



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

AGENDA Regular Meeting May 5, 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

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

7 JEFFERSON C. JOHNSTON
EXECUTIVE OFFICER

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 and the web address is 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 (4th) 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, 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/.

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: sotf@sfgov.org, or on the City's website at 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
May 5, 2014
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Douglas S. Chan
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 April 21, 2014

Recommendation: Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

Updates on ongoing business.

Other reports.

(6) 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.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0091-14-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43766 - 13/14	AIRPORT COMMISSION	\$800,000	Consultant will assist in the development of a Safety Management System (SMS) compliant with Federal Aviation Administration (FAA) Circular, Code of Federal Regulations Title 14 Part 139 and International Civil Aviation Organization (ICAO) guidelines. SMS is the formal, business approach to managing safety risk, which includes a systemic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures. Consultant will research and develop reports comparing existing San Francisco Airport (SFO) safety methods to industry best practices and regulatory requirements. Consultant will recommend and evaluate the performance of additional consultants, and develop an implementation plan, identifying the progression of SMS activities and recommend use of SFO staff and resources to operate the SMS.	Regular	12/31/2020
42508 - 13/14	PUBLIC HEALTH	\$270,000	This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce environmental hazards from excess traffic and improve transportation options.	Regular	6/30/2017
42995 - 13/14	PUBLIC HEALTH	\$3,000,000	Deployment of proprietary clinical documentation/International Statistical Classification of Diseases (ICD)-10 (10th revision) solutions, in order to meet the nationally mandated conversion to ICD-10 standard. Various vendor provided solutions will integrate within existing Electronic Medical Record systems in order to facilitate physician documentation, improve compliance and ensure appropriate reimbursement.	Regular	3/30/2019
45752 - 13/14	PUBLIC UTILITIES COMMISSION	\$2,000,000	The following will be provided to various San Francisco Public Utilities Commission (SFPUC) divisions/entities: General and position specific Incident Command System (ICS) training under National Incident Management System (NIMS), Table Top Training Exercises semi-annually, Full Functional Training Exercises bi-annually, Preparation of Summary of Training and Comments (After Action Reports), Revise/Update Emergency Operating Procedures and Field Operations Guides as necessary, assistance with the development of an alternative emergency drinking water plan, and general project management.	Regular	6/30/2018

48552 - 13/14	RECREATION AND PARK COMMISSION	\$838,000	(i) Design Development Documents in sufficient detail and completeness to show and describe among other things, the size and character of the Improvements as to the architectural, structural, mechanical and electrical systems and materials. (ii) Preliminary (50%) Construction Documents, which shall generally include (a) site plans at appropriate scale showing the building, streets, walks, and other open spaces, with all land uses designated and all site development details and bounding streets, and points of vehicular and pedestrian access shown, (b) all building plans and elevations at appropriate scale, (c) building sections showing all typical cross sections at appropriate scale, floor plans, (e) preliminary tenant improvement plans, if applicable, (f) plans for public access areas, (g) outline specifications for materials, finishes and methods of construction, (h) exterior signage and exterior lighting plans, (i) material and color samples, and (j) roof plans showing all mechanical and other equipment.	Regular	3/1/2019
4055 - 10/11	PORT	Current Approved Amount \$1,200,000 Increase Amount Requested \$ 1,409,396 New Total Amount Requested \$ 2,609,396	See attached 'Scope of Services and Project Summary.'	Modification	12/31/2017
4127-09/10	PUBLIC HEALTH	Current Approved Amount \$265,000 Increase Amount Requested \$ 350,000 New Total Amount Requested \$615,000	This modification will extend the PSC in order to cover the initial term of services that will be awarded as a result of the planned Requests for Proposals (RFPs). Approval is requested for five years, since the need for these as-needed, intermittent services is expected to continue and the Department expects funding to continue to be available. Contractors providing services under this PSC provide services to unique populations, including the many Tom Waddell Health Clinic patients who are often homeless, inmates of the County jail who may need services within the jails on-site, and residents of Laguna Honda Hospital requiring as-needed podiatry services who often are disabled and/or elderly.	Modification	6/30/2021
48796 - 13/14	SHERIFF	Current Approved Amount \$400,000 Increase Amount Requested \$1,600,000 New Total Amount Requested \$ 2,000,000	Services are needed to provide electronic home detention services and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.	Modification	3/31/2019

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

- (8) **Recommendation to Adopt the Proposed Revisions to Civil Service Rule 414.37.7 (Exempt Appointments Pursuant to Charter Section 8A.104) – Affecting Employees in Managerial Classification/Positions at the Municipal Transportation Agency. (File No. 0074-14-5) – Action Item**

April 7, 2014: Adopted the Executive Officer's report; directed the Executive Officer to post the proposed revisions to Civil Service Rule 414.37.7 for adoption as required under the Charter and Civil Service Rules, and to meet and discuss the proposed revisions with the Municipal Executives' Association and any other interested stakeholders. (Vote 5 to 0)

Recommendation: Accept the Executive Officer's staff report; adopt the recommended amendments to Civil Service Rule 414.37.7.

- (9) **Report on the Implementation of the Fire Pilot Program under Civil Service Rule 311.10.1, Pilot Program – Release of Rating Keys; and Proposed Amendment to Extend Fire Pilot Program under Civil Service Rule 311.10.1 to March 19, 2015, Affecting Uniformed Members of the San Francisco Fire Department. (File No. 0094-14-5) – Action Item**

Recommendation: Adopt the Department of Human Resources' staff report. Direct the Executive Officer to post the proposed revisions to Civil Service Rule 311.10.1 to extend the Fire Pilot Program to March 19, 2015, as required under the Charter and Civil Service Rules; and to meet and discuss the proposed revisions with any interested stakeholders.

- (10) **Appeal by Mandana Siyadat of the Human Resources Director's Determination that there was Insufficient Evidence to Sustain Her Allegation of Harassment/Hostile Work Environment Due to Her Gender and National Origin, EEO File No. 1652. (File No. 0028-14-6) – Action Item**

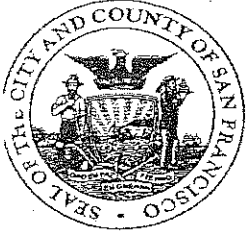
Recommendation: Adopt the appeal; deny the appeal of Mandana Siyadat.

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

- (12) **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

MINUTES
Regular Meeting
April 21, 2014

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

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Present (Not Present for Item #s 1 through 6)
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina M. Roccanova	Present

President Scott R. Heldfond 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 April 7, 2014

Action: Adopted the minutes. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

Jennifer Johnston, Executive Officer, announced one change to the agenda: the appellant on Item #12 (Appeal by Elizabeth Angelini of the Administration of the 8165 Worker's Compensation Supervisor I Position-Based Test) has requested to withdraw her appeal.

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 3

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

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Jennifer Johnston, Executive Officer, updated the Civil Service Commission on her budget discussions with the Mayor's Office, and indicated that the Commission's budget request will be forwarded to the Board of Supervisors for review in June.

RATIFICATION AGENDA

**0080-14-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40541-13/14	Airport Commission	\$200,000	This request is to complete the remaining portions of the Airport's Closed-Circuit Television (CCTV) Security System Enhancements project which began in 2011. The project will integrate the existing security video management system (VMS) with a new event management system (EMS). The Contractor will implement and integrate these new software systems within the Airport's existing network structure. Integrator must be familiar with the Airport's existing software and hardware systems supporting aviation security requirements and be able to provide technical services after implementation and acceptance of new system if needed.	Regular	4/20/2015
45651-13/14	Controller	\$17,000,000	Perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments/funds; perform other required compliance audits of grants, projects, and funds of other City departments; performs actuarial studies of the City's General liability and Workers Compensation reserves; and perform additional audit procedures. See additional attachment for a list of departments/funds.	Regular	5/31/2023
47569-13/14	Controller	\$1,200,000	The City and County of San Francisco (City) seeks a vendor to provide installation, configuration and implementation of services for the Oracle Identity Management (IM) solution. IM will provide public internet access from outside of the City's firewall to eMerge PeopleSoft. It includes account management provisioning from PeopleSoft, identity validation, self-service password resets, delegated administration to departments, single sign-on, an anti-fraud engine, a Lightweight Directory Access Protocol (LDAP) standards-compliant directory to host identities of non-active City employees, and audit tools.	Regular	5/1/2016
48070-13/14	Public Health	\$6,504,869	Represent eligible clients who are uninsured, underinsured, or at risk of losing insurance to pursue or maintain Supplemental Security Income/ Supplemental Disability Income/ Cash Assistance for Immigrants (SSI/SSDI/CAP) income and corresponding Medi-Cal/ Medicare coverage, thus providing them with improved access to healthcare and the financial means to stabilize their living situation. Legal assistance to client in moving disabled residents on to SSI and SSDI benefits by providing specialized SSI consultative and advocacy services and Human Immunodeficiency Virus (HIV) Health Services benefits counseling.	Regular	6/30/2018

42815-13/14	General Services Agency – Public Works	\$700,000	Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) for the Rehabilitation and Detention Facility (RDF) project. The RDF project aims to replace County Jails #3 and #4 (828 beds), currently located on the 6 th and 7 th floors at the Hall of Justice (HOJ) building at 850 Bryant Street, by constructing a new multi-story facility (640 beds) on an adjacent site. Consultants will prepare a variety of technical reports including aesthetics/visual, air quality, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support the environmental analysis.	Regular	11/1/2016
44350-13/14	Mayor	\$500,000	The Mayor's Office of Housing and Community Development (MOHCD) of the City and County of San Francisco is seeking proposals from qualified consultants to provide a range of environmental services related to the acquisition of land for the development of affordable housing. The funds to be used for potential acquisition are subject to regulation by 24 Code of Federal Regulations (CFR) Part 85. The services may include one or more of the following: Environmental Site Assessments (ESAs) Phase I, II and III; Soil, air and groundwater testing and reporting to evaluate human health risk related to chemical contamination in any or all media; and seismic studies.	Regular	6/30/2017
4025-09/10	Airport Commission	Current Approved Amount \$3,500,000 Increase Amount Requested \$5,300,000 New Total Amount Requested \$8,800,000	Airport consulting services for: air traffic forecasting; finance, market, and economic analysis; maximization of federal assistance programs; negotiation of lease and use agreements; utilization of passenger facility charges (PFCs); assessment of Airport parking, air cargo, and airline passenger rates and charges; bond feasibility reports; Airport economic impact studies; assessment of advanced technologies to improve safety and landing capacity; and development of new airline routes. Analysis of options for hotel development on Airport property, and financial and capital planning.	Modification	8/31/2019

Speakers:

Lisa Randall and Norman Del Prado, San Francisco International Airport, spoke on PSC #40541-13/14.

Debbie Gordon and Mary Hom, Controller's Office, spoke on PSC #45651-13/14.

Luciana Garcia and Annette Quiett, Department of Public Health, spoke on PSC #48070-13/14.

Jumoke Akin-Taylor, General Services Agency – Public Works, spoke on 42815-13/14.

Action:

- 1) Approved PSC #40541-13/14, with the amendment that the contract clearly states that the training has already occurred and has been completed for the project. (Vote of 5 to 0)
- 2) Approved PSC #45651-13/14, but for an initial term of five years only, with an option to extend. (Vote of 5 to 0)
- 3) Continued consideration of PSC #48070-13/14 until the proper bargaining representative has received notice. (Vote of 5 to 0)
- 4) Approved PSC # 42815-13/14. (Vote of 5 to 0)
- 5) Approved the request for all remaining PSCs (PSC numbers 47569-13/14, 44350-13/14 and 4025-09/10). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

CONSENT AGENDA

0078-14-3 Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2014-2015. (Item No. 8)

Speakers: Rich David, Department of Human Resources

Action: Adopted the staff report; certified to the Board of Supervisors the highest prevailing wage rate in effect on April 15, 2014 for Acute Care Nursing Classifications in the six Bay Area counties.
(Vote of 5 to 0)

REGULAR AGENDA

0059-14-5 Recommendation to Adopt the Proposed Civil Service Commission Policy on Future Employment Restrictions. (Item No. 9)

March 17, 2014: Adopted the Executive's Officer's report; directed the Executive Officer to post the proposed policy on future employment restrictions to meet and discuss the proposed policy with any interested stakeholders. (Vote of 4 to 0)

Speakers: Jennifer Johnston, Executive Officer

Action: Adopted the Executive Officer's report; adopted the proposed Civil Service Commission policy on Future Employment Restrictions, to be effective immediately. (Vote of 5 to 0)

0059-14-5 Recommendation to Adopt the Amendments to Civil Service Series Rule 022, Request to Remove Department Ban. (Item No. 10)

March 17, 2014: Directed the Executive Officer to post the proposed amendments to Civil Service Rule Series 022 for adoption as required under the Charter and Civil Service Rules, and to meet and discuss the proposed revisions with affected labor union(s) and other interested stakeholders. (Vote of 4 to 0)

Speakers: Jennifer Johnston, Executive Officer

Action: Adopted the Executive Officer's report; adopted the Amendments to Civil Service Series Rule 022, Request to Remove Non-Permanent Ban. (Vote of 5 to 0)

0056-14-5 Recommendation to Adopt the Amendments to Civil Service Rule 411A, Position-Based Testing Program for Services-Critical Classifications/Positions at the Municipal Transportation Agency. (Item No. 11)

March 17, 2014: Accepted the Executive Officer's report and granted the Municipal Transportation Agency's request to make permanent Civil Service Rule 411A as recommended, with following additional revisions: 1) that for the first three-year period during which the Department of Human Resources will be reviewing the operation of the Position-Based Testing Program at the Municipal Transportation Agency under Civil Service Rule 411A, the reporting requirement will continue as is (quarterly) and the maximum duration of the eligible list will remain two years; 2) after the three-year review period, following a report from the Department of Human Resources, the Commission will consider making the provisions of Civil Service Rule 411A fully consistent with Civil Service Rule 111A with respect to the reporting requirement and maximum eligible list duration.

Directed the Executive Officer to post the revised Civil Service Rule 411A (as amended) for adoption as required under the Charter and Civil Service Rules, and to meet and discuss the proposed revisions with affected labor union(s) and other interested stakeholders.
(Vote 4 to 0)

Speakers: Jennifer Johnston, Executive Officer

Action: Adopted the Executive Officer's report; adopted the Proposed Permanent Civil Service Rule 411A, Position-Based Testing Program for Service-Critical Classifications/Positions at the Municipal Transportation Agency. (Vote of 5 to 0)

0077-14-4 Appeal by Elizabeth Angelini of the Administration of the 8165 Worker's Compensation Supervisor I Position-Based Test. (Item No. 12)

Speakers: None.

Action: Accepted Elizabeth Angelini request to withdraw her appeal.
(Vote of 5 to 0)

CLOSED SESSION AGENDA

0279-13-4 Request for hearing by Sean Maurer of his Background Disqualification for a Q-2 Police Office Position with the San Francisco Police Department.
(Item No. 13)

a. Public comment on all matters pertaining to Agenda Item #13.

Speakers: None.

b. Vote on whether to hold Item #13 in Closed Session – Action Item.
Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b))

Speakers: None.

Action: The Commission voted to conduct Item #13 in Closed Session.
(Vote of 5 to 0)

c. Closed Session – Register # 0279-13-4, Appeal by Sean Maurer of his Background Disqualification for a Q-2 Police Office Position with the San Francisco Police Department.

The Closed Session started at 2:33p.m. in City Hall, Room 400. The following individuals were present:

Scott R. Heldfond, President, Civil Service Commission
E. Dennis Normandy, Vice President, Civil Service Commission
Kate Favetti, Commissioner, Civil Service Commission
Gina Roccanova, Commissioner, Civil Service Commission
Douglas S. Chan, Commissioner, Civil Service Commission
Donna Kotake, Department of Human Resources
Paul Zarefsky, Deputy City Attorney
Jennifer Johnston, Executive Officer, Civil Service Commission
Sandra Eng, Civil Service Commission
Jennifer Bushman, Civil Service Commission
Sergeant Walter Ware, San Francisco Police Department

Action: Adopted the staff report; denied the appeal by Sean Maurer.
(Vote of 5 to 0) Sean Maurer failed to appear.

The Closed Session ended at 2:36 p.m.

- d. Reconvened in Open Session at 2:37 p.m. Vote to elect whether to disclose any or all discussions held on Item #13 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item

Speakers: None.

Action: The Commission voted to disclose its vote on the appeal, but not to disclose its Closed Session discussions on the item. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

Vice President Normandy requested that Commission staff strengthen the language used in the Notice of Meeting, to ensure that appellants are aware of the Commissioners' commitment to thoroughly reviewing all appeals and reviewing the material in a serious manner. Commissioner Roccanova also suggested amending the Notice of Meeting to state, "It is *important* that you and/or a representative attend..." rather than, "it is *recommended* you and/or a representative attend..." Jennifer Johnston, Executive Officer, agreed to so amend the Notice of Meetings and also committed to contacting appellants by phone in advance of each meeting to confirm attendance.

Commissioner Favetti, along with the other Commissioners, thanked Deputy City Attorney Paul Zarefsky for his services as the Commission's counsel. Mr. Zarefsky indicated that Julia Friedlander will be the new Deputy City Attorney assigned to the Commission, beginning with the next Commission meeting of May 5, 2014; however, Mr. Zarefsky will remain the Commission's back-up counsel as needed.

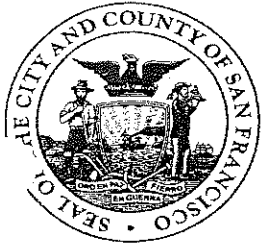
ADJOURNMENT (Item No. 15)

The meeting adjourned at 2:41 p.m.

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

April 24, 2014

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 43766-13/14; 42508-13/14; 42995-13/14; 45752-13/14; 48552-13/14; 4055-10/11; 4127-09/10; AND 48796-13/14.

The above matter will be considered by the Civil Service Commission at a meeting to be held on May 5, 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: Cynthia Avakian, Airport Commission
Henry Gong, San Francisco Sheriff's Department
Jacquie Hale, Department of Public Health
Lavena Holmes, San Francisco Port Commission
Shamica Jackson, Public Utilities Commission
Stacey Lo, Public Utilities Commission
Sean McFadden, Recreation & Park Department
Bree Mawhorter, San Francisco Sheriff's Department
Commission File
Commissioners' Binder
Chron

THIS DOCUMENT SUPPORTS
CALENDAR ITEM ... 3



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: May 5, 2014
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director
From: Cynthia Avakian, AIR
Jacquie Hale, DPH
Shamica Jackson/Stacey Lo, PUC
Sean McFadden, REC
Lavena Holmes, PRT
Bree Mawhorter/Henry Gong, SHF

Subject: Personal Services Contracts Approval Request

This report contain eight (8) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

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
\$10,267,396	\$6,784,978	\$651,848,131

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 7

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Airport Commission
Contracts Administration Unit
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(650) 821-2014

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Table of Contents
PSC Submissions

Regular PSCs	Department	Page
43766-13/14	Airport Commission	1
42508-13/14	Public Health	33
42995-13/14	Public Health	79
45752-13/14	Public Utilities Commission	83
48552-13/14	Recreation & Park Commission	93
 Modification PSCs		
4055-10/11	Port	105
4127-09/10	Public Health	139
48796-13/14	Sheriff	151

POSTING FOR

May 5, 2014

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR**Commission Hearing Date**

2014-05-05

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
43766 - 13/14	AIRPORT COMMISSION	\$800,000.00	Consultant will assist in the development of a Safety Management System (SMS) compliant with Federal Aviation Administration (FAA) Circular, Code of Federal Regulations Title 14 Part 139 and International Civil Aviation Organization (ICAO) guidelines. SMS is the formal, business approach to managing safety risk, which includes a systemic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures. Consultant will research and develop reports comparing existing San Francisco Airport (SFO) safety methods to industry best practices and regulatory requirements. Consultant will recommend and evaluate the performance of additional consultants, and develop an implementation plan, identifying the progression of SMS activities and recommend use of SFO staff and resources to operate the SMS.	May 5, 2014	December 31, 2020
42508 - 13/14	PUBLIC HEALTH	\$270,000.00	This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce environmental hazards from excess traffic and improve transportation options.	July 1, 2014	June 30, 2017
42995 - 13/14	PUBLIC HEALTH	\$3,000,000.00	Deployment of proprietary clinical documentation/International Statistical Classification of Diseases (ICD)-10 (10th revision) solutions, in order to meet the nationally mandated conversion to ICD-10 standard. Various vendor provided solutions will integrate within existing Electronic Medical Record systems in order to facilitate physician documentation, improve compliance and ensure appropriate reimbursement.	April 1, 2014	March 30, 2019
45752 - 13/14	PUBLIC UTILITIES COMMISSION	\$2,000,000.00	The following will be provided to various San Francisco Public Utilities Commission (SFPUC) divisions/entities: General and position specific Incident Command System (ICS) training under National Incident Management System (NIMS), Table Top Training Exercises semi-annually, Full Functional Training Exercises bi-annually, Preparation of Summary of Training and Comments (After Action Reports), Revise/Update Emergency Operating Procedures and Field Operations Guides as necessary, assistance with the development of an alternative emergency drinking water plan, and general project management.	June 2, 2014	June 30, 2018
48552 - 13/14	RECREATION AND PARK COMMISSION	\$838,000.00	(i) Design Development Documents in sufficient detail and completeness to show and describe among other things, the size and character of the Improvements as to the architectural, structural, mechanical and electrical systems and materials. (ii) Preliminary (50%) Construction Documents, which shall generally include (a) site plans at appropriate scale showing the building, streets, walks, and other open spaces, with all land uses designated and all site development details and bounding streets, and points of vehicular and pedestrian access shown, (b) all building plans and elevations at appropriate scale, (c) building sections showing all typical cross sections at appropriate scale, floor plans, (e) preliminary tenant improvement plans, if applicable, (f) plans for public access areas, (g) outline specifications for materials, finishes and methods of construction, (h) exterior signage and exterior lighting plans, (i) material and color samples, and (j) roof plans showing all mechanical and other equipment.	March 15, 2014	March 1, 2019

TOTAL AMOUNT \$6,908,000

Posting For May 5, 2014

Proposed Modifications to Personal Services Contracts

Node: Updated date

now -1 day

Title	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4055 10/11 - MODIFICATIONS	PORT -- PRT	\$1,409,396	\$2,609,396	See attached 'Scope of Services and Project Summary.'	12/31/2014	12/31/2017	REGULAR
4127-09/10 - MODIFICATIONS	PUBLIC HEALTH -- DPH	\$350,000	\$615,000	This modification will extend the PSC in order to cover the initial term of services that will be awarded as a result of the planned Requests for Proposals (RFPs). Approval is requested for five years, since the need for these as-needed, intermittent services is expected to continue and the Department expects funding to continue to be available. Contractors providing services under this PSC provide services to unique populations, including the many Tom Waddell Health Clinic patients who are often homeless, inmates of the County jail who may need services within the jails on-site, and residents of Laguna Honda Hospital requiring as-needed podiatry services who often are disabled and/or elderly.	07/01/2014	06/30/2021	REGULAR
48796 - 13/14 - MODIFICATIONS	SHERIFF -- SHF	\$1,600,000	\$2,000,000	Services are needed to provide electronic home detention services and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.	04/01/2014	03/31/2019	REGULAR

TOTAL AMOUNT \$3,359,396

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR Dept. Code: AIR

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

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

Type of Service: Safety Management System Consulting Services

Funding Source: Airport Operating Funds PSC Duration: 6 years 34 weeks
PSC Amount: \$800,000 PSC Est. Start Date: 05/05/2014 PSC Est. End Date: 12/31/2020

1. Description of Work

A. Scope of Work:

Consultant will assist in the development of a Safety Management System (SMS) compliant with Federal Aviation Administration (FAA) Circular, Code of Federal Regulations Title 14 Part 139 and International Civil Aviation Organization (ICAO) guidelines. SMS is the formal, business approach to managing safety risk, which includes a systemic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures. Consultant will research and develop reports comparing existing San Francisco Airport (SFO) safety methods to industry best practices and regulatory requirements. Consultant will recommend and evaluate the performance of additional consultants, and develop an implementation plan, identifying the progression of SMS activities and recommend use of SFO staff and resources to operate the SMS.

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

In July 2012, the FAA released a draft SMS requirement, with plans to finalize the requirement in early 2014. Under the SMS requirement, in order to retain an FAA Airport Operating Certificate to conduct commercial air carrier services, airports must incorporate SMS into daily business operations. The first group of airports required to implement SMS will be large hub airports, including SFO. SMS will improve safety culture at SFO. If denied, SFO will be vulnerable for failure to comply with FAA SMS mandate, resulting in the inability to conduct commercial air carrier service and lost revenue. Additionally, without development of an SMS, staff will not be able to respond adequately to the Airports renewed focus on safety.

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 service.

D. Will the contract(s) be renewed? If there continues to be a need for such services.

2. Union Notification: On 02/07/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous, Municipal Executive Association,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43766 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The skills required to perform research and comparison studies on SMS include specific expertise with and knowledge of FAA SMS pilot studies and international SMS standards. The consultant will also need expertise in Airport Operations and Airfield Management, aviation safety programs and US aviation sector SMS best practices. Additional knowledge of SMS implementation in other industries such as the nuclear, petrochemical and manufacturing sectors is also desirable.

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

0923,9220,0933,0941,0943,

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:

Existing civil service classifications do not have the required experience with FAA-sponsored SMS pilot programs. The SMS program may be undergoing changes as the FAA finalizes its rule-making, and the services of a Consultant with the technical expertise in SMS standards will be required to efficiently integrate the standards and any changes into the Airport's overall SMS plan, and to evaluate any follow-on work that is undertaken.

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

No, services are intermittent and nature and will not be needed after the development and implementation of SMS.

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 04/10/2014 BY:

Name: Cynthia Avakian

Phone: 650-821-2014

Email: cynthia.avakian@flsfo.com

Address: P.O. Box 8079

San Francisco, CA 94128

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local MEA**

Cynthia Avakian

From: dhr-psccordinator@sfgov.org
Sent: Friday, February 07, 2014 5:22 PM
To: Cynthia Avakian; david.canham@seiu1021.org; joe.tanner@seiu1021.net; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; camaguey@sfmea.com; staff@sfmea.com; Christina Chiong; Richard Isen; DHR-PSCCoordinator
Subject: Receipt of Notice for new PCS over \$100K PSC # 43766 - 13/14

RECEIPT for Union Notification for PSC 43766 - 13/14 more than \$100k

The AIRPORT COMMISSION – AIR has submitted a request for a Personal Services Contract (PSC) 43766 - 13/14 for \$800,000 for Initial Request services for the period 05/05/2014 – 12/31/2020. 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/1294> 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

**PSC 43766-13/14, Safety Management System Consulting Services
5 Year Term Justification**

The anticipated contract term will be three years with two one-year options to extend. The actual start date is unknown and will depend on the Federal Aviation Administration's (FAA) release of a finalized Safety Management System requirement, slated for early 2014. The Consultant will need time to incorporate the final FAA rulings into the SMS plan, and to evaluate the work that will be done as a result of any findings.

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Additional Attachment(s) of Explanation

◇ Section 1. Description of Work

1A. Scope of Work

- ◆ Code of Federal Regulations Title 14 Part 139
- ◆ International Civil Aviation Organization Guidelines

U.S. Department
of Transportation

Federal Aviation
Administration

Advisory Circular

Subject: INTRODUCTION TO SAFETY MANAGEMENT SYSTEMS (SMS) FOR AIRPORT OPERATORS **Date:** February 28, 2007 **AC No:** AC 150/5200-37
Initiated by: AAS-300 **Change:**

1. PURPOSE. This Advisory Circular (AC) introduces the concept of a safety management system (SMS) for airport operators.

BACKGROUND. The application of a systematic, proactive, and well-defined safety program (as is inherent in a SMS) allows an organization producing a product or service to strike a realistic and efficient balance between safety and production. The forecast growth in air transportation will require new measures and a greater effort from all aviation producers—including airport operators—in order to achieve a continuing improvement in the level of aviation safety. The use of SMS at airports can contribute to this effort by increasing the likelihood that airport operators will detect and correct safety problems before those problems result in an aircraft accident or incident. In November 2005, the International Civil Aviation Organization (ICAO) amended Annex 14, Volume I (Airport Design and Operations) to require member States to have certificated international airports establish an SMS. The FAA supports harmonization of international standards, and has worked to make U.S. aviation safety regulations consistent with ICAO standards and recommended practices. The agency intends to implement the use of SMS at U.S. airports to meet the intent of the ICAO standard in a way that complements existing airport safety regulations in 14 CFR Part 139.

The following actions are being taken in conjunction with the implementation of SMS at commercial airports in the United States:

Rulemaking. The FAA has opened a rulemaking project to consider a formal requirement for SMS at certificated airports. In the United States, about 570 airports are certificated under 14 CFR Part 139, *Certification of Airports*. The agency anticipates issuing a notice of proposed rulemaking (NPRM) for public comment in 2008. A decision on a final rule will not be made until the agency has considered all of the public and industry comments received on the NPRM. We will also take into account the experience of airports that have already implemented an SMS. In any decision to issue a final rule to have airport operators implement SMS, the FAA would:

- Consider the benefits and costs of the rule and tailor the rule to impose the minimum burden and costs necessary for effective implementation
- Consider whether the requirement should apply to all certificated airports or only to airports above a certain activity level

- Consider, for airports subject to an SMS requirement, how SMS program elements would apply to airports of different sizes and resource
- Acknowledge the existing requirements of 14 CFR Part 139 and avoid duplication of safety programs
- Consider the appropriate degree of FAA oversight of individual SMS plans by FAA airport certification safety inspectors
- Review SMS training needs for FAA employees and airport operators

Airport Improvement Program (AIP) grant eligibility. The FAA has determined that contract costs incurred for development of an initial SMS at an airport are eligible for AIP planning grant funds.

Additional guidance on SMS at airports. If a regulation on SMS is adopted the FAA will update the SMS Advisory Circular and issue additional guidance as necessary for its implementation, including a detailed checklist and possibly a model SMS plan document.

In addition, two projects have been approved for funding under the Airport Cooperative Research Program (ACRP) administered by the Transportation Research Board that will provide further guidance on SMS implementation by airport operators. First, the Mitre Corporation has received an ACRP grant to produce a white paper on SMS with a description of its general benefits, the ICAO requirement, and how SMS could be used at airports in the U.S. The white paper should be published in May 2007. Second, ACRP has approved a grant project for development of an SMS user guidebook for airport operators with detailed practical guidance on the implementation of an airport SMS. Completion of the project is expected by September 2008.

SMS will also be added to the agenda in the FAA's Airport Safety and Operations Schools (ASOS), which is offered several times each year.

2. APPLICATION. The material contained in this AC is applicable for use at all civil airports, when adapted to the size, activity level, staff level, and resources of each airport. A safety management system can be integrated into all aspects of airport operations, business and management practices. This includes consideration of work performed by all direct contractors.

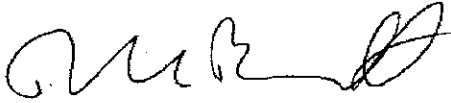
3. COMMENTS OR SUGGESTIONS for improvements to this AC should be sent to:

Manager, Airport Safety and Operations Division
Federal Aviation Administration
ATTN: AAS-300
800 Independence Avenue, S.W.
Washington, DC 20591

February 28, 2007

AC 150/5200-37

4. **COPIES OF THIS AC.** The Office of Airport Safety and Standards makes ACs available to the public through the Internet. These ACs may be found through the FAA home page (www.faa.gov). A printed copy of this AC and other ACs can be ordered from the U.S. Department of Transportation, Subsequent Distribution Office, Ardmore East Business Center, 3341 Q 75th Avenue, Landover, MD 20785.



DAVID L. BENNETT
Director of Airport Safety and Standards

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TABLE OF CONTENTS

CHAPTER 1: GENERAL INFORMATION..... 1

 1.1. PURPOSE..... 1

 1.2. DEFINITIONS..... 1

 1.3. SAFETY CULTURE..... 2

CHAPTER 2: ELEMENTS OF A SAFETY MANAGEMENT SYSTEM 3

 2.1. GENERAL..... 3

 2.2. SAFETY POLICY AND OBJECTIVES..... 3

 2.2.1 Safety Policy..... 3

 2.2.2 Safety Objectives..... 3

 2.3. SAFETY RISK MANAGEMENT 5

 2.4. SAFETY ASSURANCE..... 6

 2.5. SAFETY PROMOTION..... 7

CHAPTER 3: SAFETY RISK MANAGEMENT (SRM) 9

 3.1. GENERAL..... 9

 3.2. SRM BACKGROUND INFORMATION..... 9

 3.3. THE FIVE PHASES OF SRM. 9

APPENDIX 1: EXAMPLE: APPLICATION OF SRM TO A SAFETY DURING CONSTRUCTION PLAN 15

LIST OF FIGURES

Figure 2 - 1. SMS Lifecycle Overview..... 5

Figure 3 - 1. Predictive Risk Matrix 12

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CHAPTER 1: GENERAL INFORMATION

1.1. PURPOSE.

This chapter provides general guidelines for Safety Management Systems (SMSs). The benefits of an SMS would apply to all activities at an airport. However, any action by the FAA to amend 14 CFR Part 139 to implement a requirement for an SMS would be limited to those areas subject to 14 CFR Part 139 regulation. Accordingly, the following general guidelines should not be taken as an indication of the content or scope of a possible future FAA rule relating to SMS.

