator/340B Drug Pricing Program

This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. This PSC is for services needed for a network of community pharmacies (such as Walgreen's or CVS) who are able to administer the Federal 340B drug pricing program, which allows covered entities such as SFGH to receive discounted prices on drugs administered by the network. This network will allow SFGH patients to go to their nearest local pharmacy to get their prescriptions filled, rather than SFGH.

Please let me know if you need any further information.

Thank you for your time and consideration.

---

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

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~

~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

Jacquie.hale@sfdph.org – office 415-554-2509 fax 415 554-2555

101 Grove Street, Room 307, San Francisco, CA 94102

---

**Receipt of Union Notification(s)**  
**◆ Local 1021**

**From:** Hale, Jacquie (DPH)  
**To:** [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net); [tiya.thiang@seiu1021.org](mailto:tiya.thiang@seiu1021.org); [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org)  
**Bcc:** Craft, Junko (DPH); Mendieta, Brenda (DPH); Woods, David (DPH)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 41338 - 13/14  
**Date:** Tuesday, May 20, 2014 3:54:52 PM

---

Hi. Please see the email below, re: notification for this PSC for DPH's Third Party Pharmacy Administrator/340B Drug Pricing Program. We respectfully request a "waiver" of the 60-day notice requirement, as we would like to request that this PSC be calendared for the June 16, 2014, meeting of the Civil Service Commission. We are happy to provide you with more information as needed. Please do give me a call if you have any questions.

Thank you,

Jacquie Hale  
Director, DPH Office of Contracts Management and Compliance  
101 Grove Street, Room 307 / San Francisco, CA 94102  
(415) 554-2609 / [Jacquie.Hale@SFDPH.org](mailto:Jacquie.Hale@SFDPH.org) / fax: (415) 554-2555

This e-mail is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to disclosure to civil or criminal penalties under state and federal privacy laws.

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From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> on behalf of [jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org) <[jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)>  
Sent: Wednesday, April 16, 2014 11:39 AM  
To: Hale, Jacquie (DPH); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net); [tiya.thiang@seiu1021.org](mailto:tiya.thiang@seiu1021.org); [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org); Hale, Jacquie (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
Subject: Receipt of Notice for new PCS over \$100K PSC # 41338 - 13/14

RECEIPT for Union Notification for PSC 41338 - 13/14 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41338 - 13/14 for \$21,000,000 for Initial Request services for the period 07/01/2014 - 06/30/2019. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/1387> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended.

**Additional Attachment(s) of Explanation**

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?  
If the service was provided via a PSC, provide the most  
recently approved PSC # and upload a copy of the PSC.**

PSC # 2010-08/09



2010-08/09



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

DONALD A. CASPER  
PRESIDENT

April 27, 2009

MORGAN R. GORRANO  
VICE PRESIDENT

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

JOY Y. BOATWRIGHT  
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 1015-08/09; 2010-  
08/09 THROUGH 2011-08/09; 4130-08/09 THROUGH 4134-08/09.**

MARY Y. JUNG  
COMMISSIONER

At its meeting of April 20, 2009 the Civil Service Commission had for its consideration the above matter.

E. DENNIS NORMANDY  
COMMISSIONER

**PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.***

ANITA SANCHEZ  
EXECUTIVE OFFICER

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

- c: Cynthia Avakian, Airport Commission
- Micki Callahan, Human Resources Director
- Jacque Hale, Department of Public Health
- Kan Htun, Arts Commission
- Jennifer Johnston, Department of Human Resources
- Mary Ng, Department of Human Resources
- Brigette Rockett, Department of Human Resources
- Commission File
- Chron

POSTING FOR  
April 20, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
1015-08/09	28	Arts Commission	Annual	\$1,737,925.00	Will perform concerts at the San Francisco Davies Symphony Hall in July-August 2009 with a free concert at a public park. This is the 68th year for Summer POPS concerts.	31-Mar-10
2010-08/09	81	Department of Public Health	Continuing	\$26,000,000.00	Will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco.	30-Jun-14
2011-08/09	81	Department of Public Health	Continuing	\$51,000,000.00	Will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan.	30-Jun-12
2012-08/09	81	Department of Public Health	Continuing	\$247,200,000.00	Will provide an array of community based health and behavioral health services, including primary care, mental health, substance abuse treatment, managed care, maternal child and health, prevention, and community program services.	31-Dec-10
4130-08/09	27	Airport Commission	Regular	\$6,000,000.00	Will establish pool of overseas representation partners with on-the-ground representation overseas to promote Airport and San Francisco at International trade & tourism exhibitions worldwide.	30-Jun-14
4131-08/09	81	Department of Public Health	Regular	\$750,000.00	Will provide approximately 350 to 360 hours of ophthalmology services per year to patients of Laguna Honda Hospital.	30-Jun-18
4132-08/09	81	Department of Public Health	Regular	\$1,200,000.00	Will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health.	31-Dec-13
4133-08/09	81	Department of Public Health	Regular	\$600,000.00	Will provide on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH).	30-Jun-14
4134-08/09	81	Department of Public Health	Regular	\$1,650,000.00	Will provide portable radiology services for Tuberculosis control on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	31-Dec-19

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/25/09

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81 & 82

TYPE OF APPROVAL: [ ] EXPEDITED [ ] REGULAR (OMIT POSTING [ ])
[X] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [ ] MODIFICATION PSC #

TYPE OF SERVICE: Behavioral health services: Pharmacy Benefits Management Services

FUNDING SOURCE: General Fund, State and Federal Funds (including MediCal), Grant Funds

Original PSC AMOUNT: \$5.2 million per year; PSC DURATION: 7/1/09-6/30/14
\$26 million total for five years

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS-authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clinics and contracts with private community-based organizations, serving approximately 22,000 clients who need nearly 50,000 prescriptions each year. Prescriptions must be filled through at least 50 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of-service electronic claims adjudication, as well as tracking of co-payments and unmet MediCal share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.

B. Explain why this service is necessary and the consequence of denial:

CBHS programs cover necessary behavioral health services for San Francisco County residents of all ages who have no other financial resources. CBHS is the payer of last resort when it is determined that the client being served does not qualify for the many other programs sponsored by government agencies (e.g., MediCal, Medicare, Healthy Families, etc.). Medication is often an integral part of mental health treatment services, and removing barriers to medication adherence is a major component in making medication treatment effective. Providing point-of-service adjudication at pharmacies where clients can access them easily in their first language is vital to medication access and adherence. Failure to provide such services would result in increased lack of medication adherence, increased severity of mental illness crises, and decreased quality of life. Failure to treat clients adequately may also expose the City to lawsuits and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

These services were previously approved under PSC 2013-04/05 (mental health and substance abuse services).

D. Will the contract(s) be renewed? Yes.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

[X] SEIU Local 1021 Jacquie Hale MAR 25 2009
Union Name Signature of person mailing/faxing form Date
RFP sent to , on Jacquie Hale
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2010-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: April 20, 2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Provider must have a network of at least 50 independent and chain retail pharmacies in San Francisco, including at least 10 which are geographically dispersed throughout the county which provide service seven days per week, three which provide 24-hours per day service, and three which provide delivery service. Each pharmacy must possess and maintain a valid State of California Pharmacy Permit and be an authorized State MediCal provider. The network must be capable of meeting the needs of a culturally diverse patient population, including pharmacies with staff who have linguistic capabilities in Cantonese, English, Mandarin, Spanish, Russian and Vietnamese. Network pharmacies must accept payment according to stated fees and maximum allowable costs, including observation of any existing price ceiling currently in the MediCal formulary.

B. Which, if any, civil service class normally performs this work?

Due to the nature of the services required, no civil service class normally performs this work, as the City does not have a network of accessible pharmacies available in the community and throughout the City. Typical classes which might perform this work would include 2450 Pharmacist, 2454 Clinical Pharmacist (SEIU Local 1021).

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes. Contractor will have an established pharmacy network (please see question 3 above), and services must be provided through an accessible network of participating retail pharmacies in the community.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

DPH already utilizes applicable civil service classes to provide pharmacy services at SFGH and directly at CBHS offices. However, this capacity is severely limited in comparison to the need. Creation of a comparable pharmacy benefits management system would be impractical at this time. Providing services at retail pharmacies utilizes existing resources in the community which are familiar to clients and also plays a part in removing some of the stigma frequently associated with mental illness.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

The City currently has Civil Service classifications that are used to provide a portion of these services.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE & ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

JH  
Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307, San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC Dept. Code: PUC

Type of Request: [X] Initial [ ] Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval: [ ] Expedited [X] Regular [ ] Omit Posting

Type of Service: Planning and Engineering Services for Southeast Plant New Headworks (Grit) facility (CS-389)

Funding Source: SSIP Capital Funds PSC Duration: 6 years 17 weeks

PSC Amount: \$14,000,000 PSC Est. Start Date: 01/01/2015 PSC Est. End Date: 05/01/2021

1. Description of Work

A. Scope of Work:

Provide planning and engineering support for a new 250 million gallons per day (MGD) Headworks facility at the Southeast Water Pollution Control Plant (SEP). The Headworks is the first treatment process in the liquid wastewater stream and contains the critical solids removal equipment such as the fine screens, grit removal, and odor control systems. Upgrading these systems with new Headworks will improve the downstream treatment process and protect the new biosolids equipment from damaging debris such as rags, sand, and abrasive grit.

B. Explain why this service is necessary and the consequence of denial:

The existing Headworks facilities are outdated and do not adequately remove trash and sand coming into the SEP. This causes significant wear and tear in the downstream equipment and impacts the ability of the SEP to treat wastewater. The high amount of wear and tear increases the risk of not meeting permit conditions and can potentially impact public health. Replacement of the aging Headworks with a new facility is critically needed.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. These services have not been provided in the past.

D. Will the contract(s) be renewed? No.

2. Union Notification: On 05/23/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21,

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44408 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/21/2014

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Proven experience/expertise related to wastewater process engineering, multi-discipline design of large industrial urban infrastructure, instrumentation/control, hydraulic modeling, odor control, seismic/structural/geotechnical engineering, cost estimating, project/construction scheduling, architectural mitigation/land use planning, development of engineering drawings and specifications of large complex wastewater construction projects.

B. Which, if any, civil service class(es) normally perform(s) this work?  
5212,5211,5241,5207,5203,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
No.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

Engineers in current classifications perform some of the more routine engineering work and do not have specialized expertise in the areas listed in Item 3A. Expertise will be utilized in the areas related to planning and design of infrastructure and technologies associated with a large complex wastewater Headworks facility. The SFPUC intends to utilize an integrated team comprised of City and Consultant staff for this project.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The engineering expertise described in Item 3A is not a long term need, warranting hiring of additional personnel.

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? See attachment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/24/2014 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Ave. San Francisco, CA



**MEMORANDUM**

**DATE:** May 23, 2014

**TO:** San Francisco Civil Service Commission

**FROM:** Alaric Degrafinried  
Manager, Contract Administration Bureau

**RE:** Justification for duration 5 or more years  
CS-389, PSC No. 4408-13/14  
Engineering Services for the Southeast Plant New Headworks  
(Grit) Replacement Project

Five Year Justification for PSC# 4408-13/14 (CS-389)

The SFPUC is seeking consultants to provide planning and engineering support for a new 250 million gallons per day (MGD) Headworks facility at the Southeast Water Pollution Control Plant (SEP).

The Southeast Plant New Headworks Replacement Project's closeout date is anticipated to be around December 2020. The SFPUC needs the consultant's services and input for the entire duration of the project to ensure a successful headworks replacement.

Edwin M. Lee  
Mayor

Vince Courtney  
President

Ann Moller Caer  
Vice President

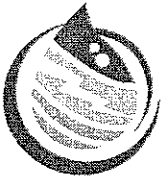
Francesca Victor  
Commissioner

Anson Moran  
Commissioner

Art Torres  
Commissioner

Harlan L. Kelly, Jr.  
General Manager





**San Francisco**  
**Water Power Sewer**  
Services of the San Francisco Public Utilities Commission

Contract Administration Bureau  
525 Golden Gate Avenue, 8th Floor  
San Francisco, CA 94102  
T 415.551.4603  
F 415.554.3025

Re: Training under PSC# 4408-13/14

- Describe Training including number of hours. Indicate occupational type of City & County employees to receive training:

*Consultant will provide training in hydraulic modelling; use and capabilities of a physical hydraulic model; fine screen, grit removal and odor control technologies. Approximately 40 hours of training will be provided*

- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

*Training will be provided for approximately 20 Civil/Sanitary Engineers.*

**Edwin M. Lee**  
Mayor

**Vince Courtney**  
President

**Ann Moller Caen**  
Vice President

**Francesca Vietor**  
Commissioner

**Anson Moran**  
Commissioner

**Art Torres**  
Commissioner

**Narian L. Kelly**  
General Manager





**Receipt of Union Notification(s)**  
**◆ Local 21**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [SJackson@sfgwater.org](mailto:SJackson@sfgwater.org)  
**To:** Jackson, Sharnica; [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); Tang, Grace; Isen, Richard; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44408 - 13/14  
**Date:** Friday, May 23, 2014 4:16:24 PM

---

RECEIPT for Union Notification for PSC 44408 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44408 - 13/14 for \$14,000,000 for Initial Request services for the period 01/01/2015 -- 05/01/2021. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/2105> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH Dept. Code: DPH

Type of Request: [X] Initial [ ] Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval: [ ] Expedited [X] Regular ([ ] Omit Posting)

Type of Service: Data network, IT Application and Project Management Services for the SFGH rebuild

Funding Source: General Fund/State/Federal/Bonds PSC Duration: 4 years 30 weeks
PSC Amount: \$15,000,000 PSC Est. Start Date: 06/01/2014 PSC Est. End Date: 12/31/2018

1. Description of Work

A. Scope of Work:

The new San Francisco General and Hospital Trauma Center will have a state of the art integrated data and utility network to provide secure access to patient clinical records, radiology systems, voice, video, patient tracking systems, patient experience systems and building monitoring systems. The entire network comprised of equipment and applications needs to be designed and installed in the new hospital through the purchase of new items or existing items transitioned from the current hospital then tested and inspected by the various regulators. This must occur by dates that the construction manager has set. The amount of this PSC is the Department's best estimate of the value of the professional services portion of the contracts, excluding license and maintenance fees.

B. Explain why this service is necessary and the consequence of denial:

An integrated technology project of this size requires expert level design review and installation services in order ensure proper compliance with building codes, integration of products to new systems as well as integration to the existing complex data network and applications that serve all Dept of Health locations. Performance optimization of the network and applications are a key factor in the ability to effectively combine data and voice and video access in an integrated environment. DPH does not have sufficient staff to install this complex and integrated system while at the same time the existing engineers are supporting the current production DPH network ..... Please see attached document "add-info-46535-1314.pdf"

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Previous large network installations or network support services at DPH were performed by contractors either under existing Citywide contracts or under 4146-08/09, 4062-04/05

D. Will the contract(s) be renewed? No. Please see attached document "add-info-46535-1314.pdf"

2. Union Notification: On 05/23/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Management & Superv Local 21, Architect & Engineers,

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46535 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/21/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expert level knowledge of Cisco Systems proprietary IOS code (IOS is the proprietary operating system for Cisco switches and routers), Cisco equipment and network design principles. Expert level design and implementation skills for data, video, voice grade wireless networking, all within an acute care medical environment. Knowledge of new CISCO and other state of the art equipment that has not been widely used by local DPH engineers...Please see attached document "add-info-46535-1314.pdf"

B. Which, if any, civil service class(es) normally perform(s) this work?

1053,1054,1043,1044,1070,1091,1092,1093,1094,1095,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes, the installation requires the use of test equipment that will be used during installation and optimization of the data network. This equipment will be turned over to the City upon job completion as well as an instructional training session about the proper use of the equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Although the 1044 IS Principal Engineer as well as other IT series are applicable, The building construction contractor has deadlines for installation coordination and inspections that require the data network to be operational. This is not possible with the current staff levels and workloads in progress. This work would require existing staff to do nothing else in order to install and integrate the ..... Please see attached document "add-info-46535-1314.pdf"

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

It is not practical to adopt a new Civil Service class because the services are intermittent and as-needed and deal with proprietary products that are already developed and available for commercial use. Civil Service staff will work with the contractor ... Please see attached document "add-info-46535-1314.pdf"

5. Additional Information (if "yes", attach explanation)

YES    NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?  
Employees in classes...see attached document "add-info-46535-1314.pdf"
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Yes&new see atthcd.document"add-info-46

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/23/2014 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St. Rm. 307 San Francisco, CA

**Additional Information PSC # 46535 - 13/14**

**File Name: add-info-46535-1314.pdf**

**1B. Explain why this service is necessary and the consequences of denial:**

*An integrated technology project of this size requires expert level design review and installation services in order ensure proper compliance with building codes, integration of products to new systems as well as integration to the existing complex data network and applications that serve all Dept of Health locations. Performance optimization of the network and applications are a key factor in the ability to effectively combine data and voice and video access in an integrated environment. DPH does not have sufficient staff to install this complex and integrated system while at the same time the existing engineers are supporting the current production DPH network and applications. If we do not procure these services there will be significant delays installing the many integrated components of the network. This will result in delays in inspection by the state of California and the authorization to occupy the building. The new facility is scheduled to open in December 2015.*

**1D. Will the contract(s) be renewed:**

*No. These are as-needed services and will only be needed during the build out phase, and for a limited time, post occupancy. After occupancy the systems and networks will be monitored and maintained by City staff and select partners.*

**3A. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

*Expert level knowledge of Cisco Systems proprietary IOS code (IOS is the proprietary operating system for Cisco switches and routers), Cisco equipment and network design principles. Expert level design and implementation skills for data, video, voice grade wireless networking, all within an acute care medical environment. Knowledge of new CISCO and other state of the art equipment that has not been widely used by local DPH engineers. Ability to deliver, install, and possible configure new gear into existing work environment and perform review of appropriate settings for DPH production use. Ability to integrate and transition proprietary applications into existing applications and the new network environment.*

**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

**A. Explain why civil service classes are not applicable:**

*Although the 1044 IS Principal Engineer as well as other IT series are applicable, The building construction contractor has deadlines for installation coordination and inspections that require the data network to be operational. This is not possible with the current staff levels and workloads in progress. This work would require existing staff to do nothing else in order to install and integrate the new SFGH network on time. All staff are needed to continue support of the DPH's existing large multi-site interconnected clinical network. In addition, the new equipment coming with this implementation will require the highest level of Cisco expertise to configure new features and provide knowledge transfer to the staff. Civil Service classes are not*

*applicable because these are proprietary products with services which contain technical components beyond the scope of expertise of in-house staff to develop within practical time and quality parameters.*

**4B. Would it be practical to adopt a new civil service class to perform this work? Explain.**

*It is not practical to adopt a new Civil Service class because the services are intermittent and as-needed and deal with proprietary products that are already developed and available for commercial use. Civil Service staff will work with the contractor in order to obtain the necessary knowledge for routine maintenance of the various applications and networks. In addition, Civil Service classes will be able to receive valuable exposure to current best practices in the changing healthcare environment through trainings and interactions with the contractor.*

**5B. Will the contractor train City and County employees? Yes**

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

*Employees in classes 1043, 1044, 1070, 1091-95 will receive training on the use of the equipment that will be purchased. Training will conform to industry standards and the hours of training will be variable based on the type of equipment and it's complexity. The vendor will also provide knowledge transfer to DPH employees (IT classes, accounting and finance managers) via telephone, webinars and face to face meetings.*

**5F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?**

*Yes various, and new vendors via RFP/Q or City bid process.*

**Receipt of Union Notification(s)**  
**◆ Local 21**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)  
**To:** [Hale, Jacquie \(DPH\); L21PSCReview@ffpte21.org; Longhitano, Robert \(DPH\); Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Hale, Jacquie (DPH); L21PSCReview@ffpte21.org; Longhitano, Robert (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46535 - 13/14  
**Date:** Friday, May 23, 2014 4:45:20 PM

---

RECEIPT for Union Notification for PSC 46535 - 13/14 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 46535 - 13/14 for \$15,000,000 for Initial Request services for the period 06/01/2014 – 12/31/2018. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrrupal/node/1957> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**Additional Attachment(s) of Explanation**

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?  
If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.**

PSC # 4146-08/09

PSC # 4062-04/05



4141-08/09  
Initial



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

May 21, 2009

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT:** REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1016-08/09 THROUGH 1018-08/09; 4141-08/09 THROUGH 4150-08/09; 1010-07/08; 4112-02/03; 4029-07/08; 4097-03/04; 4133-05/06 AND 4049-05/06.

At its meeting of May 18, 2009 the Civil Service Commission had for its consideration the above matter.

**PLEASE NOTE:** It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.

It was the decision of the Commission to:

- (1) Postpone PSC #4141-08/09 to the meeting of June 1, 2009 at the request of the Board of Supervisors.
- (2) Adopt the Human Resources Director's report on PSC #4143-08/09 on the condition that the Department of the Environment submit a quarterly report to the Commission concerning the progress of training department staff in the program. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

- c: Cynthia Avakian, Airport Commission
- Alicia John-Baptiste, Planning Department
- Rachel Buckle, Department of the Environment
- Micki Callahan, Human Resources Director
- Robin Courtney, Health Service System
- Jacque Hale, Department of Public Health
- Shamica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Nilka Julio, Board of Supervisors
- Naomi Kelly, Office of Contract Administration
- Florence Kyann, Public Utilities Commission
- William Lee, Department of Emergency Management
- Joan Lubamersky, General Services Administration
- Allison Magor, Juvenile Probation
- Sheila Maxwell, Department of Technology
- Sean McFadden, Recreation & Parks Department
- Mary Ng, Department of Human Resources
- Esther Reyes, Controller's Office
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron

POSTING FOR  
May 18, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

Agency	Position	Frequency	Amount	Description	Start Date	
1014-08709	66	Health Service System	Annual	\$110,000.00	Will provide certain plan administration services including enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	30-Jun-10
1017-08709	66	Health Service System	Annual	\$188,000.00	Will provide flexible spending account administration services, including maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement with IRS guidelines.	30-Jun-10
1018-08709	66	Health Service System	Annual	\$107,738.00	Will administer COBRA benefits for eligible resigned, laid-off and separated members of the Health Service System.	30-Jun-10
4141-08709	1	Board of Supervisors	Regular	\$8,000,000.00	Will provide budget & legislative analyst services, including evaluating and reporting on fiscal and policy matters, the Mayor's Annual Budget, and conducting independent management, performance and fiscal audits of City departments and programs.	31-Dec-14
4142-08709	12	Juvenile Probation	Regular	\$400,000.00	Will provide electronic monitoring services for eligible JPD youth.	30-Jun-12
4143-08709	22	Environment	Regular	\$300,000.00	Will provide professional technical assistance and expertise for the Green Business Program, including development of environmental best management practices and technical green business specifications.	31-Dec-14
4144-08709	27	Airport Commission	Regular	\$75,000.00	Will provide the ERP-Report Bureau with on-site installation services for a software upgrade on up to five (5) client workstations with the latest versions of the intergraph products including a server, RMB client, and CAD link.	31-May-10
4145-08709	77	Department of Emergency Management	Regular	\$3,800,000.00	Will assist the Bay Area Urban Area Security Initiatives (UASI), and Bay Area counties and cities, with developing and implementing technical specifications for a design/build contract for a Bay Area Regional Interoperable communication system.	30-Jun-12
4146-08709	81	Department of Health, Laguna Honda Hospital	Regular	\$1,800,000.00	Will provide design review, installation, integration, and testing services for an integrated data and utility network at the new Laguna Honda Hospital buildings.	30-Jun-11
4147-08709	81	Department of Public Health	Regular	\$326,400.00	Will review and further develop protocols and basis for surveillance and investigation of urgent cases and outbreaks of disease, including data collection forms and the Integrated Case and Outbreak Management System (ICOMS).	09-Aug-11
4148-08709	81	Department of Public Health	Regular	\$1,800,000.00	Will evaluate the City and County of SF Healthy SF (HSF) Program, HSF in the City's local effort, begun in 2006 to improve access to health services for uninsured residents.	30-Jun-11
4149-08709	70	General Services Agency-Fleet	Regular	\$360,000.00	Will perform initial installation, configuration and set up of proprietary fleet management software and train staff in implementation, use and administration.	31-Mar-10
4150-08709	42	Recreation and Park Department	Regular	\$400,000.00	Will conduct hazard assessment of City's urban forest, and provide recommendations for reforestation, tree succession and maintenance of park system forest.	30-Jun-12

5200

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 25, 2009 (rev4/23/09)

DEPARTMENT NAME: Department of Health, Laguna Honda Hospital DEPARTMENT NUMBER 81

TYPE OF APPROVAL: [ ] EXPEDITED [X] REGULAR (OMIT POSTING ) [ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [ ] MODIFICATION (PSC# )

TYPE OF SERVICE: Laguna Honda Hospital Data Network

FUNDING SOURCE: Public Bond Funds

PSC AMOUNT: \$1,500,000 PSC DURATION: May 1, 2009 through June 30, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Laguna Honda Hospital has built three new hospital buildings with an integrated data and utility network to provide secure nursing access to patient clinical records, radiology systems, wireless telephones, patient tracking systems, patient activity systems and building monitoring systems. The entire network needs to be installed, tested and inspected by the State of California. with key systems attached. This must occur by dates that the construction manager has set.

B. Explain why this service is necessary and the consequences of denial:

A network of this size requires expert level design review and installation services in order ensure proper compliance with building codes, integration of products to new systems as well as integration to the existing complex data network that serves all Dept of Health locations. Performance optimization of the LHH network is a key factor in the ability to use the network for both data and voice access. DPH does not have sufficient staff to install this complex network while at the same time the existing engineers are supporting the current production DPH network. The new LHH technology environment is considerably more complex than the current network at LHH. The data network in these modern new buildings play a critical role in exchanging data between systems that previously operated in complete isolation. If we do not procure these implementation services there will be significant delays installing the many components of the LHH network. This will result in delays in inspection by the state of California and the authorization to occupy the building. This would further result in delays of the patients being moved into the new buildings, anticipated in Spring 2010.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

Previous large network installations or network support services at DPH were performed by contractors either under existing Citywide contracts or under PSC 4062-04/05.

D. Will the contract(s) be renewed: Yes. Only if there is a continued need.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: Local 21, Jacquie Hale, March 25, 2009 & April 24, 2009. Row 2: [ ], [ ], [ ].