1.2. DEFINITIONS.

Gap Analysis – Identification of existing safety components, compared to SMS program requirements. Gap analysis provides an airport operator an initial SMS development plan and roadmap for compliance.

Hazard – Any existing or potential condition that can lead to injury, illness, or death to people; damage to or loss of a system, equipment, or property; or damage to the environment. A hazard is a condition that is a prerequisite to an accident or incident.

Risk Assessment – Assessment of the system or component to compare the achieved risk level with the tolerable risk level.

Safety Assessment – A systematic, comprehensive evaluation of an implemented system.

Safety assurance – SMS process management functions that systematically provide confidence that organizational products/services meet or exceed safety requirements.

Safety Management System (SMS) – The formal, top-down business-like approach to managing safety risk. It includes systematic procedures, practices, and policies for the management of safety (including safety risk management, safety policy, safety assurance, and safety promotion).

Safety Policy – Defines the fundamental approach to managing safety that is to be adopted within an organization. Safety policy further defines the organization's commitment to safety and overall safety vision.

Safety promotion – A combination of safety culture, training, and data sharing activities that supports the implementation and operation of an SMS in an organization.

Safety risk – The composite of the likelihood (i.e., risk) of the potential effect of a hazard, and predicted severity of that effect. As an example, the possibility of an overshoot by an aircraft landing on an icy runway would be considered a safety risk of the hazard. The hazard is "icy runway" and the risk is "possibility of an overshoot."

Safety risk control – Anything that mitigates the safety risk of a hazard. Safety risk controls necessary to mitigate an unacceptable risk should be mandatory, measurable, and monitored for effectiveness.

Safety Risk Management (SRM) – A formal process within the SMS composed of describing the system, identifying the hazards, assessing the risk, analyzing the risk, and controlling the risk. The SRM process is embedded in the operational system; is not a separate/distinct process.

Severity – The consequence or impact of a hazard in terms of degree of loss or harm.

System(s) – An integrated set of elements that are combined in an operational or support environment to accomplish a defined objective. These elements include people, hardware, software, firmware, information, procedures, facilities, services and environment.

Top Management – The person or group of people who direct and control an organization. Sometimes it is also referred to as Senior Management.

1.3. SAFETY CULTURE.

Effective safety management requires more than establishing an appropriate organizational structure and establishing rules and procedures to be followed. It requires a commitment to safety on the part of senior management. The attitudes, decisions and methods of operation at the policy-making level demonstrate the priority given to safety.

A key indicator of management's commitment to safety is the adequacy of resources. Establishing a management structure, assigning responsibility and accountability, and allocating appropriate resources must be consistent with the organization's stated safety objectives.

In effective safety cultures, there are clear reporting lines, clearly defined duties and well understood procedures. Personnel fully understand their responsibilities and know what to report, to whom and when. Senior management reviews not only the financial performance of the organization but also its safety performance.

Safety culture, then, is both attitudinal and structural, relating to individuals and organizations. It concerns the requirement to not only perceive safety issues but also match them with appropriate action. Safety culture relates to such intangibles as personal attitudes and the style of the organization. It is therefore difficult to measure, especially when the principal criterion for measuring safety is the absence of accidents and incidents. Yet, personal attitudes and corporate style enable or facilitate the unsafe acts and conditions that are the precursors to accidents and incidents. Therefore, safety culture may affect systems safety either negatively or positively.

CHAPTER 2: ELEMENTS OF A SAFETY MANAGEMENT SYSTEM

2.1. GENERAL.

Effective safety management requires a systems approach to the development of safety policies, procedures and practices to allow the organization to achieve its safety objectives. Similar to other management functions, safety management requires planning, organizing, communicating and providing direction.

A SMS provides a proactive, systematic, and integrated method of managing safety for airport operators. Essential to a SMS are formal safety risk management procedures that provide risk analysis and assessment.

Generally accepted industry standards and International Civil Aviation Organization (ICAO) guidance describe Safety Management Systems in terms of four distinct elements. They include:

- Safety Policy and Objectives
- Safety Risk Management
- Safety Assurance
- Safety Promotion.

2.2. SAFETY POLICY AND OBJECTIVES.

2.2.1 Safety Policy.

Management's commitment to safety should be formally expressed in a statement of the organization's safety policy. This policy should reflect the organization's safety philosophy and become the establishment of the SMS. The safety policy outlines the methods and processes that the organization will use to achieve desired safety outcomes. A safety policy will be signed by Top Management and will typically contain the following attributes:

- The commitment of senior management to implement SMS
- A commitment to continual safety improvement
- The encouragement of employees to report safety issues without fear of reprisal
- A commitment to provide the necessary safety resources
- A commitment to make safety the highest priority

2.2.2 Safety Objectives.

SMS requires the support of senior management. SMS also requires that Top Management in the organization, one with the authority to adequately control resources, be assigned SMS

responsibilities. In addition to having a basic understanding of the SMS, effective decision-makers understand how to use SMS outputs as inputs to the SMS lifecycle as described in Figure 2-1. Executives and managers also understand when safety risk management is necessary, and when to elevate decisions and the supporting information to a higher level. Some key elements of accountability within an organization are:

- The organization's policy concerning responsibility and accountability, including written guidance regarding the safety authorities and responsibilities of all key personnel assigned to the airport
- Identification within the system of someone responsible for administration of the overall SMS. Often, that one responsible person will be the Safety Manager. This person reports to the highest level of management to assure appropriate consideration of all reports, recommendations, and issues
- At larger airports, operations may support the Safety Manager being a full-time permanent employee and in some cases having a support staff. Some airports may have an existing risk management office that could substantially meet SMS safety management requirements
- The responsibilities of the Safety Manager are clearly defined along with identified lines of communication within the organization
- Depending on the size and complexity of the airport's operation, it may be useful to establish a safety committee. The safety committee acts as a source of expertise for the Safety Manager and is chaired by the Safety Manager

How an organization arranges its method of conducting business and managing safety will influence its resilience to hazardous situations and its ability to reduce risks. To ensure responsible safety management, successful organizations follow a disciplined approach to documentation and information management.

The process of formal documentation clarifies the relationship of the SMS to other organizational functions and the integration of SMS activities. Further, the documentation process defines how SMS activities relate to the organization's operating policies. The contents of this documentation may be in the form of safety reporting records, surveys, hazard reporting forms, and risk analysis/mitigation processes. It is important that the organization maintain a record of the measures taken to fulfill the objectives of the SMS. These records may be required in the event of a formal investigation of an accident or serious incident and should be maintained in sufficient detail to ensure traceability of all significant safety-related decisions.

NOTE: *The Airport SMS should be distributed as necessary to educate and inform the airport staff. If the FAA adopts a rule to make a SMS mandatory at some or all certificated airports, SMS documentation related to 14 CFR Part 139 responsibilities would be incorporated into the Airport Certification Manual (ACM) or added as an appendix. As an appendix to the ACM, the Airport SMS, to the extent it relates to 14 CFR Part 139, would be subject to the same document control measures as any other part of the ACM.*

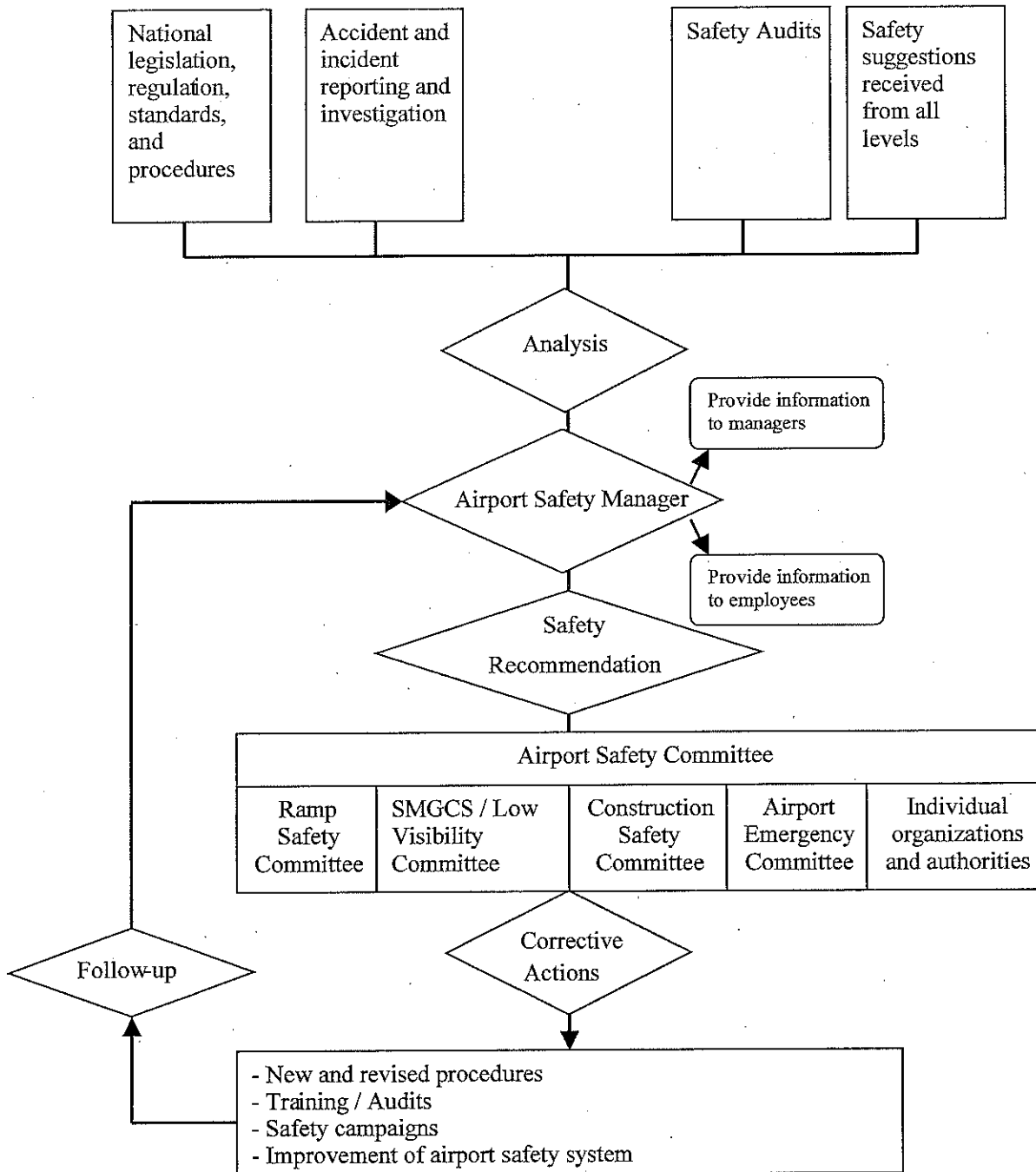


Figure 2 - 1. SMS Lifecycle Overview

2.3. SAFETY RISK MANAGEMENT

Safety Risk Management (SRM) is at the heart of any Safety Management System. It is through the SRM process that an organization identifies hazards, determines potential risks, and designs appropriate risk mitigation strategies. Safety Risk Management is discussed in Chapter 3.

2.4. SAFETY ASSURANCE

Safety Assurance includes self-auditing, external auditing, and safety oversight. Safety oversight can be achieved through auditing and surveillance practices, given the diverse activities at commercial airports. In addition to the airport operator's existing responsibilities for self-inspection and correction of discrepancies under 14 CFR Part 139, an effective airport SMS audit program should:

- Develop identified safety performance indicators and targets
- Monitor adherence to safety policy through self-auditing
- Allocate adequate resources for safety oversight
- Solicit input through a non-punitive safety reporting system
- Systematically review all available feedback from daily self-inspections, assessments, reports, safety risk analysis, and safety audits
- Communicate findings to staff and implement agreed-upon mitigation strategies (14 CFR Part 139 already requires this for actions covered by that regulation)
- Promote integration of a systems approach to safety into the overall operation of the airport

A systems approach to safety management addresses significant hazards and the possible risks these hazards may present to employees and the public. Individuals responsible for developing the SMS program should work with the persons that have direct responsibility for analyzing hazards, identifying control measures derived from that analysis, and ensuring those measures are effective. Similarly, individuals responsible for operations should have direct responsibility for the safety of those operations and should be given the resources to implement the necessary controls.

Feedback is necessary to assess how well the SMS is working. This is achieved through safety oversight, performance monitoring, and continuous improvement processes.

The SMS should include a visible non-punitive safety reporting system supported by management. The safety reporting system should permit feedback from personnel regarding hazards and safety-related concerns. The SMS should use this information to identify and address safety deficiencies. The safety reporting system may also identify and correct non-conformance to safety policy.

Safety auditing is a core safety management activity. Similar to financial audits, safety audits provide a means for systematically assessing how well the organization is meeting its safety objectives. Top Management may choose to have an external agency audit the system (e.g., by a consultant or another airport operator). The safety audit, together with other safety oversight activities, provides feedback to managers concerning the overall safety performance of the organization.

Safety performance monitoring validates the SMS, confirming the organization's safety objectives. Through regular review and evaluation, management can pursue continuous improvements in safety management and may revise safety objectives to ensure that the SMS remains effective and relevant to the organization's operation.

2.5. SAFETY PROMOTION

Safety Promotion includes:

- Training and education
- Safety communication
- Safety competency and continuous improvement

The Safety Manager provides current information and training relating to safety issues relevant to the specific operation of the airport. The provision of appropriate training to all staff, regardless of their level in the organization, is an indication of management's commitment to an effective SMS. Safety training and education should consist of the following:

- A documented process to identify training requirements
- A validation process that measures the effectiveness of training
- Initial (general safety) job-specific training
- Recurrent safety training
- Indoctrination/initial training incorporating SMS
- Training that includes human factors and organizational factors

Training requirements and activities should be documented for each area of activity within the organization. A training file should be developed for each employee, including management, to assist in identifying and tracking employee training requirements and verifying that the personnel have received the planned training. Any training program should be adapted to fit the needs and complexity of the airport in question. At certificated airports this is already being done for training required by 14 CFR Part 139.

The airport operator/safety manager should communicate safety goals and procedures to all employees. The safety management system should be visible in all aspects of the airport operation. Systems safety is a good business practice and should be promoted accordingly. The safety manager should communicate the health of the airport SMS program through bulletins, briefings and training. The safety manager should ensure that lessons learned from hazardous occurrence investigations and case history or experiences, both internally and from other organizations, are distributed widely. The communication should flow between the safety manager to the organization. Systems safety improvement will occur most efficiently if staff and

employees are actively encouraged to identify potential hazards and propose solutions. Some examples of organizational communication are:

- Safety seminars
- Safety letters, notices and bulletins
- Safety lessons-learned
- Bulletin boards, safety reporting drop boxes, and electronic reporting through web sites or email
- A method to exchange safety-related information with other airport operators through regional offices or professional organizations
- In the future, voluntary posting of safety-related information on an existing FAA web-based safety reporting system currently being used by air operators

As part of a continuous improvement process, the common element of many quality programs, the evolution of systems safety is dependent upon the SMS lifecycle. As hazards are identified, risks determined and mitigated through corrective actions, system improvements through training and revised policies and procedures, then follow-up begins the safety process over again. The diagram in Figure 2-1 gives a brief overview of how the SMS lifecycle might look at a large airport using tenant/operator safety committees.

CHAPTER 3: SAFETY RISK MANAGEMENT (SRM)

3.1. General.

SRM is a fundamental component of SMS. To be truly effective a SMS must have a formal risk assessment program that identifies and documents hazards on the airport. An SMS:

- determines associated risk(s)
- identifies the severity and probability of the occurring risk(s)
- develops mitigation strategies as appropriate
- applies, tracks, and monitors the mitigation strategy
- assesses and modifies strategies as necessary

A hazard is a condition, object or activity with the potential for causing damage, loss, or injury. A risk is the chance of loss or injury measured in terms of severity and probability.

3.2. SRM Background Information.

SRM is a systematic, explicit, and comprehensive approach for managing safety risk at all levels throughout the airport. A comprehensive SMS using SRM will develop layers of safety built upon the measures taken to mitigate risk. These layers are examples of implemented protective measures such as vehicle driver's training programs, marking and lighting standards and reflective vests. An unsafe event can occur when gaps occur in the system's protective layers. These gaps are not static and may appear unexpectedly. In order for an incident or accident to take place there is normally a succession of gaps in a system that will line up and enable an event to occur.

3.3. The Five Phases of SRM.

There are five phases to the SRM Process:

- Phase 1.** Describe the system
- Phase 2.** Identify the hazards
- Phase 3.** Determine the risk
- Phase 4.** Assess and analyze the risk
- Phase 5.** Treat the risk (i.e., mitigate, monitor and track)

Phase 1: Describe the system. When considering the environment of the airport system, consider all of the safety-related functions already outlined in the ACM. The existing safety

functions should steer the focus of the risk management analysis and will assist in determining potential mitigation strategies.

Phase 2: Identify Hazards. In this phase, hazards to the system (i.e., operation, equipment, people, and procedures) are identified in a systematic, disciplined way. There are many ways to do this, but all require at least four elements:

- Operational expertise
- Training in SMS, and if possible, hazard analysis techniques
- A simple, but well-defined, hazard analysis tool
- Adequate documentation of the process

The hazard identification effort should mirror the management structure and complexity of the airport in question. The airport manager at a small airport could conduct it alone, while it may be conducted by a committee or group at a larger airport. Regardless, the person or the group will require sufficient operations expertise, safety experience, and training to adequately conduct the assessment.

The hazard identification stage considers all the possible sources of system failure. Depending on the nature and size of the system under consideration, these should include:

- The equipment (example: construction equipment on a movement surface)
- Operating environment (example: cold, night, low visibility)
- Human element (example: shift work)
- Operational procedures (example: staffing levels)
- Maintenance procedures (example: nightly movement area inspections by airport electricians)
- External services (example: ramp traffic by Fixed-Base Operator (FBO) or law enforcement vehicles)

Phase 3. Determine the risk. In this phase, each hazard in its system context is identified to determine what risks exist, if any, that may be related to the hazard. In this phase, there is no determination of the severity or potential of the risk occurring. First, all potential hazards are identified and documented. Next, the hazards are subjected to an assessment of the possible severity and potential risk as described in Phase 4.

In a very simple example, an airport may have identified the hazard of Foreign Object Damage (FOD) on the ramp, with the associated risk of the FOD being ingested into the engines of taxiing aircraft. That hazard and the identified risk would be documented before moving to

Phase 4, a determination of the probability of that risk occurring, and the severity if such an event were to occur.

Phase 4: Assess and Analyze the Risk. In this Phase, the airport operator estimates the level of risk such as by using the predictive risk matrix in Figure 3-1.

Risk is the composite of the predicted severity and likelihood of the outcome or effect (harm) of the hazard in the worst credible system state. In order to assess the risk of an accident or incident occurring, severity and likelihood are first determined.

Severity is determined by the worst credible potential outcome. Less severe effects may be considered in addition to this, but at a minimum, the most severe effects are considered. Determination of severity is independent of likelihood, and likelihood should not be considered when determining severity. Over time, quantitative data may support or alter the determinations of severity and probability, but the initial risk determinations will most likely be qualitative in nature, based on experience and judgment more than data.

The risk levels used in the matrix can be defined as:

- **High risk** – Unacceptable level of risk: The proposal cannot be implemented or the activity continued unless hazards are further mitigated so that risk is reduced to medium or low level. Tracking and management involvement are required, and management must approve any proposed mitigating controls. Catastrophic hazards that are caused by:
 - (1) single-point events or failures
 - (2) common-cause events or failures
 - (3) undetectable latent events in combination with single point or common cause events are considered high risk, even if extremely remote
- **Medium risk** – Acceptable level of risk: Minimum acceptable safety objective; the proposal may be implemented or the activity can continue, but tracking and management are required.
- **Low risk** – Target level of risk: Acceptable without restriction or limitation; the identified hazards are not required to be actively managed, but are documented.

Hazards are ranked according to the severity and the likelihood of their risk, which is illustrated by where they fall on the risk matrix. Hazards with high risk receive higher priority for treatment and mitigation.

NOTE: *At U.S. airports, many of the airport operators' actions are governed by standards issued by the FAA. The FAA would not expect an airport operator to conduct an independent risk analysis of an action or condition directed by a mandatory FAA standard or specification. Any discretionary action or decision by the airport operator in the application of the standards should still be analyzed.*

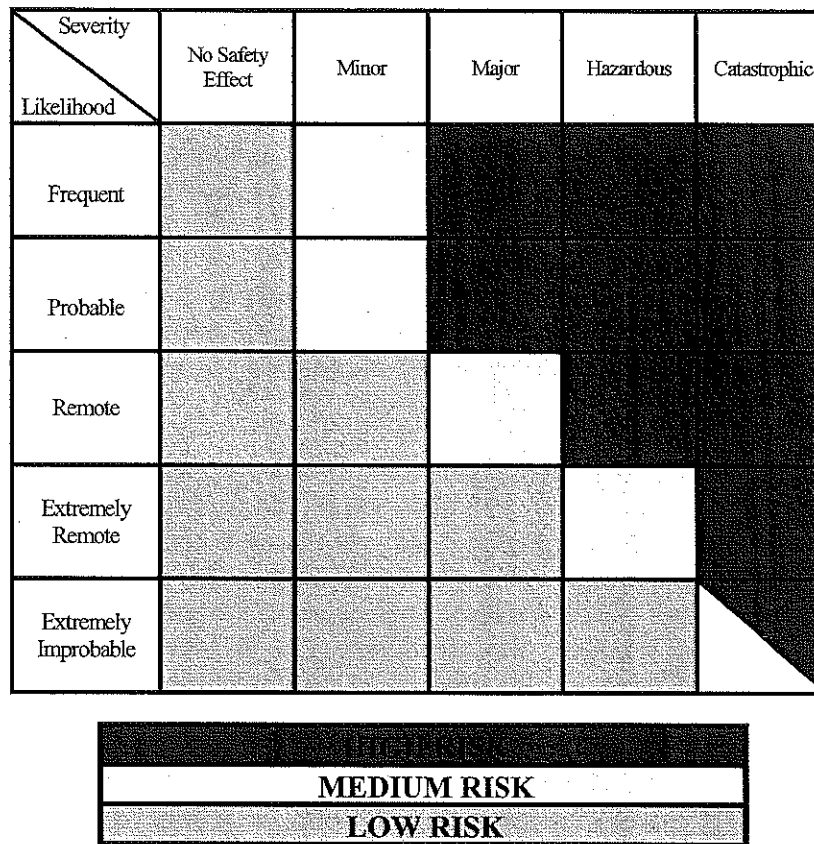


Figure 3 - 1. Predictive Risk Matrix

Phase 5: Treat the risk. In this phase, the airport operator develops options to mitigate the risk and alternative strategies for managing a hazard’s risk(s). These strategies can be used to reduce the hazard’s effects on the system. It should be noted that the majority of risk management strategies address medium and high-risk hazards. Low-risk hazards may be accepted after considering risk.

The risk management activity should identify feasible options to control or mitigate risk. Some options could include:

- Avoidance: selecting a different approach or not participating in, or allowing, the operation or procedure
- Assumption: accepting the likelihood, probability, and consequences associated with the risk
- Control: development of options and alternatives that minimize or eliminate the risk

- Transfer: shifting the risk to another area

Prior to operational use, a mitigation strategy is validated and verified (as operational experience or data may support). Once validated, verified, and accepted, it then becomes an existing element of the system or operation.

Next, the effect of the proposed mitigation measure on the overall risk is assessed. If necessary, the process is repeated until a measure or combination of measures is found that reduces the risk to an acceptable level.

When risk is determined to be unacceptable, it is necessary to identify and evaluate risk mitigation measures by which the probability of occurrence and/or the severity of the hazard could be reduced. When risk mitigation strategies cross organizations, risk acceptance and approval from stakeholder organizations is necessary.

Risk mitigation may require a management decision to approve, fund, schedule, and implement one or more risk mitigation strategies. The objective of this phase is to implement appropriate and cost-effective risk mitigation plans to mitigate hazards. Appropriate risk mitigation strategies are developed, documented, selected, and implemented. Hazard tracking is the core of this risk management phase. Each medium and high-risk hazard is tracked until its risk is mitigated to an acceptable level and the effectiveness of the controls mitigating the risk is verified. The hazard record is kept for the lifecycle of the system change.

When assessing risk using a group or committee, remember that interactions between safety-group participants with varying experience and knowledge tend to lead to broader, more comprehensive, and more balanced consideration of safety issues than if an individual conducts the assessment. Thus, if possible, group analysis by appropriate subject matter experts, is recommended.

Utilization of safety risk management increases the level of safety in airport operations, maintenance, and new systems. Through SRM, hazards are assessed, mitigated, documented, tracked, and operational data are continuously monitored to provide feedback on hazards. Understanding the consequences of risk increases the ability to anticipate and control the impacts of internal and/or external events on a program.

Accountability is the foundation of an effective SMS. By accepting the safety risk mitigation strategy, the appropriate management official is certifying acceptance and accountability.

Applying the Concept of SRM: Appendix 1 provides an example of how Safety Risk Management could be applied to enhance safety during airfield construction.

Intentionally left blank.

APPENDIX 1: EXAMPLE: APPLICATION OF SRM TO A SAFETY DURING CONSTRUCTION PLAN

NOTE: *Because of the many variables within the development of a construction plan this case will focus on only one hazard and risk example.*

XYZ Airport has two runways and is planning to install drainage near the approach end of the secondary runway. Construction vehicles must cross the primary runway to gain access to the construction site. Because there are numerous operations during the day, a decision is made to do work at night during lighter traffic. The Airport Safety Manager understands a need to develop a plan for night construction to avoid interruption of day operations. It is clear that there are many challenges in developing such a plan.

To begin formulating the plan, the Airport Safety Manager consults with a designated Construction Safety Committee and follows the guidance outlined in the FAA Advisory Circular 150/5370-2, *Operational Safety on Airports During Construction*. One area of concern found during this process was the movement of construction vehicles to and from the work site in a way that would avoid runway incursions. In evaluating this process, the committee decides to follow the concept of systems safety and apply SRM to evaluate their decisions.

Phase 1. Describe the System:

- Runway environment during construction at night, including a high volume of construction vehicle traffic between the ramp and the construction site
- Existing driver training program and the use of escorts for construction vehicles
- Air Traffic Control Tower, but no radio communications with construction vehicles, which are not radio-equipped
- Signs, markings and lighting for the taxiways, runways, and construction area

Phase 2. Identify the Hazards:

- Construction vehicles crossing primary runway

Phase 3. Determine the Risk:

- Aircraft hitting a construction vehicle on the primary runway

Phase 4. Assess and Analyze the Risk:

- Using the Predictive Risk Matrix, it is the opinion of the committee there is a *remote* chance a construction vehicle will deviate from prescribed guidelines and cross the primary runway without an escort. There are night air carrier operations at the airport, so there is a remote chance that an aircraft would conflict with a crossing vehicle. The likelihood that a construction vehicle crossed the runway and caused an aircraft accident

is therefore *remote* or *extremely improbable*, but the committee understands that the severity of such an incident could be *catastrophic*

- The committee agrees that the proposed means of getting construction vehicles to the construction site is unacceptable and must be mitigated

Phase 5. Treat the Risk:

- The committee decides to *control* the risk by using an existing airport perimeter road to gain access to the construction site. All construction vehicles will then be escorted on the perimeter road. Use of the perimeter road may delay construction vehicles due to driving distance but it's in the best interest of safety
- The committee documents this decision process for future follow-up with the Airport Safety Manager



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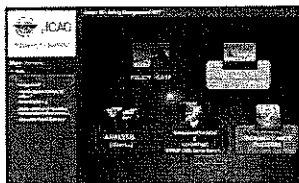
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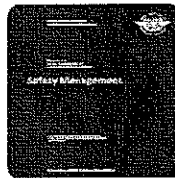
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SARPs



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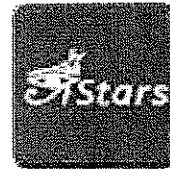


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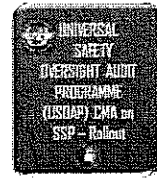
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<input type="checkbox"/>	Safety Management IKit	24/09/2013 4:26 PM	http://cfapp.icao.int/tools/SMikit/story.html
<input type="checkbox"/>	Resources - Download all	24/09/2013 1:02 PM	http://www.icao.int/safety/SafetyManagement/Documents/Resources.zip

30



Documents at once

Frequently Asked Questions 20/09/2013 1:56 PM http://www.icao.int/safety/SafetyManagement/Frequently-Asked-Questions.html

Highlights: Global Aviation Safety Plan 13/09/2013 3:58 PM http://www.icao.int/safety/SafetyManagement/Pages/GASP.aspx

USOAP CMA on SSP – Rollout 08/07/2013 9:09 AM USOAP CMA on SSP – Rollout

An Executive summary of Annex 19, First Edition is now available. 11/06/2013 1:48 PM Executive Summary Page of Annex 19, 1st Edition

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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: Shuttle Bus Services

Funding Source: General Funds PSC Duration: 3 years
PSC Amount: \$270,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2017

1. Description of Work

A. Scope of Work:

This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce environmental hazards from excess traffic and improve transportation options.

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

This shuttle bus service addresses several needs for SFGH. This shuttle service meets environmental mitigation requirements set forth above. SFGH has lost over 100 parking spaces due to construction and Rebuild related congestion has punctuated the need for alternative transportation sources to reduce congestion. The service also meets staff preferences, as the shuttle stops chosen for this service directly correspond to the SFGH 2009 Travel Survey Data which are the Civic Center and 24th Street BART stations to SFGH. Denial would result in increased disruption for civil service staff due to the SFGH rebuild, increased traffic congestion, loss of neighborhood parking, and increased air pollution.

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 a separate contract related to PSC 3035-11/12. This is a new, initial request, as the originally grant-funded contract related to PSC 3035-11/12 expired. Approximately one year elapsed until these these services were re-funded under a new original agreement, for which this PSC approval is sought, to provide clear records and to facilitate further required City approvals

D. Will the contract(s) be renewed? as needed

2. Union Notification: On 03/10/2014, the Department notified the following employee organizations of this PSC/RFP request: TWU - Miscellaneous,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42508 - 13/14

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 Drivers with clean driving records who have past experience operating a shuttle bus safely. Timely operation of a shuttle bus on the routes and schedules prescribed by SFGH. This company will need to be flexible to meet SFGH needs as they change over the course of the Rebuild.

B. Which, if any, civil service class(es) normally perform(s) this work?
 9163,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 There are currently no shuttle services offered by City and County of San Francisco. This service is time limited and is specific to the SFGH Rebuild.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There are currently no shuttle services offered by City and County of San Francisco. This service is time limited and is specific to the SFGH Rebuild.

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

If the City were to establish a permanent service, a specialized position would be considered, however, these services are specific to the SFGH Rebuild and time limited.

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 04/09/2014 BY:

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

Address: 101 Grove Street Room 307 San Francisco, CA

Receipt of Union Notification(s)
◆ TWU

From: dhr-psccordinator@sfgov.org on behalf of jacque.hale@sfdph.org
To: jacque.hale@sfdph.org; mmitchell@twusf.org; kelly.rojas@sfdph.org; richard.isen@sfgov.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 42508 - 13/14
Date: Monday, March 10, 2014 5:09:00 PM

RECEIPT for Union Notification for PSC 42508 - 13/14 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42508 - 13/14 for \$270,000 for Initial Request services for the period 07/01/2014 – 06/30/2017. 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/1623> 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 Documents

◆ Section 1. Description of Work

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

◆ SFGH 2009 Travel Survey Data

SFGH Employee Travel Survey: Opportunities for Sustainable Transportation

Christina Foushee, PhD, RN, *San Francisco General Hospital Rebuild Project, Transportation Services*

Megan Wier, MPH, *San Francisco Department of Public Health, Program on Health, Equity & Sustainability*

SFGH Rebuild. In response to the January 1994 Northridge earthquake, the California Legislature passed the Hospital Facilities Seismic Safety Act (SB 1953). The Northridge earthquake caused 23 hospitals to suspend some or all of their services and caused more than \$3 billion in hospital-related damages. SB 1953 served as an amendment to and furtherance of the Alfred E. Alquist Hospital Facilities Seismic Safety Act of 1983.¹ To meet seismic safety standards set forth by SB 1953, (and to avoid closure if not met) San Francisco General Hospital & Trauma Center (SFGH) required new facility construction to ensure that it remain open and operating in the event of an earthquake. SFGH currently serves approximately 1,500 patients per day (100,000 patients per year) and is the only Level One Trauma Center serving 1.5 million residents of San Francisco and northern San Mateo counties. When asked to support Proposition A to rebuild SFGH in November of 2008, 84% of San Francisco voters supported the proposition. With Proposition A's passage, an \$887.4 million general obligation bond was approved to build a new nine-story hospital with 284 acute-care beds. The 442, 350 square foot, state-of-the-art facility is to be located amid the hospital's historic brick buildings along Potrero Avenue.