RFP sent to [ ], on [ ], Signature [ ]

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4146-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: May 18, 2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Expert level knowledge of Cisco Systems proprietary IOS code (IOS is the proprietary operating system for Cisco switches and routers), Cisco equipment and network design principles. Expert level design and implementation skills for voice grade wireless networking. Knowledge of new CISCO equipment that has not been widely used by local DPH engineers. Ability to configure new gear into existing work environment and perform review of appropriate settings for DPH production use. Perform knowledge transfer of new gear settings and function*

B. Which, if any, civil service class normally performs this work?

*1043 IS Engineer-Senior, 1044 IS Principal Engineer and 1070 Project Director.*

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

*Yes, the installation requires the use of test equipment that will be used during installation and optimization of the data network. This equipment will be turned over to the City upon job completion as well as an instructional training session about the proper use of the equipment.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Although the 1044 IS Principal Engineer series is applicable, The building construction contractor has deadlines for installation coordination and inspections that require the data network to be operational. This is not possible with the current staff levels and work loads in progress. This work would require existing staff to do nothing else in order to install and integrate the new LHH network on time. All staff are needed to continue support of the DPH's existing large clinical network. In Addition, the new equipment coming with this implementation will require the highest level of Cisco expertise to configure new features and provide knowledge transfer to the staff.*

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

*No. The current civil service classes 1044, 1043, and 1070 are appropriate for the work performed. However due to the temporary nature of the project hiring, permanent employees would not be applicable.*

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

*Employees in classes 1043, 1044, and 1070 will receive training on the use of the equipment that will be purchased. Training will conform to industry standards and the hours of training will be variable based on the type of equipment and it's complexity.*

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

*Jacquie Hale*

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

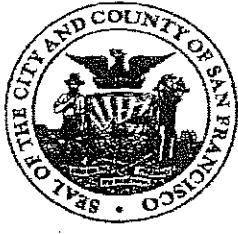
Print or Type Name

Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94103

4062-04/05  
Mod #4



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

MORGAN R. GORRONG  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

JOY Y. BOATWRIGHT  
COMMISSIONER

DONALD A. CASPER  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

July 22, 2009

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4012-09/10 THROUGH 4019-09/10; 4110-06/07; 4002-07/08; 4046-04/05; 4062-04/05; 4020-06/07 AND 4031-08/09.**

At its meeting of July 20, 2009 the Civil Service Commission had for its consideration the above matter.

**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Department of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

- c: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of Environment
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Jacque Hale, Department of Public Health
- Jessica Huey, Department of Human Resources
- Shamica Jackson, Public Utilities Commission
- Florence Kyaan, Public Utilities Commission
- William Lee, Department of Emergency Management
- Artina Lim, Department of Children, Youth and Their Families
- Joan Lubamersky, GSA/Office of Labor Standards Enforcement
- Brigitte Rockett, Department of Human Resources
- Commission File
- Chron

POSTING FOR  
July 20, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

Contract No.	Contract Title	Agency	Contract Type	Contract Amount	Proposed Amount	Contract Duration
4110-08/07	27	Alport Commission	Modification	\$295,000.00	\$395,000.00	30-Jun-11
4002-07/08	35	San Francisco Municipal Transportation Agency	Modification	\$5,000,000.00	\$8,600,000.00	31-Mar-14
4048-04/05	82	Department of Public Health	Modification	\$3,000,000.00	\$8,400,000.00	31-Dec-18
4082-04/05	82	Department of Public Health	Modification	\$1,948,212.00	\$7,848,212.00	30-Jun-10
4020-06/07	89	GSA-Office of Labor Standards Enforcement	Modification	\$0.00	\$100,000.00	28-Sep-10
4031-08/08	23	Department of Children, Youth and Their Families	Modification	\$0.00	\$75,000.00	30-Jun-10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/2/2009 (rev. 6/23/09)

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER 81 & 82

TYPE OF APPROVAL: [ ] EXPEDITED [X] REGULAR (OMIT POSTING ) [ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# PSC 4062-04/05)

TYPE OF SERVICE: Programmatic and Information Systems Support

FUNDING SOURCE: General Fund, Private and Public Grant funds

Table with 4 columns: Amount, PSC Duration, and two unlabeled columns. Rows include Original Amount, Modification Amount #1-4, and Total Amount.

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors will provide support for clinical (records, patient care, clinical support), business (financial), operational (health, safety, security), managed care (revenue collection and optimization strategies) and eligibility application (Healthcare Access Program) programs, software applications, system implementations, and related consulting/training.

B. Explain why this service is necessary and the consequences of denial:

This modification adds funds to continue to provide ongoing custom services, implementation, training, maintenance, and consulting for proprietary (legacy) clinical, business, operational applications already in use by the Department of Public Health or that are scheduled to be upgraded during the term of this approval.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

These services were previously approved and are currently accessed through PSC 4062-04/05.

D. Will the contract(s) be renewed: Yes

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Table for Union Notification with columns: Union Name, Signature of person mailing/faxing form, Date. Includes entry for IFPTE Local 21 signed by Jacquie Hale on APR 03 2009.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-04/05

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

July 20, 2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of clinical, business and operations (including health, safety, finance, managed care) software applications. Proven project management and software implementation, integration, and training experience. Analysis and programming skills as well as Local Area (LAN) and Wide Area (WAN) network technical support including the ability to maintain and establish secure communication through a multitude of firewall applications.

B. Which, if any, civil service class normally performs this work?

IS Administrators (1022, 1023, 1024); IS Business Analysts (1052, 1053, 1054), IS Engineers (1042, 1043, 1044); IS Programmers (1062, 1063, 1064); IS Project Manager (1070); IS Manager (1071).

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes, off-site application and data hosting/warehousing services will be provided for internet-based (remote) applications. Contractors will also provide access to software licenses for specific applications. Support services for the applications, or hardware covered under this request must be performed by contract staff or vendor-certified contractors. If support is provided by customers (i.e., civil service employees), warranties and guarantees included in the software or hardware license will be invalidated.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes which are applicable are utilized as much as practically feasible. There typically is a partnership between the contractor and DPH IT teams to implement and support IT systems successfully. The contracts listed represent proprietary products and services which meet specific business and functional needs for the Department, and which contain technical components which are beyond the scope of expertise of existing Civil Service classes to develop within practical time and quality parameters. DPH must continue support agreements in order to maintain licensing for current versions of the required systems, as well as to enable staff support for the implementation of new functions, regulatory changes, customization and emergency response to system problems. To enable knowledge transfers, contractors routinely provide training to in-house staff as new technologies are introduced. Also, DPH has added in-house staff to address emerging IT needs in new program areas where funding is available, so that work may be completed in-house. New services included in this modification include enhancements to the Shared Youth Database to include the ability to track the use of evidence-based practices, and instituting a case management system to integrate performance and outcome tracking report protocols, with the ability to customize protocols and forms in-house. New services are also included for Computer Based Training (expected to be RFP'd in 09/10), which greatly improves DPH's capability to maintain compliance with many federal, State, and accreditation requirements, while enable DPH staff with the expertise needed to provide direct services and the daily training needed for efficient operations.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

Not at this time. Civil service classes do exist and work in conjunction with contract providers on the projects or the ongoing system support, and DPH regularly incorporates effective ways to transfer knowledge and develop City staff to maximize their involvement in the various projects affected. DPH is examining ways to further incorporate non-proprietary services in the future.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

All contracts in this request require training and ongoing support of civil service IT staff in system use and support, and new products are developed in consultation with civil service staff in order to maximize the development of new products to match and enhance staff skills. As a result, IT staff are able to acquire new skills through opportunities which would not otherwise be available through CCSF employment. Additional technical training sessions are routinely scheduled to enable IT staff to stay updated on the systems used, and both technical and end-user staff are trained as needed.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator  
Jacquie Hale 554-2609

101 Grove St. Rm. 307



City and County of San Francisco

Department of Human Resources

Attachment to Personal Services Contract Summary from DPH requesting modification to PSC 4062-04/05:

Contractor	Service Description	Pro-prietary?	New? Already approved?		Service Description (expanded)
Andrew J. Wong	Children's System of Care database	yes	approved new	\$349,216 <u>\$300,000</u> \$649,216	<p>Services are to develop and maintain an integrated, web-based Shared Youth Database of child and adolescent clients who are part of the interdepartmental Children's System of Care and are served by Public Health's Community Behavioral Health Services, the Human Services Agency, and the Juvenile Probation Department. The existing, proprietary database enables DPH to track clients' progress in a specialized security environment for sharing of data and workflows among these departments. Enhancements will include incorporation of a new database to track the use of evidence-based practices, and instituting a case management system to integrate performance and outcome tracking report protocols.</p> <p>All services are to allow for in-house customization and editing of protocols and forms, providing 24/7/365 support and access for the application, and maintenance of security protocols consistent with HIPAA guidelines and local and State privacy laws.</p>
Catalyst	Nurse acuity program for level of care mgt.	yes	approved	\$66,000 <u>\$66,000</u>	<p>Services are to provide support, maintenance, and any needed upgrades for a proprietary Patient Classification System (PCS) at San Francisco General Hospital, enabling better management of the care of groups of patients according to the most cost effective nursing skill levels required and compliance with State licensing requirements which include maintenance of a valid PCS tied to staffing by shift and unit.</p>

City and County of San Francisco

Department of Human Resources

Dataway	Network security and management	yes	approved new	\$425,000 \$600,000 \$1,025,000	7/1/2005-6/30/2009 7/1/2009-6/30/2015	Services include management and monitoring of the DPH's integrated Enterprise Network system security infrastructure, which is integrated with the network security infrastructures of UCSF and the San Francisco Community Clinic Consortium (SFCCC), enabling essential patient records sharing. In collaboration with DPH technical staff, the contractor designed the security infrastructure for the current DPH Enterprise Network, and manages and maintains the security infrastructures of UCSF's and the SFCCC's respective networks. By using a single provider, the three networks are able to maintain more coherent network security for network intrusion protection and to obtain firewall management that meets Federal and State mandates for the protection of patient information. In collaboration with DPH technical staff, the contractor will also provide system security consultation as new software applications are interfaced onto the current network.
HA Software Services	DPH voicemail system administration	yes	approved	\$651,420 \$651,420	7/1/2005-6/30/2012	Services require 24-hour administration of the voice, voicemail and fax communications at San Francisco General and Laguna Honda Hospitals for over 5,000 users, including regular management of client requests, system upgrades, system programming and analysis, billing, record keeping, installations, and reporting for the Intuity AUDIX Voice Messaging System. Services include training of hospital personnel on end-user telephone equipment and special software features.

Health Stream Online computer-based training  
 yes approved \$411,235  
 \$411,235  
 Provides computer based training specifically designed for healthcare organizations to help meet annual training requirements for the Joint Commission, Office of Safety and Health and California Medical Services. Concentrating regulatory training requirements online allows better use of educators through nearly 50 online courses, including bilingual courses. Course content, especially that specifically related to State requirements, is usually created by City staff. Courses cover a broad range of topics, including advance directives, diversity, ergonomics, hand hygiene, domestic violence, HIV, pain management, bloodborne pathogens, medical ethics, and fire safety.

Web-based long-term care application  
 RTZ yes approved \$2,168,788  
 new \$1,048,212  
 \$3,217,000  
 Services are to continue access to "SF GetCare," a proprietary, web-based application developed for DPH to manage the discharge of Laguna Honda Hospital (LHH) residents and the diversion of San Francisco General Hospital (SFGH) patients, and to develop tools to implement the settlement agreement related to Chambers, et al. v. CCSF by creating a Diversion and Community Integration Program (DCIP), in collaboration with the Department of Aging and Adult Services (DAAS). The contractor will provide a service planning tool which will include standardized assessments linked to available services to enable creation of a Community Living Plan (CLP), electronic referrals to DCIP, scheduling and documentation of follow-ups, monitoring of waiver referrals, management of waitlists, and facilitation of provider outreach and coordination efforts. It will include OOA service data, SFGH diversion data, DPH housing placement data, and LHH/TCM intake, assessment, and discharge planning data, as well as DPH consumer preference data.

City and County of San Francisco

Department of Human Resources

<p>The Center to Promote Healthcare Access</p>	<p>Healthy San Francisco One-E App application</p>	<p>yes</p>	<p>approved</p>	<p>\$1,828,341 \$1,828,341</p>	<p>6/1/2007 - 6/30/2012</p>	<p>Services are to provide the One-e-App web-based system for the Healthy San Francisco program. One-e-App was developed specifically by the nonprofit California HealthCare Foundation and the California Endowment to enhance the eligibility determination and enrollment processes in California counties for programs such as MediCal, Healthy Families and local health insurance programs such as Healthy San Francisco. It provides a cost-effective, one-stop approach to improve the efficiency and user-friendliness of the eligibility process for families seeking coverage for county and community based agencies to provide better service to uninsured individuals and families and to maximize the use of State and federal resources.</p>
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Mod #5

City and County of San Francisco

Department of Public Health



Edwin M. Lee  
Mayor

Barbara A. Garcia, MPA  
Director of Health

MEMORANDUM

DATE: 9/26/2012  
 TO: DHR PSC Coordinator  
 Department of Human Resources (Dept. 33)  
 FROM: Jacquie Hale, PSC Coordinator  
 Department of Public Health (Dept. #81)  
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4062-04/05 Approval Date: 7/20/2009

Description of Service(s): Programmatic and Information Systems Support

Original Approved Amount	\$2,000,000	Original Approved Duration:	7/1/2005 – 6/30/2009
Modification Amount #1:	\$2,100,000	1 <sup>st</sup> Modification of Duration:	4/1/2007 – 6/30/2012
Modification Amount #2:	\$1,000,000	2 <sup>nd</sup> Modification of Duration:	7/10/2008 – 6/30/2015
Modification Amount #3	\$800,000	3 <sup>rd</sup> Modification of Duration:	7/11/2008 – 6/30/2015
Modification Amount #4	\$1,948,212	4 <sup>th</sup> Modification of Duration:	7/01/2009 – 6/30/2015
Modification Amount #5	\$800,000	5 <sup>th</sup> Modification of Duration:	Unchanged
Total Amount as Modified:	\$8,648,212	Total Duration as Modified:	7/1/2005 – 6/30/2015

Reason for the modification:

Increase of the PSC amount to cover product upgrades, enhancements or consolidations of existing IT systems which require implementation, consulting and training services provided by the manufacturer of the software or authorized representatives.

Attachment: Copy of Approved PSC Summary

(DPH Reference: CMS #5170, 6833)

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved

Approval Date: 9/28/2012

By: M  
 Micki Callahan, Human Resources Director

Mb#6

City and County of San Francisco

Department of Public Health



Edwin M. Lee  
Mayor

Barbara A. Garcia, MPA  
Director of Health

MEMORANDUM

DATE: 8/1/2013  
TO: DHR PSC Coordinator  
Department of Human Resources (Dept. 33)  
FROM: Jacquie Hale, PSC Coordinator  
Department of Public Health (Dept. #81) *JH*  
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4062-04/05 Approval Date: 7/20/2009

Description of Service(s):	Programmatic and Information Systems Support		
Original Approved Amount:	\$2,000,000	Original Approved Duration:	7/1/2005 – 6/30/2009
Modification Amount #1:	\$2,100,000	1 <sup>st</sup> Modification of Duration:	4/1/2007 – 6/30/2012
Modification Amount #2:	\$1,000,000	2 <sup>nd</sup> Modification of Duration:	7/10/2008 – 6/30/2015
Modification Amount #3:	\$800,000	3 <sup>rd</sup> Modification of Duration:	7/11/2008 – 6/30/2015
Modification Amount #4:	\$1,948,212	4 <sup>th</sup> Modification of Duration:	7/01/2009 – 6/30/2015
Modification Amount #5:	\$800,000	5 <sup>th</sup> Modification of Duration:	Unchanged
Modification Amount #6:	\$2,000,000	6 <sup>th</sup> Modification of Duration:	Unchanged
Total Amount as Modified:	\$10,648,212	Total Duration as Modified:	7/1/2005 – 6/30/2015

Reason for the modification:

Due to several mandated requirements such as achieving and maintaining Meaningful Use status, implementation of the Affordable Care Act, the SFGH rebuild, and ongoing integration activities, the value of the PSC needs to increase to cover anticipated product upgrades, continuations, enhancements or consolidations of existing IT Systems which require implementation, monthly service fees, consulting and training services which are provided by the manufacturer of the software or authorized representative.

Attachment: Copy of Approved PSC Summary

(DPH Reference: various)

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved

Approval Date: 8/1/2013

By: *Micki Callahan*  
Micki Callahan, Human Resources Director

Mod#7

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 4062-04/05)

Type of Approval:  Expedited  Regular  Omit Posting

Type of Service: Programmatic and Information Systems Support

Funding Source: General Fund, Grants

PSC Original Approved Amount: \$2,000,000

PSC Original Approved Duration: 07/01/05 - 06/30/09 (4 ye

PSC Mod#1 Amount: \$2,100,000

PSC Mod#1 Duration: 04/01/07-06/30/12 (3 years

PSC Mod#2 Amount: \$1,000,000

PSC Mod#2 Duration: 07/10/08-06/30/15 (3 years

PSC Mod#3 Amount: \$800,000

PSC Mod#3 Duration: no duration added

PSC Mod#4 Amount: \$1,948,212

PSC Mod#4 Duration: no duration added

PSC Mod#5 Amount: \$800,000

PSC Mod#5 Duration: no duration added

PSC Mod#6 Amount: \$2,000,000

PSC Mod#6 Duration: no duration added

PSC Mod#7 Amount: \$1,124,106

PSC Mod#7 Duration: 07/01/13-06/30/17 (2 years

PSC Mod#8 Amount: \_\_\_\_\_

PSC Mod#8 Duration: \_\_\_\_\_

PSC Cumulative Amount Proposed: \$11,772,318

PSC Cumulative Duration Proposed: 12 years 2 days

1. Description of Work

A. Scope of Work:

PLEASE SEE ORIGINAL PSC

B. Explain why this service is necessary and the consequence of denial:

PLEASE SEE ORIGINAL PSC

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

PLEASE SEE ORIGINAL PSC

D. Will the contract(s) be renewed? See attached pdf's for history for this item

2. **Union Notification:** On 11/08/13, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-04/05

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/19/2013

July 2013

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:  
See attached pdf:initial\_request\_4062\_0405.pdf

B. Which, if any, civil service class(es) normally perform(s) this work?  
none,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
See attached pdf's for history for this item

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:  
See attached pdf's for history for this item

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
See attached pdf's for history for this item

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 11/08/13 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St. Rm. 307 San Francisco, CA 94102



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR -- MYR Dept. Code: MYR

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Software Licenses, Maintenance and Development

Funding Source: CDBG PSC Duration: 3 years 1 day  
PSC Amount: \$625,000 PSC Est. Start Date: 10/15/2014 PSC Est. End Date: 10/15/2017

1. Description of Work

A. Scope of Work:

The Contractor shall provide & maintain an end-to-end web-based grants management system as a Commercial Off-The-Shelf solution or customized SaaS/PaaS/Cloud hosted subscription-based platform to provide the functionalities described below for at least 1,000 Users with varying levels of access, as well as a wide variety of experience in the use of online tools. The System must provide Mayor's Office of Housing & Community Development (MOHCD) staff & potential and awarded Grantees with the ability to initiate, manage and monitor the entire granting process, including Grantee Project proposal set-up, submission, review and negotiations, grant award, reporting and reimbursement, & Agency & User setup and administration. Services provided shall include System planning & management, including but not limited to, requirements & design, integration, testing, acceptance, deployment, data migration (if applicable), training, & maintenance. Developer & Subscription System User support Monday through Friday, 8am - 6pm Pacific Time (as a minimum window of availability) is required. (See Additional Attachment)

B. Explain why this service is necessary and the consequence of denial:

Mayor's Office of Housing & Community Development (MOHCD) manages over \$47,000,000 of federal funds granted by the U.S. Department of Housing & Urban Development ("HUD") through the Community Development Block Grant ("CDBG") program, as well as the Emergency Shelter Grant ("ESG"), Housing Opportunities for Persons with AIDS ("HOPWA") & other local, state, & federal funding sources. Mayor's Office of Housing & Community Development (MOHCD's) granting process consists of administering & tracking complex awarding, compliance, & reporting requirements in collaboration with, or on behalf of approximately 1,000 users at over 300 grantee agencies managing over 1,100 projects. (See Additional Attachment)

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

The current system has been provided to Mayor's Office of Housing & Community Development (MOHCD) for 4 years (PSC Contract Approval #4147-09/10). Mayor's Office of Housing and Community Development(MOHCD) is seeking to address evolving needs & requirements through a new system.

D. Will the contract(s) be renewed? Subject to evaluation of contract(See Additional Attachment)

2. Union Notification: On 05/13/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47589 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/21/2014

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

The Contractor must have experience developing & maintaining end-to-end (from development through successful launch & acceptance by government or nonprofit agency client) customized, hosted web-based systems utilizing the same software or platform they propose in their response to the associated Request For Proposal (RFP) for at least two (2) government or nonprofit agencies with over 50 users in the United States other than Mayor's Office of Housing & Community Development (MOHCD).(See Additional Attachment)

B. Which, if any, civil service class(es) normally perform(s) this work?

1053,1054,1070,1071,1032,1033,1063,1064,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The system will be subscription based, and any development/customization would be specific to the proposed system, which would likely be proprietary to the Contractor or partner. Further, as a minimum qualification, any lead developer working on the project must have current, active certification in the software or platform used as a minimum qualification.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Contractor will provide technical training (see attachment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/13/2014 BY:

Name: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

Address: 1 South Van Ness Avenue, 5th Floor San Francisco, CA 94103

## Additional Attachment(s) of Explanation

### Personal Service Contract Summary

Software Licenses, Maintenance and Development

FUNDING SOURCE: Community Development Block Grant, Emergency Solutions Grant, and Housing Opportunities for Persons with AIDS grant funds

PSC AMOUNT: \$625,000

PSC DURATION: 10/15/2014 to 10/15/2017

#### Description of Work

1A. The Contractor shall provide and maintain an end-to-end web-based grants management system as a Commercial Off-The-Shelf solution or customized SaaS/PaaS/Cloud hosted subscription-based platform to provide the functionalities described below for at least 1,000 Users with varying levels of access, as well as a wide variety of experience in the use of online tools.

The System must provide Mayor's Office of Housing and Community Development (MOHCD) staff and potential and awarded Grantees with the ability to initiate, manage and monitor the entire granting process, including Grantee Project proposal set-up, submission, review and negotiations, grant award, reporting and reimbursement, and Agency and User setup and administration. Services provided shall include System planning and management, including but not limited to, requirements and design, integration, testing, acceptance, deployment, data migration (if applicable), training, and maintenance. Developer and Subscription System User support Monday through Friday, 8am - 6pm Pacific Time (as a minimum window of availability) is required. Live phone support is highly preferred.

The System must include all products and services required for successful implementation, as well as System maintenance and updates over the full term of the Agreement. Services may include, but not be limited to, business process and technical assessment and recommendations, project planning, System implementation, data migration (if applicable) and troubleshooting, acceptance testing, training, and support.

1B. Mayor's Office of Housing and Community Development (MOHCD) manages over \$47,000,000 of federal funds granted by the U.S. Department of Housing and Urban Development ("HUD") through the Community Development Block Grant ("CDBG") program, as well as the Emergency Shelter Grant ("ESG"), Housing Opportunities for Persons with AIDS ("HOPWA") and other local, state, and federal funding sources. Mayor's Office of Housing and Community Development (MOHCD's) granting process consists of administering and tracking complex awarding, compliance, and reporting requirements in collaboration with, or on behalf of approximately 1,000 users at over 300 grantee agencies managing over 1,100 projects. Procurement of a new system will ensure Mayor's Office of Housing and Community Development (MOHCD's) effective and efficient management of public funds and requirements associated with these complex processes to assure accountability and accuracy, as well as efficient, timely, and accurate reporting as required to Housing Urban Development (HUD) and other local, state, and federal funding sources.

We are nearing the end of a 5-year contract for the current system being used and the fast pace of technology change means that there is now a dramatically different landscape of possible grants management solutions than were available previously. Releasing a new Request for Proposal (RFP) is a fiscally and programmatically responsible approach and will enable us to review all possible options in regard to costs, service levels, and available tools. Without these services, Mayor's Office of Housing and Community Development (MOHCD) would lose the ability to effectively manage the over

\$47,000,000 of federal funds granted by Housing Urban Development (HUD) through the Community Development Block Grant (CDBG) program, as well as the Emergency Shelter Grant (ESG), The Housing Opportunity for Persons living with AIDS (HOPWA), and other local, state, and federal funding sources

1D. Subject to evaluation of contract performance and Department needs.

Description of Work:

3A. The Contractor must have experience developing and maintaining end-to-end (from development through successful launch and acceptance by government or nonprofit agency client) customized, hosted web-based systems utilizing the same software or platform they propose in their response to the associated Request For Proposal (RFP) for at least two (2) government or nonprofit agencies with over 50 users in the United States other than Mayor's Office of Housing and Community Development (MOHCD). Such experience must be within 5 years of May, 2014. To ensure an effective, efficient and successful implementation, any lead developer working on the project must have current, active certification in the software or platform used as a minimum qualification.

5B. Will the contractor train City and County employees?

**Describe training and indicate approximate number of hours.**

Contractor will provide technical training in the use of the system, including how to gain access, navigate the system, enroll participants, modify information, generate letters and reports, administer the system, and how to close out participants. Further, training will include customer service procedures and any other issues affecting the monitoring of and partnership with participants. Number of hours of training will depend on the complexity of the system selected. We anticipate around 1 week (40 hours) of training.

**Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.**

Approximate 50 Community Development Specialists  
Approximate 10 Managers

**Receipt of Union Notification(s)**  
**◆ Local 21**

6.13.14

**Henderson, Karen (MYR)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of karen.henderson@sfgov.org  
**Sent:** Tuesday, May 13, 2014 5:10 PM  
**To:** Henderson, Karen (MYR); L21PSCReview@ifpte21.org; Henderson, Karen (MYR); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47589 - 13/14

RECEIPT for Union Notification for PSC 47589 - 13/14 more than \$100k

The MAYOR -- MYR has submitted a request for a Personal Services Contract (PSC) 47589 - 13/14 for \$625,000 for Initial Request services for the period 10/15/2014 -- 10/15/2017. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/2042> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**Additional Attachment(s) of Explanation**

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?  
If the service was provided via a PSC, provide the most  
recently approved PSC # and upload a copy of the PSC.**

PSC # 4147-09/10



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

4147-09/10  
Mayor's Office of Housing  
City & County of San Francisco

JUN 15 2010

TEKMECA  
Approval  
June 10, 2010

RECEIVED

E. DENNIS NORMANDY  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4142-09/10  
THROUGH 4162-09/10; 1010-07/08; 4165-07/08; 4058-09/10; AND  
4096-05/06.

At its meeting of June 7, 2010 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to:

- (1) Postpone PSC #s 4148-09/10 through 4162-09/10 to the meeting of June 21, 2010.
- (2) Adopt the report; Approve requests for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

*Anita Sanchez*  
ANITA SANCHEZ  
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Robin Courtney, Health Service System
- Oliver Hack, Mayor's Office
- Jacque Hale, Department of Public Health
- Naomi Kelly, Office of Contract Administration
- William Lee, Emergency Management
- Joan Lubamersky, General Services Agency
- Mary Ng, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron

POSTING FOR  
6/7/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4147-09/10	25	Mayor	Regular	\$400,000	Contractor will customize their proprietary software known as the Total Grants Solution (TGS) to add housing development process and data tracking functionality. The TGS system is a technology solution that meets the city's strategy of collecting and managing data for the Federal Department of Housing and Urban Development (HUD) grant programs including the Community Development Block (CDBG), and Emergency Shelter Grants (ESG). The solution is the primary tool MOH uses to ensure programmatic and fiscal compliance and accountability while providing a direct and immediate link between the City and its grantees that allows for the tracking of programmatic outcomes and clients served as well as the ability of the grantee to invoice the City for contractual services rendered. Finally, the system incorporates the audit requirements of local, state and federal funding sources.	6/30/2012
4148-09/10	81	Public Health	Regular	\$2,000,000	The contractor (State of California) will coordinate and provide genetic testing services on blood samples taken from newborn babies from San Francisco General Hospital, in accordance with State law.	6/30/2020
4149-09/10	81	Public Health	Regular	\$1,250,000	Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not software.	6/30/2015
4150-09/10	81	Public Health	Regular	\$136,000,000	Culturally appropriate mental health and substance abuse services for children, youth, and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include mental health assessment, therapy, collateral and wraparound services, community-based violence and trauma recovery services, community-based day treatment services, residentially-based day treatment services, intensive/day rehabilitative services, primary and secondary substance abuse prevention services, therapeutic behavioral services, therapeutic visitation services, and targeted case management.	6/30/2015



4147-09/10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 17, 2010

DEPARTMENT NAME: Mayor's Office of Housing (MOH) DEPARTMENT NUMBER 25

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING \_\_\_\_\_)  
 CONTINUING  ANNUAL

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Software Customization

FUNDING SOURCE: Community Development Block Grant, Bond Fees

PSC AMOUNT: \$400,000 PSC DURATION: June 15, 2010 - June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

*Contractor will customize their proprietary software known as the Total Grants Solution (TGS) to add housing development process and data tracking functionality. PLEASE SEE ATTACHED FOR FURTHER DESCRIPTION.*

B. Explain why this service is necessary and the consequences of denial:

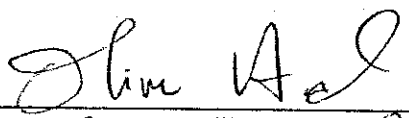
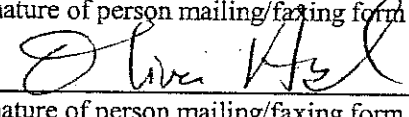
*The MOH has an unprecedented opportunity to modernize its housing development process, tracking and data management system as describe in the attached document. This systems upgrade is necessary for three reasons: it will consolidate all housing development activities into one shared interface- i.e. critical information will no longer be spread across multiple, disparate spreadsheets and databases; second, it will allow one-to-one comparisons of current and historical projects to better evaluate costs across years and projects of similar scopes; finally, housing seekers will finally have a searchable line resource to find and apply for affordable housing. Should this request be denied housing seekers will continue to be frustrated by the inability to easily find and access affordable housing and the MOH will have missed the opportunity to make significant improvements to its systems of developing and placing people in affordable housing.*

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

*This service has not been provided in the past.*

D. Will the contract(s) be renewed: Not yet determined

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

<u>Local 21</u> Union Name	 Signature of person mailing/faxing form	<u>May 17, 2010</u> Date
<u>Local 1021</u> Union Name	 Signature of person mailing/faxing form	<u>May 17, 2010</u> Date

RFP sent to n/a, on \_\_\_\_\_, on \_\_\_\_\_  
Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# \_\_\_\_\_  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Advanced knowledge of the following applications are required: ASP.net, Visual Basic, JQuery, Adobe Flex and SQL

B. Which, if any, civil service class normally performs this work?

None

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable as the software to be customized is proprietary to the company

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

Two MOH employees (Community Development Specialist II) will each receive 20 hours of training on the new modules added to the system.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

Oliver Hack

415-701-5512

Print or Type Name

Telephone Number

1 South Van Ness Av, 5<sup>th</sup> Floor

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT – PRT Dept. Code: PRT

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Seawall Earthquake Engineering Evaluation & Design Services

Funding Source: Capital Budget PSC Duration: 52 weeks  
PSC Amount: \$470,000 PSC Est. Start Date: 11/14/2014 PSC Est. End Date: 11/13/2015

**1. Description of Work**

**A. Scope of Work:**

Evaluate the earthquake vulnerability of the San Francisco Seawall, determine conceptual level retrofit alternatives and costs, and assist the Port with prioritizing areas for further engineering evaluation and design. This study will inform the Port's overall plan to repair, rehabilitate, seismically retrofit and/or replace the seawall such that it can continue to provide flood protection and safe backlands over the next 100 years.

**B. Explain why this service is necessary and the consequence of denial:**

Port staff does not have the expertise or staffing capacity necessary to complete this work. If this work is not contracted out, the project will not be completed.

**C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.**  
This is a new request.

**D. Will the contract(s) be renewed? No.**

**2. Union Notification:** On 05/23/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21,

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49182 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/21/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The contractor must have the 1) ability to provide all services, labor, materials, and equipment necessary to accomplish the tasks described in this RFP, 2) Familiarity with all laws and regulations applicable to the scope of work, 3) Ability and experience in working with local regulatory agencies, 4) Knowledge of and ability to comply with all health and safety laws and regulations applicable to the location and scope of each project. Please see attached 'Supplemental' for more details.

B. Which, if any, civil service class(es) normally perform(s) this work?  
5207,5209,5211,5212,5214,5218,5219,5241,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Port staff does not have the expertise or staffing capacity necessary to complete this work. The services are unique, highly specialized, and short-term in duration.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No. The work is unique, highly specialized, and short-term in duration.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 06/25/2014 BY:

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

**PSC #49182 - 13/14 – Supplemental Information**

**Type of Service:** Seawall Earthquake Engineering Evaluation & Design Services

**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

**A. Specify required skills and/or expertise:**

The contractor must have the 1) ability to provide all services, labor, materials, and equipment necessary to accomplish the tasks described in this RFP, 2) Familiarity with all laws and regulations applicable to the scope of work, 3) Ability and experience in working with local regulatory agencies, 4) Knowledge of and ability to comply with all health and safety laws and regulations applicable to the location and scope of each project, 5) Demonstrated expertise in Marine Engineering, Structural Engineering, Civil Engineering, Geotechnical Engineering, complex soil structure analysis, seismic hazard analysis, cost estimating, economic analysis, historic preservation, and 6) must possess Geotechnical Engineering and Civil Engineering licenses.

**Receipt of Union Notification(s)**  
**◆ Local 21**

**Braganza, Lorceli (PRT)**

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**From:** dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sport.com  
**Sent:** Friday, May 23, 2014 3:17 PM  
**To:** Holmes, Lavena (PRT); L21PSCReview@ifpte21.org; Braganza, Lorceli (PRT); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49182 - 13/14

RECEIPT for Union Notification for PSC 49182 - 13/14 more than \$100k

The PORT – PRT has submitted a request for a Personal Services Contract (PSC) 49182 - 13/14 for \$470,000 for Initial Request services for the period 11/14/2014 – 11/13/2015. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/2096> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**Modification**  
**Personal Services Contracts**

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: JUVENILE PROBATION Dept. Code: JUV

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 3087 10/11)

Type of Approval: [ ] Expedited [x] Regular ([ ] Omit Posting)

Type of Service: Audit of Juvenile Probation Department Policies and Procedures

Funding Source: Grant Zellerbach Family Foundati

Table with 2 columns: Amount and Duration. Rows include PSC Original Approved Amount, PSC Mod#1-4 Amounts, and PSC Cumulative Amount Proposed.

1. Description of Work

A. Scope of Work:

Contractor will assist Juvenile Probation Department in a comprehensive review and updating of all of its operational policies and procedures that will reflect best practices and standards established by such organizations as the American Correctional Association and American Probation and Parole Association, and performance-based standards initiated by the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention.

B. Explain why this service is necessary and the consequence of denial:

It is important to ensure that Juvenile Probation Department's policies and procedures are in compliance with all state and federal rules and national best practices. The health and safety of youth detained in Juvenile Hall requires the Department to be in compliance with local, state, and federal regulations.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Yes

D. Will the contract(s) be renewed? Not Sure.

2. Union Notification: On 06/16/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified.

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3087 10/11

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/21/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Extensive experience and expertise in Juvenile Justice reform and facility operations, as well as an ability to foster a fair and accountable Justice System through research, analysis, and collaboration.

B. Which, if any, civil service class(es) normally perform(s) this work?  
none,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The City has no need for permanent positions with this level of knowledge and expertise.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

The proposed service is one-time in nature and should not be repeated in less than 5 years.

5. Additional Information (if "yes", attach explanation)

YES    NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?          
None
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Berkeley Center For Criminal Justice

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 06/16/14 BY:

Name: Sheila Layton Phone: 415-753-7562 Email: Sheila.Layton@sfgov.org

Address: 375 Woodside Ave Room 206 San Francisco, CA

**Receipt of Union Notification(s)**  
**◆ All Unions**

## Dang, Leorah (HRD)

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**From:** Layton, Sheila (JUV)  
**Sent:** Thursday, June 26, 2014 1:36 PM  
**To:** Layton, Sheila (JUV); [djohnson@opcmialocal300.org](mailto:djohnson@opcmialocal300.org); [hodlocal@pacbell.net](mailto:hodlocal@pacbell.net); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [pkarinen@nccrc.org](mailto:pkarinen@nccrc.org); [tony@dc16.us](mailto:tony@dc16.us); [stevek@bac3-ca.org](mailto:stevek@bac3-ca.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); Poon, SinYee (HSA); [smcgarry@nccrc.org](mailto:smcgarry@nccrc.org); [rmitchell@twusf.org](mailto:rmitchell@twusf.org); [grojo@local39.org](mailto:grojo@local39.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [staff@sfmea.com](mailto:staff@sfmea.com); [mike@dc16.us](mailto:mike@dc16.us); [khughes@ibew6.org](mailto:khughes@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [sfsmsa@gmail.com](mailto:sfsmsa@gmail.com); [mshelley@dc16.us](mailto:mshelley@dc16.us); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net); [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [LiUNA.local261@gmail.com](mailto:LiUNA.local261@gmail.com); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); [speedy4864@aol.com](mailto:speedy4864@aol.com); [camaguey@sfmea.com](mailto:camaguey@sfmea.com); [ecdenvoter@aol.com](mailto:ecdenvoter@aol.com); [tiya.thlang@seiu1021.org](mailto:tiya.thlang@seiu1021.org); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** RE: Receipt of Modification Request to PSC # 3085 10/11 - MODIFICATIONS

The original PSC number has been edited from 3085-10/11 to 3087-10/11.

Sheila Layton  
Juvenile Probation Department  
Contract and Program Analyst  
375 Woodside Avenue  
SF, CA 94127  
Phone 415-753-7562  
Fax 415-753-7566

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

**From:** [dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org) [<mailto:dhrrpscordinator@sfgov.org>] On Behalf Of [Sheila.Layton@sfgov.org](mailto:Sheila.Layton@sfgov.org)  
**Sent:** Monday, June 16, 2014 4:52 PM  
**To:** Layton, Sheila (JUV); [djohnson@opcmialocal300.org](mailto:djohnson@opcmialocal300.org); [hodlocal@pacbell.net](mailto:hodlocal@pacbell.net); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [pkarinen@nccrc.org](mailto:pkarinen@nccrc.org); [tony@dc16.us](mailto:tony@dc16.us); [stevek@bac3-ca.org](mailto:stevek@bac3-ca.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); Poon, SinYee (HSA); [smcgarry@nccrc.org](mailto:smcgarry@nccrc.org); [rmitchell@twusf.org](mailto:rmitchell@twusf.org); [grojo@local39.org](mailto:grojo@local39.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [staff@sfmea.com](mailto:staff@sfmea.com); [mike@dc16.us](mailto:mike@dc16.us); [khughes@ibew6.org](mailto:khughes@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [sfsmsa@gmail.com](mailto:sfsmsa@gmail.com); [mshelley@dc16.us](mailto:mshelley@dc16.us); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net); [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [LiUNA.local261@gmail.com](mailto:LiUNA.local261@gmail.com); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); [speedy4864@aol.com](mailto:speedy4864@aol.com); [camaguey@sfmea.com](mailto:camaguey@sfmea.com); [ecdenvoter@aol.com](mailto:ecdenvoter@aol.com); [tiya.thlang@seiu1021.org](mailto:tiya.thlang@seiu1021.org); Layton, Sheila (JUV); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 3085 10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The JUVENILE PROBATION -- JUV has submitted a modification request for a Personal Services Contract (PSC) for \$100,000 for services for the period July 30, 2014 -- July 31, 2015. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrrupal/node/3396>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) [staff@sfmea.com](mailto:staff@sfmea.com) [camaguey@sfmea.com](mailto:camaguey@sfmea.com)

**Additional Attachment(s) of Explanation**

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?  
If the service was provided via a PSC, provide the most  
recently approved PSC # and upload a copy of the PSC.**

PSC # 3087-10/11

3087-10/11  
Mod 1



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

E. DENNIS NORMANDY  
PRESIDENT

KATE FAVETTI  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

MINUTES  
Regular Meeting  
November 21, 2011

2:00 p.m.  
ROOM 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Mary Jung	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION  
OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT  
APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of October 17, 2011

November 7, 2011: Canceled due to lack of quorum due to illness.

Action: Adopted. (Vote of 3 to 0)

**HUMAN RESOURCES DIRECTOR'S REPORT** (Item No. 5)

Micki Callahan, Human Resources Director requested that two items be placed on the agenda for a future meeting: 1) to adopt a rule that would allow the Department of Human Resources (DHR) to do a pilot procedural change that might be at variance with existing rules on examinations, and; 2) a pilot procedure change to release the answer key after an exam. DHR feels this would lead to more transparency and assure the public that the questions and answers are valid.

DHR to work with the Executive Officer in scheduling the items.

**EXECUTIVE OFFICER'S REPORT** (Item No. 6)

Included in Item #12.

0286-11-8      Review of request for approval of proposed personal services contracts.  
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4049-11/12	Public Health	\$1,000,000	Provide a series of 1-4 hour (dependent on category of employment) motivational lecture based Service Excellence - Patient Satisfaction training sessions to Four categories of Academic Medical Center Staff at San Francisco General Hospital and Trauma Center: 1) Frontline/Non-Management Clinical and Non-Clinical staff; 2) Clinical and Non-Clinical Managers and Supervisors; 3) Academic Physicians in Clinical Practice and 4) Graduate Medical Resident Trainees. The proposed work will include a Train-the-Trainer Module in order to ensure a system for sustainability will be embedded within the hospital's organizational culture at the end of the consultative engagement.	Regular	06/30/23
4050-11/12	Public Health	\$1,200,000	Provide a comprehensive computer based hospital service excellence educational curriculum and series of training sessions utilizing validated assessment tools, forms and examinations to Four categories of Academic Medical Center Staff at San Francisco General Hospital and Trauma Center: 1) Frontline/Non-Management Clinical and Non-Clinical staff; 2) Clinical and Non-Clinical Managers and Supervisors; 3) Academic Physicians in Clinical Practice; and 4) Graduate Medical Resident Trainees. The proposed work will include a Train-the-Trainer Module in order to ensure a system for sustainability will be embedded within the hospital's organizational culture at the end of the consultative engagement.	Regular	06/30/23
4051-11/12	Mayor	\$147,500	The vendor will provide specialized cleaning services for post-construction cleaning of the project site where lead hazard remediation and Health Home control work has been performed by a construction crew and ensure the construction site is prepared for lead hazard control and Healthy Homes control clearance.	Regular	01/01/16



Civil Service Commission Meeting Minutes

Regular Meeting of November 21, 2011

4052-11/12	Municipal Transportation Agency	\$450,000	Ongoing repair, maintenance service and parts for Honeywell (Northern) Alarm System installed at (12) San Francisco Municipal Transportation Agency (SFMTA) facilities by qualified technicians. System is composed of (1) server, winpak software with (5) licenses, (49) Northern alarm panels, (25) SIO boards, (163) card readers, (25) door contacts, (36) motion detectors, (19) panic alarms and (26) miscellaneous devices. Over 5,000 access cards issued to employees, consultants, and contractors with 225 customized access levels tailored to meet the agency's current needs.	Regular	09/30/16
4053-11/12	Public Utilities Commission	\$3,400,000	Contractor will provide the detailed design for University Mound North Basin (UMNB) upgrades. Upgrades are primarily seismic retrofits of the existing roof structure plus associated civil upgrades. The tasks include management and coordination of Consultant's services including Sub-consultants; quality assurance/quality control; review of background information; design of North Basin upgrades; preparation of cost estimates; value engineering; engineering services during the Bid and Award phase; as-needed design, testing, inspection, and related services; mechanical design; electrical design; and engineering services during construction.	Regular	05/15/12
4054-11/12	Public Works	\$100,000	The Furniture Fixtures & Equipment (FF&E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the DPW-Building Design and Construction staff in the development and maintenance of the furniture program and create a database for the Public Safety Building (PSB) that accurately catalogs FF&E and related systems required for preparing a solicitation to the prospective vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturers and/or vendors selected through separate RFQ process(es).	Regular	12/31/13
4055-11/12	Public Works	\$95,000	Consultants will perform Cultural Resources studies to fulfill the requirements of the Caltrans Local Assistance Preliminary Environmental Study (PES). These studies include the preparation of an Area of Potential Effect (APE) Map, a Historical Property Survey Report (HPSR), and if needed, an Archaeological Survey Report (ASR) and Historic Resource Evaluation Report (HREER). The consultants will work with the Caltrans Professionally Qualified Staff (PQS) and District Local Assistance Engineer (DLAE) to complete these documents. The consultants will also communicate with local preservation groups and/or Native American Tribes to solicit comments regarding the project.	Regular	11/23/14

Civil Service Commission Meeting Minutes

Regular Meeting of November 21, 2011

3087-10/11	Juvenile Court	Increase Amount \$135,000 New Amount \$175,000	As stated in original PSC #3018-10/11 for which JPD never had a contract in place, Contractor will assist JPD in a comprehensive review and updating of all of its operational policies and procedures, that will reflect best practices and standards established by such organizations as the American Correctional Association and American Probation and Parole Association, and performance-based standards initiated by the US Department of Justice, Office of Juvenile Justice and Delinquency Prevention. Contractor will also ensure that all of JPD's policies and procedures are in compliance with all local, state, and federal laws. In addition, Contractor will assist JPD in identifying effective training tools, assessing implementation and compliance, and identifying national experts for guidance.	Modification	06/30/13
4097-08/09	Public Utilities Commission	Increase Amount \$2,200,000 New Amount \$4,920,900	SFPUC has partnered with a utility company to market and process regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continued to build on a highly successful, grant funded regional partnership a utility company. For the first time, the partners are collaborating with a utility company to offer customers a joint rebate in order to streamline the process for the customer and in order to capitalize on the joint marketing capacities of the water and energy utilities. The contract is being modified to accommodate the increased demand for the program.	Modification	01/01/16

November 7, 2011: Cancelled due to lack of quorum due to illness.

**Speakers:**

Jacquie Hale and Baljeet Sarigha, Department of Public Health spoke on PSC #4049-11/12 and 4050-11/12.  
 Oliver Hack, Mayor's Office spoke on PSC #4051-11/12.  
 Kevin Hughes, IBEW Local 6 and Galen Leung, Municipal Transportation Agency spoke on PSC #4052-11/12.  
 Kofo Domingo, Public Utilities Commission spoke on PSC #4053-11/12.  
 Kofo Domingo and Julie Ortiz, Public Utilities Commission spoke on PSC #4097-08/09.

**Action:**

- (1) Adopted the report; approved the request for PSC #4051-11/12 as amended. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (2) Withdrew PSC #4053-11/12 at the request of the Public Utilities Commission. (Vote of 3 to 0)
- (3) Commissioner Mary Jung and Vice President Kate Favetti recused from voting on PSC #4097-08/09. (Vote of 3 to 0). Continued to the meeting of December 5, 2011. (Three (3) votes are needed for Commission action.)
- (4) Adopted the report; approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0286-11-8 (continued)

- Note:
- 1) PSC #4053-11/12 – Vice President Favetti requested a report from the Public Utilities Commission on management controls in place of when PSC authorizations expire and when to renew the authorizations.
  - 2) PSC #4052-11/12 – Galen Leung, MTA assured the Commission that these types of services will be processed as personal service contracts and not as purchase orders.

0287-11-1 Proposed Civil Service Commission Meeting Schedule for Calendar Year 2012. (Item No. 8)

November 7, 2011: Cancelled due to lack of quorum due to illness.

Speakers: None.

Action: Adopted. (Vote of 3 to 0)

0299-11-1 Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 9)

Speakers: None.

Action: Adopted the report. (Vote of 3 to 0)

0293-11-8 Update from the Office Of Labor Standards Enforcement on the Status of the Conditional Approval of PSC #4021-07/08 at the meeting of March 21, 2011. (Item No. 10)

Speakers: Donna Levitt, Office of Labor Standards Enforcement

Action: Accepted the report. (Vote of 3 to 0)

0290-11-1 Review and Adoption of Guidelines for handling proceedings involving Peace Officers and Peace Officer Personnel Records. (Item No. 11)

November 7, 2011: Cancelled due to lack of quorum due to illness.

Speakers: Anita Sanchez, Executive Officer  
Paul Zarefsky, Deputy City Attorney

Action: Adopted. Guidelines attached. (Vote of 3 to 0)

0302-11-5 Proposed Amendments to Civil Service Commission Rule Series 007 – Rules Related to the Employee Relations Ordinance. (Item No. 12)

Speakers: Anita Sanchez, Executive Officer

Action: Post for meet and confer. (Vote of 3 to 0)

0288-11-2 Appeal by Sharon Jenkins, IFPTE Local 21, of the Notice of Final Action #3 – Changes to the Minimum Qualifications, License and Certification Language Sections in the Class Specification for Appraiser Classifications: 4260, 4261, 4265 and 4267. (Item No. 13)

Speakers: None.

Action: Postponed to the meeting of December 5, 2011 at the request of IFPTE Local 21. Stipulated this will be the last continuance granted. (Vote of 3 to 0)

0089-11-7 Determination of future employability: permanent civil service appointment of Thomas W. Hidayat, Electrical Transit Mechanical Supervisor I (Job Code 7253) with the Municipal Transportation Agency. (Item No. 14)

October 17, 2011: Continued to the meeting of November 7, 2011.

November 7, 2011: Cancelled due to lack of quorum due to illness.

Speakers: Chris Iborra, Municipal Transportation Agency  
Thomas W. Hidayat, Appellant  
Kevin Hughes, IBEW Local 6

Action: Any current examination and eligibility status is cancelled; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service. (Vote of 3 to 0)

Commission Statement of its Action: There is no condoning of fraud. However, the testimony presented to this Commission does not rise to the sufficient level for a specific understanding by this Commission that fraud was committed and to that, the consensus to prevent future employment restrictions after satisfactory completion of two (2) years work experience outside the City and County service is sufficient.

0079-11-7

Reconsideration of determination of future employability; permanent civil service appointment of Bernard Block, Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (Item No. 15)

October 17, 2011: No future employment with the Municipal Transportation Agency. Mr. Block failed to appear.

November 7, 2011: Cancelled due to lack of quorum due to illness.

Speakers: Chris Iborra, Municipal Transportation Agency  
Clarence Block, Representative for appellant  
Bernard Block, Appellant

The Commission re-opened this item to allow public comment of the following individuals. Mr. Iborra, MTA was not present during public comment but has been informed by Commission staff to review the digital recording.

Phillip Taylor: Stated he was an operator at the MTA and has worked for the City for sixteen years. Suddenly he was tested for drugs five times in one month. He believes that the MTA wants to get rid of certain operators so the MTA is constantly testing the operators for drugs.

Susan Lowe: Bernard Block's former Supervisor and now Lead Dispatcher, Cable Car Division stated Mr. Block kept getting harassing treatment and eventually just wanted to give up. He went through the drug treatment program and was back at work when the police came and he was dismissed by the MTA. She feels Mr. Block was wrongfully terminated.

Juan A. Vigil: Stated that he has 17 years of service at the MTA. As a Conductor, he had Mr. Block as his Grip man for eight years. His professionalism and distinguished manner of handling himself with his job is unbelievable. A Grip man is an extremely difficult position to have and there is no place where you can be impaired. He worked with him closely 8-10 hours a day and witnessed his professionalism. He is one of the best.

Bill Johnson: Stated he has been in the Cable Car Division for 21 years and has known Bernard Block for over 10 years and he is better than the average Grip man. He went 11 years without having an accident of any kind.

Michael Green: Is an Operator at the Cable Car Division who worked closely with Mr. Block on the same car for a couple of years. Mr. Block is very professional, honest and courteous with the customers. He believes Mr. Block was wrongfully terminated.

0079-11-7 (continued)

**Leon Booker:** Retired six years ago and Mr. Block talked to him all the time. It is unheard of what's happened to him. He is here to support him and will be here again.

**Gregory Wiggins:** Mr. Wiggins was a Cable Car Operator who was also terminated. He felt that the Transit Operators are being retaliated by the MTA. Since the Transit Operators did not support Proposition G, they are being retaliated against by the MTA. The Commission will see the same problem as the MTA is trying to eliminate the operators from being employed with MTA and the City. Mr. Wiggins urged the Commission to take all of this into consideration. Mr. Block is a good guy, a great worker, a family man and only management had a problem with Mr. Block.

**Cynthia Carter:** Stated that she is a wrongfully-terminated operator who has a case pending before the Commission. She is here in support of Mr. Block. In her opinion, the Arbitrator is bought and paid for.

**Kenneth Block:** Brother of the appellant who currently works for SFUSD stated that the whole family was born and raised in San Francisco. It hurts the family when you're a native and love your City and you're wrongfully terminated from the City. He appreciated everyone who came and spoke for his brother. It was hard to see his youngest sibling, who has kids, go through this situation. He felt that all the Commission had to do is look at his brother's case.