The rebuild of the San Francisco General Hospital & Trauma Center (SFGH) highlights the need for and opportunity to manage employee parking and support sustainable transportation to the facility. During the facility rebuild, loss of parking spaces due to construction activities will create significant impacts upon parking and transportation patterns on and around campus. Each designated parking space may be viewed as an automobile trip generator. The loss of at least 100 parking spaces during the rebuild, though anticipated to create increased short-term congestion and parking demand, also serves as a critical opportunity for SFGH to support employees in the transition from driving alone to utilizing more sustainable modes of transportation. Given that some current SFGH auto commuters live in places reasonably well served by transit while others do not, a manageable parking solution will need to balance these realities so that people who need to drive are able to locate parking and those who do not need to drive are discouraged from doing so. Decreasing auto trips to the hospital and increasing walking, biking, carpooling/vanpooling, and transit use would comply with (a) Rebuild environmental mitigation measures, (b) San Francisco Department of Public Health's Climate Action Plan (CAP), (c) and San Francisco's Transit First Policy. Further, it would support local and regional public health initiatives by reducing traffic-related air pollutants, noise and hazards, and by supporting increases in physical activity via active commuting.²

As stated within the SFGH Seismic Compliance Hospital Replacement Program Environmental Impact Report (EIR), SFGH's transportation demand management (TDM) environmental mitigation responsibilities include a response to predicted impacts via an annual travel behavior survey which shall then inform transportation planning. The long term aims of this initial survey were to establish baseline data on travel behavior for the purposes of: (a) determining employee commute modes (e.g., proportion driving alone, taking transit, walking, etc.), and (b) developing transportation demand management strategies that support the goal of reducing single-occupant auto trips to and from campus. In support of this goal, the near term aims of this survey were to assess: (a) staff commute characteristics including proportion driving alone and vehicle miles traveled, (b) factors that influence driving alone to work, (c) factors that would encourage staff to not drive alone to work, (d) staff willingness to not drive alone during the rebuild of the facility, and (e) awareness and utilization of the City and County of San Francisco's

(CCSF) Commuter Benefits and Emergency Ride Home programs.³

Transit First. San Francisco's Transit First Policy (1973) was created to support public transit, including taxis and vanpools, as an economically and environmentally sound alternative to transportation by individual automobiles.⁴ The policy is applicable to all public institutions. The Transit First policy states that within San Francisco, travel by public transit, by bicycle, or on foot must be an attractive alternative to travel by private automobile. This policy has served as a directive to promote mobility by not only collective public transit, but by all alternatives to single-occupancy vehicles. The guiding principle of the Transit First Policy is aimed at ensuring the quality of life and economic health in San Francisco, therefore, the primary objective of the transportation system is targeted toward the safe and efficient movement of goods and people.

Health Impacts. Driving adversely impacts the health of communities through both local and regional mechanisms. As distances between home and work increase, so do the miles people drive, along with the associated hazards from air and water pollutants, noise, and deaths and injuries from motor vehicle collisions.^{5,6} Evidence has shown that heavy local traffic creates traffic "hotspots," which disproportionately impact those living near busy streets and highways by creating air pollution, noise, stress, and safety hazards.^{7,8,9,10} Heavy traffic can also negatively impact surrounding environments for those who walk, bike, or use public transit services. These traffic-related exposures result in hospitalizations and emergency room visits to local healthcare institutions to treat the adverse pulmonary and cardiovascular health outcomes related to motor vehicle emissions as well as traumatic injuries related to traffic collisions.^{11,12}

Climate Change. In the Bay Area, transportation emissions contribute to approximately 50% of all greenhouse gas emissions.¹³ Global climate change is expected to a) increase the frequency, intensity and length of heat waves, floods, droughts, windstorms and wildfire which lead to increased mortality, illness, and mental health impacts, b) increase ground-level ozone and aeroallergens, exacerbating cardiovascular and pulmonary illness, and c) increase food and waterborne infectious diseases associated with shifts toward warmer temperatures. As a secondary and tertiary medical service provider and emergency response center, SFGH will respond to the emergent, acute and chronic health-related implications of global climate change. Therefore, SFGH is in a unique, influential position to forge a leadership role in the reduction of carbon emissions at the organizational level. TDM programs which support alternative modes of transportation and discourage driving alone are instrumental ways in which to do so.

EXISTING CONDITIONS

There are a number of transportation alternatives for reaching SFGH. The transit network surrounding the SFGH campus includes: seven MUNI lines in a four block radius;¹⁴ two Sam Trans routes; the UCSF Shuttle system which operates two shuttles (the Blue and Gold) to and from UCSF's Mission Bay Campus, Mt Zion facility, and Parnassus campus; and the Yellow shuttle route connecting the campus with the 16th St BART station.¹⁵ Additionally, SFGH provides a total of 92 bicycle parking spaces - 16 within a fenced, secured bike cage area as well as 20 individual bicycle lockers with key access.

There are four car share parking spaces on campus - two reserved for City Car Share and two for Zipcar. SFGH employees as well as Potrero Hill residents may reserve these vehicles online.¹⁶ SFGH also has official vehicles available for employee business trips during the day. Campus parking consists of 17 surface lots, one parking garage, and three city streets designated for SFGH employee parking. The campus contains a total of 1,628 parking spaces, of which 842 (52%) are in the garage, 545 (33%) are distributed across the surface lots, and 241 (15%) are on the street. Hospital employees pay a fee for monthly parking. The fee structure encourages employee parking in the garage at a rate of \$100/month rather than on the campus parking lots (includes designated street parking) at \$120/month. Car/vanpoolers

with three or more passengers pay \$74/year for designated parking, and night shift employees receive a discounted rate of \$50/month. Staff can pay an additional \$35/month to reserve a designated space on a surface lot.

METHODS

Survey Development. In response to both environmental mitigation measures for the SFGH Rebuild and to meet requirements of the SF Departmental Climate Planning process, SFGH's commute survey was devised to capture two baseline measures: a) vehicle miles traveled (VMT) based on employee residential zip code, and b) single occupancy vehicle rate (SOV). Additionally, the tool was developed to assess (a) staff commute characteristics, (b) factors that influence driving alone to work, (c) factors that would encourage staff to not drive alone to work, (d) staff willingness to not drive alone during the rebuild of the facility, and (e) awareness and utilization of CCSF Commuter Benefits, Rideshare, and Emergency Ride Home programs. Questions were informed by existing instruments,^{17,18,19} and reviewed by expert reviewers in the transportation demand management field.

In November/December 2008, approximately 4,550 SFGH and UCSF staff members were surveyed via payroll²⁰ or via Survey Monkey²¹. In conjunction with the paper surveys, SFGH staff were provided with a pamphlet outlining CCSF Commuter Benefits and a sign up sheet for those interested in locating carpool and vanpool matches for the work commute²². Prizes donated by Webcor general contractors were offered as incentives toward the completion of the survey.²³ The survey could be completed anonymously or with one's name, phone number, and email to be entered into a prize raffle. Staff were encouraged to complete the survey via a series of email reminders from SFGH's CEO. The CEO's letter to staff was also posted on the SFDPH web homepage. Additionally, announcements were made via voicemail reminders and posted in the SFDPH's electronic Fast Facts newsletter. A two-week period was provided for completion. Surveys could be returned electronically, by interdepartmental mail, or via a drop-box in the Hospital Administration office.

RESULTS

Employee and Commute Characteristics. Approximately 30% (n=1,302) of hospital staff completed the survey. Table I summarizes key characteristics of employees and their commutes.

Employee Residence. Map I illustrates the geographic concentration of respondents by zip code. Of respondents reporting a residential zip code (1,085), 48% live in the county of San Francisco, 19% in San Mateo, 16% in Alameda, 8% in Contra Costa, and 6% in Marin.

Travel Mode. Figure I illustrates usual travel mode on Wednesdays by county, the day when the greatest proportion of respondents normally work (92%). At least one day over the course of a typical week, 60% of respondents drove alone, 25% took transit, 14% carpooled and 1% vanpooled, 5% biked and another 5% walked. Of those taking public transit on weekdays, 54% took BART, 43% took MUNI, and 42% rode the UCSF shuttle. Less than 3% of employees who ever reported using transit took Caltrain, a ferry, AC Transit, Golden Gate Transit, or Sam Trans. As detailed in Figure I, there are notable differences between county commute travel modes - including the higher proportion of carpoolers in Solano (47%) and Contra Costa (24%) counties, the higher proportion of transit users coming from the East Bay in Alameda (39%) and Contra Costa (40%) counties, the higher proportion of people walking and biking to work in San Francisco

(8% and 9%, respectively), and the high number of drivers coming from the South Bay in San Mateo (75%) and Santa Clara counties (62%), as well as from San Francisco (50%) county.

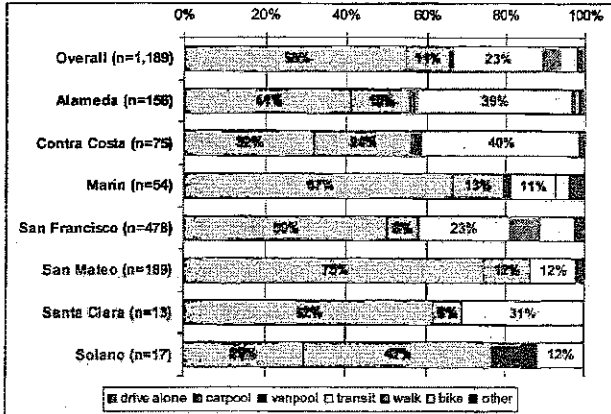
TABLE I. SFGH EMPLOYEE COMMUTE CHARACTERISTICS

Commute Characteristics (N, Respondents)	Percent	
Hours Worked/Week (N = 1,276)	Work >35 hrs/wk	83%
	Work 20-35hrs/wk	12%
	Work <20hrs/wk	5%
Typical Work Schedule (N = 1,116)	Work Monday-Thursday	90%
	Work Friday	87%
	Weekends	20%
Employer (N = 1,302)	CCSF Employees	37%
	UCSF Employees	45%
	Both UCSF & CCSF	3%
	Did not disclose	15%
Arrival Time (N=1,255)	0600-1000 (Peak)	85%
Departure Time (N=1,264)	1500-1900 (Peak)	75%
	Leave by 2000	8%
Travel Distance (N = 1,111)	50 miles or more	3%
	40-50 miles	3%
	30-40 miles	7%
	20-30 miles	14%
	10-15 miles	26%
	5-10 miles	19%
<5 miles	30%	
Travel Time (N = 1,274)	Average, minutes	35
	<30 minutes	44%
	30-60 minutes	38%
	60-90 minutes	13%
	>90 minutes	4%

KEY FINDINGS:

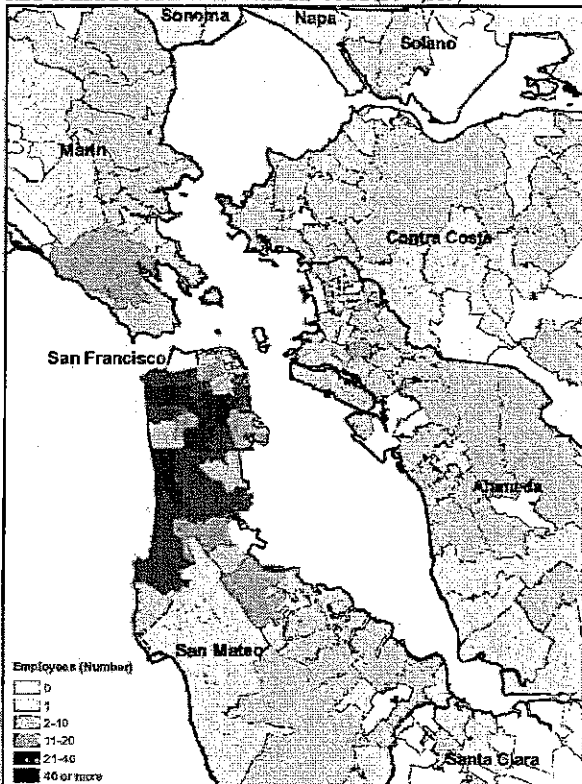
- Over half of employees (55%) drive alone to work on weekdays
- Almost one-quarter (23%) of employees commute via public transit on weekdays
- Carpooling is the weekday commute mode for 11% of employees
- Half of employees living in San Francisco drive alone to work on a typical weekday, a higher proportion than in nearby Alameda and Contra Costa counties
- 75% of employees residing in San Mateo county drive alone to work on a typical weekday
- Approximately 40% of employees residing in Alameda and Contra Costa counties commute via public transit on a typical weekday - the highest of all counties
- Commute times in carpools across counties on average added less than 10 minutes to a commute compared to driving alone

FIGURE I. WEDNESDAY COMMUTE MODE: OVERALL AND BY COUNTY (N= , 89)*



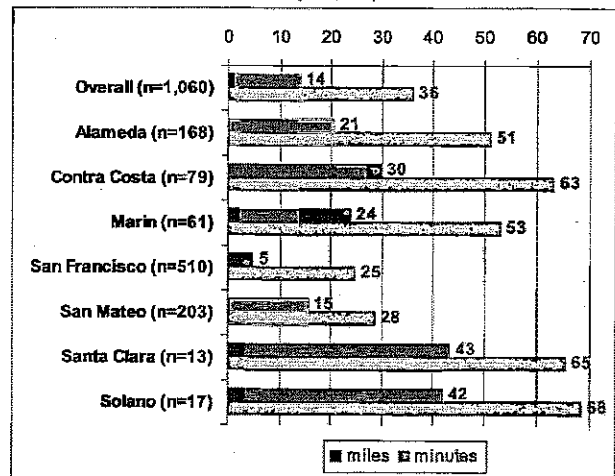
* Figure I county-level results do not sum to the overall total of 1,189, which includes respondents who did not report a residential zip code

MAP I. EMPLOYEE RESIDENTIAL ZIP CODE (N= , 085)



Commute Distance and Time. Figure II describes average employee commute distances (miles travelled, each way) and time (minutes), by county. Approximately 80% of respondents provided information regarding their commute time and distance from home to work. As Figure II clearly illustrates, average commute distances are by definition impacted by where people live. Overall, the average commute distance was 14 miles, one-way, with almost half of employees commuting 10 miles or less and a range from <5 mile to 200 miles. For an analysis of total vehicle miles traveled (VMT), see Appendix A. The average commute time was 36 minutes, ranging widely from three minutes to three hours and as would be expected by county of residence.

FIGURE II. AVERAGE COMMUTE DISTANCE AND TIME, ONE-WAY TRIP: OVERALL AND BY COUNTY (N= , 060)**



** Figure II includes represents data for respondents providing data on both their commute distance and commute time.

Table II details commute travel time by the three most common travel modes to work overall and by county—driving alone, carpooling, and public transit, as a simple approach to adjusting for varying distances to work by county. Of those driving alone to work on Wednesdays, the average commute time was 30 minutes. Carpoolers had slightly longer average commutes of 38 minutes, while public transit had a longer average time of 55 minutes. Notably, in all counties, carpooling adds less than 10 minutes to the average commute time and often less.

TABLE II. AVERAGE COMMUTE TIME BY COUNTY BY TRAVEL MODE (N=862)[§]

County	Driving Alone		Carpooling		Public Transit	
	mean	N	mean	N	mean	N
Alameda	42.0	62	42.6	23	63.3	61
Contra Costa	48.5	24	36.3	16	76.3	30
Marin	47.4	36	56.7	6	85.0	6
San Francisco	20.8	236	22.2	37	40.0	107
San Mateo	26.3	138	26.7	21	48.2	22
Santa Clara	53.8	8	45.0	1	93.8	4
Solano	65.0	5	70.4	8	92.5	2
Total	29.7	515	37.6	112	55.2	235

[§] Table data reflects a subpopulation of Wednesday commuters who commuted by driving, carpooling or transit.

Factors Influencing Driving Alone. When employees who drove at least one day a week (60% of total respondents, n=785) were asked why they drove alone to work, the following reasons were cited (Table III; multiple reasons could be chosen).

TABLE III. REASONS WHY DRIVE ALONE (N=785)

Saves time	63%
Personal activities or errands before/after work	43%
Independence (not to rely on others)	36%
My schedule is unpredictable	36%
Too many transfers on public transit	32%
Comfort of my own vehicle	26%
Child's daycare schedule	24%
Public transit is unreliable	21%
Public transit is too infrequent	20%
Work-related errands, during work	18%
Public transit is too far from my home	18%
Walking or biking to work is too far	16%
Walking between transit & SFGH unsafe	14%
No carpool/vanpool match	13%
Biking to work is unsafe	10%

When asked what factors might encourage those who drove alone to take public transit, car/vanpool, bike or walk to work, respondents answered as follows (Table IV; multiple factors could be chosen). Responses illustrate the numerous trade-offs people consider in their commute mode choices in addition to time - including cost, reliability, convenience, comfort, and safety.

TABLE IV. FACTORS THAT WOULD ENCOURAGE EMPLOYEES TO NOT DRIVE ALONE (N=785)

Reduced commute time on public transit	36%
Improved reliability of transit	27%
Free transit passes	26%
Reduced cost transit passes	20%
Emergency Ride Home	18%
Shower/locker facilities at work	13%
Free, on-site coordination for Rideshare	12%
Reduced parking availability at work	12%
Improved transit stop safety near work	12%
Free, safe bike storage at work	12%
On-site registration for reduced transit passes	11%
Transit pass sales at work	11%
Bicycle lanes	9%
Preferential carpool parking	9%
Increased gas prices	9%
Transit schedules, maps at work	8%

Willingness to Not Drive Alone. We asked staff who ever drove alone how many days a week they would commit to not driving alone during the Rebuild of the SFGH facility. Thirteen percent of respondents said they would not drive one day a week, 14% would not drive two days, and another 16% percent of employees said they would not drive 3-5 days a week. Thirty eight percent would not commit to any days without driving and 19% did not respond (total n=785). Of the 43% of respondents who ever drive alone and who committed to not driving at least one day a week (n=341), we asked what mode they would consider as an alternative to driving. Public transit was the most popular (62%) followed by carpooling (43%) and then biking

(20%) and walking (11%), with <2% reporting other responses such as being dropped off.

Commuter Benefits, Emergency Ride Home, and Rideshare Matching Program Awareness & Utilization. We also asked CCSE/SFGH staff about their awareness and use of the Commuter Benefits, Emergency Ride Home, and Rideshare Matching programs.

Of all respondents (n=1,302), only 13% were enrolled in Commuter Benefits and receiving paycheck deductions and pre-tax savings, with 45% aware of the program and 37% interested in learning more. Among those who drive alone to work at least once a week (n=785), only 8% of respondents were currently enrolled, 42% were aware of the program, and about 1/3 were interested in learning more. Employees who ever drive alone ranked "reduced cost transit passes" high among factors that would encourage them to not drive alone (Table IV, 20% of respondents), which is a main feature of the Commuter Benefits program. Further, of the respondents who drive alone to work and stated they would be willing to not drive at least one day per week during the Rebuild, 62% stated they consider public transit as an alternative to driving alone.

Of all respondents, only 12% knew about the Emergency Ride Home program and only 11 people had ever used it. Twenty nine percent wanted to know more about the program. Results among employees who normally drive to work at least one day a week (n=785) were similar, with only 11% knowing about the program, only 3 people ever using it, and 26% wanting to learn more about the program. Among those who drive alone weekly, independence and unpredictable schedules were top reasons identified for driving to work (Table III, both 36%). That subgroup of employees also identified Emergency Ride Home (ERH) programs as a factor that would encourage them to not drive alone (Table IV, 18%). Twenty three percent of employees who ever drive alone expressed wanting to learn more about the Rideshare Program and benefits. Notably, in Table II, for all counties carpooling added less than 10 minutes to the average commute time and often less.

RECOMMENDATIONS

Our recommendations are based upon the findings above with the goal of addressing key employee commute concerns, as summarized below:

- Reduce time and transfers on /increase reliability of commutes via public transit
- Reduce commute costs and increase financial and other incentives for taking sustainable transportation
- Increase employee knowledge, access and utilization of existing commuter benefits programs which support sustainable transportation

In the following sections, our specific programmatic and policy recommendations aim to achieve the stated goals above.

PROVIDE SHUTTLE SERVICE BETWEEN MAJOR SAN FRANCISCO TRANSIT HUBS AND SFGH

As part of compliance with TDM mitigation measures, SFGH is currently seeking funds for shuttle service to connect SFGH to major transit hubs (22nd St Caltrain, 4th and King Caltrain Station, Transbay Terminal). Though a limited number of employees currently take Caltrain, a ferry, AC Transit, Golden Gate transit or Sam Trans, an explanation for such low utilization rates supported by the survey findings is the lack of expedient transit service from the termination

points of these service lines. This is in contrast to comparably high BART ridership among SFGH employees, who also benefit from shuttle service at the 24th Street BART station. There is currently a lack of direct MUNI services to SFGH from major SF transit hubs meaning transfers and extra time in transit are required. Additionally, UCSF Shuttle service from 4th and King requires a transfer at Mission Bay campus. According to the survey data, 27% percent of employees (who normally drive alone) stated that improved reliability of transit would be a factor influencing them to not drive alone. Improved access to SFGH from major transit hubs could address this concern as well as concerns stated regarding "too many transfers" (32% of employees stated this factor as one of the reasons why they drive alone).

Notably, a number of MUNI transit service improvements are planned as part of SFMTA's Transit Effectiveness Project (TEP). These changes in service are anticipated to provide long-term improvements in commuter patterns to the SFGH campus²⁴ and reduce the need for shuttle services to and from major transit hubs and UCSF. The anticipated improvements are summarized in Appendix B.²⁵ Prior to implementation of the changes, shuttle service could provide a needed bridge to new and more efficient MUNI services. Based on the survey findings regarding residential zip code of employees who drive alone to work (Map 2), including a shuttle connection from MUNI connections for Western San Francisco commuters also has tremendous potential given the high number of drivers from that region. In the near term, SFGH will apply for local and regional Transportation Fund for Clean Air grants to cover the cost of shuttle service.

NEXT STEPS:

- Apply for TPCA local and regional funding to supplement operational shuttle costs
- When appropriate, increase awareness about shuttle services or TEP changes in service through Management Forum emails and meetings, and in monthly Fast Facts newsletters
- Promote shuttle or TEP improvements in new hire orientation materials
- Provide educational materials/flyers about shuttle or TEP improvements at a centrally located transportation kiosk

SPONSOR PARKING PERMIT POLICIES TO INCREASE AN EMPLOYEE'S WILLINGNESS TO DRIVE ALONE TO PARKING TO TAKE TRANSIT

While an encouraging percentage of respondents who ever drive indicated: a) willingness to use public transit at least one day per week, and b) interest in learning more about the Commuter Benefits program, the current Parking Permit Policies act as an institutional barrier to shifting employee transportation behavior from driving alone to use of public transit. Specifically, for those who wish to retain the flexibility of driving some days, the cost of a monthly parking permit is fixed - and therefore their commute costs only increase with the increased costs they incur for public transit. The monthly flat Parking Permit Fee is therefore a financial disincentive to changing commute patterns to taking transit on some days. Similarly, if an employee were willing to use transit only during the Rebuild period, discontinuation of a Parking Permit and its related fees during that period would put them at the end of the line for Parking Permits

should they ever want to reinstate their permit. Again, a deterrent for employees considering transitioning to transit or other alternative transportation modes, which would alleviate Rebuild parking impacts on the community.

A comprehensive TDM plan to incentivize the transition from driving alone to using public transit would encompass Parking Permit policy changes which could: a) allow employees to discontinue their Parking Permits on a temporary basis during the Rebuild, or b) provide a funding mechanism (e.g., a portion of Commuter Benefits) to subsidize a portion of the monthly cost of employees' unused parking spaces (once, temporarily or permanently) for those employees willing to transition from driving alone to public transit on one or more weekdays. Furthermore, Parking Permit policy changes might encompass introducing a permit-sharing or partnering system for the duration of the Rebuild of the facility and into the future for more efficient parking management.

NEXT STEPS:

- Partner with SFMTA and Pacific Park Management Group (PPM) to consider alternatives to the flat rate permitting structure for staff who are willing to decrease the number of days they drive to the SFGH campus
- Partner with SFMTA and PPM to explore a parking permit/space sharing program
- Partner with SFMTA and PPM to consider allowing those who are willing to give up parking permits altogether during the Rebuild to retain a priority position over waitlist staff.

INCREASELY THE COMMUNITY'S WILLINGNESS TO DRIVE ALONE TO PARKING TO TAKE TRANSIT

Bike Lanes, Storage & Shower Facilities. Twenty percent of respondents who drove alone and were willing to not drive at least once a week stated they would be willing to bike as an alternative to driving alone, with 12% of all employees driving alone identifying free, safe bike storage at work as an incentive to not drive. As part of SFGH's environmental mitigation measure responsibilities, SFGH is to increase capacity for bike storage by January 1, 2010. At this time, SFGH is securing partial funding from the Bay Area Air Quality Management District for this purpose and will move forward on this project in the coming months. SFGH is working in partnership with SFMTA to complete this project in the 24th St. garage. The estimated number of bike parking spaces provided through this project is 85. Furthermore, SFGH has agreed to provide a shower facility for employees upon the completion of the rebuild. Nine percent of employees also identified bike lanes as a factor that would encourage them not to drive to work. On Friday, June 26th, 2009, the SFMTA Board adopted the 2009 San Francisco Bike Plan - which will add a bicycle lane in the eastbound direction and the addition of sharrows to the existing bicycle route in the westbound direction on 23rd Street from Kansas to Potrero Avenue adjacent to SFGH.

NEXT STEPS:

- Partner with SFMTA to complete the construction of a bike facility in the 24th Street Parking garage by January 1st, 2010
- Provide shower facilities for bikers (and walkers/runners) at the completion of the new facility.

- Increase awareness of these bike projects and TEP changes via Management Forum emails and meetings, and in monthly Fast Facts newsletters
- Promote bike projects and TEP changes in new hire orientation materials
- Provide educational materials/flyers about bike changes and TEP changes at a centrally located transportation kiosk

INCREASE EMPLOYEE AWARENESS OF & ENROLLMENT IN THE COMMUTER BENEFITS PROGRAM

The Commuter Benefits paycheck deduction program allows employees to deduct up to \$230 per month for transit and vanpool expenses, with pre-tax employee potential savings up to 40%.

NEXT STEPS:

- Promote the Commuter Benefits program on the SFGH Transportation Services website, within Management Forum emails and meetings, in monthly Fast Facts newsletters, and through materials at a centrally located transportation kiosk
- Promote the Commuter Benefits program in new hire orientation materials
- Promote the Commuter Benefits program through onsite sign-up
- Promote the Commuter Benefits program and provide onsite sign up during annual Transportation Fairs

INCREASE EMPLOYEE AWARENESS OF THE EMERGENCY RIDE HOME PROGRAM

The Emergency Ride Home Program provides employees a ride home in the event of an emergency. An Emergency Ride Home is available to all UCSF and CCSF employees. To be eligible, employees must commute to campus via an alternative modality such as transit, vanpool, carpool, bicycling or walking. Valid reasons for using the ERH program include a) illness or crisis of an employee or immediate family member, b) an employee is unexpectedly required to work late (supervisor authorization required), c) a carpool or vanpool ride is not available due to unexpected changes in the driver's schedule or vehicular mechanical problems, d) bicycle problems such as mechanical problems, theft, or inclement weather.

NEXT STEPS

- Promote the Emergency Ride Home program on the SFGH Transportation Services website, within Management Forum emails and meetings, and in monthly Fast Facts newsletters
- Promote the Emergency Ride Home program in new hire orientation materials
- Provide educational materials/flyers at a centrally located transportation kiosk
- Promote the Emergency Ride Home program during annual Transportation Fairs

INCREASE EMPLOYEE AWARENESS OF AND ENROLLMENT IN RIDESHARE MATCHING

The Rideshare Program includes a CCSF partnership with 511.org to assist employees with finding carpool partners or setting up a vanpool system. Carpoolers don't pay bridge toll fees, ride in the diamond lane, and share gas and parking expenses. Carpools and vanpools can also receive a substantially lower rate for parking permits in San Francisco of \$74 annually. Furthermore, pre-tax dollars from the Commuter Benefits Program can be used to pay for vanpool expenses.

The data on employee residential zip codes reveal potential opportunities for "location efficient" vanpools - coordinated in areas near where a number of employees live while also addressing commute time concerns.

NEXT STEPS:

- Increase staff awareness of reduced carpool and vanpool parking permit pricing
- Increase staff awareness of the Commuter Benefits contribution to vanpool costs.
- Promote Rideshare Matching on the SFGH Transportation Services website, within Management Forum emails and meetings, and in monthly Fast Facts newsletters
- Promote Rideshare Matching in new hire orientation materials
- Provide educational materials/flyers at a centrally located transportation kiosk
- Promote Rideshare Matching through onsite sign-up
- Promote Rideshare Matching and provide onsite sign up during annual Transportation Fairs
- Work in partnership with SFMTA to increase the number of preferential, designated carpool parking spaces
- Identify areas for location efficient vanpools and partner with San Francisco Department of the Environment and Bay Area vanpool service providers for outreach and utilization

CONCLUSION

The SFGH Rebuild Project presents both challenges and opportunities for transportation demand management on and around campus. By taking a comprehensive approach to programs aimed at reducing single occupant auto trips to campus and increasing access and use of alternative, sustainable modes of transportation, SFGH shall comply with the stated goals of EIR mitigation measures and the aims of the SFDPH Climate Action Plan. Furthermore, by assisting employees in the transition from driving alone to utilizing more sustainable forms of transportation, SFGH shall support local and regional public health initiatives that aim to reduce traffic-related air pollutants, noise and safety hazards, as well as support physical activity via active commuting.

While SFGH and Webcor general contractors are partnering to provide satellite parking near campus to absorb some of the effects of near-term parking loss, reducing the number of single-auto occupant trips to campus is critical to the long term success of a SFGH TDM program. According to CHS Consulting group, staffing patterns are expected to increase by an estimated 800 new positions on the SFGH campus by the year 2021. Implementing measures such as those recommended above will assist SFGH in facilitating an employee shift from the single-occupant vehicle, thereby proactively addressing the long-term realities of current and future parking and transportation conditions on campus and their local and regional health impacts.

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¹⁵ For shuttle maps and time tables, please visit: www.parking.ucsf.edu/transportation/shuttles

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¹⁹ Stanford University Parking & Transportation Services. 2008. Commute Survey. Stanford, CA.

²⁰ This method was chosen in order that all employees of SFGH could be reached, including those without email accounts.

²¹ UCSF employees working at the SFGH do not receive payment from CCSF, therefore were reached via an email distribution list. The Survey Monkey link was administered to staff via the UCSF Office of the Dean.

²² SF Department of the Environment's online matching program was not yet in place.

Vehicle Miles Travelled. Transportation planners commonly summarize commute distance as "vehicle miles travelled" or VMT. The 1,111 employees completing the survey and providing information on their trip distance in a normal week took 10,466 one-way trips to and from work - contributing to 146,550 miles travelled. Of that distance travelled:

- 81,576 miles (56%) were to people driving alone
- 36,592 miles (25%) were to people taking transit
- 20,792 miles (14%) were to people carpooling
- 2,722 miles (2%) were to people vanpooling
- 790 miles (1%) were to people walking

- 1984 miles (1%) were to people biking
- 896 miles (1%) were to people on motorcycles
- and the other 1,198 miles were to taxis and other modes.

CO₂ emissions. In order to translate the weekly impact of employees who completed the survey and reported driving alone into greenhouse gas emissions, we used a simple estimate of 20 miles per gallon for the average vehicle and 20 pounds of CO₂ emissions per gallon of gas. The assumptions of this calculation result in a direct correspondence between the estimated miles traveled and pounds of carbon emissions - with employees who drive alone emitting over 80,000 pounds of CO₂ each week or 3,840,000 lb CO₂/year. Approximately 437 acres of pine forests would be required to sequester the annual emissions of those driving alone [www.epa.gov/solar/energy-resources/calculator]. Notably, more complex equations exist to calculate GHG emissions.

SFMTA TEP. A number of MUNI transit service improvements are planned as part of SFMTA's Transit Effectiveness Project (TEP). These changes in service are anticipated to provide long-term improvements in commuter patterns to the SFGH campus and reduce the need for shuttle services to and from major transit hubs and UCSF. These improvements are outlined below.

58- 24th Street. Though the 48 Quintara/24th St line can currently be taken between SFGH and the Caltrain Station, modifications made to this line will deem it a complimentary route to a more effective, newly proposed 58 route. The newly proposed 58 line would operate between Diamond Street and 3rd Street to provide needed capacity on 24th Street and provide connection between 24th Street BART and 22nd Street Caltrain Station. The proposed frequency of this line is every 15 minutes during the daytime and every 20 minutes during the evening (evening times combined with the 48 line). http://www.sfmta.com/cms/mtepd/documents/rte_058.pdf

9-San Bruno/9L San Bruno Limited: Two types of services are proposed for daytime service on Potrero Avenue. The long-line "9L" would make local stops south of 24th Street and limited stops between 24th and Market Street. The short-line "9" that runs from 24th Street to Downtown would make all local stops and provide additional service. Evening services would make all local stops from Visticon Valley to Downtown. The 9/9L can currently be taken to multiple BART stations along Market Street as well as the Transbay Terminal on the north end. TEP recommendations would increase the frequency north of 24th Street to every 5 minutes during the day and every 15 minutes in the evening. South of 24th Street, proposed frequency would be every 10 minutes in the daytime and every 15 minutes in the evening. http://www.sfmta.com/cms/mtepd/documents/rte_009-009L.pdf

9-Polk. The 19-Polk would operate between Van Ness/North Point and SFGH and modify the route near Civic Center to simplify the route structure and reduce travel time. The segment south of 24th Street would be served by the revised 48 line, providing direct connection to the Mission, rather than Civic Center. The 19 may be taken to Civic Center BART station with proposed frequencies of every 10 minutes during peak hours. The 19 may also be taken and from the 4th & King Caltrain Station (stops at 7th and Townsend). http://www.sfmta.com/cms/mtepd/documents/rte_019.pdf

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 # 3035-11/12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: DRAFT

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 82

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

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

TYPE OF SERVICE: Employee Shuttle Bus Services during the SFGH rebuild

FUNDING SOURCE: Grant from the Bay Area air district (TFCA Funds) and General Fund

Original Amount: \$33,600 PSC Duration: 7/30/11-7/30/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce motor vehicle emissions.