**Martha Block:** Mr. Block's sister-in-law who stated that she was there to give the Commissioners something to think about in their decision whether to deny Mr. Block the opportunity to seek employment at the MTA. Mr. Block was extremely excited to get his job with MUNI. He rode the buses to travel around San Francisco as a child with his cousins to and from school and the beach. His uncle worked and retired from the MTA. When Mr. Block went to the Cable Car Division he was really happy. Bernard suffered from acid reflux and was taking a lot of stuff to relieve the pain and that could have had something to do with his being charged with drug use.

**Josie Carter:** Mr. Block's oldest sister thanked the Commission for their time. Over the last two years, she spent a lot of time trying to encourage Mr. Block from her home in Georgia.

0079-11-7 (continued)

**Action:** Continue to a meeting when the Deputy City Attorney can provide the Commission with further directions as to restrictions the Commission might impose that will insure continued public safety and in the specific instance of Mr. Block, that the Commissioners be as fair as possible in making sure that what is done by way of restrictions are in fact legal. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)

President Normandy inquired about the status of a letter from Larry Mazolla, Jr., Plumbers & Steamfitters, Local 38. The Executive Officer informed him a response has been provided to Local 38.

Vice President Kate Favetti requested to have calendared early in 2012 the timeline and plan to report to the Commission from DHR of its request from the meeting of October 17, 2011, for the investigation on claims of alleged age discrimination in Planning and other departments.

She also asked for a report on dismissals, terminations, resignations with unsatisfactory service for civil service and exempt positions with future employment restrictions for calendar year 2011 that were imposed and appealed. Specifically, whether or not there were restrictions imposed and appealed and then the restrictions changed and the appeal withdrawn. She also wanted to know what kind of restrictions were applied. This report is requested of the Department of Human Resources as well as the Municipal Transportation Agency. She has seen some inconsistencies in regards to the appeals now before the Commission.

Vice President Favetti also requested a report from the Municipal Transportation Agency on how they go about their presentations to the Commission on appeals for future employment.

Paul Zarefsky, Deputy City Attorney suggested that there should be some sort of consensus on the part of the Commission with respect to Vice President Favetti's requests so that it is presented to various departments as the will of the Commission.

President Normandy responded: "Absent dissent from the Commissioners, the assumption is that we are consenting to the requests made by Vice President Favetti."

ADJOURNMENT (Item No. 17)

4:48 p.m.

**GUIDELINES FOR CIVIL SERVICE COMMISSION PROCEEDINGS  
INVOLVING PEACE OFFICERS OR PEACE OFFICER PERSONNEL RECORDS**

California Penal Code Section 832.7 makes confidential peace officer "personnel records," as well as information obtained from those records. Penal Code Section 832.8 defines "personnel records" broadly. In some circumstances, some Commission proceedings involving peace officers, such as hearings on post-employment restrictions, hearings on an applicant's qualifications to take a promotional examination, and discrimination appeals, among others, are covered by Section 832.7. In some but not all cases it will be clear that Section 832.7 applies to a particular proceeding or record. In implementing the confidentiality mandate of Section 832.7, the Executive Officer will follow these guidelines:

(1) The Executive Officer will determine whether an appeal or other Commission proceeding involves confidential peace officer records or information.

(2) On determining that Section 832.7 applies to a particular proceeding or peace officer personnel records or information involved in a proceeding, the Executive Officer will ask the peace officer(s) affected if they wish to waive confidentiality. Upon receipt of a written waiver, the proceeding would go forward as if it involved an employee who is not a peace officer. If there is no waiver, or if some but not all affected officers effect a waiver, the Executive Officer will follow the remaining guidelines.

(3) The Executive Officer will determine whether redaction of documents would be sufficient to protect confidentiality. If so, the Commission will hold the proceeding in open session, using records that have been redacted to protect confidentiality. The parties to the proceeding will be instructed beforehand that records presented at the hearing must be appropriately redacted to be considered.

(4) If redaction is not sufficient to protect confidentiality, the Executive Officer will assign a number to the case and schedule a closed session or partial closed session. If the Commission disagrees with the Executive Officer's determination, the Commission will hold part or all of the matter in open session.

(5) For closed session matters, agenda notices will inform the public of the subject matter of the closed session to the extent such notice is consistent with the confidentiality requirement of Section 832.7. For example, the agenda could list the identifying number along with the type of matter to be heard, such as appeal of post-employment restriction, appeal from Human Resources Director's finding on complaint of discrimination, etc.

(6) The Commission can make public descriptive summaries or reports of its decisions concerning confidential peace officer matters, so long as the officer cannot be identified directly or indirectly.

(7) The Executive Officer may consult with other departments, and in particular the City Attorney's Office, to facilitate Commission compliance with Section 832.7. In addition, the Executive Officer may develop formal or informal protocols with the Department of Human Resources (DHR) and other departments that submit reports to the Commission in connection with agenda items that implicate peace officers. In some instances DHR and other departments may be asked to redact peace officer personnel records before they are forwarded to the Executive Officer. DHR and other departments may also be asked to alert the Executive Officer to confidentiality issues regarding peace officer personnel records implicated in matters before the Commission.

(8) These guidelines do not restrict the right or duty of the Commission in particular circumstances to redact records or withhold them from public disclosure, or hold closed sessions, as dictated by provisions of law other than Section 832.7.

(9) These guidelines are intentionally not overly detailed. The Executive Officer necessarily will exercise some discretion in applying the guidelines in particular matters, provided that the confidentiality requirement of Section 832.7 is honored.



Mod 1

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 26, 2011

DEPARTMENT NAME: Juvenile Probation Department

DEPARTMENT NUMBER 12

TYPE OF APPROVAL: [ ] EXPEDITED [X] REGULAR (OMIT POSTING [ ]) [ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 3087-10/11)

TYPE OF SERVICE: Conduct a comprehensive audit of JPD's Policies and Procedures and produce a streamlined manual with a standardized set of materials

FUNDING SOURCE: Zellerbach Family Foundation Grant

PSC AMOUNT: Original PSC Amount: \$46,000 PSC Modification #1: ~~\$85,000~~ \$135,000 DURATION: Original Duration: 3/1/11 - 4/30/13 Modification #1 duration: 5/1/13 - 6/30/13 Total Amount: \$135,000 \$175,000 Total Duration: 3/1/11-6/30/13

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor will assist JPD in a comprehensive review and updating all of its operational policies and procedures... B. Explain why this service is necessary and the consequences of denial: It is important to ensure that JPD's policies and procedures are in compliance with all state and federal rules... C. Explain how this service has been provided in the past... D. Will the contract(s) be renewed: No

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Prof & Tech Engineers, L21 Union Name Signature of person mailing/faxing form Date 8/30/11
MBA Union Name Signature of person mailing/faxing form Date 8/30/11

RFP sent to Union Name on Date Signature

PSC# 3087-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE

FF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Extensive experience and expertise in juvenile justice reform and facility operations, as well as an ability to foster a fair and accountable justice system through research, analysis, and collaboration.*

B. Which, if any, civil service class normally performs this work?  
None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:  
*Expertise in national, state, and local juvenile justice policy as well as the ability to be objective and impartial are critical to the success of this project.*

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No. The City has no need for permanent positions with this level of knowledge and expertise. The proposed service is one-time in nature and should not be repeated in less than 5 years.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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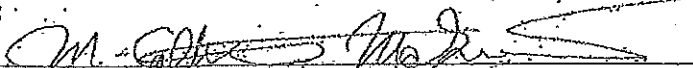
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

  
Signature of Departmental Personal Services Contract Coordinator

M. Catherine McGuire

415-753-7560

Print or Type Name

Telephone Number

375 Woodside Ave, Room 202  
San Francisco, CA 94127

Address

Mod 2



City and County of San Francisco  
Juvenile Probation Department

William P. Siffermann  
Chief Probation Officer

375 Woodside Avenue  
San Francisco, CA 94127  
(415) 753-7800

Date: February 28, 2012  
To: Maria Ryan, DHR-PSC Coordinator  
Department of Human Resources (Dept 33)  
From: Catherine McGuire, Director of Finance  
Juvenile Probation Department (Dept 12)  
Re: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 3087-10/11

Approval Date: November 21, 2011

**Description of Services:**

Contractor will assist JPD in a comprehensive review and updating of all of its operational policies and procedures, reflecting best practices and standards established by such organizations as the American Correctional Association and American Probation and Parole Association, and performance-based standards initiated by the US Department of Justice, Office of Juvenile Justice and Delinquency Prevention. Contractor will also ensure that all of JPD's policies and procedures are in compliance with all local, state and federal laws. In addition, Contractor will assist JPD in identifying effective training tools, assessing implementation and compliance, and identifying national experts for guidance.

Original PSC amount:	\$ 40,000	Original duration:	3/1/2011-4/30/2013
Modification #1:	\$ 135,000	Modification #1 duration:	3/1/2011-6/30/2013
Previous total	\$ 175,000	Total previous duration:	3/1/2011-6/30/2013

(Modification #1 was approved by the Civil Service Commission on November 21, 2011)

Current request:		Modification #2 duration:	3/1/2011-6/30/2013
Modification #2:	\$ 60,000	Total duration:	3/1/2011-6/30/2013
Total Amount:	\$ 235,000		

**Reason for the modification:**

The contract must be amended to reflect the true costs of these services to complete the revision and creation of operational policies and procedures for Juvenile Probation Department.

**Attachments:** Copy of Current PSC Form 1 and pertinent CSC minutes approving PSC.

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

DHR ACTION: Approved

APPROVAL DATE: 3/1/12

BY: Micki Callahan

Micki Callahan, Human Resources Director

Mod 3



City and County of San Francisco  
Juvenile Probation Department

William P. Siffermann  
Chief Probation Officer

375 Woodside Avenue  
San Francisco, CA 94127  
(415) 753-7800

Date: March 19, 2013  
To: Leorah Dang, DHR-PSC Coordinator  
Department of Human Resources (Dept 33)  
From: Sheila Layton, JUV-PSC Coordinator *Sheila Layton*  
Juvenile Probation Department (Dept 12)  
Re: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 3087-10/11

Approval Date: March 1, 2012

**Description of Services:**

Contractor will assist JPD in a comprehensive review and updating of all of its operational policies and procedures, reflecting best practices and standards established by such organizations as the American Correctional Association and American Probation and Parole Association, and performance-based standards initiated by the US Department of Justice, Office of Juvenile Justice and Delinquency Prevention. Contractor will also ensure that all of JPD's policies and procedures are in compliance with all local, state and federal laws. In addition, Contractor will assist JPD in identifying effective training tools, assessing implementation and compliance, and identifying national experts for guidance.

Original PSC Amount: \$40,000	Original PSC Duration: 3/1/2011 - 4/30/2013
PSC Amount Mod1: \$135,000	PSC Duration Mod1: 5/1/2013 - 6/30/2013
PSC Amount Mod2: \$60,000	PSC Duration Mod2: No Change
PSC Amount Mod3: \$27,000	PSC Duration Mod3: 7/1/2013 - 7/30/2014
Total Amount: \$262,000	Total Duration: 3/1/2011 - 7/30/2014

**Reason for the modification:**

The contract must be amended to reflect the true costs and duration of services required to complete the revision and creation of operational policies and procedures for Juvenile Probation Department.

**Attachments:** Copy of current PSC Form 1, pertinent CSC minutes approving PSC and previous administrative approval of PSC modification.

\*\*\*\*\*  
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved

Approval Date: 3/22/2013

By: *M*  
*for* Micki Callahan, Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION Dept. Code: ART

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4077 12/13)

Type of Approval: [ ] Expedited [x] Continued ([ ] Omit Posting)

Type of Service: Transportation, packing, storing, installation and deinstallation of artwork.

Funding Source: Art Enrichment
PSC Original Approved Amount: \$700,000 PSC Original Approved Duration: 03/01/2013 - 12/31/2016
PSC Mod#1 Amount: \$3,000,000 PSC Mod#1 Duration: 06/24/14 - continuous
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$3,700,000 PSC Cumulative Duration Proposed: 03/01/2013 - continuous

1. Description of Work

A. Scope of Work:

Fine art services and consulting for artworks in the collection and care of the City and County of San Francisco. Scope of work may include the handling, transportation, conservation, restoration, cleaning, packing, storing, framing, photography, installation and de-installation of artworks including those of monumental scale. The design and fabrication of integral hardware, pedestals, and plaques. Specialized consulting services to evaluate the condition of existing and proposed artworks. Major projects will include conservation at Coit Tower and installations at San Francisco International Airport. See attached document(s).

B. Explain why this service is necessary and the consequence of denial:

The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103) and the city has over 4,000 art objects in its inventory. The services listed above are essential for the Arts Commission to execute its mandate. If approval is denied, the SFAC will be unable to fulfill its charter responsibility.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Yes. See PSC # 4086 10/11 and #4076 12/13 attached

D. Will the contract(s) be renewed? Yes, dependent on need for services and funding availability

2. Union Notification: On 06/24/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4077 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/21/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Requires 5 years' experience in providing art handling services, including expertise in installation and de-installation of artwork, especially artwork that is monumental in scale. Requires expertise in, and adherence to, industry standards for the packing, crating, and safe transportation and handling of artwork. Able to provide safe, secure storage for artwork in climate controlled storage facility. Some jobs will require a general contractors license. Must carry fine arts insurance to cover loss or damage to art

B. Which, if any, civil service class(es) normally perform(s) this work?  
none,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Contractor will provide secure, climatized storage facilities appropriate for the storage of works of fine art; transportation vehicles and packing materials, lifts, ladders, crane, rigging, and other specialty tools and equipment necessary for the de-installation, installation, and transportation of works of art of varying sizes, including monumental sculptures weighing in excess of 5 tons.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Art service provider is not a Civil Service classification, and there are no Civil Service classifications that have the training, expertise, or experience necessary for handling fine art, especially those artworks that are extremely large, heavy, fragile, or all three. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork, should that occur.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. These services are of short duration and contracted for on an as needed basis.

5. Additional Information (if "yes", attach explanation)

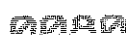
YES    NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Work will be completed by contractors that have PSCs and others

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/24/14 BY:

Name: Kevin R. Quan Phone: 415-252-4604 Email: Kevin.r.quan@sfgov.org

Address: 25 Van Ness Avenue Suite 345 San Francisco, CA, 94102



San Francisco  
Arts Commission

Edwin M. Lee  
Mayor

Tom DeCaigny  
Director of  
Cultural Affairs

Programs:  
Civic Art Collection  
Civic Design Review  
Community Arts & Education  
Cultural Equity Grants  
Public Art  
SFAC Galleries  
Street Artist Licensing

25 Van Ness Avenue, Ste. 345  
San Francisco, CA 94102  
tel 415-252-2590  
fax 415-252-2595  
sfartscommission.org  
facebook.com/sfartscommission  
twitter.com/SFAC



City and County of  
San Francisco

# MEMO

To: Leorah Dang  
Citywide Personal Services Contracts  
Dept. of Human Resources  
One South Van Ness Ave. 4th Floor  
San Francisco, CA 94103

From: Allison Cummings, Senior Registrar Civic Art Collection

Date: June 27, 2014

Regarding: Explanation regarding PSC Modification Request

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Dear Ms. Dang:

Please provide this explanation to the Civil Service Commissioners regarding the request to modify the description of proposed work and the date range from "Annual" to "Continuing with no end date" for PSC approval 4077-12/13.

The Arts Commission issues an RFQ and completes the competitive process for fine art service providers every 2 years. From the resulting pool of qualified vendors, contracts are issued as-needed. The description of proposed work for PSC approval 4077-12/13 has been modified to more accurately describe the anticipated work to be contracted. Also, given that the as-needed contracting process is regularly calendared and continuing, it follows that a "continuing" PSC is appropriate. Completing both these modifications will contribute significantly to increasing administrative efficiency.

I understand that a "Continuing" approval with no end date requires annual reporting to the Civil Service Commission on the contracts executed each year. I am happy to comply with this requirement.

Very truly yours,

Allison Cummings  
Senior Registrar, Civic Art Collection and Public Art Program

## Additional Attachment(s) of Explanation

### ◇ Section 1. Description of Work

1B. Explain why this service is necessary and the consequences of denial:

- Charter Section 5.103



**San Francisco Charter Section 5.103**

The Arts Commission shall consist of fifteen members appointed by the Mayor, pursuant to Section 3.100, for four-year terms. Eleven members shall be practicing arts professionals including two architects, a landscape architect, and representatives of the performing, visual, literary and media arts; and four members shall be lay members. The President of the Planning Commission, or a member of the Commission designated by the President, shall serve ex officio. Members may be removed by the Mayor.

The Commission shall appoint and may remove a director of the department. The Commission shall encourage artistic awareness, participation and expression; education in the arts; assist independent local groups with the development of their own programs; promote the employment of artists and those skilled in crafts, in the public and private sectors; provide liaison with state and federal agencies to ensure increased funding for the arts from these agencies as well as represent arts issues and policy in the respective governmental bodies; promote the continued availability of living and working space for artists within the City and County; and enlist the aid of all City and County governmental units in the task of ensuring the fullest expression of artistic potential by and among the residents of San Francisco.

In furtherance of the foregoing the Arts Commission shall:

1. Approve the designs for all public structures, any private structure which extends over or upon any public property and any yards, courts, set-backs or usable open spaces which are an integral part of any such structures;
2. Approve the design and location of all works of art before they are acquired, transferred or sold by the City and County, or are placed upon or removed from City and County property, or are altered in any way; maintain and keep an inventory of works of art owned by the City and County; and maintain the works of art owned by the City and County;
3. Promote a neighborhood arts program to encourage and support an active interest in the arts on a local and neighborhood level, assure that the City and County-owned community cultural centers remain open, accessible and vital contributors to the cultural life of the City and County, establish liaison between community groups and develop support for neighborhood artists and arts organizations; and
4. Supervise and control the expenditure of all appropriations made by the Board of Supervisors for the advancement of the visual, performing or literary arts.

Nothing in this section shall be construed to limit or abridge the powers or exclusive jurisdiction of the charitable trust departments or the California Academy of Sciences or the Library Commission over their activities; the land and buildings set aside for their use; or over the other assets entrusted to their care.

**San Francisco Charter Section 16.106**  
**Cultural, Educational and Recreational Appropriations**

The Board of Supervisors shall annually appropriate:

1. To the Arts Commission, the revenue from a tax of one-eighth of one cent (\$.00125) per one hundred dollars (\$100) of taxable assessed valuation in the City and County for maintaining a symphony orchestra;
2. To the Asian Art Commission, an amount sufficient for the purpose of maintaining, displaying, and providing for the security of the City and County's collection of Asian art;
3. To the California Academy of Sciences, funds necessary for the maintenance, operation and continuance of the Steinhart Aquarium; the Board of Supervisors shall have the power to furnish to the California Academy of Sciences such funds as the Board shall deem proper for the maintenance, operation and continuance of any or all other of the buildings and improvements placed under the control of the California Academy of Sciences;
4. To the Fine Arts Museums Board of Trustees, an amount sufficient for the purpose of maintaining, operating, providing for the security of, expanding and superintending the fine arts museums and for the purchase of objects of art, literary productions and other personal property;
5. To the War Memorial and Performing Arts Center Board of Trustees, an amount sufficient to defray the cost of maintaining, operating and caring for the War Memorial and Performing Arts Center;
6. To the Library Commission, the revenue from a minimum tax of one cent (\$.01) per hundred dollars (\$100) of taxable assessed valuation for constructing, maintaining and improving the library system of the City and County;
7. To the Recreation and Park Commission, the revenue from a minimum tax of two and one-half cents (\$.025) per one hundred dollars (\$100) of taxable assessed valuation for constructing, maintaining and improving parks and squares, and the revenue from a minimum tax of one and three quarter cents (\$.0175) per one hundred dollars (\$100) of taxable assessed valuation for constructing, maintaining and improving playgrounds; and
8. To the Arts Commission, for the City and County-owned Community Cultural Centers, an amount sufficient for the purpose of maintaining, operating, providing for the security and superintending of their facilities and grounds, and for the purchase of objects of art, literary productions, and other property, and for their expansion and continuance in the City and County of San Francisco.

**Administrative Code Section 3.19**

**Appropriation For Art Enrichment Of Proposed Public Buildings, Aboveground Structures, Parks And Transportation Improvement Projects**

(a) **Art Enrichment Allocation.** Before proposing a bond issue or making a request for an appropriation for the construction of any of the projects set forth in Subsection (c) below, the officer, board or commission concerned shall add thereto for the art enrichment of the proposed construction, two percent of the gross estimated construction cost, exclusive of the items proposed for such art enrichment. Where funding eligibility is limited by law or funding agency rules, the art enrichment allocation shall be based upon two percent of eligible construction costs.

If the officer, board or commission concerned determines that two percent of the gross estimated construction cost is inappropriate for art enrichment, such officer, board or commission shall submit its recommendation regarding the art enrichment budget and the basis for its determination to the Arts Commission for the Arts Commission's review. If the officer, board or commission concerned is unable to resolve the matter with the Arts Commission, the matter shall be submitted to the Mayor by the Arts Commission for final determination within 60 days from the date the recommendation is made.

Failure of the Arts Commission to submit the matter to the Mayor for resolution within such time shall be deemed equivalent to the Arts Commission's acceptance of the recommendation made by the officer, board or commission concerned.

(b) **Definitions.** For purposes of this Section:

(1) "Alteration" of a building, aboveground structure, or transportation improvement project shall include substantial changes to elements such as walls, partitions, or ceilings on 2/3 or more of the total floor space, excluding basements. "Substantial changes" shall include additions to, removal of, and modification of such elements.

(2) "Construction cost" shall mean the total estimated construction contract award amount, including the costs of all built-in fixtures, unless otherwise agreed to by the Arts Commission. "Construction cost" shall not include movable or personal property or construction cost contingency.

(3) "Transportation improvement project" refers to Municipal Railway and Department of Public Works projects which include both aboveground and below-ground transportation-related projects; new boarding ramps; new transit platforms; new terminals and transportation systems with their attendant passenger amenities, such as shelters, seating, lighting, landscaping, and signage; new transportation-related structures such as maintenance and operating facilities; power substations; and street/highway-related transit improvements such as bridges and overpasses.

(c) **Application.** This Section shall apply to the construction or alteration of the following: (1) a building; (2) an aboveground structure; (3) a new park; or (4) a transportation improvement project.

The requirements of this Section shall also apply to the alteration of a building, aboveground structure, or transportation improvement project.

(d) **Exemptions.** The following shall be exempt from the requirements of this Section:

- (1) Transportation improvement projects limited to rail replacement, rehabilitation or extension of catenary wiring; sidewalk (including curbs and gutters), street paving, repair or improvements; or transit vehicle purchases;
- (2) All mechanical, plumbing and electrical system upgrades, structural or seismic upgrades, and modifications for disabled access, unless occurring in conjunction with alteration of a building, an aboveground structure or transportation improvement project;
- (3) All park and landscape renovation projects including, but not limited to court resurfacing; landscape renovation or replanting; sewer and water lines; drainage and irrigation systems; wells; erosion control; restrooms; repaving; new paving; stairway repair or replacement; utilities; community gardens; modifications for disabled access; signage; lighting; fence replacement or repair; replacement or repair of existing play structures; natural areas management; modifications to existing parks; and new land uses within existing parks;
- (4) Annual CIP funded capital improvements for security/life safety and health deficiencies when not occurring in conjunction with alteration of existing public buildings, aboveground structures, parks and transportation projects which are supported by the General Fund;
- (5) Aboveground pipelines and their supports, such as trestles, anchor blocks and saddles; valve lots; power transmission lines and towers; switchyards and substations; and dwellings in watershed areas;
- (6) Airfields and Airports Commission equipment;
- (7) Airports Commission signage when not occurring in conjunction with a larger construction contract subject to this Section.

(e) **Administrative Fees.** The Arts Commission shall supervise and control the expenditure of all funds appropriated for art enrichment and shall allocate up to 20 percent of said funds for all necessary and reasonable administrative costs incurred in connection therewith, unless the Arts Commission agrees to a lesser amount on projects with art enrichment budgets in excess of \$750,000, or unless such administrative fee is limited or prohibited by the funding source.

(f) **Aggregation of Funds.** When mutually agreed upon by the Arts Commission and the City department from whose capital project the art enrichment allocation was obtained, and

where permitted by the funding source, the Arts Commission shall have the authority to aggregate art enrichment funds for use at a more publicly accessible facility under the jurisdiction of the participating City department.

(g) **Maintenance and Conservation Funds.** When permitted by the funding source, the Arts Commission may set aside and expend up to five percent of the total art enrichment allocation for each project for maintenance and conservation purposes. Funds set aside pursuant to this Section shall be invested in an interest-bearing account when the total of such funds set aside exceeds \$10,000.

(h) **Miscellaneous Provisions**

(1) When a client department suggests a mitigation measure to address any perceived safety concerns relative to any element of the art enrichment, the Arts Commission shall work with the client department to ensure that such mitigation is implemented to the satisfaction of the client, the Arts Commission and the artist, if such safety concern is raised by the client department within 30 days after the element has been presented for review to the client department.

(2) If a City department can sufficiently demonstrate to the Arts Commission that a project is not appropriate for public access, the Arts Commission shall waive the art enrichment allocation for such project provided that the art enrichment funding cannot be aggregated for use at a more publicly accessible facility under the jurisdiction of the participating City department.

(3) Construction and installation of art enrichment shall comply with the requirements of all applicable building codes, laws, ordinances, rules and regulations.

(4) Nothing in this Section contained shall be construed to limit or abridge the legal powers of the governing boards of the War Memorial, the Fine Arts Museums, the Asian Art Museum or the Port of San Francisco.

(5) Nothing in this Section shall be construed to limit or abridge the jurisdiction of the officer, board or commission of the participating City department to supervise and control the expenditure of project funds other than the two percent allocation for art enrichment.

(6) This amendment shall not be applied retroactively to projects for which an art enrichment allocation previously would not have been required, nor to those projects for which project funding has been approved either by prior voter action or by airport revenue bond sales, but not yet appropriated or expended. Nor shall this ordinance be construed to allow for an increase in the total art enrichment allocation for a project that is already underway or for which the art enrichment allocation has already been established.

(Added by Ord. 223-97, App. 6/6/97)

**Administrative Code Section 3.19A**  
**Arts Commission Civic Design Review Fees**

Any entity, public or private, including any office, department or agency of the City and County of San Francisco requiring the Arts Commission's civic design review and approval under Charter Section 5.103(1) ("Applicant") shall pay a fee to the Arts Commission consistent with the provisions of this section. For purposes of this section, the Arts Commission's "Civic Design Review" includes approving the designs for all public structures, any private structure which extends over or upon any public property and any yards, courts, set-backs or usable open spaces which are an integral part of any such structures. Civic Design Review shall also include review of conceptual designs, site plans, design development and construction drawings for any project subject to the Arts Commission's Civic Design Review under Charter Section 5.103(1). The Arts Commission shall use any funds collected under this section solely to defray the costs incurred by the Arts Commission staff in performing its Civic Design Review functions.

(a) **Civic Design Review Deposit Fee.** Effective July 1, 2006, an Applicant shall submit a deposit of \$2,500 ("Deposit") to the Arts Commission for each project requiring such review under San Francisco Charter Section 5.103(1).

(b) **Deposit and Fee Deadlines.** The Deposit shall be payable at the time an Applicant submits a request for Civic Design Review of a project. The Arts Commission is not required to schedule review of any project whose Applicant has failed to pay the Deposit required by this section.

(c) **Time and Materials Fees.** The Applicant shall pay the Arts Commission for any time and materials cost, including copying costs, incurred in excess of the Deposit paid under this section. The Arts Commission is not required to give its final approval for any project until the Applicant has paid the balance of fees due to the Arts Commission under this section. Within 20 days prior to the Arts Commission's meeting to consider the final approval of the Applicant's project, the Arts Commission shall provide the Applicant with a written report summarizing the Arts Commission's actual time and materials costs associated with the Applicant's project.

(d) **Refunds.** When an application is withdrawn by the Applicant prior to a public hearing, or deemed canceled by the Arts Commission due to inactivity on the part of the Applicant then the Applicant shall be entitled to a refund of the fee paid to the Arts Commission less the cost of time and materials incurred minus a \$200 processing fee. In addition, where the actual time and materials cost in connection with a project that the Arts Commission has acted on is less than the Deposit paid under this section, the Arts Commission shall refund the difference between the Deposit and the actual time and materials cost.

(e) **Waiver.** The Director of Cultural Affairs may waive the fees required under this section where the Applicant demonstrates in a written application that payment of such

fees would present an undue financial hardship on the Applicant and would jeopardize the completion of the project.

(Added by Ord. 173-04, File No. 040730, 7/22/2004; Ord. 187-06, File No. 060769, App. 7/21/2006)

**Administrative Code Chapter 68: Cultural Equity Endowment Fund**

- Sec. 68.1. Purposes.
- Sec. 68.2. Principles for Cultural Equity Endowment Fund.
- Sec. 68.3. Establishment of Cultural Equity Endowment Fund.
- Sec. 68.4. Cultural Equity Initiatives Program.
- Sec. 68.5. Commissions to Individual Artists.
- Sec. 68.6. Project Grants to Small and Mid-Size Organizations.
- Sec. 68.7. Facilities Fund.
- Sec. 68.8. Administration of the Fund.

**Sec. 68.1. Purposes**

The Cultural Equity Endowment Fund (“Fund”) is established to move San Francisco arts funding toward cultural equity. The goal of cultural equity will be achieved when all the people that make up the City have fair access to the information, financial resources and opportunities vital to full cultural expression, and the opportunity to be represented in the development of arts policy and the distribution of arts resources; when all the cultures and subcultures of the City are expressed in thriving, visible arts organizations of all sizes; when new large-budget arts institutions flourish whose programming reflects the experiences of historically underserved communities, such as: African American; Asian American; disabled; Latino; lesbian and gay; Native American; Pacific Islander; and, women.

(Added by Ord. 354-93, App. 11/12/93)

**Sec. 68.2. Principles for Cultural Equity Endowment Fund**

The Fund is established upon the following principles:

- (a) It is the City’s goal to achieve cultural equity, where every art form, from all segments of the population, has the opportunity to develop to its maximum potential.
- (b) The Fund programs should be implemented through a public process.
- (c) A healthy arts environment thrives at all levels. The productive vitality of individual artists, small and mid-size arts organizations, and grassroots cultural groups is as important to the City as the strength of the large-budget arts institutions.
- (d) The arts play a vital economic role in San Francisco. The Fund is established to assist in keeping all the arts healthy.
- (e) The Fund is established in the belief that the many cultural traditions which meet in San Francisco can thrive side by side and enrich each other.

(Added by Ord. 354-93, App. 11/12/93)

**Sec. 68.3. Establishment of Cultural Equity Endowment Fund**

There is hereby established a Cultural Equity Endowment Fund to be funded with monies collected and allocated pursuant to San Francisco Municipal Code, Part III, Section 515.



- (a) Any unexpended balances remaining in the allocation to the Fund at the close of any fiscal year shall be deemed to be provided for a specific purpose within the meaning of Charter Section 6.306 and shall be carried forward and accumulated in the Fund for the purposes set forth in this Chapter 68.
- (b) The San Francisco Art Commission is hereby authorized and directed to expend the monies allocated to the Fund and to implement and administer the Fund programs.
- (c) The monies in the Fund shall be expended for the following four programs:
- (1) Cultural Equity Initiatives Program;
  - (2) The Program for Commissions to Individual Artists;
  - (3) Project Grants to Small and Mid-size Organizations; and
  - (4) The Facilities Fund.
- (d) The Art Commission may evaluate and review the demands for and by cultural and artistic programs and the level of resources available for such programs, and may determine the percentage of Fund monies allocated to each of the four programs. The Art Commission shall not be required to fund all four programs every year if the Art Commission determines, after review and evaluation, that demand for and by the program does not warrant expenditure.

(Added by Ord. 354-93, App. 11/12/93)

**Sec. 68.4. Cultural Equity Initiatives Program**

The Cultural Equity Initiatives Program shall be used to support arts organizations which are deeply rooted in and able to express the experiences of historically underserved communities such as: African American; Asian American; disabled; Latino; lesbian and gay; Native American; Pacific Islander; and, women. Awards may be made for the following types of projects:

- (1) Creation of new programs;
- (2) Expansion of existing programs;
- (3) Technical assistance to improve an arts organization's management and artistic effectiveness;
- (4) Training programs;
- (5) Development of artistic projects;
- (6) Marketing;
- (7) Acquisition of equipment necessary for the arts organization's artistic services; and,
- (8) Cross-cultural collaborations among individual artists or arts organizations.

(Added by Ord. 354-93, App. 11/12/93)

**Sec. 68.5. Commissions to Individual Artists**

The Commissions to Individual Artists Program shall provide support to individual artists to stimulate production and dissemination of works of art in all disciplines and all neighborhoods of San Francisco. The majority of Commissions to Individual Artists in any year shall be to artists who are deeply rooted in and able to express the experiences of historically underserved communities such as African American; Asian American; disabled; Latino; lesbian and gay; Native American; Pacific Islander; and, women.

(Added by Ord. 354-93, App. 11/12/93)

**Sec. 68.6. Project Grants to Small and Mid-Size Organizations**

Project Grants shall be awarded to small and mid-size arts organizations to stimulate the production and dissemination of works of art in all disciplines in the City and County of San Francisco. The majority of grants in any program year shall be made to arts organizations fostering artistic expression that is deeply rooted in and reflective of historically underserved communities such as: African American; Asian American; disabled; Latino; lesbian and gay; Native American; Pacific Islander; and, women.

(Added by Ord. 354-93, App. 11/12/93)

**Sec. 68.7. Facilities Fund**

The Facilities Fund Program shall provide grants, loans and technical assistance to tax-exempt organizations for projects which provide appropriate and affordable facilities for artists and arts organizations. The majority of grants or loans in any program year shall be made to arts organizations fostering artistic expression which is deeply rooted in and reflective of historically underserved communities, such as African American; Asian American; disabled; Latino; lesbian and gay; Native American; Pacific Islander, and, women, or tax-exempt organizations which provide live/work units to low- and moderate-income artists.

(Added by Ord. 354-93, App. 11/12/93)

**Sec. 68.8. Administration of the Fund**

(a) **Art Commission Administrative Costs.** The Art Commission shall be provided monies necessary to pay for the costs of implementing and administering the Fund. In the first year of implementation of the Fund programs, no more than 16 percent of the total monies allocated to the Fund pursuant to San Francisco Municipal Code, Part III, Section 515 shall be allocated to the Art Commission for administrative costs. In the second year of implementation of the Fund programs, no more than 14 percent of the total amount allocated to the Fund shall be used to cover administrative costs of the Art Commission. In the third and following years of implementation of the Fund programs, the Art Commission shall be allocated no more than 12.5 percent of the total monies allocated to the Fund. Any unexpended balances remaining in the administrative allocations set forth in this Section 68.8(a) shall be carried forward and accumulated for the purposes recited herein.

(b) **Authority of the Art Commission.** The Art Commission is hereby authorized to implement and administer the Fund programs, subject to the budget and fiscal provisions of the Charter. Such implementation and administration may include, but not be limited to, the following actions by the Art Commission:

- (1) Adoption of guidelines and regulations for implementation, review and expenditure of the Fund in each of the four programs;
- (2) Appointment of review panels and establish qualifications for members of the review panels and procedures for the review panel to advise the Art Commission on such expenditures;
- (3) Determination of appropriate levels of funding each year for each of the Fund programs;
- (4) Establishment of criteria and eligibility standards for applicants of Fund programs;
- (5) Establishment of criteria for awarding, granting or lending monies from Fund programs; and,
- (6) Execution of loan agreements, approved as to form by the City Attorney, made pursuant to Facilities Funds awards. The Art Commission may employ one or more administrators of the Fund as necessary to administer and implement the Fund programs.

(c) **Appeals Process.** The Art Commission may, at its discretion, establish an appeals process for any decisions regarding allocations of the fund.

(d) **Annual Review.** The Art Commission may appoint an Advisory Committee to conduct an annual review of implementation of the Fund.

(Added by Ord. 354-93, App. 11/12/93)

**Planning Code Section 429**

**Artworks, Options to Meet Public Art Fee Requirement, Recognition of Architect and Artists, and Requirements in C-3 Districts**

(The effective date of these requirements shall be either September 17, 1985, the date that they originally became effective, or the date a subsequent modification, if any, became effective.)

(Formerly codified as Sec. 149 (see that section for prior legislative history); amended and redesignated as Sec. 429 by Ord. 108-10, File No. 091275, App. 5/25/2010; amended by Ord. 62-12, File No. 110853, App. 4/19/2012, Eff. 5/19/2012)

Amendment History

Section amended in its entirety and divided into Secs. 429.1 through 429.7; Ord. 62-12, Eff. 5/19/2012.

**SEC. 429.1. DEFINITIONS.**

In addition to the definitions set forth in Section 401 of this Article, the following definitions shall govern interpretation of Section 429.1 *et seq.*:

“Conservation” shall mean the profession devoted to the preservation of cultural property for the future.

“Construction Cost” shall be determined by the Department of Building Inspection in accordance with established industry standards or in the manner used to determine the valuation of work as set forth in Section 107.2 of the Building Code.

“Maintenance” shall mean a minimally invasive, routine and regularly scheduled activity that may involve the removal of superficial dirt or debris build-up on the surface of the artwork or the cleaning and repair of non-art support material such as a pedestal or plaque.

“Preservation” shall mean the protection of cultural property through activities that minimize chemical and physical deterioration and damage, and that prevent loss of informational content. The primary goal of preservation is to prolong the existence of cultural property, and should be undertaken or overseen by a professional conservator.

“Restoration” shall mean a treatment procedure intended to return cultural property to a known or assumed state, often through the addition of non-original material.

(Added by Ord. 62-12, File No. 110853, App. 4/19/2012, Eff. 5/19/2012)

**SEC. 429.2. APPLICATION.**

This section shall apply to:

- (a) all projects that involve construction of a new building or addition of floor area in excess of 25,000 square feet to an existing building in a C-3 District; and

(b) all non-residential projects that involve construction of a new building or addition of floor area in excess of 25,000 square feet and that have submitted their first complete Development Application on or after January 1, 2013 on the following parcels:

- (1) all parcels in RH-DTR, TB-DTR, SB-DTR, SLI, SLR, SSO, C-M, and UMU Districts;
- (2) properties that are zoned MUG, MOU, or MUR and that are north of Division/Duboce/13th Streets; and
- (3) all parcels zoned C-2 except for those on Blocks 4991 (Executive Park) and 7295 (Stonestown Galleria Mall).

For the purposes of this Section, a "Development Application" shall mean any application for a building permit, site permit, environmental review, Preliminary Project Assessment (PPA), Conditional Use, or Variance.

(Added by Ord. 62-12, File No. 110853, App. 4/19/2012, Eff. 5/19/2012)

**SEC. 429.3. IMPOSITION OF PUBLIC ART FEE REQUIREMENT.**

(a) **Determination of Requirements.** The Department shall determine the applicability of Section 429.1 *et seq.* to any development project requiring a first construction document and, if Section 429.1 *et seq.* is applicable, the number of gross square feet subject to its requirements, and shall impose this requirement as a condition of approval for issuance of the first construction document for the development project to address the need for additional public art in the downtown districts. The project sponsor shall supply any information necessary to assist the Department in this determination.

(b) **Amount of Fee.** Upon design approval of the development project from the Planning Department, and except as otherwise provided herein, the project sponsor shall dedicate and expend an amount equal to one percent of the construction cost of the building or addition as determined by the Director of DBI (the "Public Art Fee") for the purposes described herein and subject to the options set forth below.

(c) **Department Notice to Development Fee Collection Unit at DBI.** After the Department has made its final determination of the net addition of gross floor area subject to Section 429.1 *et seq.* and the dollar amount of the Public Art Fee required, the Department shall immediately notify the Development Fee Collection Unit at DBI of its determination, in addition to the other information required by Section 402(b) of this Article.

(d) **Options to Fulfill Requirements.**

- (1) **Non-Residential Development Projects.** Non-residential buildings with public open space requirements greater than 1,499 square feet but less than 3,000 square feet that provide ground floor open space shall comply with Section 429.3 by providing on-site public art of a value equivalent to the Public Art Fee; provided, however, that if the required Public Art Fee exceeds \$500,000, only on-site public art valued at \$500,000 is required to be provided on-site. Non-residential buildings with

public open space requirements greater than or equal to 3,000 square feet that provide ground floor open space shall comply with Section 429.3 by providing on-site public art of a value equivalent to the Public Art Fee; provided, however, that if the required Public Art Fee exceeds \$750,000, only on-site public art valued at \$750,000 is required to be provided on-site. In any case where the Public Art Fee requirement exceeds the amount required on-site, prior to issuance of a building or site permit the project sponsor shall elect one of the following options to fulfill any requirements imposed as a condition of approval and to notify the Arts Commission and the Department of their choice:

- (A)<sup>1</sup> to expend the remainder of the Public Art Fee on-site, or
- (B) to deposit the remainder of the Public Art Fee into the Public Artwork Trust Fund established in Section 10.100-29 of the San Francisco Administrative Code for the purposes set forth therein and in Section 429.5(b), including the creation, installation, exhibition, conservation, preservation, and restoration of works of public art and for capital improvements to non profit arts facilities (“In-Lieu Fee for Public Artwork Trust”) within the C-3 District or within a half mile of the boundary of the C-3 District or, if the project is within another zoning district, within a half mile of the project boundary, or
- (C) to expend a portion of the remainder on-site and deposit the rest into the Public Artwork Trust Fund.

As provided in Section 402, the project sponsor shall pay the fee to the Development Fee Collection Unit at DBI.

(2) **Residential Development Projects.** Prior to issuance of a building or site permit for a residential development project subject to the requirements of Section 429.1 *et seq.*, the sponsor shall elect one of the options listed below to fulfill any requirements imposed as a condition of approval and to notify the Arts Commission and the Department of their choice of the following:

- (A)<sup>2</sup> **Option to Use 100% of Public Art Fee to Provide On-Site Public Artwork.** Unless otherwise provided below, the project sponsor may elect to provide on-site public art of a value at least equivalent to the Public Art Fee.
- (B) **Option to Contribute 100% of Public Art Fee Amount to Public Artwork Trust Fund.** Effective on the effective date of Ordinance No. 62-12 for a project that has not received its first construction document, and except as provided herein, the project sponsor may pay the Public Art Fee for deposit in the Public Artwork Trust Fund established in Section 10.100-29 of the San Francisco Administrative Code for the purposes set forth therein and in Section 429.5(b), including the creation, installation, exhibition, conservation, preservation, and restoration of works of public art and for capital improvements to nonprofit arts facilities (“In-Lieu Fee for Public Artwork

Trust”) within the C-3 District or within a half mile of the boundary of the C-3 District or, if the project is within another zoning district, within a half mile of the project boundary. As provided in Section 402, the project sponsor shall pay the fee to the Development Fee Collection Unit at DBI.

**(C) Option to Expend a Portion of the Public Art Fee Amount to On-Site Public Artwork and the Remainder to the Public Artwork Trust Fund.**

Effective on the effective date of Ordinance No. 62-12 a project that has not received its first construction document may elect to expend a portion of the Public Art Fee for the acquisition of On-Site Public Artwork that shall be subject to the requirements of subsection (d)(2)(a)<sup>3</sup> above regarding On-Site Public Artwork, and deposit the remaining balance of the Public Art Fee into the Public Artwork Trust Fund. As provided in Section 402, the project sponsor shall pay the fee to the Development Fee Collection Unit at DBI.

**(e) Department’s Notice to Development Fee Collection Unit of Sponsor’s Choice.** After the project sponsor has notified the Arts Commission and the Department of the choice to fulfill the requirements of Section 429.1 *et seq.*, as required by Section (d)(1) or (2) above, the Department shall immediately notify the Development Fee Collection Unit at DBI of the project sponsor’s choice.

**(f) Development Fee Collection Unit Notice to Arts Commission and Department Prior to Issuance of the First Certificate of Occupancy.** The Development Fee Collection Unit at DBI shall provide notice in writing or electronically to the Arts Commission and to the Department prior to issuing the first certificate of occupancy for any development project subject to Section 429.1 *et seq.* that will fulfill all or part of the requirements with an option other than the project sponsor’s payment of an in-lieu fee to verify that the artwork was placed in the agreed upon location with the appropriate ADA compliant signage. If the Arts Commission or the Department notifies the Unit at such time that the sponsor has not satisfied the requirements, the Director of DBI shall deny any and all certificates of occupancy until the subject project is brought into compliance with the requirements of Section 429.1 *et seq.*

**(g) Process for Revisions of Determination Requirement.** In the event that the Department or the Planning Commission takes action affecting any development project subject to Section 429.1 *et seq.*, and such action is subsequently modified, superseded, vacated, or reversed by the Board of Appeals, the Board of Supervisors, or by court action, the procedures of Section 402(c) of this Article shall be followed.

(Added by Ord. 62-12, File No. 110853, App. 4/19/2012, Eff. 5/19/2012)

**CODIFICATION NOTES**

1. Divisions (d)(1)(A), (B), and (C) were designated (a), (b), and (c) when enacted by Ord. 62-12; they have been redesignated by the codifier for clarity and consistency.

2. Divisions (d)(2)(A), (B), and (C) were designated (i), (ii), and (c) when enacted by Ord. 62-12; they have been redesignated by the codifier for clarity and consistency.
3. So in Ord. 62-12.

**SEC. 429.4. COMPLIANCE BY PROVIDING ON-SITE PUBLIC ARTWORK.**

(a) **Installation.** The project sponsor must install the public art in compliance with this Section (1) in areas on the site of the building or addition so that the public art is clearly visible from the public sidewalk or the open-space feature required by Section 138, or (2) on the site of the open-space feature provided pursuant to Section 138, or (3) in a publicly accessible lobby area of a hotel ("On-Site Public Artwork"). Said On-Site Public Artwork shall be installed prior to issuance of the first certificate of occupancy; provided, however, that if the Zoning Administrator concludes that it is not feasible to install the works within that time and that adequate assurance is provided that the works will be installed in a timely manner, the Zoning Administrator may extend the time for installation for a period of not less than 12 months. Said works of art may include sculpture, bas-relief, murals, mosaics, decorative water features, tapestries or other artworks permanently affixed to the building or its grounds, or a combination thereof, but may not include architectural features of the building, nor artwork designed by the architect, except as permitted with respect to the in lieu contribution regarding publicly owner buildings meeting the criteria described above. Artworks shall be displayed in a manner that will enhance their enjoyment by the general public. The type and location of artwork, but not the artistic merits of the specific artwork proposed, shall be approved by the Zoning Administrator in accordance with the provisions of Section 309 of this Code.

(b) **Removal, Relocation, or Alteration of Artwork.** Once the project sponsor has installed and completed the final Artwork, the project sponsor, building owner and any third party may not remove, relocate or alter the Artwork without notifying and consulting with the Planning Department at least 120 days prior to the proposed removal, relocation or alteration. The Planning Department shall not approve any removal, relocation, or alteration unless it finds any removed Artwork will be replaced with Artwork of equal or greater value or that any relocation or alteration is only a minor modification. If a project sponsor does remove, relocate, or alter the Artwork without notification and approval of the Planning Department, the Planning Department is authorized to pursue enforcement of this Section under Section 176 or 176.1 of this Code or to pursue any other remedy permitted by law.

(Added by Ord. 62-12, File No. 110853, App. 4/19/2012, Eff. 5/19/2012)

**SEC. 429.5. ARTS COMMISSION PUBLIC ARTWORK TRUST FUND.**

(a) All monies contributed to the Public Artwork Trust Fund pursuant to this Section 429 shall be deposited in the special fund maintained by the Controller called the Public Artwork Trust under Section 10.100-29 of the Administrative Code, as may be amended from time to time. The receipts in the Trust are hereby appropriated in accordance with law to be used by the Arts Commission within the C-3 District or within a half mile of the



boundary of the C-3 District or, if the project is within another zoning district, within a half mile of the project boundary to enhance the visibility and quality of artworks in the public realm and to improve the public's access and enjoyment of the artworks in the public realm.

(b) With the above objective, through a competitive public process the Public Artwork Trust Fund shall be overseen by the Arts Commission and used to fund:

(1)<sup>1</sup> the creation, installation, and exhibition of temporary and permanent public works of art in the public realm and within the C-3 District or within a half mile of the boundary of the C-3 District or, if the project is within another zoning district, within a half mile of the project boundary;

(2) the conservation, preservation, and restoration, but not maintenance of temporary and permanent public works of art in the public realm and within the C-3 District or within a half mile of the boundary of the C-3 District or, if the project is within another zoning district, within a half mile of the project boundary;

(3) distribution of funds to San Francisco nonprofit arts entities and artists to fund temporary public art projects, performance, film and video screenings, and capital improvements for publicly accessible cultural facilities within the C-3 District or within a half mile of the boundary of the C-3 District or, if the project is within another zoning district, within a half mile of the project boundary; and

(4) the reasonable administrative expenses of the Arts Commission staff in connection with administering compliance with the requirements of this Section on a time and materials basis for managing projects funded through the Public Artworks Trust, not to exceed 20% of the costs for any one project.

(c) The Arts Commission shall administer and expend the Public Artwork Trust Fund, and shall have the authority to prescribe rules and regulations governing the Fund that are consistent with this Section.

(Added by Ord. 62-12, File No. 110853, App. 4/19/2012, Eff. 5/19/2012)

**CODIFICATION NOTE**

1. Divisions (b)(1) through (4) were designated (i) through (iv) when enacted by Ord. 62-12; they have been redesignated by the codifier for clarity and consistency.

**SEC. 429.6. RECOGNITION OF ARCHITECTS AND ARTISTS.**

In the case of construction of a new building or an addition of floor area in excess of 25,000 square feet to an existing building in a C-3 District, an ADA compliant plaque or cornerstone identifying the project architect and the creator of the On-Site Public Artwork provided pursuant to this Section 429 and the erection date of the On-Site Public Artwork shall be placed at a publicly conspicuous location on or in the building prior to the issuance of the first certificate of occupancy.

(Added by Ord. 62-12, File No. 110853, App. 4/19/2012, Eff. 5/19/2012)

**SEC. 429.7. LIEN PROCEEDINGS.**

A project sponsor's failure to comply with the requirements of Section 429.3(d)(2)(B) or (C)<sup>1</sup> shall be cause for the Development Fee Collection Unit at DBI to institute lien proceedings to make the in-lieu fee, plus interest and any deferral surcharge, a lien against all parcels used for the development project in accordance with Section 408 of this Article and Section 107A.13.15 of the San Francisco Building Code.

(Added by Ord. 62-12, File No. 110853, App. 4/19/2012, Eff. 5/19/2012)

**CODIFICATION NOTE**

1. Ord. 62-12 references "Section 429.3(d)(2)(b) or (c)." The codifier has redesignated the three subdivisions of Sec. 429.3(d)(2) as (A) through (C). Accordingly, the reference in this section has been altered as shown.

**San Francisco Police Code Article 24**

**Section 2400. Statement of Purpose and Text of Street Artist Ordinance.**

This ordinance is enacted to implement an initiative ordinance approved by the electors of San Francisco as Proposition "L" at the election held on November 4, 1975. The provisions of Proposition "L" are set forth herein for convenience and may only be amended by the electors of San Francisco. Proposition "L" reads as follows:

**REGULATING STREET ARTISTS AND CRAFTSPERSONS.**

<u>SEC. 1</u>	Definitions
<u>SEC. 2</u>	Advisory Committee of Street Artists and Crafts Examiners; Establishment; Appointments; Compensation; Terms; Chairperson; Secretary
<u>SEC. 3</u>	Application
<u>SEC. 4</u>	Examination
<u>SEC. 5</u>	Issuance of Certificate
<u>SEC. 6</u>	Certificate Fee; Period
<u>SEC. 7</u>	Regulating Street Artists and Craftspersons
<u>SEC. 8</u>	Designation of Sales Areas
<u>SEC. 9</u>	Repeal

**SEC. 1. DEFINITIONS.**

For the purposes of this ordinance the following words or phrases shall mean or include:

- (a) "Art Commission." The Art Commission of the City and County.
- (b) "Advisory Committee." The Advisory Committee of Street Artists and Crafts Examiners of the City and County.
- (c) "City and County." The City and County of San Francisco.
- (d) "Family Unit." Two or more persons jointly engaged in the creation or production of an art or craft item, no one of whom stands in an employer-employee relationship to any of the other members thereof, or, two or more physically or mentally handicapped persons participating in a formal rehabilitation program a part of which includes activities for the creation of arts and crafts by said persons.
- (e) "Person." Any individual, copartnership, firm, association, joint stock company, corporation, or combination of individuals of whatever form or character; provided, however, that whenever a right, privilege, or power is conferred upon a person by the provisions of this ordinance, the term "person" shall mean an individual natural person.