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

This shuttle bus service addresses several needs for SFGH. First, this shuttle service meets environmental mitigation requirements set forth above. SFGH has lost over 100 parking spaces due to construction and Rebuild related congestion has punctuated the need for alternative transportation sources to reduce congestion. Finally, the service also meets staff preferences, as the shuttle stops chosen for this service directly correspond to the SFGH 2009 Travel Survey Data.

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 is a continuing service approved under PSC# 4002-10/11.

D. Will the contract(s) be renewed: As needed.

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 250-A (9163) Muni Transit Workers, Jacquie Hale, 9/29/11.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3035-11/12

Approval Date: 11/4/11

By: [Signature] Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Safe, timely, courteous operation of a shuttle bus on the routes and schedules prescribed by SFGH. Flexibility and capacity to meet SFGH needs as they change over the course of the rebuild.

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

Transit Operator (#9163)

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

Yes. All shuttle busses, maintenance, and staff are provided by the contractor

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are currently no shuttle services offered by CCSF. This service is time limited and is specific to the SFGH rebuild.

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

If the city were to establish a permanent service, a specialized position might be considered, however these services are specific to the SFGH Rebuild and time limited

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

Yes No

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

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.


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 personal services contract with your department?

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



 Signature of Departmental Personal Services Contract Coordinator
 Jacquie Hale

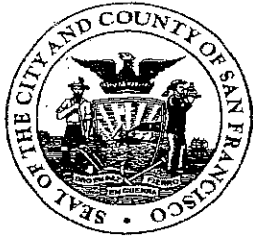
 Print or Type Name
 554-2609

 Telephone Number

101 Grove Street #307

 San Francisco, CA 94102

 Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

May 23, 2012

3035-11/12
Mod #1

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4122-11/12 THROUGH 4125-11/12; 4040-09/10; 4085-07/08; 4155-05/06; AND 3035-11/12.

At its meeting of May 21, 2012 the Civil Service Commission had for its consideration the above matter.

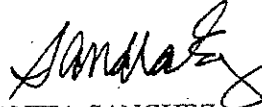
PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

The Commission:

- (1) Postponed PSC #4085-07/08 to the meeting of June 4, 2012 at the request of the Public Utilities Commission.
- (2) Adopted the report; Approved the request for PSC #4125-11/12 as a modification. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office 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 FOR
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Parveen Boparai, Municipal Transportation Agency
 - Micki Callahan, Human Resources Director
 - Aleric Degrafinried, Public Utilities Commission
 - Maureen Gannon, Office of the Sheriff
 - Marie de Vera, Department of Human Resources
 - Jaci Fong, Office of Contract Administration
 - Jacque Hale, Department of Public Health
 - Shamica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - Brent Lewis, Department of Human Resources
 - Joan Lubamersky, General Services Agency
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

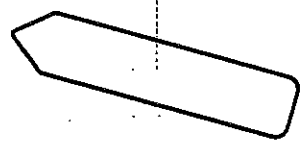
POSTING FOR

5/21/2012

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date- End Date
4040-09/10	35	Municipal Transportation Agency	Regular	\$1,977,000	\$7,908,858	Contractor shall provide SFMTA software updates, non-custom software upgrades that Contractor provides to other customers, equipment repair and maintenance, System Support Services necessary to maintain the operations of the Base AVLS in accordance with the operating standards and specifications set out in the Maintenance Agreement. Contractor will also provide training to SFMTA personnel in AVLS operation and maintenance so that SMTA staff may eventually perform maintenance of the AVLS vehicle equipment.	10/1/2009 - 7/31/2013
4085-07/08	40	Public Utilities Commission	Regular	0	\$2,000,000	The reason for this modification is to ensure the Water Quality Division (WQD) capability for meeting all sample testing required for regulatory compliance. A full service environmental laboratory will provide "as-needed" reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues). (CS-896).	1/22/2008 - 2/28/2015
4155-05/06	40	Public Utilities Commission	Regular	\$9,500,000	\$20,525,000	The consultant will perform detailed analyses of facility energy use patterns and provide specialized energy-efficiency retrofit recommendations and cost-benefit analysis for Heating Ventilation Air Conditioning (HVAC), controls, and lighting retrofits. Consultant will support retrofit implementation with specialized design, performance specifications, and construction support services, along with project commissioning, benchmarking, building retro-commissioning, energy system training, and measurement and verification services. Consultant also will provide city design teams with better than code design recommendations to incorporate energy efficiency into new construction and major renovations of municipal buildings, water/wastewater facilities and other City facilities. The consultant also will provide technical support for developing and managing new energy efficiency programs, along with financial analysis, environmental services, and guidance of new and emerging energy technologies.	10/1/2006 - 9/30/2017
3035-11/12	82	Public Health	Regular	\$33,600	\$67,200	This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles travelling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce motor vehicle emissions.	7/30/2011 - 6/30/2012

Sum of Modified Amounts: \$11,510,600



Mod #1

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 23, 2012

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 3035-11/12)

TYPE OF SERVICE: Employee Shuttle Bus Services during the SFGH rebuild

FUNDING SOURCE: Grant from the Bay Area Air Quality District and General Fund

Table with 2 columns: Amount and PSC Duration. Rows: Original Amount (\$33,600), Modification (\$33,600), Total (\$67,200). Durations: 7/30/11-6/30/12, 7/01/11-7/31/12, 7/01/11-7/31/12.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce motor vehicle emissions.

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

This shuttle bus service addresses several needs for SFGH. First, this shuttle service meets environmental mitigation requirements set forth above. SFGH has lost over 100 parking spaces due to construction and Rebuild related congestion has punctuated the need for alternative transportation sources to reduce congestion. Finally, the service also meets staff preferences, as the shuttle stops chosen for this service directly correspond to the SFGH 2009 Travel Survey Data.

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 is a continuing service approved under PSC# 3035-11/12.

D. Will the contract(s) be renewed: As needed.

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

Local 250-A (9163) Muni Transit Workers Union Name, Signature of person mailing/faxing form: Jacquie Hale, Date: 3/26/12

Union Name, Signature of person mailing/faxing form, Date

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3035-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

May 21, 2012

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Safe, timely, courteous operation of a shuttle bus on the routes and schedules prescribed by SFGH. Flexibility and capacity to meet SFGH needs as they change over the course of the rebuild.

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

Transit Operator (#9163)

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

Yes. All shuttle busses, maintenance, and staff are provided by the contractor

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are currently no shuttle services offered by CCSF. This service is time limited and is specific to the SFGH rebuild.

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

If the city were to establish a permanent service, a specialized position might be considered, however these services are specific to the SFGH Rebuild and time limited

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

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

Yes No

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.


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 personal services contract with your department?

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
Print or Type Name Telephone Number

101 Grove Street #307
San Francisco, CA 94102
Address

Mod #2

PERSONAL SERVICES CONTRACT SUMMARY

DATE: DRAFT

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 3035-11/12)

TYPE OF SERVICE: Employee Shuttle Bus Services during the SFGH rebuild

FUNDING SOURCE: Grant from the Bay Area Air Quality District and General Fund

Table with 2 columns: Amount and PSC Duration. Rows: Original Amount (\$67,200), Modification (\$33,600), Total (\$100,800). Durations: 7/30/11-6/30/12, 7/01/12-6/30/14, 7/30/11-6/30/14.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH.

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

This shuttle bus service addresses several needs for SFGH. First, this shuttle service meets environmental mitigation requirements set forth above. SFGH has lost over 100 parking spaces due to construction and Rebuild related congestion has punctuated the need for alternative transportation sources to reduce congestion.

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 is a continuing service approved under PSC# 3035-11/12.

D. Will the contract(s) be renewed: As needed.

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

Form for Union Notification with fields for Union Name, Signature of person mailing/faxing form, and Date. Includes a line for RFP sent to Union Name, on Date, Signature.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3035-11/12
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Safe, timely, courteous operation of a shuttle bus on the routes and schedules prescribed by SFGH. Flexibility and capacity to meet SFGH needs as they change over the course of the rebuild.

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

Transit Operator (#9163)

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

Yes. All shuttle busses, maintenance, and staff are provided by the contractor

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are currently no shuttle services offered by City and County of San Francisco. This service is time limited and is specific to the SFGH rebuild.

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

If the city were to establish a permanent service, a specialized position might be considered, however these services are specific to the SFGH Rebuild and time limited

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? Yes, the existing contract is with Transmetro Shuttle Bus.

<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

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove Street #307
San Francisco, CA 94102
Address

Blank Page

Additional Documents

**City and County of San Francisco
Office of Contract Administration
Purchasing Division**

**Second Amendment
Transmetro, Inc.**

**City and County of San Francisco
Office of Contract Administration
Purchasing Division**

Second Amendment

This AMENDMENT (this "Amendment") is made as of June 1, 2012, in San Francisco, California, by and between **TRANSMETRO, Inc.** ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend term and amounts;

WHEREAS approval for this agreement was obtained when the Civil Service Commission approved contract number 3035-11/12, dated May 21, 2012;

NOW THEREFORE, Contractor and the City agree as follows:

1. **Definitions.** The following definitions shall apply to this Amendment:

a. **Agreement.** The term "Agreement" shall mean the Agreement dated July 30, 2010, (BPHG11000017) between Contractor and City, as amended by this:

First Amendment dated August 1, 2011 (BPHG11000017) and this Second Amendment;

b. **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. **Modifications to the Agreement.** The Agreement is hereby modified as follows:

b. **Section 05. Section 05 Compensation, of the Agreement currently reads as follows:**

5. **Compensation.** Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed One hundred Seven Thousand and One Hundred Seventeen DOLLARS (\$107,117). The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

Such section is hereby amended in its entirety to read as follows:

5. **Compensation.** Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **One Hundred - Thirty Four Thousand and Three-Hundred Seventeen DOLLARS (\$134,317)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

The following Appendices are being added to or substituted for the Exhibits and/or Appendices, as indicated, in the "Original Agreement" and any subsequent "Amendments", and are titled to support the period of 08/01/11 -07/30/12.

c. **Delete Appendix A, 08/01/11 -07/30/12, Pages 1-3, and substitute Appendix A, 08/01/11 -07/30/12, Pages 1-3.**

d. **Delete Appendix A-1, 08/01/11 -07/30/12, Pages 1-1 and substitute Appendix A-1, 08/01/11 -07/30/12, Pages.1-1.**

e. **Delete Appendix B, 08/01/11 -07/30/12 Pages 1-3 and substitute Appendix B, 08/01/11 -07/30/12 Pages 1-3.**

f. **Delete Appendix B-1, 08/01/11 -07/30/12 Pages 1-2 and substitute Appendix B-1, 08/01/11 -07/30/12 Pages 1-2.**

g. **Delete Appendix F, 08/01/11 -07/30/12 Pages A and B and substitute Appendix F, 08/01/11 -07/30/12 Pages A and B.**

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

CITY

CONTRACTOR

Recommended by:

Transmetro, Inc.

Sue Currin / 7-18-12
Sue Currin
Chief Executive Director

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

Approved as to Form:

Dennis J. Herrera
City Attorney

I have read and understood paragraph 35, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

By: Kathy Murphy / 7/12/12
Kathy Murphy
Deputy City Attorney

Mary Omer / 7/12/12
Mary Omer
Proprietor
3931 Alemany Blvd. #2002-221
San Francisco, CA 94132

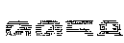
Approved:

Jaci Hong / 8/1/12
Jaci Hong
Director Office of Contract
Administration and Purchaser

City vendor number: 82454

Appendices

- A: Services to be provided by Contractor
- B: Calculation of Charges
- C: Reserved
- D: Additional Terms
- E: HIPAA Business Associate Agreement
- F: Invoice
- G: Dispute Resolution
- H: Insurance Certificates



Appendix A
Services to be provided by Contractor

I. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to Barbara Garcia., Contract Administrator for the City, or his / her designee.

B. Reports:

Contractor shall submit written reports as requested by the City. The format for the content of such reports shall be determined by the City. The timely submission of all reports is a necessary and material term and condition of this Agreement. All reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

C. Evaluation:

Contractor shall participate as requested with the City, State and/or Federal government in evaluative studies designed to show the effectiveness of Contractor's Services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final written reports generated through the evaluation program shall be made available to Contractor within thirty (30) working days. Contractor may submit a written response within thirty working days of receipt of any evaluation report and such response will become part of the official report.

D. Possession of Licenses/Permits:

Contractor warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.

E. Adequate Resources:

Contractor agrees that it has secured or shall secure at its own expense all persons, employees and equipment required to perform the Services required under this Agreement, and that all such Services shall be performed by Contractor, or under Contractor's supervision, by persons authorized by law to perform such Services.

F. Admission Policy:

Admission policies for the Services shall be in writing and available to the public. Except to the extent that the Services are to be rendered to a specific population as described in the programs listed in Section 2 of Appendix A, such policies must include a provision that clients are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or AIDS/HIV status.

G. San Francisco Residents Only:

Only San Francisco residents shall be treated under the terms of this Agreement. Exceptions must have the written approval of the Contract Administrator.

H. Grievance Procedure:

Contractor agrees to establish and maintain a written Client Grievance Procedure which shall include the following elements as well as others that may be appropriate to the Services: (1) the name or title of the person or persons authorized to make a determination regarding the grievance; (2) the opportunity for the aggrieved party to discuss the grievance with those who will be making the determination; and (3) the right of a client dissatisfied with the decision to ask for a review and recommendation from the community advisory board or planning council that has purview over the aggrieved service. Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director of Public Health or his/her designated agent (hereinafter referred to as "DIRECTOR"). Those clients who do not receive direct Services will be provided a copy of this procedure upon request.

I. Infection Control, Health and Safety:

(1) Contractor must have a Bloodborne Pathogen (BBP) Exposure Control plan as defined in the California Code of Regulations, Title 8, Section 5193, Bloodborne Pathogens (<http://www.dir.ca.gov/title8/5193.html>), and demonstrate compliance with all requirements including, but not limited to, exposure determination, training, immunization, use of personal protective equipment and safe needle devices, maintenance of a sharps injury log, post-exposure medical evaluations, and recordkeeping.

(2) Contractor must demonstrate personnel policies/procedures for protection of staff and clients from other communicable diseases prevalent in the population served. Such policies and procedures shall include, but not be limited to, work practices, personal protective equipment, staff/client Tuberculosis (TB) surveillance, training, etc.

(3) Contractor must demonstrate personnel policies/procedures for Tuberculosis (TB) exposure control consistent with the Centers for Disease Control and Prevention (CDC) recommendations for health care facilities and based on the Francis J. Curry National Tuberculosis Center: Template for Clinic Settings, as appropriate.

(4) Contractor is responsible for site conditions, equipment, health and safety of their employees, and all other persons who work or visit the job site.

(5) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as BBP and TB and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.

(6) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.

(7) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including safe needle devices, and provides and documents all appropriate training.

(8) Contractor shall demonstrate compliance with all state and local regulations with regard to handling and disposing of medical waste.

J. Acknowledgment of Funding:

Contractor agrees to acknowledge the San Francisco Department of Public Health in any printed material or public announcement describing the San Francisco Department of Public Health-funded Services. Such documents or announcements shall contain a credit substantially as follows: "This program/service/activity/research project was funded through the Department of Public Health, City and County of San Francisco."

K. Client Fees and Third Party Revenue:

(1) Fees required by federal, state or City laws or regulations to be billed to the client, client's family, or insurance company, shall be determined in accordance with the client's ability to pay and in conformance with all applicable laws. Such fees shall approximate actual cost. No additional fees may be charged to the client or the client's family for the Services. Inability to pay shall not be the basis for denial of any Services provided under this Agreement.

(2) Contractor agrees that revenues or fees received by Contractor related to Services performed and materials developed or distributed with funding under this Agreement shall be used to increase the gross program funding such that a greater number of persons may receive Services. Accordingly, these revenues and fees shall not be deducted by Contractor from its billing to the City.

L. Patients Rights:

All applicable Patients Rights laws and procedures shall be implemented.

M. Under-Utilization Reports:

For any quarter that CONTRACTOR maintains less than ninety percent (90%) of the total agreed upon units of service, and for HIV Prevention Services contracts the number of clients (NOC), for any mode of service hereunder, except for taxi scrip, bus tokens, clothing vouchers, and household goods vouchers, which may be

distributed on an as-needed basis, CONTRACTOR shall immediately notify the Contract Administrator in writing and shall specify the number of underutilized units of service.

N. Quality Assurance:

Contractor agrees to develop and implement a Quality Assurance Plan based on internal standards established by Contractor applicable to the Services as follows:

- (1) Staff evaluations completed on an annual basis.
- (2) Personnel policies and procedures in place, reviewed and updated annually.
- (3) Board Review of Quality Assurance Plan.

O. Compliance With Grant Award Notices:

If any portion of funding for this Agreement is provided to the City through federal, state or private foundation awards, Contractor agrees to comply with the provisions of the City's agreements with said funding sources, which agreements are incorporated by reference as though fully set forth.

2. Description of Services

Detailed descriptions of services supporting the period 07/30-10-07/30/12 may be found in the following Appendixes:

Appendix A, Page 1-3	07/30-10-07/30/12	Program Summary
Appendix A-1,	08/01/2011-07/30/12, Page 1	SFGH Shuttle Project

SUMMARY

Service Provider:	Transmetro, Inc. 3931 Alemany Blvd Suite 2002-221 San Francisco, CA 94132 Contact: Mary Omer (415) 290-3432
Project Sponsor:	San Francisco General Hospital
Project Contact:	San Francisco General Hospital Rebuild Project 1001 Potrero Avenue, Bldg 40, Room 5 San Francisco, CA 94110 (415) 206-8585
Project Number:	09R13
Fiscal Agent:	General Fund
Total Contract Amount:	\$134,317
Funding Source:	San Francisco General Hospital Rebuild Project:
Modification Period:	August 1, 2011 to July 30 th 2012
Service Description:	Provision of 2 year of shuttle service for 6 hours a day, 5 days a week, 252 days a year for commuters traveling between SFGH, the 24 th Street BART Station and Civic Center BART station. This service will operate during weekday peak commute hours (7am-10am and 4pm to 7pm).
Project Goal:	The goal of this project is to reduce motor vehicle emissions by providing shuttle services, thereby reducing motor vehicle emissions, trips, and vehicle miles traveled.

**Appendix B
Calculation of Charges**

1. Method of Payment

Contractor shall submit monthly invoices by the fifteenth (15th) working day of each month, in the format attached in Appendix F, based upon the number of units of service that were delivered in the immediately preceding month. All deliverables associated with the Services listed in Section 2 of Appendix A, times the unit rate as shown in the Program Budgets listed in Section 2 of Appendix B shall be reported on the invoice(s) each month. All charges under this Agreement shall be due and payable only after Services have been rendered and in no case in advance of such Services.

2. Program Budgets and Final Invoice

A. Program Budgets supporting the period 07/30/10– 07/30/12 may be found in the following Appendixes:

Appendix B, 07/30/10– 07/30/12, Page 1	Calculation of Charges
Appendix B-1 Budget Detail	Appendix B-1, 07/01/11– 07/30/12, Page 1-2

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, **\$14,391** is included as a contingency amount and is neither to be used in Program Budgets attached to this Appendix, or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Program Budgets of Appendix B, which has been approved by Contract Administrator. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

The maximum dollar for each funding source shall be as follows:

Original Agreement		General Fund	\$10,000	07/30/10– 07/30/11
Original Agreement	BA Air Quality Management District		\$49,926	07/30/10– 07/30/11
First Amendment		General Fund	\$30,000	07/01/11-07/30/12
Second Amendment		General Fund	\$30,000	07/01/11-07/30/12
			<u>\$119,926</u>	
		Contingency	\$14,391	
		Total	\$134,317	

C. A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of the Agreement, and shall include only those Services rendered during the referenced period of performance. If Services are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to City. City's final reimbursement to the Contractor at the close of the Agreement period shall be adjusted to conform to actual units certified multiplied by the unit rates identified in the Program Budgets attached hereto, and shall not exceed the total amount authorized and certified for this Agreement.

	A	B	C	D	E
1	Appendix B-1				Page 1
2					
3	DEPARTMENT OF PUBLIC HEALTH				
4	CONTRACT BUDGET SUMMARY BY PROGRAM				
5	Contractor's Name			Contract Term	
6	Transmetro, Inc.			July 30, 2010-July 30, 2012	
7	(Check One) New <input type="checkbox"/> Renewal Modification <input checked="" type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod. 1st		
9	Program Name	SFGH Shuttle Prog			Contract Total
10	Narrative Reference & Page No(s):				
11	Program Term	7-30-10-7-30-11	8/01/11-7/30/12	8/01/11-7/30/12	
12	Expenditures:				
13	Salaries & Benefits				
14	Operating Expense	\$59,926	\$30,000	\$30,000	\$119,926
15	Capital Expenditure				
16	Direct Cost				
17	Indirect Cost				
18	<i>Indirect Percentage (%) of direct cost (Line 16)</i>				
19	Total Expenditures				
20	DPH Revenues by Source:				
21					
22	TFCA Funding	\$49,926			\$49,926
23	SFGH Rebuild	\$10,000	\$30,000	\$30,000	\$70,000
24					
25					
26					
27					
28	TOTAL DPH REVENUES	\$59,926	\$30,000	\$30,000	\$119,926
29	Other Revenues:				
30					
31					
32					
33					
34					
35	Total Revenues	\$59,926	\$30,000	\$30,000	\$119,926
36	Total Units of Service	1,512 hours	756 hours	756 hours	
37	Cost Per Unit of Service (\$ per hour)	\$40.00	\$40.00	\$40.00	
38	Full Time Equivalent (FTE)				
40	Prepared by: Christina Foushee, SFGH				
41	DPH-CO Review Signature: _____				
42	DPH #1				

	A	B	C	D	E	F
1	Appendix B-1 Page 2					
2						
3						
4						
5	SUMMARY OF CLIENT SERVICES					
6	BY PROGRAM					
7						
8	Program Name <u>SFGH Shuttle Prog</u>					
9	Original Agreement					
10						
11						
12	Mode/Service Function & Unit Type (i.e. hour		Total Cost	No. of Units	No. of Clients	Cost Per Unit
13	Driving passengers on route		\$59,926	1512 hours		\$40.00
14						
15						
16						
17						
18	Totals		\$59,926	1,512		\$40.00
19						
20	Program Name <u>SFGH Shuttle Prog</u> TERM <u>8/01/2011-7/30/12</u>					
21	Modification #1					
22						
23						
24	Mode/Service Function & Unit Type (i.e. hour		Total Cost	No. of Units	No. of Clients	Cost Per Unit
25	Driving passengers on route		\$30,000	756		\$40.00
26						
27						
28						
29						
30	Totals			756		\$40.00
31						
32	Program Name <u>SFGH Shuttle Prog</u> TERM <u>8/01/2011-7/30/12</u>					
33	Modification #2					
34						
35						
36	Mode/Service Function & Unit Type (i.e. hour		Total Cost	No. of Units	No. of Clients	Cost Per Unit
37	Driving passengers on route		\$30,000	756		\$40.00
38						
39						
40						
41						
42	Totals			756		\$40.00
43	DPH #1A					

**Appendix C
Insurance Waiver**

RESERVED

THIS PAGE IS LEFT BLANK AND IS NOT BEING USED

Elizabeth
Fitzgerald/ADMSVC/SFGOV
06/30/2011 12:15 PM

To: Robert Longhitano/DPH/SFGOV@SFGOV
cc
bcc
Subject: Fw: Transmetro, Inc.

Rob,

I asked one of brokers to review the endorsements because I had not come across this type of form before.

Alliant has confirmed the endorsements are acceptable. Please see their response.

Thanks,

Elizabeth Fitzgerald, Risk Analyst
Office of the City Administrator
Risk Management Division
25 Van Ness Avenue, Ste. 750
San Francisco, CA 94102

415-554-2303 - Direct
415-554-2354 - Main Office
415-554-2357 - Fax

Email: elizabeth.fitzgerald@sfgov.org

— Forwarded by Elizabeth Fitzgerald/ADMSVC/SFGOV on 06/30/2011 12:12 PM —

From: "P.J. Skarlanic" <PSkarlanic@alliantinsurance.com>
To: <Elizabeth.Fitzgerald@sfgov.org>
Date: 06/30/2011 12:04 PM
Subject: RE: Transmetro, Inc.

Hi Liz,

Yes, I have seen this "Designated Insured" endorsement before, and Yes it is acceptable.

With an Auto Liability policy, additional insured status is already automatically included under the "Who Is An Insured" (Section II) section of the policy form. So, a Additional Insured endorsement really isn't necessary for an Auto policy....even though you may see some carriers issuing them.

This "Designated Insured" endorsement is simply a way for the carrier to acknowledge that yes, the City & County of San Francisco is covered as an insured on this policy, by virtue of the language already built into the policy form.

I am around all day today, so please let me know if you have any questions.

-P.J.
P.J. Skarlanic, CLCS, ARM, CIC

Account Manager - Lead
Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111
415.403.1455 Direct
415.874.4812 Fax
pskarlanic@alliantinsurance.com
www.alliantinsurance.com

From: Elizabeth.Fitzgerald@sfgov.org [mailto:Elizabeth.Fitzgerald@sfgov.org]
Sent: Thursday, June 30, 2011 11:26 AM
To: P.J. Skarlanic
Subject: Fw: Transmetro, Inc.

Hi P.J.,

What do you make of the attached endorsement? I never seen anything like this before, it seems this endorsement may not meet City requirements.

Your feedback is appreciated.

Thanks,

Elizabeth Fitzgerald, Risk Analyst
Office of the City Administrator
Risk Management Division
25 Van Ness Avenue, Ste. 750
San Francisco, CA 94102

415-554-2303 - Direct
415-554-2354 - Main Office
415-554-2357 - Fax

Email: elizabeth.fitzgerald@sfgov.org

----- Forwarded by Elizabeth Fitzgerald/ADMSVC/SFGOV on 06/30/2011 11:23 AM -----

From: Robert Longhitano/DPH/SFGOV
To: Elizabeth.Fitzgerald/ADMSVC/SFGOV@SFGOV
Date: 06/30/2011 10:08 AM
Subject: Fw: Transmetro, Inc.

Will designated insured be acceptable. See note from their broker. Transmetro will provide Non Emergency Medical Transportation (NEMT) Services.

thanks

rob

--- Forwarded by Robert Longhitano/DPH/SFGOV on 06/30/2011 10:03 AM ---

"Kim Finley" <kfinley@tibinsurance.com>

To: "Robert Longhitano" <Robert.Longhitano@sfdph.org>

CC

06/30/2011 09:33 AM

Subject: Transmetro, Inc.

Good Morning Robert,

Please find attached the final endorsement. Unfortunately the insurance company can not provide the Additional insured endorsement. Attached is the Designated Insured endorsement hope this will suffice because this is all that they can issue. Please confirm receipt.

Thanks,

Kim Finley
Customer Service Rep.

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

From: csr8001@tibinsurance.com [mailto:csr8001@tibinsurance.com]

Sent: Thursday, June 30, 2011 6:28 AM

To: Kim Finley

Subject: Message from "RNP044FB4"

This E-mail was sent from "RNP044FB4" (Aficio MP 8001).

Scan Date: 06.30.2011 09:27:58 (-0400)

Queries to: csr8001@tibinsurance.com

[attachment "20110630092758794.pdf" deleted by Robert Longhitano/DPH/SFGOV]

This e-mail and all attachments to it are for the sole use of the intended recipients and may contain proprietary information and trade secrets of Alliant Insurance Services, Inc. and its subsidiaries. This e-mail may also contain information which is confidential or which is protected from disclosure by privilege. Any unauthorized use, disclosure or distribution of this e-mail and its attachments is prohibited. If you are not the intended recipient, let us know by reply e-mail and then erase and destroy all electronic or other copies of this message.

Appendix F
Invoice

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

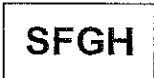
APPENDIX F-1
Appendix Term: 8/01/11-7/30/12
PAGE A

Contractor: Transmetro Inc
Address: 3931 Alemany Blvd. #2002
San Francisco CA 94132

CMS # Invoice Number

Contract Purchase Order No:

Telephone:
Fax:



Funding Source:

Program Name: Shuttle Bus Project

Grant Code/Detail:

ACE Control #:

Project Code/Detail:

Invoice Period:

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Driving passengers	1,512	n/A						n/A	1,512	n/A

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		n/a			

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
Total Personnel Expenses					
Operating Expenses:	\$60,000				
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)					
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$60,000				\$60,000.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$60,000				\$60,000.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$60,000				\$60,000.00
Indirect Expenses					
TOTAL EXPENSES	\$60,000				\$60,000.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____ Date: _____

Title: _____

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
----------	--	---	-------------



CERTIFICATE OF LIABILITY INSURANCE

TRANS14

OP ID: KE

DATE (MM/DD/YYYY)

03/06/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TIB Transportation Ins Brokers 425 West Broadway, Suite 400 Glendale, CA 91204	818-246-2800	CONTACT NAME:	
	818-246-4690	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Essex Insurance Company	
		INSURER B: Scottsdale Insurance Company	
		INSURER C: Scottsdale Insurance Company	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED
Transmetro, Inc.
3931 Alemany Blvd, PMB2002-221
San Francisco, CA 94132

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR YVVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			3DJ5122	01/16/12	01/16/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ N/A
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS			CAS0093497	05/01/11	05/01/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
X	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			XLS0079515	01/16/12	01/16/13	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A				WG STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City and County of San Francisco, its officers, employees and agents are named as additional insured under General Liability and Auto Liability but only to the extent that the certificate holder is held liable for the conduct of the named insrd.

CERTIFICATE HOLDER

CANCELLATION

CITYA-2 City & County of San Francisco Its Officers, Employees & Agent Dpmtnt of Public Health-Contr 1 Dr. Carlton B. Goodlett Pl San Francisco, CA 94102-1676	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

POLICY NUMBER: CAS0095591

COMMERCIAL AUTO
CA 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED


This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 05/01/2012	Countersigned By:
Named Insured: TRANSMETRO INC	 (Authorized Representative)

SCHEDULE

Name of Person(s) or Organization(s): CITY OF COUNTY OF SAN FRANCISCO IT'S OFFICERS, EMPLOYEES & AGENT DEPARTMENT OF PUBLIC HEALTH-CONTR 101 GROVE ST RM. 307 SAN FRANCISCO, CA. 94102
--

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

POLICY ENDORSEMENT # 2

Insured copy

This Endorsement is Attached to and made part of Policy # 3DJ5122

Issued to: Transmetro, Inc

Insurance Company: Essex Insurance Company

Agent: TIB Insurance Brokers, Inc.

Effective date of this Endorsement is 5/11/12 at 12:01 AM Standard Time.

Producer: AmWINS Insurance Brokerage of California, LLC

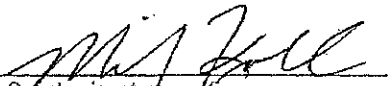
In consideration of an additional premium of \$100.00, flat and fully earned, it is hereby agreed and understood the following is added as an additional insured per form MEGL 0009 0911 attached

City and County of San Francisco, its officers, employees and agents
Department of Public Health-Contr
101 Grove St. Rm 307
San Francisco, CA 94102

All other Terms and Conditions remain the same.

Issue Date: 5/17/12

Issued By:


Countersignature

Additional Premium - shown above	100.00
State Tax	3.00
Stamp Fee	0.25
Total	103.25

EN10#2



Essex Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM
PRODUCTS/COMPLETED OPERATIONS COVERAGE FORM
LIQUOR LIABILITY COVERAGE FORM
PROFESSIONAL LIABILITY COVERAGE
OWNERS AND CONTRACTORS PROTECTIVE LIABILITY COVERAGE FORM

Please refer to each coverage form to determine which terms are defined. Words shown in quotations on this endorsement may or may not be defined in all coverage forms.

SCHEDULE

Person or Entity:	<u>City and County of San Francisco, its officers,</u>
<u>employees and agents: Department of Public Health-Contr</u>	
Address:	<u>101 Grove St. Rm 307</u> <u>San Francisco, CA 94102</u>
Interest of the Above:	<u>As respects transportation contract</u>
Additional Premium:	<u>100.00</u> (Check box if fully earned. <input checked="" type="checkbox"/>)

WHO IS AN INSURED is amended to include the person or entity shown in the Schedule above as an Additional Insured under this insurance, but only as respects negligent acts or omissions of the Named Insured and only as respects any coverage not otherwise excluded in the policy. Our agreement to accept an Additional Insured provision in a contract is not an acceptance of any other provisions of the contract or the contract in total.

When coverage does not apply for the Named Insured, no coverage or defense shall be afforded to the Additional Insured.

No coverage shall be afforded to the Additional Insured for injury or damage of any type to any "employee" of the Named Insured or to any obligation of the Additional Insured to indemnify another because of damages arising out of such injury or damage.

All other terms and conditions remain unchanged.



CERTIFICATE OF LIABILITY INSURANCE

OP ID: BB

DATE (MM/DD/YYYY)

12/15/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pennbrook/CAIB Insurance Svcs. License #0622553 www.pbcis.com P.O. Box 26849 San Francisco, CA 94126-6849	415-820-2200	CONTACT NAME: _____
	415-394-8332	PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____
		E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: TRAN-55
		INSURER(S) AFFORDING COVERAGE
INSURED Transmetro, Inc. 3931 Alemany Blvd., #2002-221 San Francisco, CA 94132	INSURER A: Continental Casualty Company	NAIC # 20443C
	INSURER B: Markel Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A	MWC002041301	12/15/11	12/15/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liab. Includes IP Cov.		287469350	12/10/11	12/10/12	Limit 1,000,000 Ded 5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Proof of Insurance.

CERTIFICATE HOLDER**CANCELLATION**

City & County of San Francisco
 1 Dr Carton B
 Goodlett Pl., #456
 San Francisco, CA 94102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Clay Wiens

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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: IT System Implementation and Support Services for / ICD-10 Conversion

Funding Source: General Funds PSC Duration: 4 years 52 weeks
PSC Amount: \$3,000,000 PSC Est. Start Date: 04/01/2014 PSC Est. End Date: 03/30/2019

1. Description of Work

A. Scope of Work:

Deployment of proprietary clinical documentation/International Statistical Classification of Diseases (ICD)-10 (10th revision) solutions, in order to meet the nationally mandated conversion to ICD-10 standard. Various vendor provided solutions will integrate within existing Electronic Medical Record systems in order to facilitate physician documentation, improve compliance and ensure appropriate reimbursement.

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

Contractor's services are necessary to assist the Department with the conversion to a new Federally Mandated Medical Record Coding System, ICD-10. The contractors will provide applications that will be embedded or that will interface with existing systems. Professional services provided by the contractor will ensure the strongest possible working relationship between San Francisco General Hospital (SFGH) and the Contractor. Denial of any of these services would risk a successful and timely implementation of the application, potentially resulting in underutilization of the application and an inability for the Department to comply with Federally Mandated Requirements to transition to the new ICD-10 Coding Structure.

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 are new services and applications required by the ICD-10 transition.

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

2. Union Notification: On 03/10/2014, 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# 42995 - 13/14

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor(s) must have a commercially available ICD-9 to ICD-10 transition application and the complementary services that can both technically and programmatically support the application and/or provide support to the Department in its transition to the new ICD-10 mandate. Sufficient resources to provide the application over the internet or locally with ongoing support and updates, including guarantees that the application meets minimum performance standards.

B. Which, if any, civil service class(es) normally perform(s) this work?
1022,1023,1024,1052,1053,1054,1042,1043,1044,1062,1063,1064,1070,1071,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Only in situations where the application will be hosted off site and accessible through the internet. In such cases, the Contractor will host the application in a secure data center.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because these are proprietary product with services which contain technical components beyond the scope expertise of in-house staff to develop within practical time and quality parameters. Civil Service classes will provide connectivity to the application and monitor connectivity issues at both the desktop and network level for this application.

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

No. The services are intermittent and as-needed and deal with proprietary product. Staff will work with the contractor to obtain the knowledge for routine maintenance of the application. Staff will have the opportunity to gain knowledge of best practices for ICD10 conversions and support of new applications.

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? IT, medical records, and other staff; hours to be determined.	<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 04/09/2014 BY:

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

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

Receipt of Union Notification(s)
◆ Local 21

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
To: jacquie.hale@sfdph.org; L21PSCReview@ifpte21.org; robert.longhitano@sfdph.org; richard.isen@sfgov.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 42995 - 13/14
Date: Monday, March 10, 2014 1:06:00 PM

RECEIPT for Union Notification for PSC 42995 - 13/14 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42995 - 13/14 for \$3,000,000 for Initial Request services for the period 04/01/2014 – 03/30/2019. 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/1551> 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

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: Emergency Training Services (CS-366)

Funding Source: SFPUC Emergency Planning Funds PSC Duration: 4 years 4 weeks
PSC Amount: \$2,000,000 PSC Est. Start Date: 06/02/2014 PSC Est. End Date: 06/30/2018

1. Description of Work

A. Scope of Work:

The following will be provided to various San Francisco Public Utilities Commission (SFPUC) divisions/entities: General and position specific Incident Command System (ICS) training under National Incident Management System (NIMS), Table Top Training Exercises semi-annually, Full Functional Training Exercises bi-annually, Preparation of Summary of Training and Comments (After Action Reports), Revise/Update Emergency Operating Procedures and Field Operations Guides as necessary, assistance with the development of an alternative emergency drinking water plan, and general project management.

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

SFPUC divisions need to be trained in ICS procedures under NIMS per Federal Emergency Management Agency (FEMA) regulations; failure to do so could impede SFPUC's ability to receive proper reimbursement from FEMA in the event of a significant emergency/catastrophic event. Training will prepare SFPUC to act swiftly and efficiently and will solidify proper lines of communication. Revising and updating Emergency Operating Procedures is imperative, and failure to do so may result in out of date procedures that could adversely affect emergency response efforts. An alternate emergency drinking water plan is necessary to solidify processes in the event of interruption in water delivery.

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.
Services have been partially provided by outside vendors in the past under CS-945 under PSC #4093-08/09.

D. Will the contract(s) be renewed? Not sure at this point.

2. Union Notification: On 04/03/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45752 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Proven expertise and extensive experience in emergency management systems as based on NIMS and Standardized Emergency Management System (SEMS), training and exercises as based on Homeland Security Exercise and Evaluation Program (HSEEP), providing ICS training, working with large utilities, developing and updating Department Emergency Operating Procedures (DEOP's), and coordinating with multiple city agencies and members of the community to develop new emergency plans.
- 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:
Lack expertise in coordinating and spearheading complex plans and projects involving such a wide range of entities. Vast experience in providing ICS training is also essential to executing this project, as is collaboration with community members and organizations.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No classes currently exist. Hiring process could potentially take too long to complete this project in a timely manner.

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? Various classes, 200-400 employees, approx. 3 hours per employee	<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 04/08/2014 BY:

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA

Receipt of Union Notification(s)
◆ All Unions

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org
Sent: Thursday, April 03, 2014 10:32 AM
To: Lo, Stacey; ritchell@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; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 45752 - 13/14

RECEIPT for Union Notification for PSC 45752 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45752 - 13/14 for \$2,000,000 for Initial Request services for the period 06/02/2014 – 06/30/2018. 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/dhrdrupal/node/1768> 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 # 4093-08/09

Original

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 01/07/09

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Emergency Operations Training and Exercises (CS-945)

FUNDING SOURCE: Operating Fund

PSC AMOUNT: \$1,600,000 PSC DURATION: 03/16/2009 to 03/15/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

- Plan, conduct and evaluate Emergency Response training and tabletop exercises for key Division Coordination Center Staff at City Distribution Division (CDD), Hetch Hetchy Water and Power (HHWP), Water Supply and Treatment (WST) and WasteWater (WWE).
Review, revise, and update the PUC Emergency Operations Plan, Division Emergency Operations Plans, and PUC Field Operations Guide, as necessary.
Plan, conduct and evaluate Emergency Response training and tabletop exercise for SFPUC Department Operations Center (DOC) staff.

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

Emergency Operation Training is critical to the ongoing operations of the Water System in the event of a disaster. Failure to train to the newly revised/updated plans could jeopardize public safety.

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 have been provided by consultants with appropriate expertise in the past. The PSC numbers are unknown.

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 Shamica Jackson 01/08/09
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4093-08/09

ANALYSIS/RECOMMENDATION: approved 1/12/09

CIVIL SERVICE COMMISSION ACTION:

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 2009 JAN 12 PM 12:22

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

See supplemental Attachment A.

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

There are no exact civil service classes that perform this specialized work. City currently has 8247 - Emergency Planning Coordinator, 1237 Training Coordinator and 1232 Training Officer.

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:

There are no civil service classes for this specialized training.

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)

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

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

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours. Emergency Response Training for approximately 80 hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

This training for approximately 400 key Division Coordination Center Staff at various Public Utilities Commission departments (CDD, HHWP, WST, WWE) for the complete duration of contract.

C. Are there legal mandates requiring the use of contractual services? Yes No

D. Are there federal or state grant requirements regarding the use of contractual services? Yes No

E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes No

Contract Advertisement Report Jan. 13, 2009 SFPUC Commission Meeting

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes No

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

RECEIVED BY
DEPARTMENT OF
HUMAN RESOURCES
2009 JAN 12 PM 12:22

Supplemental Attachment A (CS-945)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

- A minimum of 10 years of experience in emergency management, emergency training and emergency planning.
- Experience developing, reviewing, editing, updating and publishing compliant Emergency Operations Plans for major utilities responsible for municipal water, power and waste water operations.
- Experience in developing technical and practical compliant emergency response procedures and techniques / outreach and understanding to obtain the required information to developing, reviewing, editing, training, exercising, updating and publishing NIMS compliant Emergency Operations Plans.
- HSEEP experience in planning, conducting, and evaluating emergency response training and exercises with management as well as operations personnel.
- Worked with a major utility in developing emergency operations plans in the last three (3) years.
- Completed functional and/or full scale exercises to exercise and test Department Operations Centers (DOC) and Emergency Operations Plans (EOP) in last three (3) years.
- Developed AAR and CAP for exercises and/or real events in a timely manner.
- Worked with NIMS to train, exercise and implement exercises and/or in actual events in the last three years.
- Demonstrate knowledge of the functions of the Office of Emergency Services on a local, regional and state level as it may relate to a utility emergency operations.
- Show understanding and knowledge of the emergency response on a Federal level
- Worked with electrical, water and wastewater agencies.

RECEIVED BY
DEPARTMENT OF
HUMAN RESOURCES
JAN 12 PM 12: 22



**San Francisco
Water Power Sewer**

Services of the San Francisco Public Utilities Commission

Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
T 415.551.4603
F 415.554.3225

Mod # 1

MEMORANDUM

DATE: December 8, 2011
TO: Maria Ryan, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: David E. Scott, PSC Coordinator (C)
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4093-08/09 CSC Approval Date: 02/02/2009 (Original)
Description of Service(s): Plan, conduct and evaluate Emergency Response training and tabletop exercises for key Division Coordination Center Staff at City Distribution Division (CDD), Hetch Hetchy Water and Power (HHWP), Water Supply and Treatment (WST) and WasteWater (WWE). Review, revise, and update the PUC Emergency Operations Plan, Division Emergency Operations Plans, and PUC Field Operations Guide, as necessary. Plan, conduct and evaluate Emergency Response training and tabletop exercise for SFPUC Department Operations Center (DOC) staff (CS-945).

Original Approved Amount:	<u>\$ 1,600,000</u>	Original Approved Duration:	<u>02/02/2009 to 03/15/2013</u>
Modification One Amount:	<u>\$ 0</u>	Modification of Duration:	<u>12/12/2011 to 06/21/2013</u>
Total Amount as Modified:	<u>\$ 1,600,000</u>	Total Duration as Modified:	<u>02/02/2009 to 06/21/2013</u>

Reason for the modification:

This modification will align the approved Civil Service authority with the term in the executed contract.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 12/9/11

By: [Signature]
For Micki Callahan, Human Resources Director

- Edwin M. Lee
Mayor
- Francesca Vietor
President
- Anson Moran
Vice President
- Ann Moller Caen
Commissioner
- Art Torres
Commissioner
- Vinco Courtney
Commissioner
- Ed Harrington
General Manager





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

525 Golden Gate Avenue, 8th Floor
 San Francisco, CA 94102
 T 415.554.3155
 F 415.554.3161
 TTY 415.554.3488

Mod #2

DATE: March 19, 2013
 TO: Leorah Dang, DHR-PSC Coordinator
 Department of Human Resources (Dept. 33)
 FROM: Shamica Jackson, PSC Coordinator *Shamica Jackson*
 David E. Scott, Contract Analyst
 San Francisco Public Utilities Commission (Dept. # 40)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4093-08/09 Approval Date: 02/02/2009 (original)

Description of Service(s): **Plan, conduct and evaluate Emergency Response training and tabletop exercises for key Division Coordination Center Staff at City Distribution Division (CDD), Hetch Hetchy Water and Power (HHWP), Water Supply and Treatment (WST) and Waste Water (WWE). Review, revise, and update the PUC Emergency Operations Plan, Division Emergency Operations Plans, and PUC Field Operations Guide, as necessary. Plan, conduct and evaluate Emergency Response training and tabletop exercise for SFPUC Department Operations Center (DOC) staff (CS-945).**

Original Approved Amount:	<u>\$ 1,600,000</u>	Original Approved Duration:	<u>3/16/2009 <i>W</i></u> <u>02/02/2009 to 03/15/2013</u>
Modification One Amount:	<u>\$ 0</u>	Modification of Duration:	<u>03/16/2013 to 06/21/2013</u>
Modification Two Amount:	<u>\$ 800,000</u>	Modification of Duration:	<u>06/22/2013 to 06/21/2015</u>
Total Amount as Modified:	<u>\$ 2,400,000</u>	Total Duration as Modified:	<u>3/16/2009 <i>W</i></u> <u>02/02/2009 to 06/21/2015</u>

Reason for the modification:

The SFPUC seeks to continue on-going emergency operations plan development and correlated training for an additional two years.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 3/22/2013

By: *M*
 Micki Callahan, Human Resources Director

Edwin M. Lee
 Mayor
 Art Torres
 President

Vince Courtney
 Vice President

Ann Moller Caen
 Commissioner

Francesca Victor
 Commissioner

Auson Moran
 Commissioner

Harlan L. Kelly, Jr.
 General Manager



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION -- REC Dept. Code: REC

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

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

Type of Service: Architecture and Engineering Services - Geneva Car Barn and Powerhouse

Funding Source: 2000 General Obligation Bond PSC Duration: 4 years 50 weeks
PSC Amount: \$838,000 PSC Est. Start Date: 03/15/2014 PSC Est. End Date: 03/01/2019

1. Description of Work

A. Scope of Work:

- (i) Design Development Documents in sufficient detail and completeness to show and describe among other things, the size and character of the Improvements as to the architectural, structural, mechanical and electrical systems and materials.
(ii) Preliminary (50%) Construction Documents, which shall generally include (a) site plans at appropriate scale showing the building, streets, walks, and other open spaces, with all land uses designated and all site development details and bounding streets, and points of vehicular and pedestrian access shown, (b) all building plans and elevations at appropriate scale, (c) building sections showing all typical cross sections at appropriate scale, floor plans, (e) preliminary tenant improvement plans, if applicable, (f) plans for public access areas, (g) outline specifications for materials, finishes and methods of construction, (h) exterior signage and exterior lighting plans, (i) material and color samples, and (j) roof plans showing all mechanical and other equipment.

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

This service is a necessary part of the voter-approved implementation of the 2000 General Obligation Bond. This project has the support of the Board of Supervisors and the community. Significant funds have been raised by the community to partner with the City for the design of this facility. Failure to move forward with this service may jeopardize not only the funding, but the good will developed with the community during the planning process for this project.

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 been provided in the past through the Bureau of Architecture and private consultants.

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

2. Union Notification: On 03/04/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48552 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Basic services include design, documentation and construction administration services of the Architect and normal engineering consultants including structural, civil, mechanical, plumbing, and electrical engineers. Specialty consultants include a historic architect, landscape architect, lighting designer, acoustical consultant, geotechnical services and green building consultant.

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

5203,5211,5212,5214,5268,

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:

Please see attached ordinance, introduced by Supervisor John Avalos on January 14, 2014.

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

No, as outlined in 4A, Recreation and Park Department is seeking a sole source agreement to achieve 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 04/07/2014 BY:

Name: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: 501 Stanyan Street San Francisco, CA

Receipt of Union Notification(s)
◆ Local 21

Union Notice for Initial

From: dhr-psccordinator@sfgov.org on behalf of sean.mcfadden@sfgov.org
Sent: Tuesday, March 04, 2014 11:24 AM
To: McFadden, Sean; L21PSCReview@ifpte21.org; McFadden, Sean; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 48552 - 13/14

RECEIPT for Union Notification for PSC 48552 - 13/14 more than \$100k

The RECREATION AND PARK COMMISSION -- REC has submitted a request for a Personal Services Contract (PSC) 48552 - 13/14 for \$838,000 for Initial Request services for the period 03/15/2014 - 03/01/2019. 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/1546> 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)

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

4A. Explain why civil service classes are not applicable

1 [Agreement – Aidlin Darling Design – Authorizing Waiver of a Competitive Solicitation
2 Requirement In Order to Complete Design of Geneva Car Barn and Powerhouse
3 Improvements- \$838,000]

3

4 **Ordinance waiving the competitive solicitation requirement under Administrative Code,**
5 **Section 6.40, and authorizing the General Manager of the Recreation and Park**
6 **Department to enter into a professional services agreement with Aidlin Darling Design**
7 **in the amount of \$838,000 for the limited purpose of completing the design and**
8 **construction documents for the Geneva Car Barn and Powerhouse project.**

9 **NOTE:** **Unchanged Code text and uncodified text** are in plain Arial font.
10 **Additions to Codes** are in *single-underline italics Times New Roman font*.
11 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
12 **Board amendment additions** are in double-underlined Arial font.
13 **Board amendment deletions** are in ~~strikethrough Arial font~~.
14 **Asterisks (* * * *)** indicate the omission of unchanged Code
15 subsections or parts of tables.

13

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

15 Section 1. The Car Barn, designed and built in 1901 by the Reid brothers, originally
16 served as a depot for both private railroads as well as the San Francisco Municipal Railway
17 (Muni). It is the last physical vestige of San Francisco's first electric railway and was
18 designated a City Landmark in 1985 and placed on the National Register of Historic Places in
19 2010. The Car Barn consists of two adjoining structures, an approximately 12,000 square foot
20 two-story office building, and an approximately 4,000 square foot single-story car shed, known
21 as the Powerhouse. Muni used the building as office space until 1989 when it was heavily
22 damaged in the Loma Prieta earthquake. The Car Barn has been vacant ever since.

23 In 1998, the Car Barn was saved from a planned demolition through the efforts of a
24 neighborhood citizens group, the Friends of the Geneva Car Barn and Powerhouse
25 ("Friends"), formed to oppose the building's demolition. After the Municipal Transportation

1 Agency ("MTA") stabilized the building in 1999, the MTA transferred jurisdiction over the Car
2 Barn to the Recreation and Park Department ("RPD") to be used for recreational purposes
3 and related uses consistent with the RPD's mission (Resolution 193-04).

4 On March 13, 2007, the Board of Supervisors appropriated \$1,044,490 for the repair
5 and renovation of the Geneva Car Barn and Powerhouse ("Car Barn") located at the corner of
6 Geneva Avenue and San Jose Avenue (Ordinance No. 61-07). RPD, in partnership with the
7 Friends, developed a plan for the renovation and adaptive reuse of the Car Barn. The plan
8 included a seismic upgrade, installation of modern utility systems, restoration of historic
9 features, accessibility improvements, artist studios, event/exhibition space, a cafe, theater,
10 community meeting room, student lounge, and retail spaces. RPD allocated \$838,000 of the
11 2000 General Obligation Bond toward the project.

12 In 2009, as a result of the City's budget deficit, the \$1,044,490 allocated to the Car
13 Barn in Ordinance No. 61-07 was rescinded.

14 In response to this loss of funds, the Friends initiated a design competition for pro bono
15 architectural services for the renovation of the Car Barn. Aidlin Darling Design won the
16 competition, and to date have donated services valued at \$205,500. These services include
17 the completion of concept and schematic designs, renderings of the proposed project, as well
18 as assistance in the City's attainment of State and federal historic preservation approvals.

19 RPD used Aidlin Darling's schematic design to seek California Environmental Quality
20 Act ("CEQA") approval as well as approvals from the State Office of Historic Preservation
21 ("SHPO") and the National Park Service ("NPS").

22 Section 2: RPD would now like to leverage the \$838,000 in 2000 GO Bond funds
23 available for the project to seek additional funds from the 2015 Historic Preservation and New
24 Market Tax Credit program as well as the City's Community Opportunity Fund program. To
25

1 be eligible for these programs, the project must have final design and construction documents
2 completed by the end of 2014.

3 Section 6.40 of the Administrative Code requires Departments to procure outside
4 temporary professional design or consultant services for public work projects greater than
5 \$100,000 through a competitive process.

6 RPD desires to award a professional services contract to Aidlin Darling for two
7 reasons. First, because a typical competitive procurement for architectural services for public
8 works projects can take many months, a competitive solicitation process under Section 6.40
9 of the Administrative code would likely impair the City's ability to seek 2015 Historic
10 Preservation and New Market Tax credits and Community Opportunity Fund money for the
11 Car Barn project. Second, RPD is further concerned that if another architect is brought onto
12 the project, not only would it be unusual for that new firm to complete design and construction
13 documents based on Aidling Darling's schematic design, but inconsistencies or changes with
14 the design of the Car Barn could jeopardize the approvals received from SHPO and the NPS.

15 Section 3. The Board of Supervisors hereby waives the competitive solicitation
16 process requirement under Section 6.40 of the Administrative Code and authorizes the
17 General Manager of the Recreation and Park Department to enter into a professional services
18 agreement with Aidling Darling Design in the amount of \$838,000 for the limited purpose of
19 completing the design and construction documents for the Geneva Car Barn and
20 Powerhouse.

21 Section 4. Effective Date. This ordinance shall become effective 30 days after
22 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
23 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
24 of Supervisors overrides the Mayor's veto of the ordinance.

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

By: _____
Yadira Taylor
Deputy City Attorney

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Modification
Personal Services Contracts

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT Dept. Code: PRT

Type of Request: Initial Modification of an existing PSC (PSC # 4055 10/11)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Historic & Envtl Maritime Site Condition Assessment & Design Services for Crane Cove Park

Funding Source: General Obligation Bond

PSC Original Approved Amount: \$1,200,000

PSC Original Approved Duration: 02/01/11 - 12/31/14 (3 years 47 w

PSC Mod#1 Amount: \$1,409,396

PSC Mod#1 Duration: 12/31/14-12/31/17 (3 years 1 day)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$2,609,396

PSC Cumulative Duration Proposed: 6 years 47 weeks

1. Description of Work

A. Scope of Work:

See attached 'Scope of Services and Project Summary.'

See attached document(s).

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

San Francisco voters approved a 2008 General Obligation Bond that included \$33.5 million for waterfront parks. This project represents one of five (5) waterfront parks mandated by the voters. In accordance with the voter mandate, these projects must be completed by 2014. After consultation with Department of Public Works (DPW), the Recreation and Park Department and Local 21 IFPTE, it was determined that a phased approach that incorporates flexibility for city staff to work with consultants to move the project along is the best option since these agencies do not currently have staff capacity or expertise for this project but may in future phases.

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.

Initial PSC 4055-10/11; 4080-08/09; & 4003-09/10. Please see attachment.

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

2. Union Notification: On 03/26/14, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4055 10/11

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

An integrated team of experts with the ability to conduct site assessments for this highly complex site & develop design that meets the intent of the parks bond. The project must be lead by a Landscape Architect with Leadership in Energy Efficient Design certification in park design & supported by a Historic Preservation Architect with same certification. Other essential skills and expertise include: site contamination, structural, coastal, civil, electrical, & geotechnical engineers, as well as a cost estimator.

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

5268,5218,5241,5298,5291,

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:

See attached initial PSC for more details.

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

A cost estimator classification does not currently exist in the civil service system and the Port cannot justify a full-time person for its work. However, it is the Port's intent to provide opportunities for existing staff to acquire the experience in performing this type of specialized service.

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? Historic & Maritime training; Hours TBD. Please see initial PSC.	<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? AECOM (CSC previously approved)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

ON 03/26/14 BY:

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

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

Receipt of Union Notification(s)
◆ Local 21

Braganza, Lorceli (PRT)

From: Braganza, Lorceli (PRT)
Sent: Wednesday, March 26, 2014 4:43 PM
To: 'L21PSCReview@ifpte21.org'; 'jebrenner@ifpte21.org'
Cc: DHR-PSCCoordinator, DHR; Holmes, Lavena (lavena.holmes@sfport.com)
Subject: 4055 10/11 Modification - Additional Amount and Duration Extension
Attachments: PSC 4055 - 1011 Mod 032614.pdf; 4055 1011 Init Appr 120610.pdf

Importance: High

A *Modification* for PSC #4055 10/11 was posted today, 03/26/2014 but it seems the modification was not forwarded to you. I have attached it here for your review...

Also attached is the initial PSC approved on 12/06/2010.

Please let us know if you should have any questions or concerns.

Thank you,
lbraganza



Lorceli Braganza
Human Resources
Port of San Francisco
Work: 415-274-0424
Fax: 415-274-0583

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

1A. Scope of Work

Crane Cove Park Design Services Scope of Services and Project Summary

Project Overview

The City of San Francisco's 2008 Proposition A and 2012 Proposition B, Parks General Obligation Bond provides approximately \$39.5 million for Blue Greenway open space improvement projects along the San Francisco waterfront. Crane Cove park is one of nine such designated parks funded as a part of the Blue Greenway that connects open spaces along the San Francisco Bay Trail and the San Francisco Bay Water Trail, from Mission Creek to the County line.

The City's 2006 Blue-Greenway Task Force identified a series of open space improvements to benefit the City's southern neighborhoods and continue public waterfront access southward. The Crane Cove site proposes a new major waterfront park adjacent to the Pier 70 shipyard; along Illinois Street, in the Dogpatch/Potrero neighborhoods. Crane Cove Park would be integrated with restoration of incredible maritime historic structures, as envisioned in the Port's overall Pier 70 Master Plan.

The Site

This site brings complexity that requires expertise beyond that which existing city staff are capable of providing, yet the project does not provide sufficient work to justify adding multiple staff will not be needed on a full-time basis during the project and not needed beyond the project.

The complexities include the existence of a historic ship building slipway, including two cranes, two historic buildings that have been designated as historic structures of which its structural integrity has to be carefully examined given the intended use of the site as a public park. This risk associated with this site condition required ultimate due diligence on the part of the Port to assure that the park is properly designed. For the most part, the site sits over water and was previously used as ship repair facility.

The Project Approach/General Scope of Services

On September 16, 2010, Port staff met with representatives of Local 21, DPW to discuss the requirements of this project and come to an agreement as to the approach. The agreed approach is as follows:

The Port intends to manage this project in three (3) phases as follows:

PHASE	SCHEDULE FOR COMPLETION
1. Schematic Plan, Cost Estimate and Environmental Review	July, 2014
2. Detailed Design Development, Final Cost Estimate and Construction Bidding	March, 2015
3. Construction Administration	December, 2016

Project Schedules

Crane Cove Park

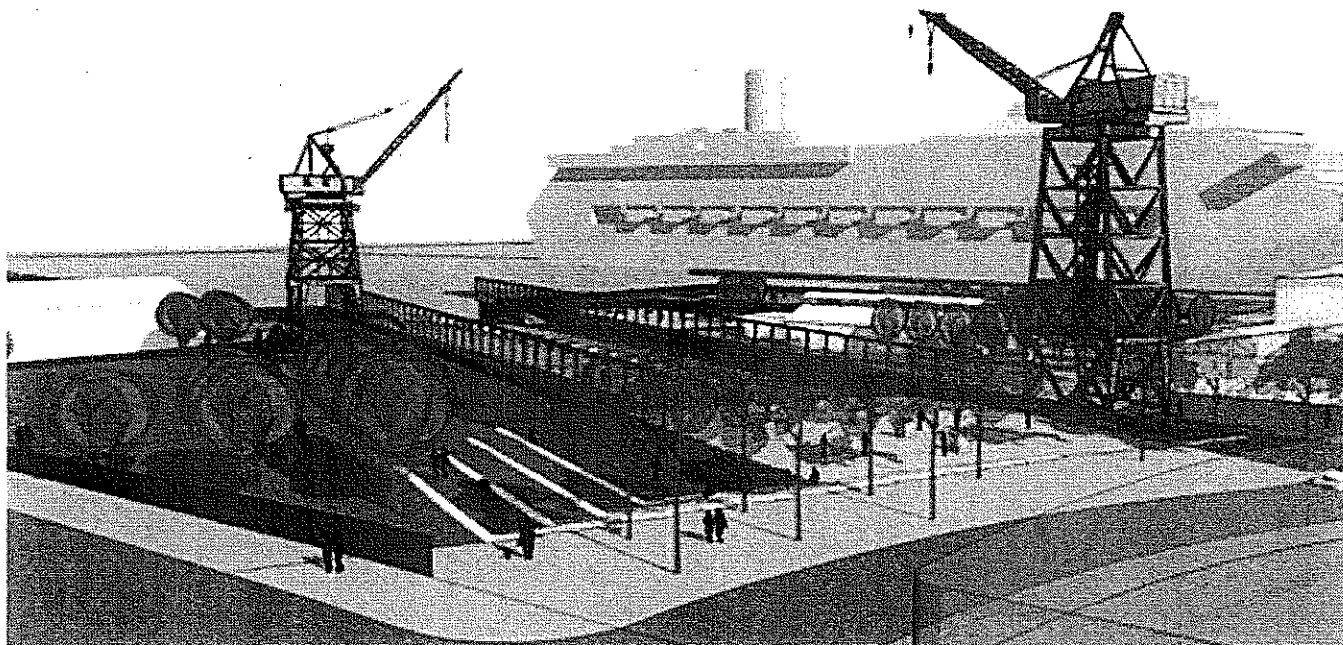
Project Location: Nineteenth and Illinois Street

Project Manager: David Beaupre, david.beaupre@sport.org; (415) 274-0539

Crane Cove Park is an approximately 9 acre Blue Greenway waterfront park located in the Central Waterfront generally between 19th and Mariposa Streets east of Illinois Street. Initial park concepts include shoreline cleanup and stabilization, restoration of historic cranes, historic interpretation, bay access, and a facility for human powered boats. The total cost for the entire project is expected to be \$45 million dollars, which is greater than the current available funding. As a result, the project will be phased as funding is secured. Available funding for the 1st phase of the project is \$21,324,148 million, including (a) 10,024,148 in 2008 Clean and Safe Neighborhood Park G.O. Bonds, (b) \$8,000,000 from 2012 Clean and Safe Neighborhood Parks G.O. Bonds, and (c) \$3,300,000 in other Port funds.

This Blue Greenway Project benefits from significant planning conducted through the development of the Port's Pier 70 Preferred Master Plan and the Blue Greenway Planning and Design Guidelines community planning process.

A draft Park Master plan was reviewed with the Port Commission and Port's Waterfront Design Review Board in December of 2012 and January, June, September, and December of 2013. The Port has created a web site to allow the public to review work products and track the project status at www.sport.com/cranecovepark.



Budget	GO Bond	Total Funds
Original Budget	\$10,024,148	\$11,124,148
Current Approved Budget	\$10,024,148	\$21,324,148
Actual Expenditures To Date	\$488,088	\$488,088

Schedule	Original	Current Forecast or Actual
Planning	September 2011	September 2011
Design	March 2013	March 2014
Construction	February 2014	April 2015
Completion	February 2015	October 2016

Project Status Summaries

Crane Cove Park

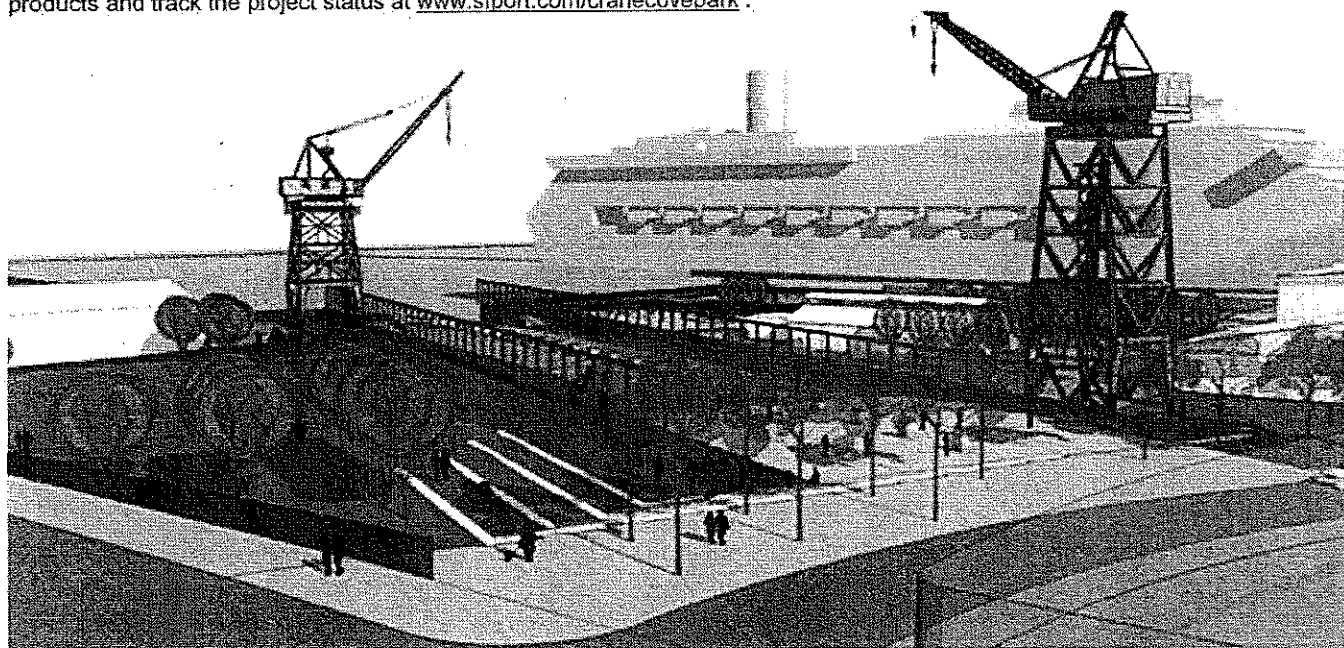
Project Location: Pier 70 between Mariposa and 19th Streets

Project Manager: David Beaupre, david.beaupre@sport.com; (415) 274-0539

Crane Cove Park is an approximately 9 acre Blue Greenway waterfront park located in the Central Waterfront generally between 19th and Mariposa Streets east of Illinois Street. Initial park concepts include shoreline cleanup and stabilization, restoration of historic cranes, historic interpretation, bay access, and a facility for human powered boats. The total cost for the entire project is expected to be \$45 million dollars, which is greater than the current available funding. As a result, the project will be phased as funding is secured. Available funding for the 1st phase of the project is \$21,324,148 million, including (a) 10,024,148 in 2008 Clean and Safe Neighborhood Park G.O. Bonds, (b) \$8,000,000 from 2012 Clean and Safe Neighborhood Parks G.O. Bonds, and (c) \$3,300,000 in other Port funds.