**SEC. 2. ADVISORY COMMITTEE OF STREET ARTISTS AND CRAFTS EXAMINERS; ESTABLISHMENT; APPOINTMENTS; COMPENSATION; TERMS; CHAIRPERSON; SECRETARY.**

There is hereby established an Advisory Committee of Street Artists and Crafts Examiners, who shall advise the Art Commission on matters relating to the wares produced by street artists and to perform such other functions as shall from time to time be deemed

appropriate by the Commission. The Advisory Committee shall consist of five members to be appointed by the Mayor. Four of said members shall be experienced artists or craftspersons and each such member shall be appointed from among three persons whose names shall have been submitted to the Mayor for appointment by the Art Commission, and one of the members shall be an art educator. Each member shall be compensated for the time he or she spends in this capacity as assigned by the Chairperson at a rate of pay to be established from time to time by the Board of Supervisors. The term of each member shall be two years, provided that the five members first appointed by the Mayor shall, by lot, classify their terms so that the terms of two members shall be for a period of one year and the terms of three members shall be for a period of two years, and upon the expiration of these and successive terms, the Mayor shall appoint their successors for a two-year term in a manner similar to that described herein for the initial members. In the event a vacancy occurs during the term of office of any member, the Mayor shall appoint for the unexpired term of the office vacated, a successor in a manner similar to that described herein for the initial members. The Advisory Committee shall elect from its members a Chairperson and a Secretary to hold office for one year, or until their successors are duly elected and qualified. The Secretary shall keep an accurate record of all proceedings of the Advisory Committee which shall be open to inspection by the public at all times.

### **SEC. 3. APPLICATION.**

Every person desiring certification as a street artist or craftsperson pursuant to this ordinance shall file an application with the Art Commission upon a form provided by said Commission. Except as otherwise provided herein, said application shall specify:

- (a) The applicant's residence address, place of employment where the work of art is produced and the mailing address of a person through whom the applicant may always be reached shall appear on the application.
- (b) A description of the art or craft item for which the applicant seeks certification.
- (c) A declaration under penalty of perjury that the art or craft item for which applicant seeks certification is of the applicant's own creation or the creation of the applicant's family unit, and that the applicant neither employs other persons nor is employed by another person in the production of the art or craft item for which applicant seeks certification.

### **SEC. 4. EXAMINATION.**

Upon receipt of an application filed pursuant to this ordinance, the Executive Director of the Art Commission shall fix a date for Advisory Committee consideration and action upon said application and shall notify the applicant of said date. In its consideration of an application, the Art Commission shall examine representative samples of the applicant's work for the purposes of verifying the information set forth in the application. After such examination, and for the purposes of further investigation, the Art Commission may designate one or more of its members to visit the studio or workshop of the applicant to view the applicant's facilities and to further verify that the art or craft item for which the applicant seeks certification is his or her own creation or those of his or her family unit.

**SEC. 5. ISSUANCE OF CERTIFICATE.**

If the applicant's examination is satisfactory, and if no charges of deception resorted to in obtaining the certificate, or any other violation of the applicable provisions of the San Francisco Municipal Code, have been filed with the Commission, upon payment of the certificate fee fixed by this ordinance, the Executive Director of the Art Commission shall issue a certificate to the applicant, duly signed, and shall show therein that the person named therein passed the examination and is entitled to engage in the display and sale of the specific art or craft item set forth in said certificate in accordance with the provisions of this ordinance.

**SEC. 6. CERTIFICATE FEE; PERIOD.**

The fee for any certificate issued pursuant to the provisions of this ordinance shall be \$20 and said certificate shall be valid for a period of three months from the date of issuance; except that any person certified pursuant to the provisions of this ordinance shall have the option of purchasing for \$80.00 a certificate valid for a period of one year from the date of issuance. The Board of Supervisors may increase the certificate fee when necessary in order to finance the costs of the Art Commission in administering and enforcing the provisions of this ordinance.

**SEC. 7. REGULATING STREET ARTISTS AND CRAFTSPERSONS.**

- (a) It shall be unlawful for any person to sell, offer for sale, expose for sale, or solicit offers to purchase, any art or craft work of the person's own creation on any public street or public place where such activities are permitted, unless duly certified as a street artist or craftsman pursuant to the provisions of this ordinance, or duly licensed as a peddler pursuant to the provisions of Section 869 of Part II, Chapter VIII of the San Francisco Municipal Code (Police Code).
- (b) It shall be unlawful for any person certified as a street artist or craftsman pursuant to the provisions of this ordinance to sell, offer for sale, expose for sale, or solicit offers to purchase, any art or craft work of the person's own creation on any public street or public place where such activities are not permitted, unless duly licensed as a peddler pursuant to the provisions of Section 869 of Part II, Chapter VIII of the San Francisco Municipal Code (Police Code).
- (c) All or part of funds derived from the fees paid by street artists and craftsmen may be assigned by the Board of Supervisors to the Art Commission for use in paying members of the Advisory Committee as set forth in Section 2 above and to the San Francisco Police Department for enforcement of this proposition.

**SEC. 8. DESIGNATION OF SALES AREAS.**

The Board of Supervisors, by resolution after public hearings thereon, may designate areas in or on any public street or public place where any street artist or craftsman certified pursuant to the provisions of this ordinance may sell, offer for sale, expose for sale, or solicit offers to purchase any art or craft item of his or her own creation, provided, however, that

any designation of an area in a public place under the jurisdiction of an officer, board or commission of the City and County shall be subject to the approval of such officer, board or commission. In designating such areas, the Board of Supervisors may impose such conditions and limitations as, in its discretion, are necessary to prevent any undue interference with normal pedestrian or vehicular traffic, or any damage to surrounding property, including interference with use, view or enjoyment of public parks.

**SEC. 9. REPEAL.**

The initiative ordinance relative to permits and licenses for street artists, approved by the electorate as proposition "L," on the ballot for the election held in the City and County of San Francisco on June 4, 1974, is hereby repealed."

**SEC. 2401. ADDITIONAL DEFINITIONS.**

For the purpose of administering Proposition "L," the following words or phrases shall mean or include:

- (a) "Art" or "Craft." The terms "art" or "craft" do not include any item intended or suitable for human consumption.
- (b) "Handcrafted Item." An item predominantly created or significantly altered in form by the street artist.
- (c) "Proposition 'L'." Proposition "L" on the November 4, 1975 ballot in San Francisco, an initiative ordinance.
- (d) "Street Artist." Any person who has been certified as a street artist or craftsman pursuant to the provisions of Proposition "L."
- (e) "Street Artist Certificate." A certificate issued by the Art Commission pursuant to the provisions of Proposition "L" and this Article.
- (f) "Street Artist Program." A program of the Art Commission which implements the provisions of Proposition "L" and this Article.
- (g) "Street Artist Program Committee." A committee appointed by the Art Commission and consisting solely of Commission members. The Committee shall have responsibility for oversight of the Street Artist Program.
- (h) "Program Director." The director of the Street Artist Program, responsible for administering the provisions of Proposition "L" and this Article, on behalf of the Executive Director of the Art Commission.

(Amended by Ord. 41-83, App. 2/4/83; Ord. 291-94, App. 8/4/94)

**SEC. 2402. COMPENSATION OF ADVISORY COMMITTEE.**

Pursuant to the provisions of Section 2 of Proposition "L," the compensation of the appointive members of the Advisory Committee of Street Artists and Crafts Examiners shall be as follows:

(a) A member shall receive \$100.00 plus reasonable travel expenses for each meeting of the Advisory Committee actually attended by said member for 50 percent of each meeting of four or more hours.

(b) A member shall receive \$100.00 plus reasonable travel expenses for each visit to the studio or workshop of a certified street artist or an applicant for a Street Artist Certificate for the purpose of viewing the applicant's facilities and verifying that the art or craft item for which the applicant seeks certification is his or her own creation or those of his or her family unit, for an assignment of monitoring or inspecting street artist wares being sold in public locations, or for the performance of such other function as shall from time to time be deemed appropriate by the Arts Commission.

(c) In no event shall the aggregate amount paid each member exceed 35 meetings/studio visits or \$3,500.00 per year excluding reimbursement for reasonable travel expenses. For the purposes of this section, the term "reasonable travel expenses" shall include travel to and from a member's office or home.

(Amended by Ord. 418-84, App. 10/5/84; Ord. 345-90, App. 10/12/90; Ord. 451-94, App. 12/30/94; Ord. 63-02, File No. 011788, App. 5/10/2002; Ord. 260-06, File No. 061030, App. 10/13/2006; Ord. 103-08, File No. 080514, App. 6/18/2008)

**SEC. 2403. AGE ELIGIBILITY FOR STREET ARTISTS.**

No person under the age of 16 is eligible for certification as a street artist.

(Amended by Ord. 41-83, App. 2/4/83)

**SEC. 2404. STREET ARTIST CERTIFICATE: DISCLAIMER, TRANSFER, AND DISPLAY.**

(a) Disclaimer. On each Street Artist Certificate the following words shall appear:

"The issuance of this Certificate does not constitute an endorsement by the City and County of San Francisco or the Article sold pursuant to the terms of this Certificate."

(b) Transfer. Any Street Artist Certificate issued pursuant to the terms of this Article cannot be transferred to any other person as defined in Proposition "L."

(c) Display. The Art Commission shall issue to each Street Artist a Certification Card which shall contain a photograph of the Street Artist, the certificate number of all members of the family unit and the number of the certificate in figures plainly discernible. The Art Commission, or its designee, shall determine the manner and form of any other information that may be placed upon this Certification Card. The Certification Card shall be displayed by the Street Artist at all times when said Street Artist is selling or soliciting offers to purchase any art or craft work. The photograph shall be furnished by the Street Artist.

(Amended by Ord. 41-83, App. 2/4/83)

**SEC. 2404.1. STREET ARTIST CERTIFICATE: FEE.**

Pursuant to the provisions of Proposition K, adopted by the voters at an election held on November 8, 1983, the Board of Supervisors hereby establishes the fee for a Street Artist Certificate to be as follows: Beginning July 1, 2010, the fee for a quarterly Street Artist Certificate shall be \$166.02 and said certificate shall be valid for a period of three months from the date of issuance; except that any person certified as a street artist pursuant to the provisions of this Article shall have the option of purchasing for \$664.08 an annual certificate valid for a period of one year from the date of issuance.

(Added by Ord. 511-84, App. 12/21/84; amended by Ord. 295-88, App. 6/29/88; Ord. 216-91, App. 6/12/91; Ord. 240-03, File No. 031333, App. 10/10/2003; Ord. 103-08, File No. 080514, App. 6/18/2008; Ord. 189-10, File No. 100710, App. 7/23/2010)

**SEC. 2404.1.1. STREET ARTIST APPLICATION/EXAMINATION FEE.**

Every person applying for street artist certification, whether for the first time or for reissuance of certification after a lapse in payment of the certificate fee, shall pay a nonrefundable application/examination fee. The fee shall initially be set at \$20 and shall be paid upon filing of an application for certification. The application/examination fee collected shall be equal to, but shall not exceed, the fee necessary to support the costs of processing applications and examinations under the Street Artists Ordinance. As part of the report required by Section 2404.2 of this Article, each year the Arts Commission shall report to the Controller the costs incurred in administering the application and examination process.

The funds credited to the Arts Commission pursuant to this Section, in combination with funds derived from Sections 2404.1 and 2410 of this ordinance, shall not exceed the actual cost to the Arts Commission of administering and enforcing Proposition "L" and this Article.

(Added by Ord. 383-96, App. 10/15/96)

**SEC. 2404.2. FEE SETTING PROCEDURE.**

Each year the Arts Commission shall cause a report to be made of the revenues collected for Street Artist Certificates, the costs incurred in administering and enforcing the provisions of the Street Artist Ordinance (Proposition "L" adopted by the electors of San Francisco at the election held on November 4, 1975), the anticipated costs for the ensuing year, and the fee which would be necessary to support such costs. Said report shall be filed with the Controller no later than April 1st of each year pursuant to the provisions of Section 3.17-2 of the San Francisco Administrative Code. The Controller shall file said report with the Board of Supervisors no later than May 15th of each year and the Board of Supervisors shall, by ordinance, establish or readjust the fee for a Street Artist Certificate. The fee set shall be equal to, but not greater than, the fees necessary to support the costs of administering and enforcing the provisions of the Street Artist Ordinance.



(Added by Ord. 511-84, App. 12/21/84; amended by Ord. 240-03, File No. 031333, App. 10/10/2003)

**SEC. 2404.3. RESERVED.**

(Amended by Ord. 415-86, App. 10/10/86)

**Editor's Note:**

Former Sec. 2404.3 ("Street Artist Certificate: Priority to Veterans") expired on 12/1/1986.

**SEC. 2405. REGULATIONS FOR STREET ARTISTS.**

(a) Street artists shall sell, offer for sale or solicit offers to purchase only for those specific handcrafted art or craft items created personally by the street artist or the street artist's family unit for which the street artist has been certified.

(b) Street artists shall sell, offer for sale or solicit offers to purchase only in those areas designated by the Board of Supervisors by Resolution.

The designation of any area in a public place under the jurisdiction of an officer, board or commission of the City and County is subject to the approval of, and to rule or regulations imposed by, such officer, board or commission.

(c) In areas designated by the Board of Supervisors which are not under the jurisdiction of an officer, board or commission of the City and County, street artists shall sell, offer for sale or solicit offers to purchase subject to the following regulations:

- (1) No more than 4½ feet from the curb line of any sidewalk.
- (2) Not within 18 inches of the curb line of any sidewalk.
- (3) No more than five feet above any sidewalk.
- (4) In an area not more than four feet long.
- (5) Sprinkler inlets, standpipe inlets (both wet and dry) are to be kept clear for 7½ feet on each side, measured from the outer edge of standpipe bank from the building line to the sidewalk edge.
- (6) Not within 10 feet from the outer edge of any entrance to any building including, but not limited to, doors, driveways, emergency exits measured in each direction parallel to the building line and thence at a 90-degree angle to the curb.
- (7) Fire escapes be unobstructed underneath and perpendicular from building to the street five feet from both ends of fire escape.
- (8) Not on any sidewalk adjacent to curb which has been duly designated pursuant to local ordinance or regulation as one of the following:
  1. White zone
  2. Yellow zone
  3. Bus zone

- (9) Not within five feet of any crosswalk.
  - (10) Inflammable liquid vents and fill pipes to be kept clear for five feet in both directions on the sidewalk when tanks are not being filled or within 25 feet while tank is being filled.
  - (11) Not within five feet of the display of any other street artist.
  - (12) Fire hydrants to have five feet sidewalk clearance.
  - (13) No street artist shall sell, offer to sell, or solicit offers to purchase between the hours of 12:00 a.m. (midnight) and 6:00 a.m. of the following day.
  - (14) All displays and objects placed in those areas designated by the Board of Supervisors shall be removed by 12:00 a.m. (midnight) and shall not be placed prior to 6:00 a.m. of the following day.
  - (15) No street artist shall sell, offer for sale, or solicit offers to purchase, from any vehicle.
  - (16) Street artists shall engage in their activities on the public sidewalks of the City and County of San Francisco in such a manner that at all times there shall remain open for the passage of pedestrians a space of at least 8 feet in width, as measured on a line perpendicular to the curb line, between the edge of the sidewalk farthest from the curb and the edge of the street artists' activities. No portion of a street artist's activities shall be included in measuring the 8-foot clear pedestrian passageway. Notwithstanding the foregoing, the Board of Supervisors, by resolution, may temporarily permit street artists to engage in their activities in specified locations where 8 feet of clear pedestrian passageway cannot be maintained. Such temporary permission may not be granted by the Board of Supervisors for any period exceeding 18 months.
- (d) In the Resolution designating or redesignating an area where street artists may sell, offer for sale or solicit offers to purchase, the Board of Supervisors may exempt the area from one or more of the regulations set forth in Subsection (c) above if the Board finds that the exemption will not be inconsistent with or interfere with the purposes of the regulation from which the area is exempted.

(Amended by Ord. 388-83, App. 7/14/83; Ord. 199-03, File No. 030909, App. 8/1/2003)

**SEC. 2406. LOTTERY.**

- (a) The Art Commission shall establish and supervise a lottery system whereby those persons certified by the Art Commission as street artists and possessing a valid State Board of Equalization Resale Permit shall be chosen by lot for the available selling areas as designated by the Board of Supervisors by resolution.
- (b) The Art Commission shall specify three days in each week for the holding of a lottery for selling areas which are designated by the Board of Supervisors.

(c) The Art Commission, at its discretion, may postpone any lottery if sufficient volunteers to conduct the lottery are not available. No fees shall be paid to the volunteers conducting the lottery or collected by the Art Commission to establish or supervise the lottery. Each volunteer conducting the lottery shall be compensated for his or her service with a single sales space of the volunteer's choice selected prior to and from the lottery the volunteer conducts and for the duration of the day in which the volunteer conducts the lottery.

(d) The Art Commission shall not be liable for any damage, injury or loss occasioned by the lottery.

(e) The Art Commission may make such reasonable rules and regulations as are necessary to effectuate the lottery.

(f) The Art Commission shall design and distribute to those chosen in the lottery on each day a lottery is held, a document identifying the person chosen, the craft of the person chosen and the location where the person chosen will be allowed to sell, offer for sale, or solicit offers to purchase.

(g) The lottery document shall be in the possession of the street artist at all times and shall be displayed to a police officer upon request.

(h) It shall be unlawful to sell, offer for sale, or solicit offers to purchase goods and crafts in those areas subject to the lottery without first obtaining a document from the Art Commission indicating the seller has been chosen for the area or a document from the Art Commission indicating that no lottery document is necessary for that area.

(Amended by Ord. 41-83, App. 2/4/83)

**SEC. 2407. DIRECTOR OF PUBLIC WORKS TO PROVIDE MARKINGS.**

The Director of Public Works shall place identifying markings in public streets or curbs designated as sales areas by the Board of Supervisors. Said markings shall be consistent with the regulations contained in this Article.

(Amended by Ord. 41-83, App. 2/4/83)

**SEC. 2408. ISSUANCE, DENIAL, SUSPENSION OR REVOCATION OF CERTIFICATE: APPEALS.**

(a) The issuance of Street Artist Certificates is governed by Section 5 of Proposition "L." The violation by a street artist of any provision of Proposition "L," this Article or any rules or regulations issued pursuant to this Article of which the person has been given notice, shall be grounds for denial, suspension or revocation, after a public hearing and for good cause shown, of the Street Artist Certificate.

(b) The Art Commission shall adopt rules and regulations governing appeals from a denial, suspension or revocation of a Street Artist Certificate. A public hearing on the suspension or revocation of a Street Artist Certificate shall be conducted by the Street Artist Program Committee. The findings and recommendations of the Street Artist Program

Committee shall be submitted directly to the Program Director, who shall approve or disapprove such findings and recommendations. The Program Director shall not amend such findings and recommendations. The Program Director may disapprove the findings and recommendations of the Street Artist Program Committee and order a rehearing only if: (1) the Program Director finds that a fair and public hearing has not occurred; (2) evidence critical to the street artist's case was not introduced except that a street artist shall not be relieved of his or her failure to put on evidence unless it was improperly excluded, or it constitutes new evidence which the street artist using reasonable diligence could not have obtained until after the hearing; or (3) the artist failed to appear at the hearing and has, for good cause, subsequently requested another hearing. A street artist shall have five business days following his or her hearing before the Street Artist Program Committee in which to request a rehearing, after which time the Program Director shall render his or her decision on the Program Committee's findings. The decision of the Program Director shall be made in writing, and may only be appealed in accordance with Section 2409. The Program Director's decision concerning the suspension or revocation of a Street Artist Certificate shall not be appealable to any level of the Art Commission.

(Added by Ord. 41-83, App. 2/4/83; amended by Ord. 291-94, App. 8/4/94)

**SEC. 2409. APPEALS TO BOARD OF PERMIT APPEALS.**

Appeals to the Board of Permit Appeals from the final decision of the Art Commission to grant or deny a Street Artist Certificate shall be governed by Article 1, Section 30 of Part III of the Municipal Code and shall be filed not later than 15 days after the final decision of the Art Commission. Appeals to the Board of Permit Appeals from the final decision of the Program Director to suspend or revoke a Street Artist Certificate shall be governed by Article 1, Section 30 of Part III of the Municipal Code and shall be filed not later than 15 days after the Program Director's decision approving or disapproving the Program Committee's findings and recommendations.

(Added by Ord. 41-83, App. 2/4/83; amended by Ord. 255-88, App. 6/22/88; Ord. 291-94, App. 8/4/94)

**SEC. 2410. CRIMINAL VIOLATIONS: PENALTIES.**

(a) Except as provided in Subsection (b), any person violating any provision of Proposition "L," this Article or any rules or regulations issued pursuant to this Article of which the person has been given notice, shall be guilty of an infraction and subject to a fine of not in excess of \$100.

(b) The violation of any provision of Proposition "L" or this Article which would otherwise be an infraction shall be a misdemeanor if the person who has violated such provision has previously been convicted of two or more violations within the 12-month period immediately preceding the current offense and the prior convictions are admitted by the person charged with the violations or are alleged in the accusatory pleading. For this purpose, a bail forfeiture shall be deemed to be a conviction of the offense charged. A person

convicted of a misdemeanor pursuant to this subsection shall be subject to imprisonment in the County Jail for a period not exceeding 30 days or a fine not exceeding \$500, or both.

(Added by Ord. 41-83, App. 2/4/83)

**SEC. 2411. SEVERABILITY.**

If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Article or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Article or any part thereof. The Board of Supervisors hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or ineffective.

(Added by Ord. 41-83, App. 2/4/83)

**Receipt of Union Notification(s)**  
**◆ All Unions**

**Dang, Leorah (HRD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of Kevin.r.quan@sfgov.org  
**Sent:** Tuesday, June 24, 2014 5:23 PM  
**To:** Quan, Kevin (ART); cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Taleporos, Zoe (ART); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 4077 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ARTS COMMISSION -- ART has submitted a modification request for a Personal Services Contract (PSC) for \$3,000,000 for services for the period June 24, 2014

-- December 31, 2017. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/3470>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

**Additional Attachment(s) of Explanation**

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?  
If the service was provided via a PSC, provide the most  
recently approved PSC # and upload a copy of the PSC.**

PSC # 4077-12/13

PSC # 4086-10/11

PSC # 4076-12/13

4077-12/13  
Initia

## March 04, 2013 Regular Meeting

Civil Service Commission - March 4, 2013

### MINUTES

Regular Meeting

March 4, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

#### CALL TO ORDER

2:04 p.m.

#### ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

#### REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

#### APPROVAL OF MINUTES



Regular Meeting of February 4, 2013

Action: Adopted. (Vote of 4 to 0)

**ANNOUNCEMENTS**

Attorney for Sen Cheong (Sam) Lai requested that his appeal under Item #15, Determination of future employability: Dismissal of permanent probationary civil service appointment, be heard out of order.

**HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)**

No report.

**EXECUTIVE OFFICER'S REPORT (Item No. 6)**

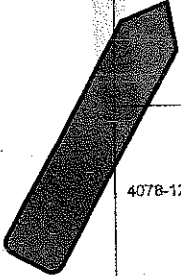
No report.

0063-13-8

Review of request for approval of proposed personal services contracts.  
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-12/13	Juvenile Court	\$90,000	<p>The San Francisco Juvenile Probation Department (JPD) seeks a vendor from licensed clinical laboratories to provide gas chromatography/mass spectrometry (GC/MS) confirmation services for positive client i-Cup urine and Reditest on-site oral swab drug and alcohol screening tests administered by JPD Probation Officers. Gas chromatography/mass spectrometry (GC/MS) is a method that combines the features of gas liquid chromatography and mass spectrometry to identify different substances within a test sample.</p> <p>Applications of GC/MS include drug detection, fire investigation, environmental analysis, explosives investigation, and identification of unknown samples.</p>	Regular	02/28/16

4075-12/13	Juvenile Court	\$450,000	Contractor will provide electronic monitoring services and necessary equipment for eligible JPD youth. Service will allow the department to track youth released to the program in lieu of detention.	Regular	06/30/16
4076-12/13	Art Commission	\$400,000	Conservation, restoration, cleaning and repair of miscellaneous artworks in the city's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the city's collection, and evaluating proposed artworks for durability and maintainability. Scope includes major conservation and restoration projects at Coil Tower and the McKinley Monument in Golden Gate Park.	Regular	12/31/16
4077-12/13	Art Commission	\$700,000	Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art; de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installation and de-installation of monumental artwork including Beniamino Bufano's "Peace Monument" located on Brotherhood Way, weighing over 145,000 pounds.	Regular	12/31/16
4078-12/13	Public Utilities Commission	\$3,500,000	To provide a large variety of specialized health, safety and regulatory training by trainers with many years of experience who are licensed by the State and/or certified as appropriate. The SFPUC does not have the resources or expertise to provide such training of various topics to employees in various geographic areas at various timeframe.	Regular	12/31/17
4079-12/13	Municipal Transportation Agency	\$5,000,000	The consultant and subconsultant(s) will provide specialized engineering and technical support during the rehabilitation and replacement of existing rail vehicles. Tasks will include, but not be limited to, quality control services and inspection, vehicle design analysis, vehicle engineering calculations, reliability safety, maintainability and mean distance between failure, vehicle acceptance and testing, warranty administration, competency gap analysis, independent price and cost analysis per FTA guidelines, independent audits for pre-award and post-delivery of FTA's Buy America requirements.	Regular	02/15/19
4080-12/13	General Services Agency	\$1,000,000	The City is seeking Consultants with proven expertise and experience in one or more of the multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish, the Community Action Plan for Seismic Safety (CAPSS) Earthquake Safety Implementation Program work plan. This will include the implementing the mandatory soft story retrofit ordinance by training city staff to implement cutting edge technical standards that have recently been published, assist in as needed seismic engineering consultation and developing future standards for seismic performances of various occupancies' such as private schools.	Regular	07/01/17



4057-11/12	Airport Commission	<p>Current Approved Amount</p> <p>\$2,000,000</p> <p>Increase Amount Requested</p> <p>\$2,000,000</p> <p>New Total Amount Requested</p> <p>\$4,000,000</p>	<p>As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, preconstruction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required.</p>	Modification	12/31/16
4140-07/08	Police	<p>Current Approved Amount</p> <p>\$3,400,000</p> <p>Increase Amount Requested</p> <p>\$750,000</p> <p>New Total Amount Requested</p> <p>\$4,150,000</p>	<p>Vendor will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place. All services are tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor will act as liaison between the community and the Police Department.</p>	Modification	06/30/14
3040-11/12	Public Utilities Commission	<p>Current Approved Amount</p> <p>\$49,000</p> <p>Increase Amount Requested</p> <p>\$3,451,000</p> <p>New Total Amount Requested</p> <p>\$3,500,000</p>	<p>Western Renewable Energy Generation Information System (WREGIS) is a single institution in the West that issues, registers, and tracks renewable energy credits (RECs) for use in compliance with regulatory and voluntary programs. WREGIS uses its proprietary information system and administrative operations to certify and track RECs, protecting against multiple counting and selling of the same RECs</p>	Modification	12/31/19

4138-09/10	Public Utilities Commission	<p>Current Approved Amount</p> <p>\$205,000</p> <p>Increase Amount Requested</p> <p>\$500,000</p> <p>New Total Amount Requested</p> <p>\$705,000</p>	<p>SFPUC is seeking to retain the services of Micro Local Business Enterprises (LBE) to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including WSIP, WasteWater, and Power. Services include, but are not limited to: (i) conduction outreach to local and regional contractors' to create partnerships between primes and certified LBEs thus</p> <p>increasing the number of qualified firms and teams bidding on projects; (ii) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; (iii) education non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; (iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; (v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and (vi) assisting with training and development of labor relations staff.</p>	Modification	01/01/16
4043-04/05	General Services Agency	<p>Current Approved Amount</p> <p>\$4,800,000</p> <p>Increase Amount Requested</p> <p>\$800,000</p> <p>New Total Amount Requested</p> <p>\$5,600,000</p>	<p>Modification would allow the City to maintain current Court Management System (CMS, which uses obsolete technology) while its replacement system is being completed, adapt CMS to function as interim data spoke on JUSTIS Hub as the City's Criminal Justice departments migrate to the JUSTIS system; provide knowledge transfer to City staff on business practices related to criminal justice. JUSTIS system replaces the Legacy CMS for the DA, Public Defender, Superior Court, Adult Probation, Sheriff and Police.</p>	Modification	06/30/15
4038-11/12	Dept. of Technology	<p>Current Approved Amount</p> <p>\$518,045</p> <p>Increase Amount Requested</p> <p>\$2,000,000</p> <p>New Total Amount Requested</p> <p>\$2,518,045</p>	<p>Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is</p> <p>completed. Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital converters to bridge the old and new equipment.</p>	Modification	9/30/13

**Speakers:**

- Allison McGee, Juvenile Court spoke on PSC #4075-12/13.
- Trinh Nguyen, Municipal Transportation Agency spoke on PSC #4079-12/13.
- Ann Mannix and Alice Villagomez, San Francisco Police Department spoke on PSC #4140-07/08.
- Shari Zinn, SEIU Local 1021; and Pauson Yun and Whitney Ramos, Public Utilities Commission, spoke on PSC #3040-11/12.
- Pauson Yun and Iris Martin-Lopez, Public Utilities Commission spoke on PSC #4138-09/10.
- Joan Lubamersky and Walter Calcagno, General Services Agency spoke on PSC #4043-04/05.
- Jack Chin, Department of Technology, spoke on PSC #4038-11/12.