This Blue Greenway Project benefits from significant planning conducted through the development of the Port's Pier 70 Preferred Master Plan and the Blue Greenway Planning and Design Guidelines community planning process.

A draft Park Master plan was reviewed with the Port Commission and Port's Waterfront Design Review Board in December of 2012 and January, June, September, and December of 2013. The Port has created a web site to allow the public to review work products and track the project status at www.sfport.com/cranecovepark.



Budget	2012 GO Bond Funds	Other Funds	Total Funds
Original Budget	\$8,000,000	\$12,984,000	\$20,984,000
Current Budget	\$8,000,000	\$13,324,148	\$21,324,148
Actual Expenditures To Date	\$0	\$485,572	\$485,572

Schedule	Planning	Design	Construction	Completion
Original	September 2011	October 2013	April 2015	October 2016
Current Forecast or Actual	September 2011	March 2014	April 2015	October 2016

Additional Attachment(s) of Explanation

◇ Section 1. Description of Work

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

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# 4055-10/11

PSC# 4080-08/09

PSC# 4003-09/10

PSC #4055 10/11 – MODIFICATION

Type of Service: Historic & Environmental Maritime Site Condition Assessment and Design Services for Crane Cove Park

1. DESCRIPTION OF WORK

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

San Francisco voters approved a 2008 and 2012 General Obligation Bond that included \$33.5 million and in 2012 \$35 million for waterfront parks. This project represents one of thirteen (13) waterfront parks mandated by the voters. In consultation with DPW, and Local 21 IFPTE, it was determined that because of the complexity of the required multi-disciplinary team and expected schedule of the Bond projects, that completing this project with the consultant team was the most efficient manner to deliver the project.

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 contract was previously approved by the Civil Service Commission in November of 2010, prior to passage of the 2012 Parks Bond which has increased the project budget (which was expected at the time of approval) This service has been provided in the past by a combination of Department of Public Works and consultant resources. All other Port parks design with the exception of Mission Bay Shoreline Protection (PSC 4080-08/09) and Pier 43.5 Baytrail Link (PSC 4003-09/10) services are being performed by the Department of Public Works; CEQA related services for these projects are being provided by the Planning Department to provide review of consultant prepared environmental documents and projects such as the projects are being completed by consultants.



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4055-10/11
Initial

December 10, 2010

E. DENNIS NORMANDY
PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DONALD A. CASPER
VICE PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4053-10/11 THROUGH 4058-10/11; 4101-07/08.

MORGAN R. GORRONO
COMMISSIONER

At its meeting of December 6, 2010 the Civil Service Commission had for its consideration the above matter.

LISA SEITZ GRUWELL
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. Please share it with everyone responsible for follow-up.*

MARY Y. JUNG
COMMISSIONER

It was the decision of the Commission to adopt the report; approve request for all remaining proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

ANITA SANCHEZ
EXECUTIVE OFFICER

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: Micki Callahan, Human Resources Director
Marie de Vera, Department of Human Resources
Kendall Gary, Department of Technology
Lavena Holmes-Williams, Port
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
Julian Low, Mayor's Office
Tajel Shah, Treasurer/Tax Collector
Peg Stevenson, Office of the Controller
Shawn Wallace, San Francisco Police Department
Commission File
Chron

POSTING FOR
12/6/2010

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No.	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4053-10/11	09	Controller	Regular	\$10,000,000	Provide lease purchase financing and/or refinancing of essential capital equipment to be used by City departments for governmental purposes.	3/1/2011 - 2/28/2013
4054-10/11	38	Police	Regular	\$347,200	Contractor will provide maintenance, as well as, design, engineering and consulting services on the Level II Message Switching Computer System (installed at the San Francisco Police Department) as required/requested by the Police Department.	9/21/2010 - 3/9/2015
4055-10/11	39	Port Commission	Regular	\$1,200,000	This work will be completed in four (4) phases to allow the greatest participation of city employees on this project. This project has complex variables such as historic structures in a marine environment with site contaminants. An integrated consultant team will prepare a site condition assessment that will facilitate work with city staff and the community stakeholders in developing a conceptual design plan with preliminary cost estimates and ultimately a detailed design for converting this seven (7) acre parcel within Pier 70 as a public park.	2/1/2011 - 12/31/2014
4056-10/11	08	Treasurer/Tax Collector	Regular	\$200,000	Conduct audits of utility users tax and access line tax of services providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue to audit and enforcement of UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.	1/4/2011 - 12/31/2011
4057-10/11	40	Public Utilities Commission	Regular	\$350,000	The purpose of this contract is to provide professional services to SFPUC for purging, collection and monitoring of groundwater samples from wells and other support to the Groundwater Monitoring Program. Such services will include collection and transport to the testing lab of groundwater extracted from existing monitoring wells and production wells on a semi-annual basis to assist in the annual characterization of groundwater conditions and support of local and regional groundwater resource management throughout the SFPUC's water system including the Westside Basin in San Francisco and San Mateo Counties.	2/1/2011 - 12/31/2014

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 9, 2010

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: Historic & Environmental Maritime Site Condition Assessment and Design Services for Crane Cove Park

FUNDING SOURCE: General Obligation Bond (Clean and Safe Neighborhood Parks)

PSC AMOUNT: \$1,200,000.00 PSC DURATION: 02/01/2011 - 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This work will be completed in four (4) phases to allow the greatest participation of city employees on this project. This project has complex variables such as historic structures in a marine environment with site contaminants. An integrated consultant team will prepare a site condition assessment that will facilitate work with city staff and the community stakeholders in developing a conceptual design plan with preliminary cost estimates and ultimately a detailed design for converting this seven (7) acre parcel within Pier 70 as a public park.

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

San Francisco voters approved a 2008 General Obligation Bond that included \$33.5 million for waterfront parks. This project represents one of five (5) waterfront parks mandated by the voters. In accordance with the voter mandate, these projects must be completed by 2014. After consultation with DPW, the Recreation and Park Department and Local 21 IFPTE, it was determined that a phased approach that incorporates flexibility for city staff to work with consultants to move the project along is the best option since these agencies do not currently have staff capacity or expertise for this project but may in future phases.

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 been provided in the past by a combination of Department of Public Works and consultant resources. Heron's Head Park design services are being performed by the Department of Public Works; CEQA related services for these projects are being provided by the Planning Department to provide review of consultant prepared environmental documents and projects such as the Mission Bay Shoreline Protection (PSC 4080-08/09) and Pier 43.5 Baytrail Link (PSC 4003-09/10) projects are being completed by consultants.

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):

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Includes entries for IFPTE, Local 21 and RFP sent to IFPTE, L21.

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:

An integrated team of experts with the ability to conduct site assessments for this highly complex site and develop a design that meets the intent of the parks bond. The project must be lead by a Landscape Architect with LEED certification in park design and supported by a Historic Preservation Architect with LEED certification. Other essential skills and expertise include: site contamination, structural, coastal, civil, electrical, and geotechnical engineers, as well as a cost estimator.

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

- Class 5268 Architect
- Class 5218 Structural Engineer
- Class 5241 Engineer (Civil)
- Class 5241(g) Geotechnical Engineer
- Class 5298 Planner III Environmental Review
- Class 5291 Planner III (Preservation Planner)

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:

Although there are Civil Service classes that can perform some of the work, the complexity of this project is best suited for consultants who routinely perform this type of work to take the lead in establishing the foundation for the project. In consulting with DPW and R&P departments, neither department that would typically perform this work has the capacity and all of the expertise required for timely completion of this project. The awarded contract would include the option of city staff participation after the initial phase, specifically for DPW to complete the detailed design work.

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

A cost estimator classification does not currently exist in the civil service system and the Port cannot justify a full-time person for its work. However, it is the Port's intent to provide opportunities for existing staff to acquire the experience in performing this type of specialized service.

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"> • Describe the training and indicate approximate number of hours. Historic & Maritime training; Hours to be determined • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Landscape Architect, Architect, and Engineers 		
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

Lavena Holmes-Williams
Print or Type Name

(415) 274-0305
Telephone Number

Pier 1 - The Embarcadero
San Francisco, CA 94111
Address

Port of San Francisco
Crane Cove Park Design Services
Scope of Services and Project Summary

Project Overview

The City of San Francisco's 2008 Proposition A, Clean and Safe Parks General Obligation Bond provides approximately \$22.5 million for Blue Greenway open space improvement projects along the San Francisco waterfront. Crane Cove park is one of five such designated parks funded as a part of the Blue Greenway that connects open spaces along the San Francisco Bay Trail and the San Francisco Bay Water Trail, from Mission Creek to the County line.

The City's 2006 Blue-Greenway Task Force identified a series of open space improvements to benefit the City's southern neighborhoods and continue public waterfront access southward. The Crane Cove site proposes a new major waterfront park adjacent to the Pier 70 shipyard; along Illinois Street, in the Dogpatch/Potrero neighborhoods. Crane Cove Park would be integrated with restoration of incredible maritime historic structures, as envisioned in the Port's overall Pier 70 Master Plan.

The Site

This site brings complexity that requires expertise beyond that which existing city staff are capable of providing, yet the project does not provide sufficient work to justify adding multiple staff will not be needed on a full-time basis during the project and not needed beyond the project.

The complexities include the existence of two cranes that have been designated as historic structures of which its structural integrity has to be carefully examined given the intended use of the site as a public park. This risk associated with this site condition required ultimate due diligence on the part of the Port to assure that the park is properly designed. For the most part, the site sits over water and was previously used as ship repair facility.

The Project Approach/General Scope of Services

On September 16, 2010, Port staff met with representatives of Local 21, DPW and Parks/Recreation Departments to discuss the requirements of this project and come to an agreement as to the approach. The agreed approach is as follows:

The Port intends to manage this project in four (4) phases as follows:

PHASE	SCHEDULE FOR COMPLETION
1. Site Assessment, Conceptual Design and Cost Estimates	October 2011
1.a Environmental Review/Regulatory Permitting	July 2012
2. Preliminary Design (Preferred Design and Cost Estimate	April 2012
3. Detailed Design Development, Final Cost Estimate and Construction Bidding	May 2012
4. Construction	September 2014

It is proposed that the consultant team selected for contract award would be awarded up to the entire scope of work that includes all four phases. Therefore, the only guaranteed contract work is Phase 1 – Site Assessment and Conceptual Design. Port and DPW staff will be included as part of the project team during the Phase 1 portion of this work.

A Notice to Proceed for subsequent phases would be subject to the Department of Public Works Landscape Architecture and Bureau of Engineering reviewing the Phase 1 work and providing a competitive proposal for subsequent phases of the project work. Should the Department of Public Works choose to perform all or part of the work and can do so within the required schedule for a reasonable fee with the GO Bond budget, the remaining work will be performed by city staff.

It is Port staff's intent that in the recommendation for contract award from a competitive selection process, the contract will generally stipulate the above conditions

4080-08/09
Mod #1



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting June 20, 2011

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

CALL TO ORDER

2:07 p.m.

ROLL CALL

President E. Dennis Normandy	Not present (Notified absence)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrano	Not present (Notified absence)
Commissioner Mary Y. Jung	Present
Commissioner Lisa Seitz Gruwell	Present

Vice President Donald A. Casper presided.

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

Steve Zeltzer, retired City worker and a member of United Public Workers for Action expressed his objection of a personal services contract in the amount of \$100,000 approved by the Commission at the meeting of April 4, 2011, for the Municipal Transportation Agency to hire a public relations firm. He also stated that a labor representative should be on the Commission and that the meetings should be available on video.

APPROVAL OF MINUTES

Regular Meeting of June 6, 2011

Action: Adopt. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of June 20, 2011

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

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

The Executive Officer informed the Commission about AB 455 which is at its third reading on the Senate Floor and if approved by the full Senate, will be forwarded to the Governor for his signature. The proposed legislation will affect the process by which appointments are made to merit system boards and commissions. It provides that one half will be appointed by the governing body (in our case, the Board of Supervisors) and the other half, nominated by the recognized employee organization. Currently, Civil Service Commissioners are appointed by the Mayor to six-year terms.

The Commission directed the Executive Officer to communicate its concerns and coordinate with City agencies in conveying its opposition to AB 455.

0154-11-8. Review of request for approval of proposed personal services contract.
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-10/11	Public Works	\$2,500,000	The Forensic Services Division (FSD) of the SF Police Department and the Office of Chief Medical Examiner (OCME) require specialized facilities that meet requirements of accreditation agencies for autopsy complexes and forensic science laboratories and that can ensure the chain-of-custody for evidence expectation of the courts of law. The original PSC #4065-07/08 was approved on 12/03/2007 for \$450,000, and modified on 10/20/2008 for \$950,000. In this regard, a consultant has been under contract and has thus far provided specialized architectural, engineering, and related professional services for programming the facilities and the development of essential design criteria. The services proposed within this PSC will enable the further development of both specialized facilities through the Schematic Design Phase and the work products of this effort will assist City staff in preparing for the Bond Measure scheduled for the November 2013 Ballot.	Regular	12/31/17

June 6, 2011: Postpone to the meeting of June 20, 2011 with the presence of a DPW representative.

Speakers: Jim Buker, Department of Public Works

Action: Adopt the report; Approve request for proposed personal service contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of June 20, 2011

0166-11-8

Review of request for approval of proposed personal services contract.
(Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4116-10/11	General Services Agency	\$300,000	Replacement of only the audio portion of a highly integrated audio/video/remote control system. San Francisco City Hall uses a complex audio-visual system to provide sound and video services to the City Hall hearing rooms, SFG-TV broadcast facilities, in-house TV systems and Civic events held throughout the building. The AV system was custom designed in 1997 and installation completed in 1998. Many of the components are obsolete and no longer supported by the manufacturer. At this time only the audio portion of a highly integrated system is to be replaced. All new equipment must be compatible with and fully operational with unchanged components.	Regular	12/31/11
4117-10/11	Municipal Transportation Agency	\$53,000,000	The SMTA in cooperation with the Risk Management Division of the Office of the City Administrator seeks broker(s) to establish an Owner Controlled Insurance Program (OCIP) for the Third Street Light Rail Transit Project, Phase 2 - Central Subway Project. The broker(s) will market and place insurance coverages for worker's compensations, general liability, excess liability and builder's risk. The broker(s) will administer the OCIP for 5 Central Subway Project construction contracts - Tunneling, Moscone Station, Union Square/Market Street Station, Chinatown Station, and Surface Station/ Systems with a total construction cost of \$700 million. In addition, the broker(s) will provide services for risk control, claims management, loss control and safety, and risk management information system. The approximate cost for premium and administrative services during the contract period of 8 years is \$53 million.	Regular	05/31/19
4118-10/11	Port Commission	\$596,000	Develop a Waterborne All-Hazard Response Plan for the San Francisco Bay Region. Identify gaps in response responsibilities, authorities, coordination structures, location and ownership of assets. This plan will address gaps by identifying pertinent waterborne and land-based assets; clarifying responsibilities, authorities and coordination structures by disaster type and geographic location. The completed work product will be classified as Security Sensitive.	Regular	03/31/12
4119-10/11	Port Commission	\$662,357	The scope of services under this PSC includes preparation and implementation of BORP plans for Port's critical and essential facilities. The consulting engineers will assess the Port's critical facilities and prepare BORP plans; including facility-specific post-earthquake inspection plans. The Port will seek assistance from the Structural Engineers Association of Northern California (SEAONC) BORP Subcommittee under the guidance of San Francisco Department of Building Inspection (DBI) to assist in review and acceptance of these written BORP inspection plans. The BORP Subcommittee is comprised of qualified volunteer engineers. This BORP Program requires consulting engineering to be available to provide post disaster inspection services.	Regular	03/31/16

Civil Service Commission Meeting Minutes

Regular Meeting of June 20, 2011

4120-10/11	Public Health	\$1,550,000	Provision of intermittent, as needed, temporary, on-call professional, licensed Physical, Occupational and Speech Therapists and Occupational Therapy Assistants, 7 days a week, 8:00 AM to 4:30 PM. Therapists will be available on a 24 hour basis to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.	Regular	06/30/16
4121-10/11	Public Health	\$890,000	As needed, temporary, supplemental transcription and credential verification registry personnel services for the Medical Staff Services Department of San Francisco General Hospital (SFGH). This service provides temporary staff during unanticipated peaks in demand and whenever full time staff is unavailable to attend standing meetings of eleven (11) SFGH medical committees. Temporary staff track medical staff attendance, prepare agenda and provide transcriptions of the meeting minutes. Temporary staff also verifies provider licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on an as needed basis.	Regular	12/31/16
4122-10/11	Public Health	\$1,260,000	The contractor will provide expert consultation and project management implementation assistance to the Department for the eClinical Works Ambulatory Electronic Medical Record (EMR) in Primary Care and Specialty Clinics. The contractor is a Certified eClinical Works implementation specialist and will address specific areas of the implementation including system design, build and integration as well as project management functions to coordinate the efforts of multiple project work teams. This engagement will be limited to the time request to implement the system at Departmental clinical sites over a 42 month period subject to project funding.	Regular	12/31/14
4123-10/11	Elections	\$95,000	The consultant will provide the Redistricting Task Force with technical assistance in redrawing San Francisco's supervisorial districts. Services include, but are not limited to, data gathering, database construction, data analysis, mapping, public education on redistricting, and consulting during the Task Force's public meetings. To provide these services, the consultant must have professional knowledge of and experience in cartography, demography, statistical analysis, and federal and state redistricting law.	Regular	04/15/12
4124-10/11	Public Utilities Commission	\$96,000	Contractor shall implement the following: (1) transport San Mateo thorn mint seeds from California Dept of Fish and Game (CDFG) and US Fish and Wildlife Service (USFWS)-approved nursery; (2) plant seeds at sites designated by SFPUC Natural Resources; and (3) monitor and document the survivorship and reproductive fitness of the plants at each site. Contractor must have specialized experience working with individuals of this species; Contractor must carry a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thorn mint individuals.	Regular	07/01/17
4125-10/11	Public Utilities Commission	\$2,300,000	The Upper Alameda Creek Filter Gallery Project (UACFG) project would design and construct a water collection facility beneath the streambed of Alameda Creek near its confluence with San Antonio Creek. The primary purpose of the UACFG project is to capture water from below Alameda Creek for diversion into the SFPUC regional water system.	Regular	06/01/16

Civil Service Commission Meeting Minutes

Regular Meeting of June 20, 2011

4126-10/11	Public Utilities Commission	\$3,500,000	A full range of Right of Way work is required. This includes Planning and Budgets, Pre-CEQA activities such as obtaining Permits to Enter, Right of Way Estimates, Appraisals, POST-CEQA Acquisitions, Relocation Services, clerical support services, project tracking, and as-needed work. Property Management and Lease Negotiations services shall be limited to non Sewer System Improvement Program projects.	Regular	08/31/16
4080-08/09	Port Commission	Increase Amount \$0 New Amount \$400,000	This work is Phase 3 of a three phase project which was authorized under PSC #4080-08/09 and awarded to Coast and Harbor Engineering, Inc. This work requires that the Engineer of Record (EOR) participate in the preconstruction meeting for the commencement of project construction and be available throughout construction to review and approve shop drawings, respond to contractor's request for interpretation (RFI) of plans and specifications, review change order requests, final walk-through for punch list, etc. This work is necessary to complete the construction phase of the project work involving shoreline protection work in preparation for the development of Mission Bay Park. Due to difficulties securing the project permit, an additional 18 months is required to finish the project.	Modification	06/30/12
4015-06/07	Public Utilities Commission	Increase Amount \$1,000,000 New Amount \$8,500,000	In order to manage mosquito populations associated with all of San Francisco's 23,000 catch-basins and to limit the spread of West Nile Virus and other mosquito-borne diseases, services includes monthly or bimonthly inspections depending on conditions, pesticide applications as needed using only pesticide products listed on the latest SF Reduced Risk Pesticide list, and tracking of all monitoring and treatment activities.	Modification	12/31/11
4059-08/09	Public Utilities Commission	Increase Amount \$3,000,000 New Amount \$6,000,000	Work consists of system-wide removal, replacement, testing and disposal of carbon and/or potassium permanganate odor control unite media throughout the City and County of San Francisco Public Utilities Commission Wastewater Enterprise.	Modification	12/01/14
4147-08/09	Public Health	Increase Amount \$325,400 New Amount \$650,800	DPH needs specialized review and further development of its protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data forms and the Integrated Case and Outbreak Management system. (ICOMS) This will include review of existing protocols and tools developed for both normal operations and for the Departments Infectious Disease Emergency Response Plan. (IDER) This requires a special technical writer and documentation specialist to create documentation to support disease control and immunization record keeping systems (ICOMS and ICMS). Consulting organizations will create functional descriptions, detailed specifications, and guides for configuring, administering, and troubleshooting record systems, will purchase, package and inventory Point of Dispersion (POD) equipment and supplies for all POD trailers, will create multilingual signs for use in POD sites, will develop traffic routes and cubic footage requirements for antibiotic distribution between the storage and POD sites, and regionally agreed upon mass prophylaxis training modules, a website, and internet screening process to provide anti biotic prophylaxis.	Modification	08/09/13

Civil Service Commission Meeting Minutes

Regular Meeting of June 20, 2011

0166-11-8 (continued)

Speakers: Rohan Lane, General Services Agency spoke on PSC #4116-10/11.
 Norma Nelson and Andres Acevedo, Port Commission spoke on PSC #4118-10/11 and 4119-10/11.
 Jacquie Hale, Department of Public Health spoke on PSC #4121-10/11.
 Pauson Yun and Jessica Appel (Shors) spoke on PSC #4124-10/11.
 Pauson Yun and Chris Geiger, Ph.D. spoke on PSC #4015-06/07.

Action: Adopt the report; Approve request for proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0167-11-8 Review of request for approval of proposed personal services contract.
 (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-10/11	Airport Commission	\$5,500,000	Construction Management (CM) team with design-build experience and Air Traffic Control Tower (ATCT) experience to manage the design, construction and activation of a new Federal Aviation Administration (FAA) ATCT at SFO and a three story shared use building at its base. The CM will be required to provide dedicated electrical and special systems Resident Engineers with direct FAA ATCT experience. The CM team will also be required to have high-rise structural and blast protection engineering and construction experience. The CM must be fully familiar with the FAA standards and requirements, and will enforce and document compliance. The CM will oversee the integration of FAA ATCT equipment, and will manage the critical activation and commissioning of the new ATCT and cutover from the old tower with no interruption to operations.	Regular	06/30/16

Speakers: Cynthia Avakian and Tom Rodriguez, Airport Commission

Action: Adopt the report; Approve request for proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes**Regular Meeting of June 20, 2011****0169-11-8****Report by the Public Utilities Commission on the status of the conditional approval of PSC #4123-09/10. (Item No. 10)**

April 19, 2010: Approve request for PSC #4123-09/10 on the condition that
 1) With respect to the long term improvement project, construction at the Harry Tracy Water Treatment Plant, on-the-job training for identified City employees willing to transition to field work after confirming their interest through a shadow program, 2) The Public Utilities Commission will issue bi-annual reports regarding its use of consultants and City staff, and 3) With respect to the hiring of 6318 and 6319 Construction Inspectors, that the Public Utilities Commission will use its best efforts to hire such City personnel provided that it maintains its management prerogative to hire or not to hire based on projections of future work. Notify the offices of the Controller and the Office of Contract Administration.

Speakers: Carol Isen and Prentiss Jackson, Public Utilities Commission
 Larry Wong, IFPTE Local 21

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

0125-11-4**Appeal by Ellen Dolese, Marguerita Fa-Kaji, Roxane Hayes and Gregory Underwood of the examination process for the Position-Based Testing 8124 Investigator, Office of Citizen Complaints (PBT-8124-056244). (Item No. 11)**

May 16, 2011: Postpone to the meeting of June 6, 2011 at the request of Ellen Dolese, Marguerita Fa-Kaji, Roxane Hayes and Gregory Underwood.

June 6, 2011: 1) The appeal as it relates to the examination announcement and the certification rule is denied.
 2) The appeal as it relates to Rule 111A.35.2, based solely on claims that the inconsistency in examination administration, bias of raters and/or failure of the raters to apply uniform standards compromised either the validity or the reliability of the examination, is continued to the meeting of June 20, 2011.

Speakers: Reno L. Rapagnani, Attorney
 Micki Callahan, Human Resources Director

Action: (1) Continue to the meeting of August 1, 2011 at the request of Reno Rapagnani to allow appellants sufficient time to obtain expert analysis of the information contained in the Department of Human Resources staff report.
 (2) Directed Mr. Rapagnani to have all reports/rebuttals delivered to the Commission office by close of business on July 11, 2011.
 (3) This will be the last continuance granted. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes**Regular Meeting of June 20, 2011****0342-10-4 Appeal by Tirtza Pearl on her background rejection for a 1446 Secretary II position with the San Francisco Police Department. (Item No. 12)**

June 6, 2011: Postpone to the meeting of June 20, 2011 at the request of Tirtza Pearl.

Speakers: Tirtza Pearl, Appellant
 Rosanna Horton, Ed.D., on behalf of appellant
 Barry Pearl, on behalf of appellant
 Alice Villagomez, San Francisco Police Department
 Sgt. Michael Zurcher, San Francisco Police Department

Action: Dismiss the appeal by Tirtza Pearl as moot. (Vote of 3 to 0)

0097-11-6 Appeal by Cecilia Jaroslowsky of the Human Resources Director's determination of failure to allege facts raising an inference of discrimination based on age. (Item No. 13)

May 16, 2011: Postpone to the meeting of June 20, 2011 by agreement between the Department of Human Resources and Cecilia Jaroslowsky. Stipulate this will be the last continuance granted.

Speakers: Janie White, Department of Human Resources
 Cecilia Jaroslowsky, Appellant
 Linda Simon, Department of Human Resources
 Lois Scott, Past President, IFPTE Local 21
 Jim Miller, on behalf of Appellant
 Ken Solomon, on behalf of Appellant
 Steve Zeltzer, retired City worker

Action: Adopt the report. Sustain the decision of the Human Resources Director; Deny the appeal by Cecilia Jaroslowsky. (Vote of 1 to 2; Commissioners Casper and Jung dissent.) Continue to the meeting of July 18, 2011. (Three (3) votes are needed for Commission action.)

0143-11-11 Inspection Service Report on the assignment of supervisory duties not in the Class Specification for 7241 Senior Maintenance Controller. (Item No. 14)

December 6, 2010: Commissioner Casper requested an Inspection Service on the assignment of supervisory duties that are not in the job description for classification 7241 Senior Maintenance Controller at the Municipal Transportation Agency.

May 16, 2011: Postpone to the meeting of June 20, 2011 at the request of IBEW Local 6.

Action: Off calendar at the request of Antonio Huggins and IBEW Local 6. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes**Regular Meeting of June 20, 2011**

0139-11-7 **Determination of future employability: request for hearing on future employment restrictions by Qaiser Shaikh as a permanent exempt 1823 Senior Administrative Analyst and his permanent civil service appointment as a 1241 Personnel Analyst with the Public Utilities Commission. (Item No. 15)**

Speakers: Akbar Shaikh, Representing his son, the Appellant who is unable to be present.
Hope Broadus, Public Utilities Commission

Action: Continue to the meeting of July 18, 2011. Stipulated this will be the last continuance granted. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)

None.

ADJOURNMENT (Item No. 17)

6:09 p.m.

PERSONAL SERVICES CONTRACT SUMMARY

4080-08/09
Mod #1

DATE: May 25, 2011

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 4080-08/09)

TYPE OF SERVICE: Coastal and Civil Engineering Design Services - Project Phase 3: Construction Design Support

FUNDING SOURCE: 2008 Clean and Safe Neighborhood Parks Bond

ORIGINAL APPROVED AMOUNT: \$400,000.00 ORIG. APPROVED DURATION: April 1, 2009 - December 31, 2010
MODIFICATION AMOUNT: \$0.00 MODIFICATION OF DURATION: Eighteen (18) Months
TOTAL AMOUNT AS MODIFIED: \$400,000.00 TOTAL DURATION AS MODIFIED: April 1, 2009 - June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This work is phase 3 of a three phase project was authorized under PSC#4080-08/09 and awarded to Coast and Harbor Engineering, Inc. This work requires that the Engineer of Record (EOR) participate in the pre-construction meeting for the commencement of project construction and be available throughout construction to review and approval shop drawings, respond to contractor's request for interpretation (RFI) of plans and specifications, review change order requests, final walk-through for punch-list and etc.

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

This work is necessary to complete the construction phase of the project work involving shoreline protection work in preparation for the development of Mission Bay Park. Coast and Harbor Engineering, Inc. serves as the EOR and therefore must be available to assure that the construction work is completed in accordance with their design plans and specifications. Due to difficulties securing the project permit, an additional 18 months is required to finish the project.

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):

Unfortunately, at the time that the PSC#4080-08/09 was authorized, the project schedule duration cited was overly optimistic. This PSC request represents only an extension of the duration, without additional scope or fees.

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):

<u>IFPTE, Local 21</u>	<u>[Signature]</u>	<u>05/25/2011</u>
Union Name	Signature of person mailing/faxing form	Date
Union Name	Signature of person mailing/faxing form	Date
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4080-08/09 ese 05/20/2011 approved!

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Engineer of Record or ability to assume the duties of Engineer of Record to oversee project construction based upon plans and specifications already included in the project and under contract for construction.

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

This type of work may be performed by Class 5241 Engineer and Class 5211 Senior Engineer with Civil Engineering specialty and expertise in Coastal and Geotechnical Engineering. This work involves areas in the San Francisco Bay and on the Bay Shoreline, which makes it specialized for a marine environment.

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 are the most qualified to perform this work and due to workloads cannot absorb this additional work.

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

Classifications already exist. However, the time schedule for completing the project does not permit hiring additional staff and the work was awarded under contract to Coast and Harbor Engineering, Inc.

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"/>
<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.

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

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

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

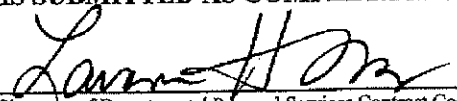
E. Has a board or commission determined that contracting is the most effective way

to provide this service? January 5, 2009 CSC Meeting

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 AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:


Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes-Williams

Print or Type Name

(415) 274-0305

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4803-09/10
Initial
CIVIL SERVICE COMMISSION
09 JUL 11 PM 2:31
PERSONNEL OFFICE

July 10, 2009

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
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 4000-09/10 THROUGH 4011-09/10; 4185-06/07; 4089-06/07; 4196-06/07 AND 4076-07/08.

At its meeting of July 6, 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:

- (1) Postpone PSC #4008-09/10 to the meeting of July 20, 2009 at the request of the Public Utilities Commission.
- (2) Postpone PSC #s 4009-09/10 to the meeting of July 20, 2009 to allow a representative from the Recreation and Parks Department to be present.
- (3) Postpone PSC #s 4010-09/10 to the meeting of July 20, 2009 at the request of the Recreation and Parks Department.
- (4) Adopt the Human Resources Director's report on PSC #4006-09/10 on the condition that the Department of Public Works and the IFPTE Local 21 report in six months on the progress of the project as it pertains to IFPTE Local 21 represented employees. Notify the offices of the Controller and the Purchaser.
- (5) Postpone PSC #4076-07/08 to the meeting of July 20, 2009 at the request of Children and Families Commission.
- (6) 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: Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Eugene Clendinen, District Attorney
Kahala Drain, Children and Families Commission
Oliver Hack, Mayor's Office of Housing
Lavena Holmes-Williams, Port
Shamica Jackson, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Florence Kyaun, Public Utilities Commission
Allison Magee, Juvenile Probation
Sheila Maxwell, Department of Technology
Sean McFadden, Recreation and Parks Department
Mary Ng, Department of Human Resources
Brigette Rockett, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron

POSTING FOR
July 06, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

Proc No.	Dept/IC	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
4000-09/10	25	Mayor's Office of Housing	Regular	\$180,000.00	Will provide processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco.	30-Jun-11
4001-09/10	35	San Francisco Municipal Transportation Agency	Regular	\$380,000.00	Will provide on-site back strengthening, employee exercise, education and Wellness Program Services for Municipal Railway and Department of Parking and Traffic employees.	30-Jun-12
4002-09/10	12	Juvenile Probation	Regular	\$320,000.00	Will provide intensive training and coaching for Log Cabin Ranch and other JPD staff using the Missouri Model which was developed by the Contractor. The Missouri Model is the nationally recognized best practice in programming and operations.	30-Jun-12
4003-09/10	39	Port of San Francisco	Regular	\$600,000.00	Will provide final engineering design and construction observation for proposed 25-foot wide by 800-foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45.	30-Sep-12
4004-09/10	38	Port of San Francisco	Regular	\$3,000,000.00	Will issue a RFQ to establish a new pool of consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project development	01-Oct-14
4005-09/10	90	Department of Public Works	Regular	\$90,000.00	Provide independent structural design peer review services for the SPPUC new administration building, which has an unique and unconventional structural system solution.	16-Jun-10
4006-09/10	90	Department of Public Works	Regular	\$7,000,000.00	Will provide monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for the SF General Hospital (SFGH) Rebuild Project (SFGH-RIP).	31-Dec-16
4007-09/10	90	Department of Public Works	Regular	\$300,000.00	Will award one contract for a three year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area.	30-Jun-12
4008-09/10	40	San Francisco Public Utilities Commission	Regular	\$300,000.00	Will provide technical services to SFPUC Biofuel Program, including program development for SF Greasecycle, research legal and regulatory compliance issues relating to biodiesel use and use of "rolling agreements".	31-Dec-12
4008-09/10	42	Recreation and Parks Department	Regular	\$90,000.00	Will provide full design services for skate elements of the Waller Street Skate Park. This includes all services necessary for schematic phase, design development, and participation in presentations to stakeholders.	01-Aug-11
4010-09/10	42	Recreation and Parks Department	Regular	\$400,000.00	Will provide complete outreach services for the 2008 Clean and Safe Neighborhood Parks Bond projects. This includes all services necessary to design and execute a comprehensive community outreach program for selected projects.	30-Jun-14
4011-09/10	4	District Attorney	Regular	\$90,000.00	Will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense.	30-Jun-10

Posting date: June 19, 2009

Page 1 of 1

CSRF: DHR
PSCPBTNG

4003-09/10
initial

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

COPY

DATE: May 19, 2009 Revised: 6/9/09

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Marine Engineering Design Services for Pier 43 Bay Link Trail Project

FUNDING SOURCE: General Obligation Bond (Clean & Safe Neighborhood Parks)

PSC AMOUNT: \$ 600,000 PSC DURATION: 10/23/09 - 9/30/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Using an existing conceptual design, provide final engineering design and construction observation for a proposed 25-foot wide by 800-foot long public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45. The majority of the promenade is located over water and supported by substructure located in the water.

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

Design requires close coordination between several design fields and construction cost estimating to design a public promenade to be built over water. Structures built over water require specialized engineering design experience and knowledge of construction techniques in tidal zones. Denial may place at risk the Port's ability to fulfill the Bond mission.

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):

In the past, specialized marine engineering design services have been provided by consultants. Examples of similar services approved by the Civil Service Commission include the Brannan St Wharf (PSC #4098-07/08); Downtown Ferry Terminal (PSC #4118-97/98); Hyde St Harbor (PSC #4107-96/97).

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):

<u>IFPTE, Local 21</u> Union Name	<u>Belen C. Afable</u> Signature of person mailing/faxing form	<u>6/10/09</u> Date
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date
RFP sent to <u>IFPTE, Local 21</u> Union Name	, on _____ Date	when available _____ Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4003-09/10 approved 7/6/09
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Marine, structural, coastal, electrical, and civil engineering, cost estimating, and architecture services and other expertise necessary to design and secure entitlements for a major waterfront public space.

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

- Class 5268 Architect
- Class 5218 Structural Engineer
- Class 5241 Civil Engineer.

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 majority of the work requires expertise in the design of marine structures. The most qualified staff in the City that can perform this work are engineers based at the Port. Port engineering staff workloads are committed to maintenance projects and capital projects that can be included in their workload. Other City agencies generally do not employ engineers whose specialty is marine engineering and for such dilapidated structures as those held by the Port. Engineers who design marine structures must consider long-term performance of materials and structure details within the context of the marine environment, as well as factors such as infrastructure exposed to tidal and wave action, and marine construction techniques and methods.

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

No. The Port projects currently scheduled (other than routine maintenance) are capital projects that are of a short duration. As such, the fluctuation in need for this expertise is difficult to plan for on a full-time workload basis. This project is scheduled to be bid this fall in order to meet bond issuance schedules. Even if this project were of longer duration, there is not sufficient time to create one or more new civil service classes and complete the hiring process for the performance of these design 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 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?

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

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

Lavena Holmes-Williams

Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes-Williams

415-274-0421

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

4503-09/10
Mod #1



MEMORANDUM

DATE: October 23, 2009 (Amended: 10/28/09)

TO: Mary Ng, PSC Analyst
Department of Human Resources (Dept. 33)

FROM: Lavena Holmes-Williams, PSC Coordinator *Lavena*
Port of San Francisco, (Dept. 39)

RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4003 - 09/10 ✓ Approval Date: 7/16/09 ✓

Description of Service(s): Will provide final engineering and construction observation for proposed 25 foot wide by 800-foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45

Original Approved Amount: \$600,000 ✓ Original Approved Duration: 10/23/09 - 9/30/12 ✓

Modification Amount: \$202,000 Modification of Duration: none

Total Amount as Modified: \$802,000 Total Duration as Modified: none (10/23/09 - 9/30/12)

Reason for the modification:

To be consistent with the final amount provided in the awarded contract including a contingency amount of \$72,830.

Attachment: Copy of Approved PSC Summary

.....
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: October 30, 2009

By: *Mary Ng*
for Micki Callahan, Human Resources Director

09 OCT 30 AM 11: 3

4003-09/10
Mod #2

PORT of San Francisco

Human Resources * Pier 1, San Francisco, Ca 94111 * Tel 415-274-0422 * Fax 415-274-0583 * TTY 415-274-0587



MEMORANDUM

DATE: April 15, 2011

TO: Maria Ryan, Personal Services Contract Coordinator
Department of Human Resources

FROM: Laveta Holmes-Williams, Human Resources Manager
Port of San Francisco (Dept #39) *Laveta*

RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: <u>4003 - 09/10</u>	Approval Date: <u>Initial Rqst Approval: July 6, 2009; Mod #1 Rqst Apprvl: October. 30, 2009</u>
Description of Service(s):	Will provide final engineering and construction observation for proposed 25 foot wide by 800 foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45.
Original Approved Amount:	<u>600,000.00</u>
Modification Amount #1:	<u>202,000.00</u>
Modification Amount #2:	<u>62,200.00</u>
Total Amount as Modified:	<u>\$864,200.00</u>
Original Approved Duration:	<u>10/23/2009 - 09/30/2012</u>
Modification of Duration:	<u>N/A</u>
Total Duration as Modified:	<u>10/23/2009 - 09/30/2012</u>

Reason for the modification:

Additional sections of new wharf requested by BCDC, including additional demolition of existing pier. ADA Improvements between the Franciscan Restaurant and Pier 45. Street lighting along the Embarcadero.

Attachment: Copy of PSC 4003 - 09/10
Copy of CSC approval (initial), 07/06/2009
Copy of CSC approval (modification #1), 10/30/2009

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved Not Approved

Approval Date: 4/18/11

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

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4127-09/10)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Podiatry Services

Funding Source: General Funds
PSC Original Approved Amount: \$265,000 PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)
PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$350,000 PSC Mod#2 Duration: 07/01/14-06/30/21 (6 years 2 days)
PSC Cumulative Amount Proposed: \$615,000 PSC Cumulative Duration Proposed: 11 years 2 days

1. **Description of Work**

A. Scope of Work:

This modification will extend the PSC in order to cover the initial term of services that will be awarded as a result of the planned Requests for Proposals (RFPs).

Approval is requested for five years, since the need for these as-needed, intermittent services is expected to continue and the Department expects funding to continue to be available. Contractors providing services under this PSC provide services to unique populations, including the many Tom Waddell Health Clinic patients who are often homeless, inmates of the County jail who may need services within the jails on-site, and residents of Laguna Honda Hospital requiring as-needed podiatry services who often are disabled and/or elderly. See attached document(s).

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

Title 15 section 1208 of the Board of Corrections requires the City to have a written plan for identifying, assessing, treating and/or referring any inmate who appears to be in need of medical treatment (which includes podiatry) at any time during his/her incarceration and performed by licensed health personnel. Denial of this request will negatively impact the ability of Jail Health Services to comply with Title 15. In addition, the residents of Laguna Honda hospital would be adversely impacted if they can no longer receive podiatry care.

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? Yes

2. **Union Notification:** On 03/10/14, the Department notified the following employee organizations of this PSC/RFP request: Physicians and Dentists - 8CC;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4127-09/10

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

A licensed Doctor of podiatric medicine, knowledge of and the ability to perform the latest in podiatric procedures. The proven ability to work with diverse populations including residents of a long term care facility & for the contractor that provides services at the jail provider must have experience in a jail based setting & can obtain the necessary security clearances. In addition, services at Laguna Honda Hospital must be performed by a licensed school of podiatric medicine, in order to support the teaching.

B. Which, if any, civil service class(es) normally perform(s) this work?
2232,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
The contractor will provide the services using their own equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The services are performed on an intermittent and as-needed basis. The volume of services at both locations is less than one Full Time Equivalent (FTE) position.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. due to the low volume of service it is not practical to adopt a new civil service class.

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? CAROLYN K HARVEY DPM, UCSF, and/or Samuel Merritt University	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 03/10/14 BY:

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

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

Receipt of Union Notification(s)
◆ UAPD

From: dhr-psccordinator@sfgov.org
To: jacquie.hale@sfdph.org; jduritz@uapd.com; robert.longhitano@sfdph.org; dhr-psccordinator@sfgov.org;
richard.isen@sfgov.org
Subject: Receipt of a REGULAR Modification Request to PSC # 4127-09/10 - MODIFICATIONS
Date: Monday, March 10, 2014 1:59:00 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$350,000 for services for the period July 1, 2014 – June 30, 2021. For Regular/Annual/Continual 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/1545>
Email sent to the following addresses: jduritz@uapd.com

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

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

◆ **Title 15 § 1208**



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15 CA ADC § 1208

Term

15 CCR § 1208

Cal. Admin. Code tit. 15, § 1208

BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS
TITLE 15. CRIME PREVENTION AND CORRECTIONS
DIVISION 1. CORRECTIONS STANDARDS AUTHORITY
CHAPTER 1. CORRECTIONS STANDARDS AUTHORITY
SUBCHAPTER 4. MINIMUM STANDARDS FOR LOCAL DETENTION FACILITIES
ARTICLE 11. MEDICAL/MENTAL HEALTH SERVICES

This database is current through 2/5/10 Register 2010, No. 6
§ 1208. Access to Treatment.

The health authority, in cooperation with the facility administrator, shall develop a written plan for identifying, assessing, treating and/or referring any inmate who appears to be in need of medical, mental health or developmental disability treatment at any time during his/her incarceration subsequent to the receiving screening. This evaluation shall be performed by licensed health personnel.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

HISTORY

- 1. Editorial correction of NOTE filed 9-30-82 (Register 82, No. 40).
2. Change without regulatory effect repealing former section 1208 and adding new section 1208 (Register 86, No. 32).
3. Amendment filed 8-4-94; operative 9-5-94 (Register 94, No. 31).

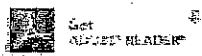
15 CCR § 1208, 15 CA ADC § 1208
1CAC

15 CA ADC § 1208

END OF DOCUMENT

Term

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Adobe Reader is required to view PDF images.



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 # 4127-09/10

4127-09/10
Initial



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

May 5, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4126-09/10 THROUGH 4131-09/10; 4001-05/06 AND 4045-04/05.

At its meeting of May 3, 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: Approve request for 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
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Jacque Hale, Department of Public Health
- Shamica Jackson, Public Utilities Commission
- Naomi Kelly, Office of Contract Administration
- Florence Kyaun, Public Utilities Commission
- Sean McFadden, Recreation and Parks Department
- Mary Ng, Department of Human Resources
- Ben Rosenfield, Controller
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

POSTING FOR
5/3/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4126-09/10	38	Police	Regular	\$304,000	Installation and expansion of the current gun shot location detector system that was initially installed in San Francisco in 2008. The expansion will cover another 4 to 5 square miles in San Francisco. Areas included in the expansion of the system will be the Sunnyvale/Visitation Valley area, South of Market area, Hunters Point area and Potrero Hill area. Work will include system optimization along with system acceptance and testing to ensure that it is in proper working order.	4/14/2013
4127-09/10	81	Public Health	Regular	\$265,000	Intermittent, as-needed, podiatry services for residents of Laguna Honda Hospital, and for inmates of the City and County of San Francisco jail system. Contractor(s) will treat foot ailments associated with diabetes, calluses and acute/chronic foot infections and injuries. Services will be performed at the various jail facilities and at Laguna Honda Hospital.	6/30/2015
4176-09/10	81	Public Health	Regular	\$75,000	Contractor will 1) provide access to a web-based health care information platform for the mandated data collection of all home health patients, and generate reports on the Outcome and Assessment Information Set (OASIS). The OASIS requirements are a set of rigorous measures that track the socio-demographic, environmental, support system, health status, functional status, and health service utilization characteristics of the patient. The use, collection, encoding, and transmission of OASIS data is mandatory for all home health care patients receiving skilled services. 2) administer the mandated Home Health Consumer Assessment of Health Plan Study (HH CAHPS) by mail to all Health at Home Patients and generate reports required by CMS. The HH CAHPS Survey is designed to objectively and independently measure the experiences of people receiving home health care from Medicare-certified home health agencies.	5/30/2015

DATE: MAR 04 2010 **PERSONAL SERVICES CONTRACT SUMMARY**

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

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Podiatry Services

FUNDING SOURCE: General Funds

PSC AMOUNT: \$265,000 PSC DURATION: 7/1/2010 - 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Intermittent, as-needed podiatry services for residents of Laguna Honda Hospital, and for inmates of the City and County of San Francisco jail system. Contractor (s) will treat foot ailments associated with diabetes, calluses and acute/chronic foot infections and injuries. Services will be performed at the various Jail facilities and at Laguna Honda Hospital.

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

Title 15 section 1208 of the Board of Corrections requires the City to have a written plan for identifying, assessing, treating and/or referring any inmate who appears to be in need of medical treatment (which includes podiatry) at any time during his/her incarceration and performed by licensed health personnel. Denial of this request will negatively impact the ability of Jail Health Services to comply with Title 15. In addition, the residents of Laguna Honda hospital would be adversely impacted if they can no longer receive podiatry care.

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 requested services have been performed under contract. Most recently PSC # 4107-04/05 and PSC # 2011-98/99

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):

Physicians and Dentists 8CC	<u>Jacquie Hale</u>	<u>MAR 04 2010</u>
Union Name	Signature of person mailing/faxing form	Date
Union Name	Signature of person mailing/faxing form	Date
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4127-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

May 3, 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A licensed Doctor of podiatric medicine, knowledge of and the ability to perform the latest in podiatric procedures. The proven ability to work with diverse populations including residents of a long term care facility and for the contractor that provides services at the jail provider must have experience in a jail based setting and can obtain the necessary security clearances. In addition, services at Laguna Honda Hospital must be performed by a licensed school of podiatric medicine, in order to support the teaching mission of the Department.

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

2232 Sr. Physician Specialist

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

The contractor will provide the services using their own equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The services are performed on an intermittent and as-needed basis. The volume of services at both locations is less than one FTE.

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

No. due to the low volume of service it is not practical to adopt a new civil service class.

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

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

Yes No

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.

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 personal services contract with your department?

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

Print or Type Name

Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102

Address

4127-09/10
Mod # 1

City and County of San Francisco

Department of Public Health



Edwin M. Lee
Mayor

Barbara A. Garcia, MPA
Director of Health

MEMORANDUM

DATE: 4/13/2011
TO: DHR PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Jacquie Hale, PSC Coordinator
Department of Public Health (Dept. #81/82) *JHA*
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4127-09/10 Approval Date: 5/3/2010
Description of Service(s): Podiatry Services
Original Approved Amount: \$265,000 Original Approved Duration: 7/1/2010 – 6/30/2015
Modification Amount: No Change Modification of Duration: No Change
Total Amount as Modified: \$265,000 Total Duration as Modified: 7/1/2010 – 6/30/2015

Reason for the modification:

This administrative revision is to account for services at Tom Waddell Health Center. These services were inadvertently left out of the answer to question 1A of the original PSC request. There is no change to the amount or duration of the PSC.

Attachment: Copy of Approved PSC Summary

(DPH Reference: CMS #6233, Samuel Merritt College. Podiatry Services for Tom Waddell Health Center.)

.....
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 4/13/11

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF Dept. Code: SHF

Type of Request: Initial Modification of an existing PSC (PSC # 48796 - 13/14)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Electronic Monitoring and Home Detention

Funding Source: General Fund

PSC Original Approved Amount: \$400,000

PSC Original Approved Duration: 04/01/14 - 03/30/19 (4 years 52 w

PSC Mod#1 Amount: \$1,600,000

PSC Mod#1 Duration: 04/01/14-03/31/19 (1 day)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$2,000,000

PSC Cumulative Duration Proposed: 5 years

1. Description of Work

A. Scope of Work:

Services are needed to provide electronic home detention services and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.

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

This service is necessary so participants can return to their community with the opportunity for the Department to track their compliance with sentencing requirements. If this contract extension is denied, persons released to electronic monitoring would be removed from the program and returned to custody.

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.

Service performed under approved PSC 1002-09/10 and PSC 4125-11/12

D. Will the contract(s) be renewed? The department issued RFP #1014-01 on October 16, 2013.

2. Union Notification: On 03/21/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48796 - 13/14

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor's staff must be trained and experienced in monitoring participants with proprietary electronic bracelets, alcohol testing and urinalysis. In addition, staff must be able to track participants on real-time digital maps, via proprietary specialized communication systems. Contractor's staff notifies sworn staff when participants violate the terms of their monitoring.

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:

Yes. Contractor will provide electronic Global Positioning System bracelets, wearable alcohol monitoring devices and hand-held portable alcohol testing devices.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

No civil service class provides all the duties enumerated above. Further, the Sheriff's Department cannot accurately predict on a month-to-month basis how many inmates will qualify for electronic monitoring.

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

No, given the duties associated with the services, it would not be practical to adopt a civil service classification to combine electronic bracelet monitoring via specialized communication systems, with case management and alcohol testing services.

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? Please see Memo upload for Form 1 Question 5B	<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? CSC approved PSC 48796-13/14 on March 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Leaders in Community Alternatives will be working on this PSC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 03/21/14 BY:

Name: Bree Mawhorter Phone: 5106848647 Email: bree.mawhorter@sfgov.org

Address: 1 Dr. Carlton Goodlett Place San Francisco, CA 94103

Receipt of Union Notification(s)
◆ All Unions

Gong, Henry (SHF)

From: dhr-psccordinator@sfgov.org on behalf of bree.mawhorter@sfgov.org
Sent: Friday, March 21, 2014 10:45 AM
To: Mawhorter, Bree (SHF); rmittchell@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; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Gong, Henry (SHF); DHR-PSCCoordinator, DHR; Isen, Richard (TIS)
Subject: Receipt of a REGULAR Modification Request to PSC # 48796 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The SHERIFF -- SHF has submitted a modification request for a Personal Services Contract (PSC) for \$1,600,000 for services for the period April 1, 2014 – March 31, 2019. For Regular/Annual/Continual 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/1632>

Email sent to the following addresses: ecdemvoter@aol.com L21PSCReview@ifpte21.org Larry.Bradshaw@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org tiya.thlang@seiu1021.org sfsmsa@gmail.com

Additional Attachment(s) of Explanation

◇ **Section 5. Additional Information**

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

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

PSC Memo

Form 1 - 5B. Will the contractor train City and County employees?

Contractor will provide comprehensive training to the Sheriff's Department Supervisory staff on the use of the electronic monitoring equipment and proprietary tracking software and techniques. The approximate number of training hours per staff member will be 16 - 20 hours. The primary staffs that will be trained are Sergeants, Lieutenants, and Captains of the Sheriff's Department. The approximate number of staff requiring training will be ten.

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 # 48796-13/14

PSC # 4125-11/12

PSC # 1002-09/10



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

48796-13/14
Initial

Sent via Electronic Mail

March 13, 2014

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 48796-13/14; 4064-13/14; 41491-13/14; 49790-13/14; 45340-13/14; 45936-13/14; 45401-13/14; 45419-13/14; 43352-13/14; 3044-13/14; 4049-11/12; 4049-09/10; 4041-10/11; 4085-11/12 AND 4021-10/11.

At its meeting of March 3, 2014 the Civil Service Commission had for its consideration the above matter.

The Commission granted General Service Agency's request to postpone Personal Service Contract #4021-10/11 to March 17, 2014. The Commission also took the following actions:

- 1) Approved PSC #45340-13/14 and 4041-10/11, with the condition that the department works with the Executive Officer to amend the postings to include the expanded classification data so that it is clear which classes are affected. (Vote of 5 to 0)
- 2) Approved PSC #43352-13/14, with the condition that the department works with the Executive Officer to address the duration issues. (Vote of 5 to 0)
- 3) Approved PSC #4049-09/10, with the condition that the department works with the Executive Officer to augment the posting with additional information and explain why the service is necessary. (Vote of 5 to 0)
- 4) Approved the request for all remaining PSCs (PSC numbers 48796-13/14, 4064-13/14, 41491-13/14, 49790-13/14, 45936-13/14, 45401-13/14, 45419-13/14, 3044-13/14, 4049-11/12, and 4085-11/12.). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

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.*

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

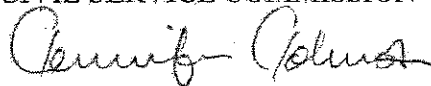
KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

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
Executive Officer

Attachment

Cc: Cynthia Avakian, Airport Commission
Jesusa Bushong, San Francisco Fire Department
Sonia Delgado-Schaumberg, Mayor's Office
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Greg Kato, Treasure & Tax Collector Office
Sheila Layton, Juvenile Probation
Brent Lewis, Department of Human Resources
Bree Mawhorter, San Francisco Sheriff's Department
Sean McFadden, Recreation & Park Department
Jaci Fong, Office of Contract Administration
Ben Rosenfield, Controller's Office
Commission File
Chron

POSTING FOR

March 3, 2014

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2014-03-03

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
48796 - 13/14	SHERIFF	\$400,000.00	Services are needed to provide electronic home detention services and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.	April 1, 2014	March 30, 2019
4864 13/14	MAYOR	\$375,000.00	Vendors will provide lead based paint inspections and risk assessments of privately owned properties; collect dust wipes, soil, and paint chip samples and conduct X-Ray Fluorescence (XRF) evaluations in accordance with the Housing and Urban Development (HUD) and other federal, state, and local regulations. These reports will be submitted to the MOHCD's, Lead Hazard Control Program. The properties targeted by the program will be privately owned owner-occupied and tenant occupied properties.	January 1, 2015	November 30, 2019
41491 - 13/14	AIRPORT COMMISSION	\$350,000.00	The Consultant will perform an objective occupational safety and health assessment of the San Francisco International Airport's (SFO) current practices and systems utilizing the standards and requirements of the American National Standards Institute (ANSI), American Industrial Hygiene Association (AIHA) Z10 2012 standard and the Division of Occupational Safety and Health (DOSH, better known as CAL/OSHA). The Consultant will bring industry knowledge and a best practices framework to address any areas for improvement which surface as a result of the assessment.	March 7, 2014	June 30, 2019
49790 - 13/14	DEPARTMENT OF EMERGENCY MANAGEMENT	\$3,000,000.00	The Scope of Work for the Consultant RFP is broken down into phases, with specific tasks and work products required for each phase. The phases have tasks that include radio system inventory, needs assessment and gap analysis, trunked radio design analysis, budget projections, RFP development, system procurement and contract negotiations, and system implementation.	February 3, 2014	January 1, 2019
45340 - 13/14	AIRPORT COMMISSION	\$800,000.00	The San Francisco International Airport ("Airport") is seeking to contract with a vendor for an advanced mass notification and emergency response management system ("System"). The System will serve to notify critical stakeholders in the event of an emergency and will allow the Airport to more effectively manage such emergencies through improved communication. The System must have the capacity to support a subscriber base of 20,000 users in a multi-jurisdictional area (including Airport staff, emergency responders from multiple counties, and members of the surrounding community) exist in a web-based "cloud" environment, provide unlimited message templates and message distributions, allow for remote development of a messaging script in the event of airport network failures, and allow for multiple methods of communication (e.g. text and phone messaging, email, RSS feeds, etc.).	March 4, 2014	June 30, 2021
45936 - 13/14	PUBLIC UTILITIES COMMISSION	\$250,000.00	Provide an audit and evaluation of lessons learned on the Water System Improvement Program (WSIP) and potential for applying such lessons learned on the Sewer System Improvement Program (SSIP).	January 17, 2014	January 17, 2015
45401 - 13/14	PUBLIC UTILITIES COMMISSION	\$5,000,000.00	Perform the functions of San Francisco Public Utilities Commission (SFPUC's) California Independent System Operator (CAISO) scheduling coordination, including submittal of Day Ahead and Real Time interchange schedules, submitting bids, submitting energy trades, managing communications between CAISO and SFPUC schedulers and operators, handling settlements, and other related services.	March 3, 2014	February 1, 2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF -- SHF Dept. Code: SHF

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Electronic Monitoring and Home Detention

Funding Source: General Fund PSC Duration: 4 years 52 weeks
PSC Amount: \$400,000 PSC Est. Start Date: 04/01/2014 PSC Est. End Date: 03/30/2019

1. Description of Work

A. Scope of Work:

Services are needed to provide electronic home detention services and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.

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

This service is necessary so participants can return to their community with the opportunity for the Department to track their compliance with sentencing requirements. If this contract extension is denied, persons released to electronic monitoring would be removed from the program and returned to custody.

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 service is currently performed under PSC#4125-11/12 and PSC#1002-09/10

D. Will the contract(s) be renewed? The department issued RFP #1014-01 on October 16, 2013.

2. Union Notification: On 12/16/2013, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48796 - 13/14

DHR Analysis/Recommendation:

03/03/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 03/03/2014

03/03/2014

July 2013

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Contractor's staff must be trained and experienced in monitoring participants with proprietary electronic bracelets, alcohol testing and urinalysis. In addition, staff must be able to track participants on real-time digital maps, via proprietary specialized communication systems. Contractor's staff notifies sworn staff when participants violate the terms of their monitoring.
- 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:
Yes. Contractor will provide electronic GPS bracelets, wearable alcohol monitoring devices and hand-held portable alcohol testing devices.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
No civil service class provides all the duties enumerated above. Further, the Sheriff's Department cannot accurately predict on a month-to-month basis how many inmates will qualify for electronic monitoring.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, given the duties associated with the services, it would not be practical to adopt a civil service classification to combine electronic bracelet monitoring via specialized communication systems, with case management and alcohol testing services.

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 01/29/2014 BY:

Name: Bree Mawhorter Phone: 5106848647 Email: bree.mawhorter@sfgov.org

Address: 1 Dr. Carlton Goodlett Place San Francisco, CA 94103

4125-11/12
1002-09/10

City and County of San Francisco

OFFICE OF THE SHERIFF



Ross Mirkarimi
SHERIFF

(415) 554-7225

November 6, 2013
Reference #2013-020

MEMORANDUM

To: Civil Service Commission Members
From: Bree Mawhorter, CFO *[Signature]*
Subject: Request for Amendment to PSC# 4125-11/12

In FY09-10, the Civil Service Commission (CSC) approved the San Francisco Sheriff's Department's (SFSD) request for a Professional Services Contract for Electronic Monitoring services through December 31, 2011, as requested via PSC Form 1 #1002- 09/10. CSC approval of the PSC was transmitted via the Notice of Civil Service Commission Action (NOA) from the Commission Meeting held April 5, 2010. This Notice of Civil Service Commission Action referenced PSC #1002-09/10.

In FY11/12 the CSC approved SFSD's request to increase PSC #1002-09/10 by \$400,000. PSC #1002-09/10 expired on December 31, 2011. In order to continue providing professional services related to Electronic Monitoring, SFSD submitted a new PSC Summary Form 1 on March 13, 2012, which resulted in a new PSC number, PSC# 4125-11/12. On May 21, 2012 the CSC reviewed PSC# 4125-11/12 and determined that the scope of work was the same as PSC #1002-09/10. Based on this determination, the CSC directed the Department of Human Resources (DHR) to modify PSC #1002- 09/10 rather than create a new PSC as requested by the Department. During processing, PSC# 4125-11/12 was used inadvertently. As a result, the May 21, 2012 Personal Services Contracts Approval Request memo from the Civil Service Commission noted the PSC number as PSC# 4125-11/12.

SFSD is now requesting an extension of PSC# 4125-11/12 to March 31, 2014 to allow the Department sufficient time to competitively bid a new Electronic Monitoring Contract. Civil Service Commission staff advise that, should this request for an extension be granted, the extension should be recorded as modification #3 combining modifying PSC #1002- 09/10 with PSC# 4125-11/12 for a continuous flow and record purposes.

Please call Bree Mawhorter at (415) 554-4316 with any questions you may have regarding this request.

4125-11/12

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/18/2013

DEPARTMENT NAME: SHERIFF

DEPARTMENT NUMBER: 06

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC # 4125-11/12)

TYPE OF SERVICE: Electronic Home Detention and Monitoring Services

FUNDING SOURCE: General Funds

Table with 4 columns: Amount, Duration, PSC#, and Modified. Rows include Original, Mod#1, Mod#2, Mod#3, and Total Amount as Modified.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to incarceration.

B. Explain why this service is necessary and the consequence of denial: This service is necessary so participants can return to their community with the opportunity for the Department to track their compliance with sentencing requirements.

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 is currently performed under PSC #4125-11/12 and PSC #1002-09/10.

D. Will the contract(s) be renewed? The department issued RFP #2014-01 on October 16, 2013

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

[X] MSA DSA SEIU 1021 IFPTE Local 21 Union Name

Signature of person mailing/faxing form

11/15/13 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4125-11/12 STAFF ANALYSIS/RECOMMENDATION: Approved M 11/15/2013

PSC FORM 1 (9/96)

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
 Contractor's staff must be trained and experienced in monitoring participants with proprietary electronic bracelets, alcohol testing and urinalysis. In addition, staff must be able to track participants on real-time digital maps, via proprietary specialized communication systems. Contractor's staff notifies sworn staff when participants violate the terms of their monitoring.

B. Which, if any, civil service class normally performs this work?
 There is currently no civil service classification that combines the following duties: monitoring persons who are sentenced to home detention via a specialized system that communicates with electronic bracelets, case management and alcohol testing services.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 Yes, the Contractor must possess a facility to house communications systems and provide electronic bracelets and alcohol testing devices.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

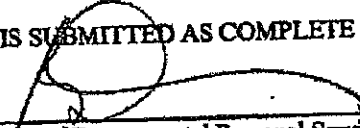
A. Explain why civil service classes are not applicable:
 No civil service class provides all the duties enumerated in 3B above. Further, the Sheriff's Department cannot accurately predict on a month-to-month basis how many jail inmates will qualify for electronic monitoring.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 No, given the duties associated with the services, it would not be practical to adopt a civil service classification to combine electronic bracelet monitoring via specialized communication systems, with case management and alcohol testing services.

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 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"/> |
| 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? We are currently under contract with Sentinel Offender Services, LLC. | <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
Bree Mawhorter 554 4316
 Print or Type Name Telephone Number

Dang, Leorah

From: Mawhorter, Bree
Sent: Friday, October 18, 2013 11:07 AM
To: L21PSCReview@ifpte21.org; pattie.tamura@seiu1021.org;
brook.demmerle@seiu1021.org; Tonette.Garcia@seiu1021.org;
david.canham@seiu1021.org; Kirsten.Clemons@SEU1021.org; sharizinn@yahoo.com;
roxanne.sanchez@seiu1021.org; dwilson1877@yahoo.com; Lisette Adams (leadams1
@yahoo.com)
Cc: Long, Marybeth; DHR-PSCCoordinator, DHR
Subject: Notification of Modification to PSC#4125 11-12
Attachments: Extension to PSC4125 11-12.pdf

Please see attached Notification of Modification to PSC#4125 11-12
Bree Mawhorter
San Francisco Sheriff's Department
Deputy Director / CFO
415.554.4316

1 Dr. Carlton B Goodlett Place, 456
San Francisco, CA 94102



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

May 23, 2012

4125-11/12
Original

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4122-11/12 THROUGH 4125-11/12; 4040-09/10; 4085-07/08; 4155-05/06; AND 3035-11/12.

At its meeting of May 21, 2012 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.*

The Commission:

- (1) Postponed PSC #4085-07/08 to the meeting of June 4, 2012 at the request of the Public Utilities Commission.
- (2) Adopted the report; Approved the request for PSC #4125-11/12 as a modification. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office 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 For
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Parveen Boparai, Municipal Transportation Agency
 - Micki Callahan, Human Resources Director
 - Aleric Degrafinried, Public Utilities Commission
 - Maureen Gannon, Office of the Sheriff
 - Marie de Vera, Department of Human Resources
 - Jaci Fong, Office of Contract Administration
 - Jacque Hale, Department of Public Health
 - Shamica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - Brent Lewis, Department of Human Resources
 - Joan Lubamersky, General Services Agency
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR
5/21/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4123-11/12	27	Airport Commission	Regular	\$1,000,000	Services include implementation of a Job-Order-Contract (JOC) program. The JOC contract is a unique, variable-quantity type of contract that will enable Airport Design and Construction to accomplish a number of smaller repairs, maintenance and critical construction projects under a single contract, decreasing overall project duration and cost. Services will include: 1) Prepare and update a unit price book containing at least 60,000 to 100,000 unit prices covering material, equipment and labor costs for various units of construction; 2) Provide procurement support, execution procedures and Windows compatible software to manage the contracts for construction; 3) Conduct outreach to maximize contractor participation in bidding; 4) Conduct/attend orientation meetings, program review conferences, and program briefings as needed.	6/1/2012 - 6/1/2017
4123-11/12	70	General Services Agency	Regular	\$800,000	Specialized toxicology analyses performed by an accredited laboratory.	6/1/2012 - 5/31/2017
1124-11/12	33	Human Resources	Regular	\$1,230,000	Contractor will provide services for software upgrades, ongoing software maintenance and support services and software hosting of the Workers' Compensation Division's ("WCD") claims management web-based platform.	9/1/2012 - 8/31/2017
4125-11/12	06	Sheriff	Regular	\$400,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and virtualysis test to monitor sobriety.	1/1/2012 - 8/31/2013

Total Amount - Regular: \$3,450,000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 13, 2012

DEPARTMENT NAME: Sheriff DEPARTMENT NUMBER 06

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Electronic Home Detention and Monitoring Services

FUNDING SOURCE: General Funds

Original Amount: \$400,000 PSC Duration: January 1, 2012 - August 31, 2013

Modification Amount _____ PSC Duration: _____

Total Amount \$400,000 Total PSC Duration: January 1, 2012 - August 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.