5:56 p.m.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 7, 2012

DEPARTMENT NAME: San Francisco Arts Commission DEPARTMENT NUMBER 28

TYPE OF APPROVAL: [ ] EXPEDITED [x] REGULAR (OMIT POSTING ) [ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [ ] MODIFICATION (PSC# )

TYPE OF SERVICE: Transporting, packing, storing, framing and installation of fine art.

FUNDING SOURCE: Art Enrichment Funds, General Fund, Grant Funds, Donations.

PSC AMOUNT: \$700,000 PSC DURATION: 3/1/2013 - 12/31/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art; de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installation and de-installation of monumental artwork including Beniamino Bufano's "Peace Monument" located on Brotherhood Way, weighing over 145,000 pounds.

B. Explain why this service is necessary and the consequences of denial: The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103) and the city has over 4,000 art objects in its inventory. The services listed above are essential for the Arts Commission to execute its mandate. If approval is denied, the SFAC will be unable to fulfill its charter responsibility.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The Arts Commission has historically contracted for these services. Most recent CSC approval was granted under #4086-10/11.

D. Will the contract(s) be renewed: Yes, dependent on need for services and funding availability.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 1021 Union Name Allin Cruz Signature of person mailing/faxing form 12/7/12 Date

Local 21 Union Name Allin Cruz Signature of person mailing/faxing form 12/7/12 Date

RFP sent to N/A Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4077-12-A3 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires 5 years' experience in providing art handling services, including expertise in installation and de-installation of artwork, especially artwork that is monumental in scale. Requires expertise in, and adherence to, industry standards for the packing, crating, and safe transportation and handling of artwork. Able to provide safe, secure storage for artwork in climate controlled storage facility. Some jobs will require a general contractors license. Must carry fine arts insurance to cover loss or damage to artwork.

B. Which, if any, civil service class normally performs this work?

None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Contractor will provide secure, climatized storage facilities appropriate for the storage of works of fine art; transportation vehicles and packing materials, lifts, ladders, crane, rigging, and other specialty tools and equipment necessary for the de-installation, installation, and transportation of works of art of varying sizes, including monumental sculptures weighing in excess of 5 tons.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Art service provider is not a Civil Service classification, and there are no Civil Service classifications that have the training, expertise, or experience necessary for handling fine art, especially those artworks that are extremely large, heavy, fragile, or all three. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork, should that occur.


B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. These services are of short duration and contracted for on an as needed basis.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours.   |                                     |                                     |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.           |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? <i>* Please see attached explanation</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell  
 \_\_\_\_\_  
 Print or Type Name

252-4665  
 \_\_\_\_\_  
 Telephone Number

25 Van Ness Ave, Suite 345  
 \_\_\_\_\_  
 San Francisco, CA 941102  
 \_\_\_\_\_  
 Address

PERSONAL SERVICES CONTRACT SUMMARY

December 7, 2012

San Francisco Arts Commission

EXPLANATION

5. Additional Information

- F. Will the proposed work be completed by a contract that has a current personal services contact with your department? **YES**

The Arts Commission wishes to contract with multiple vendors for as needed fine art handling services. These vendors have been approved through a rigorous RFQ process completed in May 2012. Given that the Arts Commission has historically contracted for these services, and that there are a limited number of service providers located in the Bay Area, we will be working with contractors that have a current personal services contract with the Arts Commission. These current contracts are on the verge of either expiring or reaching their funding limit, and therefore new contracts need to be issued.



POSTING FOR  
3/21/2011

PROPOSED PERSONAL SERVICES CONTRACTS  
Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4086-10/11	28	Art Commission	Regular	\$500,000	Fine Art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing of fine art, de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and de-installation and transport of 15 ton Zhang Huan Sculpture from Civic Center plaza for return to China.	1/6/2011 - 1/1/2013
4087-10/11	25	Mayor	Regular	\$300,000	The Mayor's Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will: provide advisory services for competitive sales, negotiated sales and private placements of various bond types; provide financial advisory services for structuring the City's affordable housing programs; and, provide advisory services for structuring of particularly complex development proposals.	4/1/2011 - 3/31/2014
4088-10/11	25	Mayor	Regular	\$300,000	Vendor will provide comprehensive laboratory testing and analysis of potential in-home lead hazards from dust swipes, paint chips, and soil samples. Analysis and results of samplings will be reported to MOH. Laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP).	12/1/2011 - 11/30/2015
4089-10/11	35	Municipal Transportation Agency	Regular	\$100,000	The consultant will assist the agency during upcoming labor negotiations and will communicate with the media on the agency's behalf. Participate in the negotiations as an observer and inform the media and other regulatory entities on the progress of labor negotiations.	2/1/2011 - 7/31/2011
4090-10/11	35	Municipal Transportation Agency	Regular	\$250,000	The real estate advisors or consultants will provide commercial real estate services and any other related services to produce a financially sound and cost-effective real estate analysis, study, plan, and other work product as requested by the SFMTA. The real estate advisor or consultant will provide qualified personnel for services which may include, but are not limited to, the following: 1) Commercial Retail Space Leasing Market Analysis; 2) Portfolio Analysis, Planning, and Strategy Recommendations; and 3) Other Requested Advisory Services.	7/1/2011 - 6/30/2013
4091-10/11	38	Police	Regular	\$750,000	Contractor will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States. The professional panel provided by the Contractor will include individuals that have been recruited, selected and trained by the Behavioral Sciences Unit of the San Francisco Police Department.	7/1/2011 - 6/30/2015
4092-10/11	40	Public Utilities Commission	Regular	\$1,500,000	Licensing fees, software upgrade and technical support service for Distributed Control System (DCS) system for Wastewater Enterprise (WWE).	7/1/2011 - 6/30/2016

4086-10/11

## March 21, 2011 Regular Meeting

Civil Service Commission - March 21, 2011

### MINUTES

Regular Meeting

March 21, 2011

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

#### CALL TO ORDER

2:06 p.m.

#### ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Not Present (Notified absence)
Commissioner Mary Y. Jung	Not Present (Notified absence)
Commissioner Lisa Seitz Gruwell	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of February 25, 2011

Action: Approve. (Vote of 3 to 0)

Regular Meeting of March 7, 2011

Action: Approve. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

No report given.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report given.

0075-11-8

Review of request for approval of proposed personal services contracts.  
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4086-10/11	Art Commission	\$500,000	Fine Art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing of fine art; de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and de-installation and transport of 15 ton Zhang Huan Sculpture from Civic Center Plaza for return to China.	Regular	01/01/13

4087-10/11	Mayor's Office of Housing	\$300,000	The Mayor's Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will: provide advisory services for competitive sales, negotiated sales and private placements of various bond types; provide financial advisory services for structuring the City's affordable housing programs; and, provide advisory services for structuring of particularly complex development proposals.	Regular	03/31/14
4088-10/11	Mayor's Office of Housing	\$300,000	Vendor will provide comprehensive laboratory testing and analysis of potential in-home lead hazards from dust swipes, paint chips, and soil samples. Analysis and results of samplings will be reported to MOH. Laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP).	Regular	11/30/15
4089-10/11 <i>Postpone to meeting of 4/4/11</i>	Municipal Transportation Agency	\$100,000	The consultant will assist the agency during upcoming labor negotiations and will communicate with the media on the agency's behalf. Participate in the negotiations as an observer and inform the media and other regulatory entities on the progress of labor negotiations.	Regular	07/31/11
4090-10/11 <i>Withdrawn</i>	Municipal Transportation Agency	\$250,000	The real estate advisors or consultants will provide commercial real estate services and any other related services to produce a financially sound and cost-effective real estate analysis, study, plan, and other work product as requested by the SFMTA. The real estate advisor or consultant will provide qualified personnel for services which may include, but are not limited to, the following: 1) Commercial Retail Space Leasing Market Analysis; 2) Portfolio Analysis, Planning, and Strategy Recommendations; and 3) Other Requested Advisory Services.	Regular	06/30/13
4091-10/11	Police	\$750,000	Contractor will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States. The professional panel provided by the Contractor will include individuals that have been recruited, selected and trained by the Behavioral Science Unit of the San Francisco Police Department.	Regular	06/30/15
4092-10/11 <i>Postpone to meeting of 4/18/11</i>	Public Utilities Commission	\$1,500,000	Licensing fees, software upgrade and technical support service for Distributed Control System (DCS) system for Wastewater Enterprise (WWE).	Regular	06/30/15

4093-10/11	Public Works	\$6,700,000	Two contracts will be awarded to furnish construction management support services to City staff to address specialized expertise and temporary peak workloads for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, construction inspections services, LEED/sustainable building construction management, and existing building forensic investigations for projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and selected projects of the Auxiliary Water Supply System.	Regular	01/01/17
4094-10/11	Treasurer/Tax Collector	\$100,000	A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco.	Regular	12/31/12
4024-09/10	Public Utilities Commission	Increase Amount \$275,000 New Amount \$1,200,000	Will provide removal, hauling and legally dispose/ recycle Alum and Ferric Chlorite water treatment residuals (sludge) from the lagoons at the Sunol Valley Water Treatment Plant (SWWTP). The modification is necessary due to delays experienced by exploring other more efficient contracting methods. The material must be transported off-site to an approved disposal site, currently located in Nevada. The sludge is typically over 50% solids but there may be conditions that require removal of material with less than 50% solids. During the removal activity the contractor shall, as deemed necessary by staff, relocate remaining sludge to neighboring lagoons or turn the material to aid in the drying process.	Mod- fication	04/30/16
4021-07/08	General Services Agency	Increase Amount \$191,587 New Amount \$773,175	This contract is to provide culturally appropriate and multi-lingual community outreach to San Franciscans to inform them of their legal rights as workers. This outreach is performed by community-based nonprofit in order to make it more accessible and effective. Many low wage San Francisco workers, particularly those from minority and immigrant communities, are unaware of their basic rights under San Francisco's labor laws and/or are afraid to complain to a government agency. Primary activities are: community outreach program, employee workshops and trainings, and counseling and referral services. The program will continue to be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority groups.	Mod- fication	04/21/12
4171-07/08	Public Works	Increase Amount \$3,000,000 New Amount \$7,000,000	General services to assist DPW in administering a Job Order Contracting (JOC) System as provided for in the San Francisco Administrative Code Section 6.52 for use in expediting the design and construction of small and/or urgent projects. Service provider will prepare specialized Unit Price Books (construction cost catalog) with regional adjustments to costs for competitive bidding, technical specifications, provide JOC management software training to staff and contractors in the use of job order contracting system.	Mod- fication	05/21/16

Speakers:

Susan Pontious, Arts Commission spoke on PSC #4086-10/11.

Sgt. Mary Dunnigan, San Francisco Police Department spoke on PSC #4091-10/11.

Jim Buker, Department of Public Works and Joe Brenner, IFPTE Local 21 spoke on PSC #4093-10/11.

Pauline Marx, Treasurer/Tax Collector and Joe Brenner, IFPTE Local 21 spoke on PSC #4094-10/11.

Paul Gambon, Public Utilities Commission spoke on PSC #4024-09/10.

Joan Lubamersky, General Services Agency and Joe Brenner, IFPTE Local 21 spoke on PSC #4021-07/08.

Mark Dorian, Department of Public Works and Joe Brenner, IFPTE Local 21 spoke on PSC #4171-07/08

- (1) Postpone PSC #4089-10/11 to the meeting of April 4, 2011 due to lack of vote for action. (Quorum consisted of three Commissioners and concurrence of all three needed for action; Commissioner Seitz Gruell recused, making only two votes available.) (Vote of 3 to 0)
- (2) Withdraw PSC #4090-10/11 at the request of the Municipal Transportation Agency. (Vote of 3 to 0)
- (3) Postpone PSC #4092-10/11 to the meeting of April 18, 2011 at the request of the Public Utilities Commission. (Vote of 3 to 0)
- (4) Adopt the report; Approve request for PSC #4093-10/11 on the condition that one Bureau of Construction Management (BCM) employee be provided by BCM for two months at no cost to the ESER Program during the 2012-13 budget year. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (5) Adopt the report; Approve request for PSC #4094-10/11 on the condition that the Treasurer/Tax Collector consult with IFPTE Local 21 in efforts to transfer knowledge and research techniques in so far as possible; Report back to the Commission in six (6) months. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (6) Adopt the report; Approve request for PSC #4021-07/08 on the condition that existing vacant OLSE positions be filled and that there are no cuts to OLSE staff, and that this matter be revisited and reviewed in six (6) months. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (7) Adopt the report as verbally amended from Yes to No in 5E; Approve request for PSC #4171-07/08 on the condition that a minimum of eighteen BCM personnel will be trained in the JOC unit price information for future use. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (8) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

Action:

Appeal by Sergeant Patrick Tobin of the Executive Officer's denial to process his request for a hearing of the denial of his "Like Work-Like Pay" compensation as an Acting Lieutenant at the San Francisco Police Department Traffic Company.  
(Item No. 8)

0058-11-3

Speakers:

None.

Action:

Postpone to the meeting of April 18, 2011 at the request of Sergeant Patrick Tobin. (Vote of 3 to 0)

0025-11-1

**Briefing and Report by the Department of Human Resources on the Development and Administration of the H-50 Assistant Chief Examination, San Francisco Fire Department. (Item No. 9)**

February 7, 2011: By consensus the Commission directed the Executive Officer to schedule a Special Meeting and calendar for the Commission to take action on the Adequacy of the H-50 Assistant Chief Examination, San Francisco Fire Department.

Note: The Commission also directed that the appeal of Kevin D. Taylor be placed on calendar prior to taking its action on the H-50 Examination.

February 25, 2011: Postpone to the March 7, 2011 Regular Meeting with the Validation Study available to the Commission prior to the meeting.

March 7, 2011: Postpone to the meeting of March 21, 2011 at the request of the Department of Human Resources.

Speakers:  
Anita Sanchez, Executive Officer  
Micki Callahan, Human Resources Director  
Dave Johnson, Department of Human Resources  
Chief Joanne Hayes-White, San Francisco Fire Department

Matthew McNaughton, H-50 Candidate stated that a threshold showing of a significant statistical disparity is not in itself a strong basis of evidence that the City would be liable, not litigated, but liable under Title 7. There is no substantial evidence that the test was deficient in any of these respects. Evidence presented both in testimony, the Commissioners own investigations and presented by the Human Resources Department revealed the detailed steps taken to develop and administer this examination. The painstaking analysis, information gathering and implementation detail complete compliance with the EEOC Guidelines, the same guidelines that have been used for over twenty years to meet compliance with affirmative action goals. Be assured that the relevance of this examination is patent and directly applicable to the job of Assistant Chief. A quote from the Supreme Court case of Ricci is appropriate and states, "Fear of litigation alone cannot justify the City's reliance on race to the detriment of individuals who passed the examination and qualified for promotions. Support your Human Resources Department. The exam is both valid and defensible.

Battalion Chief Kevin Smith, H-50 Candidate & President, Black Firefighters' Association stated that it is clear that everyone is looking to the Civil Service Commission (CSC) to take some sort of action on the H-50 Promotional Examination. From what has been presented to you for your consideration in making a decision basically comes down to is who you are going to believe.

On one hand you have a group of experienced African-American Chief officers who are telling you that something is wrong with this test. Their letters to Mayor Newsom after the first test administered (H-30 Captain) by the San Francisco Fire Department (SFFD) and the Department of Human Resources (DHR) were

prophetic. Every issue raised that warned of serious consequences if not addressed was ignored by Mayor Newsom. The CSC dismissed them as it being "sour grapes". The H-50 Assistant Chief promotional examination has the same bizarre problems and inconsistencies that have plagued every promotional examination given by SFFD and DHR since the end of the Consent Decree. The African-American Chief officers are not asking that the test be unilaterally thrown out. They are asking for an independent investigation to show once and for all if these examinations are legitimate. (Battalion Chief Smith's full written statement was submitted for the record.)

Phillip Allman, Economist stated that having looked at the statistical outcomes that is the ordering of the list, you have noted in your own minds that there is a statistical adverse impact here. I was asked as a Mathematician to do a simple mathematical test based on the ordering. I was given the list of twenty three names in order of scores and told that the top six would be the selected group. Then I noted all of the top six were Caucasian so from there, I was to do a statistical analysis looking at the probability that six Caucasians out of twelve would have been chosen and none of the five African-Americans or any of the other seven non-Caucasian firemen. That was my assignment. This assignment was based on the assumption that there was no racial impact on this selection process. So on the assumption that there was no racial impact, what was the probability that the top six out of 12 Caucasians would be chosen and none of the other racial groups. Just mathematically. If we look at the 23 people on the list, the odds of six of the 12 being Caucasian and the other 11 not being chosen is one in 1000.

Asst. Chief Chris Stevenson, Retired, stated that he does not believe it is good testing policy to take pictures of buildings in San Francisco and use them for testing purposes because it gives an advantage to those people who work in that area.

Battalion Chief Kevin Taylor, H-50 Candidate stated that he does have a legitimate appeal before the Commission in reference to the cheating allegations he made against Chief Arthur Kenney. He requested that no appointments be made from the List until the allegations of the cheating are fully investigated.

John Kraus, Department of Human Resources responded to a question from Commissioner Seltz Gruwell on whether he agreed with a statement from the Economist on a statistically unlikely outcome by saying: I think his point was you wouldn't expect the results, the outcome by chance and that's probably correct. However we need to look at the numbers in terms of the sample size. There was some discussion about the term adverse impact and what that means. We ran our 4/5s analysis which is the passing rate for the exam component and according to the uniform guidelines if the test meets the 4/5s rule, it has no adverse impact. I think the point they were trying to make is that the total selection process may have adverse impact and that really relates to the combined effect of all the procedures and processes that lead up to the selection at the end of the day which would be at the end of the life of the list. You look at the selection ratio so the point being made is where candidates fall on the list and if the list has expired, what is the likelihood of those individuals being reached and appointed? So we're talking about two different things having to do with adverse impact. We're talking about the examination instrument itself and we're also talking about the total selection process which can include secondary criteria, the certification rule, the background checks and that plays into the final selection off the list. I would also like to point out that just because you may have adverse impact that doesn't render a test invalid. A test is either valid or invalid. The uniform guidelines say if you have adverse impact then it's the user's burden of proof to demonstrate that the test was valid. So we have provided the H-50 Validation Report which in large measure serves that purpose.

Battalion Chief Kirk Richardson clarified that the gentleman stated that Harry Brull was the expert and on the counseling portion of the test, he stated that was a valid test, the first test that was put forth and on the recommendation of the Fire Chief's Association, it was thrown out. Even though Harry Brull said it was fine, DHR came in and recommended we change it.

Micki Callahan, Human Resources Director clarified that the supervisory portion was not thrown out and would not agree that it was not an entirely job-related exercise and does not undermine confidence in their expert.

**Action:**

Accept the Validation Report compiled with respect to the H-50 Assistant Chief examination administered in August and October of 2010. Furthermore, that the Chief of Department be instructed to proceed with permanent civil service appointments to the rank of H-50 Assistant Chief of Department from the list resulting from that examination which was adopted on January 4, 2011 and that such appointments be made in accordance with Civil Service Commission Rule 314. (Vote of 3 to 0)

**Note:**

Vice President Casper made the following statement as his reason for the motion: In *Ricoi v. DiStefano* (2009) 567 U.S. \_\_\_ [129 S.Ct. 2658], the New Haven firefighters case, the United States Supreme Court had this to say about promotions in the fire service: "... firefighters prize their promotions to and within the officer ranks. An agency's officers command respect within the department and the whole community; and, of course, added responsibilities command increased salary and benefits." (*Id.*, 129 S.Ct. at p. 2664.)



Applied to the San Francisco Fire Department and its promotive ranks—indeed, all its ranks, both promotive and entry-level—the Court's observation becomes an understatement. The San Francisco Fire Department and its men and women occupy a crucial place in a City with a unique confluence of vulnerabilities.

San Francisco's history of earthquakes and major conflagrations; the variety and density of its construction, ranging from one of the most extensive concentrations of wood-frame dwellings, and certainly the tightest, in California to the second highest concentration of skyscrapers on the Pacific Coast and seventh highest in the nation; the density of its population, second among the 50 largest American cities; its population's inherent vulnerabilities, with the highest percentage of elderly among the nation's 25 largest cities; its location astride one major seismic fault and less than 20 miles from another; its peninsular isolation; and in a post-9/11 world, even its iconic beauty—all these factors give the San Francisco Fire Department a singularly important role in the performance of that fundamental duty of local government, the protection of lives and property.

It may well be no accident, then, that the City's employee classification plan assigns to the Chief of the Fire Department and the two Deputy Chiefs of Department Job Codes 0140 and 0150, respectively, ahead of all other municipal executives, administrators, and department heads, whether elected or appointed.

All civil service employees of the City and County are tested for the knowledge, skills, abilities, and other characteristics necessary to perform their assigned tasks. With respect to the uniformed members of the Fire Department, selection processes become critical. Again because of the City's unique vulnerabilities, as well as because modern urban firefighting and first-response delivery of emergency medical services are multifaceted and highly technical, the consequences of less than rigorous selection processes can be severe. An unsure grasp of one or more components of a required knowledge base, a gap in a presumed skill set, or an inability to make quick but nonetheless considered judgments under pressure can jeopardize the safety of one or many, leading to serious injury, even death, or risk the loss of a family's home or an entire neighborhood.

Neighborhood-wide destruction in San Francisco is not just a sepia-toned image pulled down from history's shelves for dramatic effect, sobering to look at but unlikely to happen again. On the night of October 17, 1989, in the immediate aftermath of the Loma Prieta quake, the possibility that fire could sweep through the Marina District was very real. Rapid liquefaction of the already unconsolidated, muddy subsoil caused gas mains to rupture. Water mains ruptured at the same time, and the area suddenly lost its low-pressure water supply. Concurrently, more than 15 major fires raged elsewhere in the City. The dedicated high-pressure system, which itself had sustained cracks in the sandy subsoil South of Market, was under strain. If firefighters had pulled back from the Marina, much more than just a half a square block would have been lost to flames. Pulling back certainly was an option. However, fire scene commanders, using their considered judgment, decided to keep their companies in place and battle the flames proactively. A neighborhood was saved.

The highest civil service rank in the San Francisco Fire Department is that of Assistant Chief of Department, to which the City's employee classification system assigns the Job Code H-50. Among the Department's 1,700-plus Uniformed personnel, there are just seven Assistant Chiefs. An examination for the rank recently was administered in two parts, in August and October 2010. The exam was open to SFFD H-40 Battalion Chiefs who had successfully completed their probationary periods. A tentative eligible list was posted on December 20, 2010, and the list was adopted on January 4, 2011. The Certification Rule applied to the list is that of Statistically Valid Grouping, pursuant to Section 313.3.4 of the Civil Service Commission Rules. Statistically Valid Grouping is applicable only to Fire Department promotional examinations. No permanent appointments have yet been made from the List.

The Black Firefighters Association (BFA) has raised various concerns and objections to the H-50 selection process. The BFA's concerns and objections were raised after the period provided in the Civil Service Commission Rules for appeals from examination processes. There is as well an open question as to whether our Rules allow for appeals of the substance of Fire Department promotional examinations. Nonetheless, I requested that this matter be calendared because the criticisms leveled against the examination process appeared substantial. Secondly, in the past, the BFA has rendered singular service to the SFFD and the people of the City and County of San Francisco, bringing to an end certain cultural attitudes which not only had outlived their time but should not have been allowed to take root in the first place. Worse than wrong-headed, they were simply wrong.

So the BFA's concerns and objections regarding the H-50 selections process had to be addressed. And in three meetings of this Commission, they have been. Having gone over the examination process in some detail, having been walked through the examination's Fire Scene Simulation Exercise, having studied the Validation Report, and having weighed all these against the concerns raised by the BFA, it is my opinion that the testing process was a valid process. Not a perfect process but a valid process. In particular, though I have never taken a Fire Department promotional exam, the Fire Scene Simulation Exercise impressed me as well thought out.

The specter of *Ricci v. DeStefano* hangs over all our deliberations in this matter. In that case, the U.S. Supreme Court addressed the inherent tension between, on the one hand, Title VII's original prohibition of intentional discrimination and, on the other, the later articulated and codified prohibition of unintentional discrimination. In a civil service examination context, unintentional discrimination is manifested in adverse impact. The Supreme Court held that where a civil service board attempts to cure adverse impact, or unintentional discrimination, by throwing out an eligible list, it backs itself into intentional discrimination—unless it has a valid defense for doing so. The underlying question before us, then, is: Would this Commission have a valid defense, a legally sufficient excuse, for throwing out the eligible list adopted following the 2010 H-50 exam? The only guidance *Ricci v. DeStefano* offers is this: The test must be found to have been neither job-related nor consistent with business necessity.

Here, based on everything that has come before the Commission, we must say that the test was indeed job-related and consistent with business necessity. The job analysis created in preparation for the test was not the work of one incumbent H-50 Assistant Chief. It was an editing process; it was built on far fuller job analysis performed in 2001. Secondly, while the Performance Counseling component as originally developed was replaced with another, that does not necessarily mean that neither were job-related or that one and not the other was job-related. With respect to the Fire Scene Simulation Exercise, once one understands that its purpose was to test the candidates' ability to formulate a fire scene strategy, then one can see the importance attached to the assignment of companies and the order of the companies' arrival. With the high-rise scene lasting 15 minutes and each of the other scenes 12 minutes, a difference of a minute or two here or there with respect to when the companies arrived on the scene in exercise, as opposed to when they might arrive following an actual dispatch, is de minimis, really. The purpose of the exercise was to ascertain how the candidate was going to use the units.

0012-11-6

Appeal by Luann Lee of the Director of Transportation's determination of insufficient evidence to support her claim of race and gender discrimination and harassment. (Item No. 10)

March 7, 2011:	Postpone to a meeting when Robert Wolfgang is available and submit all relevant material prior to the meeting.
Speakers:	None.
Action:	Postpone to the meeting of May 2, 2011 at the request of Russell Robinson, Attorney. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 11)

Vice President Donald A. Casper referenced Charter Section 10.104 in requesting an investigation into why the Commission has not exercised its authority in approving temporary exempt appointments.

Commissioner Gruwell expressed concern of what appears to be a lack of confidence in exams from issues raised regarding exam matters recently before the Commission. Commission Gruwell inquired about internal testing and getting feedback to use tests be improved upon and made better.

ADJOURNMENT (Item No. 12)

4:50 p.m.

4086-10/11

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1-11-11

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

TYPE OF APPROVAL: [ ] EXPEDITED [x] REGULAR (OMIT POSTING ) [ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [ ] MODIFICATION (PSC# )

TYPE OF SERVICE: Transporting, packing, storing and installation of fine art

FUNDING SOURCE: Art Enrichment, General Fund, Grant funds

PSC AMOUNT: \$500,000 PSC DURATION: 1/6/11-1/1/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Fine Art handling services for artworks in the collection of the City and County of San Francisco, including, transportation, packing, storing of fine art; de-installation and installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and de-installation and transport of 15 ton Zhang Huan sculpture from Civic Center plaza for return to China.

B. Explain why this service is necessary and the consequences of denial:

The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103), and the City has over 3,000 art objects in its inventory. In addition, Section 3.19 of the Administrative code establishes the art enrichment program.. If approval is denied, the SFAC will be unable to fulfill its responsibilities under both of these mandates.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

The Arts Commission has historically contracted for these services. Most recent CSC approval was granted under CSC #4083-09/10, 4096-07/08.

D. Will the contract(s) be renewed: Yes, dependent on need for services and funding availability.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 1021 Union Name, Signature of person mailing/faxing form, Date 1/11/11
Local 21 Union Name, Signature of person mailing/faxing form, Date 1/11/11
RFP sent to Union Name, on Date, Signature

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4086-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specify required skills and/or expertise: Requires 5 years experience in providing art handling services, including expertise in installation and de-installation of artwork, especially artwork that is monumental in scale. Requires expertise in, and adherence to, industry standards for the packing, crating, and safe transportation and handling of artwork. Able to provide safe, secure storage for artwork in climate controlled storage facility. Some jobs will require a general contractor's license. Must carry fine arts insurance to cover loss or damage to artwork.

B. Which, if any, civil service class normally performs this work?

None

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Contractor will provide secure, climatized storage facilities appropriate for the storage of works of fine art; transportation vehicles and packing materials, lifts, ladders, crane, rigging, and other specialty tools and equipment necessary for the de-installation, installation, and transportation of works of art of varying sizes, including monumental sculptures weighing in excess of 5 tons.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Art handler is not a Civil Service classification, and there are no Civil Service classifications that have the training, expertise, equipment, or experience necessary for handling fine art, especially those artworks that are large, heavy, fragile, or all three. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork, should that occur.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. These services are of short duration and contracted for on an as needed basis.

ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

  
Signature of Departmental Personal Services Contract Coordinator

Kan Htun

252-4604

Print or Type Name

Telephone Number

San Francisco Arts Commission

25 Van Ness, Suite 200

San Francisco, CA 94102

4076-12/13

## March 04, 2013 Regular Meeting

Civil Service Commission - March 4, 2013

### MINUTES

Regular Meeting

March 4, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

#### CALL TO ORDER

2:04 p.m.

#### ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

#### REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

#### APPROVAL OF MINUTES

Regular Meeting of February 4, 2013

Action: Adopted. (Vote of 4 to 0)

**ANNOUNCEMENTS**

Attorney for Sen Cheong (Sam) Lai requested that his appeal under Item #15, Determination of future employability: Dismissal of permanent probationary civil service appointment, be heard out of order.

**HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)**

No report.

**EXECUTIVE OFFICER'S REPORT (Item No. 6)**

No report.

0063-13-8 Review of request for approval of proposed personal services contracts.  
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-12/13	Juvenile Court	\$90,000	<p>The San Francisco Juvenile Probation Department (JPD) seeks a vendor from licensed clinical laboratories to provide gas chromatography/mass spectrometry (GC/MS) confirmation services for positive client i-Cup urine and Reditest on-site oral swab drug and alcohol screening tests administered by JPD Probation Officers. Gas chromatography/mass spectrometry (GC/MS) is a method that combines the features of gas liquid chromatography and mass spectrometry to identify different substances within a test sample.</p> <p>Applications of GC/MS include drug detection, fire investigation, environmental analysis, explosives investigation, and identification of unknown samples.</p>	Regular	02/28/16

4075-12/13	Juvenile Court	\$450,000	Contractor will provide electronic monitoring services and necessary equipment for eligible JPD youth. Service will allow the department to track youth released to the program in lieu of detention.	Regular	06/30/16
4076-12/13	Art Commission	\$400,000	Conservation, restoration, cleaning and repair of miscellaneous artworks in the city's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the city's collection, and evaluating proposed artworks for durability and maintainability. Scope includes major conservation and restoration projects at Coit Tower and the McKinley Monument in Golden Gate Park.	Regular	12/31/16
4077-12/13	Art Commission	\$700,000	Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art; de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installation and de-installation of monumental artwork including Beniamino Bufano's "Peace Monument" located on Brotherhood Way, weighing over 145,000 pounds.	Regular	12/31/16
4078-12/13	Public Utilities Commission	\$3,500,000	To provide a large variety of specialized health, safety and regulatory training by trainers with many years of experience who are licensed by the State and/or certified as appropriate. The SFPUC does not have the resources or expertise to provide such training of various topics to employees in various geographic areas at various timeframe.	Regular	12/31/17
4079-12/13	Municipal Transportation Agency	\$5,000,000	The consultant and subconsultant(s) will provide specialized engineering and technical support during the rehabilitation and replacement of existing rail vehicles. Tasks will include, but not be limited to, quality control services and inspection, vehicle design analysis, vehicle engineering calculations, reliability safety, maintainability and mean distance between failure, vehicle acceptance and testing, warranty administration, competency gap analysis, independent price and cost analysis per FTA guidelines, independent audits for pre-award and post-delivery of FTA's Buy America requirements.	Regular	02/15/19
4080-12/13	General Services Agency	\$1,000,000	The City is seeking Consultants with proven expertise and experience in one or more of the multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish, the Community Action Plan for Seismic Safety (CAPSS) Earthquake Safety Implementation Program work plan. This will include the implementing the mandatory soft story retrofit ordinance by training city staff to implement cutting edge technical standards that have recently been published, assist in as needed seismic engineering consultation and developing future standards for seismic performances of various occupancies' such as private schools.	Regular	07/01/17



4057-11/12	Airport Commission	<p>Current Approved Amount</p> <p>\$2,000,000</p> <p>Increase Amount Requested</p> <p>\$2,000,000</p> <p>New Total Amount Requested</p> <p>\$4,000,000</p>	<p>As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, preconstruction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required.</p>	Modification	12/31/16
4140-07/08	Police	<p>Current Approved Amount</p> <p>\$3,400,000</p> <p>Increase Amount Requested</p> <p>\$750,000</p> <p>New Total Amount Requested</p> <p>\$4,150,000</p>	<p>Vendor will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place. All services are tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor will act as liaison between the community and the Police Department.</p>	Modification	06/30/14
3040-11/12	Public Utilities Commission	<p>Current Approved Amount</p> <p>\$49,000</p> <p>Increase Amount Requested</p> <p>\$3,451,000</p> <p>New Total Amount Requested</p> <p>\$3,500,000</p>	<p>Western Renewable Energy Generation Information System (WREGIS) is a single institution in the West that issues, registers, and tracks renewable energy credits (RECs) for use in compliance with regulatory and voluntary programs. WREGIS uses its proprietary information system and administrative operations to certify and track RECs, protecting against multiple counting and selling of the same RECs</p>	Modification	12/31/19

4138-09/10	Public Utilities Commission	<p>Current Approved Amount</p> <p>\$205,000</p> <p>Increase Amount Requested</p> <p>\$500,000</p> <p>New Total Amount Requested</p> <p>\$705,000</p>	<p>SFPUC is seeking to retain the services of Micro Local Business Enterprises (LBE) to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including WSIP, WasteWater, and Power. Services include, but are not limited to: (i) conduction outreach to local and regional contractors' to create partnerships between primes and certified LBEs thus</p> <p>increasing the number of qualified firms and teams bidding on projects; (ii) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; (iii) education non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; (iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; (v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and (vi) assisting with training and development of labor relations staff.</p>	Modification	01/01/16
4043-04/05	General Services Agency	<p>Current Approved Amount</p> <p>\$4,800,000</p> <p>Increase Amount Requested</p> <p>\$800,000</p> <p>New Total Amount Requested</p> <p>\$5,600,000</p>	<p>Modification would allow the City to maintain current Court Management System (CMS, which uses obsolete technology) while its replacement system is being completed, adapt CMS to function as interim data spoke on JUSTIS Hub as the City's Criminal Justice departments migrate to the JUSTIS system; provide knowledge transfer to City staff on business practices related to criminal justice. JUSTIS system replaces the Legacy CMS for the DA, Public Defender, Superior Court, Adult Probation, Sheriff and Police.</p>	Modification	06/30/15
4038-11/12	Dept. of Technology	<p>Current Approved Amount</p> <p>\$518,045</p> <p>Increase Amount Requested</p> <p>\$2,000,000</p> <p>New Total Amount Requested</p> <p>\$2,518,045</p>	<p>Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is</p> <p>completed, Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital convertors to bridge the old and new equipment.</p>	Modification	9/30/13

**Speakers:**

Allison McGee, Juvenile Court spoke on PSC #4075-12/13.

Trinh Nguyen, Municipal Transportation Agency spoke on PSC #4079-12/13.

Ann Mannix and Alice Villagomez, San Francisco Police Department spoke on PSC #4140-07/08.

Shari Zinn, SEIU Local 1021; and Pauson Yun and Whitney Ramos, Public Utilities Commission, spoke on PSC #3040-11/12.

Pauson Yun and Iris Martin-Lopez, Public Utilities Commission spoke on PSC #4138-09/10.

Joan Lubamersky and Walter Calcagno, General Services Agency spoke on PSC #4043-04/05.

Jack Chin, Department of Technology, spoke on PSC #4038-11/12.

5:56 p.m.

**POSTING FOR**

03/04/2013

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4074-12/13	12	Juvenile Court	Regular	\$90,000	The San Francisco Juvenile Probation Department (JPD) seeks a vendor from licensed clinical laboratories to provide gas chromatography/mass spectrometry (GC/MS) confirmation services for positive client i-Cup urine and Reditest on-site oral swab drug and alcohol screening tests administered by JPD Probation Officers. Gas chromatography/mass spectrometry (GC/MS) is a method that combines the features of gas-liquid chromatography and mass spectrometry to identify different substances within a test sample. Applications of GC/MS include drug detection, fire investigation, environmental analysis, explosives investigation, and identification of unknown samples.	3/1/2013 - 2/28/2016
4075-12/13	12	Juvenile Court	Regular	\$450,000	Contractor will provide electronic monitoring services and necessary equipment for eligible JPD youth. Service will allow the department to track youth released to the program in lieu of detention.	7/1/2013 - 6/30/2016
4076-12/13	28	Art Commission	Regular	\$400,000	Conservation, restoration, cleaning and repair of miscellaneous artworks in the city's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the city's collection, and evaluating proposed artworks for durability and maintainability. Scope includes major conservation and restoration projects at Coit Tower and the McKinley Monument in Golden Gate Park.	3/1/2013 - 2/31/2016
4077-12/13	28	Art Commission	Regular	\$700,000	Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art, de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installation and de-installation of monumental artwork including Beniamino Bufano's "Peace Monument" located on Brotherhood Way, weighing over 145,000 pounds.	3/1/2013 - 2/31/2016
4078-12/13	40	Public Utilities Commission	Regular	\$3,500,000	To provide a large variety of specialized health, safety and regulatory training by trainers with many years of experience who are licensed by the State and/or certified as appropriate. The SFPUC does not have the resources or expertise to provide such training of various topics to employees in various geographic areas at various timeframe.	3/4/2013 - 2/31/2017
4079-12/13	68	Municipal Transportation Agency	Regular	\$5,000,000	The consultant and subcontractant(s) will provide specialized engineering and technical support during the rehabilitation and replacement of existing rail vehicles. Tasks will include, but not be limited to, quality control services and inspection, vehicle design analysis, vehicle engineering calculations, reliability safety, maintainability and mean distance between failure, vehicle acceptance and testing, warranty administration, competency gap analysis, independent price and cost analysis per FTA guidelines, independent audits for pre-award and post-delivery of FTA's Buy America requirements.	2/15/2013 - 2/15/2019

4076-12/13

PERSONAL SERVICES CONTRACT SUMMARY

ATE: December 7, 2012

DEPARTMENT NAME: San Francisco Arts Commission DEPARTMENT NUMBER 28

TYPE OF APPROVAL: [ ] EXPEDITED [x] REGULAR (OMIT POSTING ) [ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [ ] MODIFICATION (PSC# )

TYPE OF SERVICE: Conservation, restoration, cleaning and repair of public artworks in the city's collection; conservation consulting services.

FUNDING SOURCE: Art Enrichment Funds, General Fund, Grant Funds, Donations.

PSC AMOUNT: \$400,000 PSC DURATION: 3/1/2013 - 12/31/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Conservation, restoration, cleaning and repair of miscellaneous artworks in the city's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the city's collection, and evaluating proposed artworks for durability and maintainability. Scope includes major conservation and restoration projects at Coit Tower and the McKinlev Monument in Golden Gate Park.

B. Explain why this service is necessary and the consequences of denial:

The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103) and the city has over 4,000 art objects in its inventory. The services listed above are essential for the Arts Commission to execute its mandate. If approval is denied, the SFAC will be unable to fulfill its charter responsibility.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

The Arts Commission has historically contracted for these services on an as needed basis. Most recent CSC approval was granted under #4108-09/10

D. Will the contract(s) be renewed: Yes, dependent on need for services and funding availability.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 1021 Union Name Alli Cuyos Signature of person mailing/faxing form 12/7/12 Date
Local 21 Union Name Alli Cuyos Signature of person mailing/faxing form 12/7/12 Date

RFP sent to N/A Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires ability to provide full conservation and restoration services in the media of the conservator's specialization. Conservator must hold a degree from a recognized Conservation Program identified by the American Institute for Conservation and Cultural Properties (AIC) and must adhere to the AIC Code of Ethics and Guidelines of Practice. Must have a minimum of 5 years professional conservation experience specializing in objects conservation with direct experience with the media of the sculpture to be restored. Must carry fine arts insurance to cover loss or damage to artwork.

B. Which, if any, civil service class normally performs this work?

None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Contractor will provide lifts, ladders, crane, scaffolding, fencing, heated pressure washers and other specialty tools and equipment necessary for the conservation, restoration, cleaning and repair of works of art of varying sizes, including monumental sculptures.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Public Art Conservator is not a Civil Service classification, and there are no Civil Service classifications that have the training, expertise, or experience necessary for conserving public art, especially those artworks that are extremely large, heavy, fragile, and/or historic in nature. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork, should that occur.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. These services are of short duration and contracted for on an as needed basis.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees? • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Please see attached explanation	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell

252-4665

Print or Type Name

Telephone Number

25 Van Ness Ave, Suite 345  
San Francisco, CA 941102

Address

PERSONAL SERVICES CONTRACT SUMMARY  
December 7, 2012  
San Francisco Arts Commission

**EXPLANATION**

5. Additional Information

- F. Will the proposed work be completed by a contract that has a current personal services contact with your department? **YES**

The Arts Commission wishes to contract with multiple vendors for as needed conservation services for the Civic Art Collection. These vendors have been approved through a rigorous RFQ process completed in May 2012. Given that the Arts Commission has historically contracted for these services, and that there are a limited number of service providers located in the Bay Area, we will be working with contractors that have a current personal services contract with the Arts Commission. These current contracts are on the verge of either expiring or reaching their funding limit, and therefore new contracts need to be issued.

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN Dept. Code: ADM

Type of Request: [ ] Initial [X] Modification of an existing PSC (PSC # 4131 12/13)

Type of Approval: [ ] Expedited [X] Regular [ ] Omit Posting

Type of Service: Installation of Criminal Justice Software

Funding Source: General Fund
PSC Original Approved Amount: \$225,000 PSC Original Approved Duration: 04/01/13 - 12/31/13 (39 weeks 1 c
PSC Mod#1 Amount: \$172,900 PSC Mod#1 Duration: 01/01/14-06/30/15 (1 year 25 weeks)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$397,900 PSC Cumulative Duration Proposed: 2 years 12 weeks

1. Description of Work

A. Scope of Work:

The City is seeking to enhance the functions of its Case Management System in the District Attorney's Office with the implementation of three new modules related to Investigations, Juveniles and Discovery. Additionally they are seeking to upgrade their report writing capabilities and create a bi-directional interface with the City's criminal justice databases.

B. Explain why this service is necessary and the consequence of denial:

We need the services to link the JUSTIS project, a mandate from the City to replace the Court Management Systems. We need the additional modules to achieve greater efficiencies in assignments for investigators, link the Juvenile system to the JUSTIS system, and provide digital evidence effectively. If this request is denied, we will not be able to link to the JUSTIS project and will not have a way of communicating once the court management system is decommissioned. The City will not be able to effectively prosecute cases with the technology required in most cases especially where digital evidence is used.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Yes

D. Will the contract(s) be renewed? Unknown

2. Union Notification: On 06/11/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4131 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/21/2014

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Knowledge and experience modifying the software package being implemented and being an employee of the company that license the software.

B. Which, if any, civil service class(es) normally perform(s) this work?  
1054,1064,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
No

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:  
This work is sporadic.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No. Work is sporadic

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Training on use of software, 200 hours, 8132, 8173, 8146, 8147, 8177	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Court View (formerly Constellation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 06/11/14 BY:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94102



OFFICE OF THE  
CITY ADMINISTRATOR



Edwin M. Lee, Mayor  
Naomi M. Kelly, City Administrator

June 6, 2014

MEMORANDUM

TO: Civil Service Commission  
FROM: *Joan Lubamersky*  
Joan Lubamersky, Contract Coordinator  
SUBJ: PSC 4131-12/13 MOD Training Information

The vendor will train employees of the departments involved in the criminal justice system who will use the system as part of their work.

These are:

Number of hours and number of staff: 250 users, 200 hours

Classifications to be training are:

Paralegals, classes 8132 and 8173

Investigators, classes 8146 and 8147

Assistant District Attorneys class 8177

Please let me know if you have any questions.

Thank you.

**Receipt of Union Notification(s)**  
**◆ Local 21**

**Lubamersky, Joan (ADM)**

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**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Wednesday, June 11, 2014 1:20 PM  
**To:** Lubamersky, Joan (ADM); L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-  
PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 4131 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$172,900 for services for the period January 1, 2014 -- June 30, 2015. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/3367>

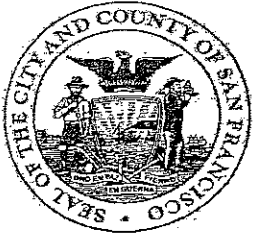
Email sent to the following addresses: L21PSCReview@ifpte21.org

**Additional Attachment(s) of Explanation**

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?  
If the service was provided via a PSC, provide the most  
recently approved PSC # and upload a copy of the PSC.**

PSC # 4131-12/13



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

4/13-12/13  
Initial

June 5, 2013

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4127-12/13 THROUGH 4132-12/13; 4086-09/10; 4004-12/13.**

KATE FAVETTI  
PRESIDENT

SCOTT R. HELDFOND  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

E. DENNIS NORMANDY  
COMMISSIONER

JENNIFER C. JOHNSTON  
EXECUTIVE OFFICER

At its meeting of June 3, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission:

- 1) Postponed PSC 4004-12/13 to the meeting of June 17, 2013, after Department notifies IFPTE Local 21.
- 2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

  
JENNIFER JOHNSTON FOR  
Executive Officer

### Attachment

Cc: Parveen Bopari, Municipal Transportation Agency  
Jeanne Buick, Department of Human Resources  
Micki Callahan, Human Resources Director  
Leorah Dang, Department of Human Resources  
Karen Henderson, Mayor's Office of Housing  
Lavena Holmes, Port  
Rebekah Krell, Arts Commission  
William Lee, Department of Emergency Management  
Pamela Levin, Department of Building Inspection  
Joan Lubamersky, General Services Agency  
Commission File  
Chron

**POSTING FOR**  
06/03/2013

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4127-12/13	19	Building Inspection	Regular	\$150,000	The Department of Building Inspection seeks assistance in developing and conducting a comprehensive fee study to ensure that all building fees and service charges are appropriate to cover the cost of providing the services. This fee study shall serve as the analytical and best-practice basis of decision-making for the Department of Building Inspection.	7/1/2013 - 6/30/2015
4128-12/13	25	Mayor	Regular	\$400,000	The Mayor's Office of Housing (MOH) needs qualified real estate brokers to market, sell and perform all real estate sales-related tasks for its limited equity program below market rate condominium units that were formerly owned by the San Francisco Redevelopment Agency and are now owned by MOH. It is the intention of MOH to create a list of pre-qualified brokers who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	9/1/2013 - 8/31/2018
4129-12/13	39	Port Commission	Regular	\$3,000,000	The Port will issue a Request for Qualifications to establish a pool of pre-qualified consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project planning, development, property management, maintenance, and maritime operations. Three as-needed consulting teams will assist Port staff by providing services in the areas of environmental characterization and compliance; air, water, and stormwater permitting and compliance; hazardous materials, hazardous waste, and solid waste management; technical support of Port Projects and Programs; lead and asbestos support; geographic information systems/information management systems support; Leadership in Energy and Environmental Design review and commissioning support; and climate change support. The consultants may work in conjunction with Port's technical staff or as part of a project team. See attach Scope of Services for this PSC.	8/15/2013 - 12/31/2017
4130-12/13	68	Municipal Transportation Agency	Regular	\$10,000,000	The consultant will provide engineering services for the San Francisco Municipal Transportation Agency (SFMTA) Capital Programs and Construction Division (CP&C) including design/review of Muni's special track work, design/review of overhead contact system work, and preparing special procurement documents for long lead items. The services will also cover specialized engineering work for Muni's new communications system, GPS-driven system, and systems integration. In addition, the scope of services will cover construction management support, including providing field survey and independent Special Inspections as required by the San Francisco Department of Building Inspection.	6/1/2013 - 6/1/2018
4131-12/13	70	General Services Agency	Regular	\$225,000	The City is seeking to enhance the functions of its Case Management System in the District Attorney's Office with the implementation of three new modules related to Investigations, Juveniles, and Discovery. Additionally they are seeking to upgrade their report writing capabilities and create a bi-directional interface with the City's criminal justice databases.	4/1/2013 - 12/31/2013

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4.8.13

DEPARTMENT NAME: General Services Agency - JUSTIS project DEPARTMENT NUMBER 70

TYPE OF APPROVAL: [ ] EXPEDITED [x] REGULAR (OMIT POSTING ) [ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [ ] MODIFICATION (PSC# )

TYPE OF SERVICE: Installation of Criminal Justice Software

FUNDING SOURCE: General Fund

PSC AMOUNT: \$225,000 PSC DURATION: 4.1.13 - 12.31.13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The City is seeking to enhance the functions of its Case Management System in the District Attorney's Office with the implementation of three new modules related to Investigations, Juveniles, and Discovery. Additionally they are seeking to upgrade their report writing capabilities and create a bi-directional interface with the City's criminal justice databases.

B. Explain why this service is necessary and the consequences of denial:

We need the services to link to the JUSTIS project, a mandate from the City to replace the Court Management System. We need the additional modules to achieve greater efficiencies in assignments for investigators, link the Juvenile system to the JUSTIS system, and provide digital evidence effectively. The office is working with other public safety departments to work in a "paperless" environment and our case management system is a core piece of the initiative. If it is denied, we will not be able to link to the JUSTIS project and will not have a way of communicating once the court management system is decommissioned. Our office will not be able to effectively prosecute cases with the technology required in most cases, especially where digital evidence is used.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): JUTIS has not received these services in the past.

D. Will the contract(s) be renewed: No.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

L21 Union Name

Signature of person mailing/faxing form

4/8/13 Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:  
Knowledge and experience using the modifying the software package being implemented and being an employee of the company that licenses the software.
- B. Which, if any, civil service class normally performs this work? Class 1054 IS Business Analyst Principal and 1064 IS Programmer Analyst Principal and some support classifications could perform some of this work.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
  
No.

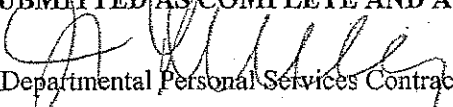
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:  
  
Contractor will be updating proprietary software licensed to the City by their company.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No  
This work is sporadic.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.<br/>Juvenile module: 80 hours of training to 50 staff<br/>Investigations: 64 hours of training to 35 staff<br/>Discovery: 40 hours of training to 30 staff</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Paralegals: 8132 and 8173, Investigators 8146 and 8147, Assistant District Attorneys 8177</li> </ul> |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

  
Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

Print or Type Name

554-4859

Telephone Number

One Carlton B. Goodlett Place Rm 362

San Francisco CA 94102

Address