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

These services are needed to help maintain the jail population (to reduce possible overcrowding). By placing participants on electronic monitoring, along with case management, the participant can return to their community sooner, with the opportunity for the department to track their compliance with sentencing requirements.

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 have been provided through personal services contracts with an electronic monitoring home detention and case management program. PSC #1002-09/10

D. Will the contract(s) be renewed: No, the Sheriff's Department will issue an RFP in early 2013 and a new contract will be issued upon completion.

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

Union Name	Signature of person emailing form	Date
DSA	<i>Marybeth Long</i>	March 13, 2012
MSA	<i>Marybeth Long</i>	March 13, 2012
SEIU 1021	<i>Marybeth Long</i>	March 13, 2012
IFPTE Local 21	<i>Marybeth Long</i>	March 13, 2012

DSA _____ on _____ Date _____ Signature _____
MSA _____

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4125-11/12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Final Submission Received 4/13/12
MLK

1002-09/10



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

April 8, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1001-09/10 THROUGH 1003-09/10; 4108-09/10 THROUGH 4128-09/10; 4135-05/06; 4096-07/08; 4019-07/08; 4161-08/09 AND 4120-05/06.

At its meeting of April 5, 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 4114-09/10, 4019-07/08 and 4161-08/09 to the meeting of April 19, 2010 at the request of the Public Utilities Commission.
- (2) Postpone PSC #4113-09/10 to the meeting of April 19, 2010 at the request of IFPTE Local 21.
- (3) Approve request for PSC #4108-09/10 on the condition that the Art Commission meet with representatives of SEIU Local 1021 to discuss its concerns regarding SEIU work to be performed at the San Francisco International Airport. Notify the offices of the Controller and the Office of Contract Administration.
- (4) Approve request for PSC #4109-09/10 on the condition that the Airport Commission and IFPTE Local 21 meet to discuss issues of concern in IFPTE Local 21. Notify the offices of the Controller and the Office of Contract Administration.
- (5) Approve request for all remaining 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. Sheila Arcelona, District Attorney
- Cynthia Avalos, Airport Commission
- Parveen Bopara, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Maurice Gannon, Sheriff's Department
- Kendall Gary, Department of Technology
- Jacque Hele, Department of Public Health
- Lavens Holmes-Williams, Port Commission
- Kan Ham, Arts Commission
- Shamica Jackson, Public Utilities Commission
- Nawal Kelly, Office of Contract Administration
- Florence Kyam, Public Utilities Commission
- Sean McFadden, Recreation and Parks Department
- Mary Ng, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron

POSTING FOR
4/5/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Annual

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
1001-09/10	27	Alameda County Sheriff	Annual	\$170,000	This is an agreement to partially fund SanTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the south. SanTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.	6/30/2011
1002-09/10	06	Sheriff	Annual	\$750,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.	6/30/2011
1003-09/10	06	Sheriff	Annual	\$100,000	The contractor will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	6/30/2011

1002-09/10
Original

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 9, 2010

DEPARTMENT NAME San Francisco Sheriff's Department

DEPARTMENT NUMBER 06

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Electronic Home Detention and Monitoring Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$750,000

PSC DURATION: 07/01/2010-06/30/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.

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

These services are needed to reduce jail overcrowding and allow inmates who pose no danger to society to complete their sentences in an electronic home detention/monitoring programs.

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 have been provided through personal services contracts with an electronic monitoring home detention and case management program. (Previous PSC #1020-08/09).

D. Will the contract(s) be renewed: Yes the contract will be renewed, providing the Department determines that there is a need to continue to provide these services, and funding is available.

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

X IFPTE Local 21
Union Name

Marybeth Long
Signature of person mailing / faxing form

03/09/10
Date

X SEIU 1021
Union Name

Marybeth Long
Signature of person mailing / faxing form

03/09/10
Date

RFP sent to _____, on _____

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 1002-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Contractor's staff must be trained and experienced in monitoring electronic bracelets via a specialized communications system, administering urinalysis tests, and providing case management services to arrested persons who meet the criteria for home detention as an alternative to jail incarceration.

B. Which, if any, civil service class normally performs this work? There is currently no civil service classification that combines the following duties: monitoring persons who are sentenced to home detention via a specialized system that communicates with electronic bracelets, case management, and urinalysis services.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, the Contractor must possess a facility to house its communications system, provide case management, electronic bracelets, and urinalysis services.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: No civil service classification provides all the duties enumerated in 3B above. Furthermore, these services are provided to qualifying inmates on an as needed, intermittent basis. The Sheriff's Dept cannot accurately predict, on a month-to-month basis, how many jail inmates will qualify for these services as an alternative to incarceration.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Given the ~~intermittent/as needed~~ basis of the duties association with these services, it would not be practical to adopt a specialized civil service classification to combine electronic bracelet monitoring via specialized communications system with case management and urinalysis duties.

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

- | | <u>Yes</u> | <u>No</u> |
|---|-------------------------------------|-------------------------------------|
| 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 training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., 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? Yes, G4S Justice Services, LLC. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Maureen Gannon

Signature of Departmental Personal Services Contract Coordinator

Maureen Gannon, CFO
Print or Type Name

415-554-4316
Telephone Number

City Hall, Room 456
San Francisco, CA 94102

1002-9/10
Mod #1

City and County of San Francisco

OFFICE OF THE SHERIFF



Michael Hennessey
SHERIFF

(415) 954-7225

Date: July 22, 2011
To: Murin Ryan, DHR-PSC Coordinator
From: Maureen Gannon, CFD *mej*
Re: Request for Administrative Approval of PSC Modification (less than 50%)

PSC NO: 1002-9/10 Approval Date: 04-05-2010

Description
Of Service(s):

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis test to monitor sobriety.

Original Approved Amount:	\$750,000	Original Approved Duration:	06-01-2010 to 06-30-2011
Modification One Amount:	\$0	Modification of Duration:	07-01-2011 to 12-31-2011
Total Amount as Modified:	\$750,000	Total Duration as Modified:	06-01-2010 to 12-31-2011

Reason for the modification:

To extend the contracting authority and services as the Sheriff's Department assesses the increased need for the state reassignment of prisoners.

Attachments: Copy of PSC Summary sent to DHR

FOR DEPARTMENT OF HUMAN RESOURCES USE

APPROVED: *[Signature]*
Date: *[Date]*
Ms. M. Gannon, Human Resources Director



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

SCOTT R. HELDFOND
PRESIDENT

April 24, 2014

E. DENNIS NORMANDY
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION MEETING

DOUGLAS S. CHAN
COMMISSIONER

SUBJECT: RECOMMENDATION TO ADOPT THE PROPOSED REVISIONS TO CIVIL SERVICE RULE 414.37.7 (EXEMPT APPOINTMENTS PURSUANT TO CHARTER SECTION 8A.104) – AFFECTING EMPLOYEES IN MANAGERIAL CLASSIFICATION/POSITIONS AT THE MUNICIPAL TRANSPORTATION AGENCY.

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

The above matter will be considered by the Civil Service Commission at a meeting to be held on **May 5, 2014** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meeting" no later than end of day on Wednesday, April 30, 2014. If you would like a copy of the Executive Officer's staff report on the above-captioned matter emailed to you in advance of April 30th, please contact the Civil Service Commission's Office at CivilService@sfgov.org or (415) 252-3247.

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 non-privileged materials being considered by the Civil Service Commission for this item will be 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. beginning Thursday, May 1, 2014.

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

THIS IS A PUBLIC DOCUMENT
DATE: 4/24/14 9



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

Sent via Electronic Mail

April 11, 2014

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: RECOMMENDATION TO REVISE CIVIL SERVICE RULE 414.37.7 (EXEMPT APPOINTMENTS PURSUANT TO CHARTER SECTION 8A.104) – AFFECTING EMPLOYEES IN MANAGERIAL CLASSIFICATIONS/POSITIONS AT THE MUNICIPAL TRANSPORTATION AGENCY.

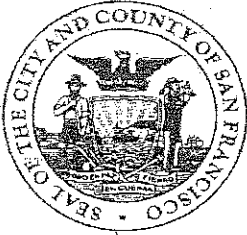
At its meeting of April 7, 2014 the Civil Service Commission had for its consideration the above matter.

The Commission adopted the Executive's Officer's report; and directed the Executive Officer to post the proposed revisions to Civil Service Rule 414.37.7 for adoption as required under the Charter and Civil Service Rules, and to meet and discuss the proposed revisions with the Municipal Executives' Association and any other interested stakeholders. (Vote 5 to 0)

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
Executive Officer



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

SCOTT R. HELDFOND
PRESIDENT

March 28, 2014

E. DENNIS NORMANDY
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION MEETING

DOUGLAS S. CHAN
COMMISSIONER

**SUBJECT: RECOMMENDATION TO REVISE CIVIL SERVICE RULE
414.37.7 (EXEMPT APPOINTMENTS PURSUANT TO
CHARTER SECTION 8A.104) – AFFECTING EMPLOYEES
IN MANAGERIAL CLASSIFICATIONS/POSITIONS AT THE
MUNICIPAL TRANSPORTATION AGENCY.**

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

The above matter will be considered by the Civil Service Commission at a meeting to be held on April 7, 2014 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meeting Information" no later than end of day on Wednesday, April 2, 2014. If you would like a copy of the Executive Officer's staff report on the above-captioned matter emailed to you in advance of April 2nd, please contact the Civil Service Commission's Office at CivilService@sfgov.org or (415) 252-3247.

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 non-privileged materials being considered by the Civil Service Commission for this item will be 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. beginning Thursday, April 3, 2014.

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

STAFF REPORT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Date: May 5, 2014
To: Civil Service Commission
From: Jennifer Johnston, Executive Officer *Jennifer Johnston*
Subject: **Recommendation to Adopt the Proposed Amendments to Civil Service Rule 414.37
– Charter Limit on Certain Categories of Exempt Appointments**

During its meeting of April 7, 2014, the Civil Service Commission (“Commission”) acted to accept the Executive Officer’s staff report recommending revisions to Civil Service Rule 414.37–Charter Limit on Certain Categories of Exempt Appointments; and directed the Executive Officer to post the draft Rule as required under the Charter and Civil Service Rules, and to meet and discuss the amendments with affected labor unions and other interested stakeholders.

The Executive Officer posted the proposed amendments to Civil Service Rule 414.37 on April 8, 2014 and scheduled two meetings to discuss them with any interested stakeholders—one on April 16th and one on April 17th, 2014 (see the attached copy of the posting.) No interested stakeholders attended the scheduled meetings; nor did the Executive Officer receive any inquiry regarding, or objection to, the proposed amendments.

Recommendation: Accept this staff report and adopt the amendments to Civil Service Rule 414.37.

Attachment: Notice of Posting on the Proposed Amendments to Civil Service Rule 414.37–Charter Limit on Certain Categories of Exempt Appointments, affecting Service-Critical Managerial Classifications/Positions in Bargaining Units M and EM at the Municipal Transportation Agency

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 8

Attachment



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MEMORANDUM

CSC No. 2014 - 07

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

Date: April 8, 2014

To: Department Heads
Departmental Personnel Officers
Employee Organization Representatives

From: Jennifer Johnston
Executive Officer

Subject: Notice of Posting: Proposed Amendments to Civil Service Rule 414.37 – Charter Limit on Certain Categories of Exempt Appointments, Affecting Service-Critical Managerial Classifications/Positions in Bargaining Units M and EM at the Municipal Transportation Agency

The Civil Service Commission ("Commission") acted at its Regular Meeting of April 7, 2014, to accept the Executive Officer's staff report proposing amendments to Civil Service Rule 414 – Appointments, Section 414.37 – Charter Limit on Certain Categories of Exempt Appointments; and directed the Executive Officer to post the draft Rule 414, and to meet and discuss the proposed revisions with affected labor unions and other interested stakeholders

Civil Service Rule 414.37.7 was adopted following the passage of Proposition E in 1999, which authorized a new group of exempt appointments for "service-critical" managerial positions/classifications at the Municipal Transportation Agency ("MTA"), subject to a cap of 1.5% of the MTA's total workforce. Although the voters subsequently increased that cap from 1.5% to 2.75% in 2007 with the passage of Proposition A, Civil Service Rule 414.37.7 has not been updated to reflect the current cap amount. The purpose of these amendments is to align the provisions of Civil Service Rule 414.37.7 with Charter Section 8A.104(i) to reflect the correct cap of 2.75%. Please see the attached draft amendments to Rule

CSC Memorandum 2014 – 07 (Posting: Proposed Amendments to Civil Service Rule 414)
April 8, 2014
Page 2 of 2

414.37.7, affecting service-critical managerial positions/classifications at the MTA.

Any employee organizations or other stakeholders interested in discussing the proposed revisions are invited to attend either or both of the following scheduled meetings:

Date: Wednesday, April 16, 2014

Time: 3 p.m. to 5 p.m.
and/or

Date: Thursday, April 17, 2014

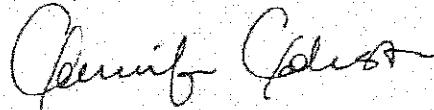
Time: 9 a.m. to 11 a.m.

The meetings will take place in the Civil Service Commission's Offices, located at 25 Van Ness Avenue, Suite 720. Please contact Commission staff at CivilService@sfgov.org to RSVP for either or both meetings.

Should you have any questions about the proposed amendments, or if you would like a copy of the staff report providing further explanation of the revisions, you may contact me at (415) 252-3247 or at Jennifer.Johnston@sfgov.org.

Respectfully submitted,

CIVIL SERVICE COMMISSION



JENNIFER JOHNSTON
Executive Officer

Attachment

Attachment: Proposed Amendments to Civil Service Rule 414 on Group IV Exempt Appointments

Rule 414 – Appointments; Article VII: Exempt Appointment

Applicability: Article VII, Rule 414 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

Section 414.36 Exclusions from Civil Service Appointment

All permanent employees of the City and County shall be appointed through the civil service process by competitive examination unless exempted from the civil service examination and selection process in accordance with Charter provisions. Appointments excluded by Charter from the competitive civil service examination and selection process shall be known as exempt appointments. Any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment, and removal procedures and shall serve at the pleasure of the appointing officer.

Section 414.37 Charter Limit on Certain Categories of Exempt Appointments

414.37.1 The proportion of full-time employees in the exempt categories included under Charter Sections 10.104-1 through 10.104-12 to the total number of civil service employees of the City and County shall not be greater than the proportion existing on July 1, 1994, except as authorized in this Article. As certified by the Civil Service Commission at its meeting of November 18, 1996, the ratio on July 1, 1994 of full-time exempt employees to the total full-time City and County work force was two percent (2%).

414.37.2 In accordance with Charter Section 10.104, the Civil Service Commission may, by express approval, authorize that full-time positions conforming to the criteria established in this Section in the categories defined in Charter Sections 10.104-1 through 10.104-12 in excess of the Charter limitation be excluded from civil service selection and removal procedures and be filled through exempt appointment.

414.37.3 Requests for exemption under this section must conform to the following:

- 1) The position to be exempted must be in one of the categories defined in Charter Sections 10.104-1 through 10.104-12.
- 2) The action of exempting a particular position shall not directly affect the civil service rights of an incumbent regularly occupying such position on a permanent civil service basis.
- 3) The MTA Director of Transportation/Designee recommends the exemption and certifies that the exemption action shall not directly affect an incumbent civil service appointee to the position.
- 4) The request for exemption is made and approved by an appointing officer or an elected official; a request from a department under the City Administrator must be approved by the City Administrator.
- 5) The official making the request provides written justification as to the reasons the position should be exempted.

414.37.4 An appointing officer or an elected official may submit a request to exempt a position under this section to the Civil Service Commission through the Human Resources Director. If the Director recommends approval, the request shall be transmitted to the Civil Service Commission for review and action; if the Director denies a request, the appointing officer shall be notified in writing of the denial and the reasons for such action.

414.37.5 The decision of the MTA Director of Transportation/Designee is appealable to the Civil Service Commission within thirty (30) calendar days of the date of the notice of denial. The Commission decision on the appeal shall be final.

414.37.6 This section as adopted by the Civil Service Commission at its meeting of November 18, 1996 was approved by the Board of Supervisors on January 3, 1997 (Resolution Number 222-96-4).

414.37.7 Pursuant to Charter Section 8A.104:

The MTA Director of Transportation/Designee may create new classifications and positions exempt from the Civil Service System for managerial employees in MTA bargaining units M and EM in addition to those exempt positions provided in Section 10.104; provided, however, that the total number of such exempt new managerial positions within the MTA shall not exceed ~~1.5~~ 2.75 percent of the Agency's MTA's total workforce, exclusive of the exempt positions provided in Section 10.104. This provision shall not be utilized to eliminate personnel holding existing permanent Civil Service managerial positions on November 2, 1999.

Persons serving in exempt managerial positions shall serve at the pleasure of the Director of Transportation.

The Civil Service Commission shall annually review both exempt and non-exempt classifications of the Agency to ensure compliance to Charter Section 8A.104

Original Staff Report



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Date: April 7, 2014
To: Civil Service Commission
From: Jennifer Johnston, Executive Officer *Jennifer Johnston*
Subject: Agenda Item #10: Recommendation to Adopt the Proposed Revisions to the Civil Service Commission's 1996 Policy on Exempt Appointments; and
Agenda Item #11: Recommendation to Revise Civil Service Rule 414.37.7

This staff report supports Agenda Items #10 and #11.

I. Overview

During its meeting of March 3, 2014, the Civil Service Commission ("Commission") acted to accept the Executive Officer's proposed revisions to its 1996 policy on exempt appointments; and directed the Executive Officer to post the draft policy, and to meet and discuss the proposed revisions with any interested stakeholders.

The purpose of this staff report is to: 1) update the Commission on the Executive Officer's discussions with interested stakeholders on the revised policy; 2) recommend that the Commission make additional amendments to the policy to accurately reflect the provisions of Charter Section 8A.104 and to delete references to attachments that may become outdated in the future; 3) recommend that the Commission adopt the draft policy on exempt appointments with these additional recommended revisions, to be effective immediately; and, 4) recommend that the Commission amend Civil Service Rule 414.37.7 so that it also accurately reflects the provisions of Charter Section 8A.104.

II. Authority

Charter Section 10.101, General Powers and Duties, provides as follows:

"Changes to the rules may be proposed by members of the Commission, the Executive Assistant or the Human Resources Director and approved or rejected by the Commission. The Commission may, upon ten days' notice, make changes in the rules, which changes shall thereupon be printed and be in force; provided that no such changes in rules shall affect a case pending before the Commission."

Civil Service Rule Section 401.5, Amendment of Rules, provides as follows:

"The Commission may at any time amend these Rules. Any such proposed amendment shall be posted for a minimum of ten (10) consecutive calendar days prior to adoption. Upon adoption,

changes in the Rules shall be in effect and shall be printed. No change in the Rules shall affect a case pending before the Civil Service Commission.”

III. Discussions with Interested Stakeholders

The Executive Officer posted the draft policy on exempt appointments on March 4, 2014 and scheduled two meetings to discuss the proposed revisions with any interested stakeholders—one on March 12th and one on March 14th, 2014. The Executive Officer’s March 3rd staff report and the draft policy were attached to the posting (see Attachment A for a copy of the posting, *sans* attachments).

Although no stakeholders attended either meeting, the Executive Officer received phone calls from representatives of three labor unions: IFPTE, Local 21 requested another copy of the March 4th posting; and the San Francisco City [Painters] Workers United and the Municipal Executives’ Association (“MEA”) sought clarification on some of the proposed policy revisions. None of the City’s unions or other interested stakeholders expressed objections to the draft policy.

IV. Additional Revision to the Exempt Policy and Proposed Rule Amendment

In drafting the revisions to the Commission’s 1996 policy on exempt appointments, the Executive Officer incorporated the provisions of Civil Service Rule 414.37.7. However, it appears that Civil Service Rule 414.37.7 is no longer current and must also be amended.

As noted in the Executive Officer’s previous staff report dated March 3, 2014, the voters passed Proposition E in 1999, authorizing a new fourth group of exempt appointments for managerial employees in service-critical positions/classifications at the Municipal Transportation Agency (“MTA”), subject to a cap of 1.5% of the MTA’s total workforce. Shortly thereafter, the Commission adopted Civil Service Rule 414.37.7 to recognize the newly established group of exempt appointments and the 1.5% cap thereon.

The voters subsequently increased the cap on Group IV appointments from 1.5% to 2.75% in 2007 with the passage of Proposition A (see Attachment B for an excerpt on Proposition A from the 2007 voter pamphlet; and see Attachment C for an excerpt of Charter Section 8A.104 provisions applicable to Group IV exempt appointments). Civil Service Rule 414.37.7, however, was not likewise updated to reflect the increased cap amount. Therefore, the 1.5% cap amount indicated in Rule 414.37.7 and in the proposed draft exempt policy is incorrect.

See Attachment D for the additional proposed revisions to the Commission’s policy on exempt appointments, and Attachment E for the proposed amendments to Civil Service Rule 414.37.7, both intended to accurately reflect the now 2.75% cap on Group IV exempt appointments under the current provisions of Charter Section 8A.104. References in the draft policy to attachments which may become outdated in the future have also been deleted to ensure that the policy remains current.

V. Recommendation

The additional proposed revisions to the Commission’s policy and the proposed amendments to

Civil Service Rule 414.37.7 are not substantive, in that they are merely intended to reflect the current provisions of Charter Section 8A.104 (as amended by the voters by Proposition A in 2007) under which the MTA is already operating.

The Executive Officer therefore recommends that the Commission adopt this staff report for both Agenda Items #10 and #11, and take the additional following actions:

- Agenda Item #10: Adopt the updated policy on exempt appointments (as reflected in Attachment D), to be effective immediately.
- Agenda Item #11: Direct the Executive Office to post the proposed revisions to Civil Service Rule 414.37.7 (as reflected in Attachment E) for adoption as required under the Charter and Civil Service Rules, and to meet and discuss the proposed revisions with the Municipal Executives' Association (the union that represents managerial classifications and positions at the MTA) and any other interested stakeholders.

VI. Attachments:

Attachment A: March 4, 2014 Posting of the Proposed Revisions to the Civil Service Commission's Policy on Exempt Appointments (pages 5 to 8)

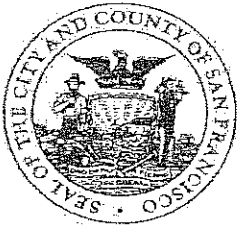
Attachment B: Excerpt of Proposition A from the 2007 Voter Pamphlet (pages 9 to 14)

Attachment C: Charter Section 8A.104 Provisions on Group IV Exempt Appointments (pages 15 to 18)

Attachment D: Final Draft Policy on Exempt Appointments (pages 19 to 26)

Attachment E: Proposed Revisions to Civil Service Rule 414.37.7 (pages 27 to 30)

ATTACHMENT A



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MEMORANDUM
CSC No. 2014-02

SCOTT R. HELDFOND
PRESIDENT
E. DENNIS NORMANDY
VICE PRESIDENT
DOUGLAS S. CHAN
COMMISSIONER
KATE FAVETTI
COMMISSIONER
GINA M. ROCCANOVA
COMMISSIONER

Date: March 4, 2014
To: Department Heads
Departmental Personnel Officers
Employee Organization Representatives
From: Jennifer Johnston
Executive Officer
Subject: Notice of Posting: Proposed Revisions to the Civil Service
Commission's Policy on Exempt Appointments

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

The Civil Service Commission acted on March 3, 2014 to accept the Executive Officer's staff report recommending revisions to its policy on exempt appointments, and further directed the Executive Officer to post the proposed revisions for discussion with any interested stakeholders.

Please see the attached staff report for a detailed description of the proposed policy revisions, applicable to all exempt appointments. Any employee organizations or other stakeholders interested in discussing the proposed policy revisions are invited to attend either or both of the following scheduled meetings:

Date: Wednesday, March 12, 2014
Time: 2:00 PM - 4:00 PM

Date: Friday, March 14, 2014
Time: 2:00 PM - 4:00 PM

The meetings will take place in the Civil Service Commission's Offices, located at 25 Van Ness Avenue, Suite 720. Please contact Commission staff at CivilService@sfgov.org to RSVP for either or both meetings. You may also contact me directly at (415) 252-3250 or Jennifer.Johnston@sfgov.org should you have any questions or wish to discuss the proposed policy revisions further.

Respectfully submitted,

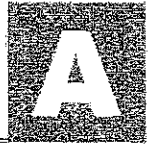
CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

ATTACHMENT B

Transit Reform, Parking Regulation and Emissions Reductions



PROPOSITION A

Shall the Municipal Transportation Agency be provided greater governing authority, and additional funding, and be required to develop a Climate Action Plan, and shall the City not increase the maximum number of parking spaces allowed for new private development projects unless approved by a super-majority of the Board?

YES ← ←
NO ← ←

Digest

by the Ballot Simplification Committee

THE WAY IT IS NOW: A 1999 voter-approved Charter Amendment (Proposition E) created a Municipal Transportation Agency (MTA) with expanded powers and duties to run the Municipal Railway (Muni) and the Department of Parking and Traffic. Proposition E set service and performance standards for Muni.

Among other provisions, Proposition E:

- Required a minimum annual contribution to MTA from the City's General Fund.
- Allocated to the MTA a share of the General Fund measured by 40% of parking tax receipts and 50% of new revenues from increases in parking fines, parking taxes or parking enforcement.
- Enabled the MTA to approve an annual budget. The Board of Supervisors can reject the budget by a super-majority vote of eight or more members.

MTA does not have authority to issue bonds or incur debt with its revenues.

Proposition E gave MTA authority over its contracts, subject to compliance with all City contracting requirements. MTA may not accept or spend public grants or other donations without approval from the Board of Supervisors.

MTA handles its personnel and labor relations. MTA may create new managerial positions exempt from civil service protections so long as they do not exceed 1.5% of its workforce. City law caps the wages of Muni transit operators based on operator wages in comparable transit systems.

The Board of Supervisors approves many parking regulations and the installation of many traffic control devices on City streets.

The City's Planning Code limits the number of off-street parking spaces for new private development projects.

THE PROPOSAL: Proposition A is a Charter Amendment that continues the existing service and performance standards for Muni, and expands MTA's authority over its operations and additional funding.

Funding/Budget

- Proposition A would increase MTA's share of City revenues dedicated to Muni, including an allocation of General Fund revenues based on parking tax receipts from 40% to 80%, and allow MTA to keep 100% of new revenues from any future policy changes in parking fines, parking taxes and parking enforcement.
- MTA could issue revenue bonds and other debt upon approval of the Board of Supervisors, without further voter approval.
- MTA would be required to approve its budget every two years, instead of every year. The Board of Supervisors could reject the

budget by a super-majority vote of seven or more members.

- MTA would have to use new General Fund revenues primarily to implement improvements recommended by the City's ongoing Transit Effectiveness Project, which is a system-wide review of Muni's service.

Governing Authority

- MTA could enter into contracts to sell transit passes and parking meter cards without meeting all City contracting requirements and delegate certain contracting authority to the Director of Transportation.
- MTA could accept and spend public grants and other donations without Board of Supervisors approval.

Labor and Personnel

- If MTA is spending within its budget, it could fill vacant positions without approval from the City Controller. The MTA could create new managerial positions exempt from civil service protection subject to an overall limit of 2.75% of its workforce.
- MTA could continue to bargain collectively to set wages for Muni transit operators, but the current wage cap would become a guaranteed base wage.

Parking and Traffic

- Proposition A would clarify and expand MTA power to adopt many parking regulations and install many traffic control devices. Actions related to stop signs, bicycle lanes, preferential parking zones, parking meter zones, parking time limits, and disabled parking privileges would still be subject to review by the Board of Supervisors.
- Proposition A would fix the maximum number of off-street parking spaces the City allows for new private development projects at the number the Planning Code would have allowed on July 1, 2007. The Board of Supervisors could increase this maximum by a super-majority vote of at least nine members or decrease the maximum by a majority vote.

Greenhouse Gas Emissions Reduction

Proposition A requires MTA to develop a Climate Action Plan every two years that would seek to reduce greenhouse gas emissions from San Francisco's transportation sources to 80% of 1990 levels by 2012.

A "YES" VOTE MEANS: If you vote "yes," you want to make these changes to the Charter.

A "NO" VOTE MEANS: If you vote "no," you do not want to make these changes to the Charter.

Notice to Voters:

The "Controller's Statement" and "How A Got on the Ballot" information on this measure appear on the opposite (facing) page.

THIS MEASURE REQUIRES 50%+1 AFFIRMATIVE VOTES TO PASS.

ARGUMENTS FOR AND AGAINST THIS MEASURE IMMEDIATELY FOLLOW THIS PAGE. THE FULL TEXT BEGINS ON PAGE 115.

SOME OF THE WORDS USED IN THE BALLOT DIGEST ARE EXPLAINED ON PAGE 36.



LEGAL TEXT OF PROPOSITION A

SEC. 8A.103. SERVICE STANDARDS AND ACCOUNTABILITY.

(a) The Municipal Railway shall ~~be restored as soon as practicable to provide~~ a level of service measured in service hours which is not less than that provided under the schedule of service published in the April 1996 timetable, although not necessarily in that configuration.

(b) ~~No later than July 1, 2000, and by~~ By July 1 of each year thereafter, the Agency shall adopt milestones ~~for the~~ toward achievement of the goals specified in subsections (c) and (d). Milestones shall be adopted for each mode of transportation of the Municipal Railway, and for the Municipal Railway as a whole, with the goal of full achievement of the standards set in subsection (c) ~~no later than July 1, 2004~~.

(c) The standards for the Agency with respect to the services provided by the Municipal Railway shall include the following minimum standards for on-time performance and service delivery:

1. On-time performance: at least 85 percent of vehicles must run on-time, where a vehicle is considered on-time if it is no more than one minute early or four minutes late as measured against a published schedule that includes time points; and

2. Service delivery: 98.5 percent of scheduled service hours must be delivered, and at least 98.5 percent of scheduled vehicles must begin service at the scheduled time.

(d) ~~The standards for both managers and employees of the Agency with respect to the services provided by the Municipal Railway shall also include other~~ The Board of Directors shall adopt Agency rules ~~setting additional~~ measurable standards for system reliability, system performance, staffing performance, and customer service, including:

1. Passenger, public, and employee safety and security;
2. Coverage of neighborhoods and equitable distribution of service;
3. Level of crowding;
4. Frequency and mitigation of accidents and breakdowns;
5. Improvements in travel time, taking into account adequate recovery and lay-over times for operators;
6. Vehicle cleanliness, including absence of graffiti;
7. Quality and responsiveness of customer service;
8. Employee satisfaction;
9. Effectiveness of the preventive maintenance program; and
10. Frequency and accuracy of communications to the public.

11. ~~The Agency's duties related to parking and traffic functions and any other functions that may be added to the Agency's responsibilities.~~

(e) ~~The Board of Directors shall adopt Agency rules setting forth the methods by which performance shall be measured with respect to each standard established pursuant to subsections (c) or (d) above in accordance with industry best practices to enhance the Agency's ability to compare its performance to that of other comparable transit systems. The performance measures adopted in Section 4 of this measure shall be published as rules of the Agency and utilized to determine the achievement of the performance standards and milestones adopted by the Agency for the Municipal Railway. The performance measures shall be subject to amendment after public hearings by a vote of the Agency board. The Agency shall regularly publish reports documenting the Agency's performance for each standard. Each performance report shall note any changes in the rules governing the methods by which performance is measured so as to inform interpretation of performance trends over time, on its attainment of these standards and milestones. Nothing herein shall prohibit the Agency from using additional performance measures.~~

(f) ~~The Agency shall issue a Climate Action Plan to the Board of Supervisors and the Commission on the Environment by January 1, 2009, and every two years thereafter. The plan shall describe measures taken and progress made toward the goal of reducing greenhouse gas emissions from San Francisco's transportation sector to 80% of 1990 levels by 2012 and shall further address progress toward the following goals:~~

1. ~~Zero greenhouse gas emissions for Municipal Railway transit vehicles;~~
2. ~~Lowering energy consumption in Agency facilities and by non-transit vehicles;~~
3. ~~Maximizing waste reduction in Agency operations;~~
4. ~~Increasing transit trips and reducing private vehicle trips within the City;~~

~~5. Increasing the use of bicycling and walking as alternate forms of transportation; and~~

~~6. Improving regional transit connections to reduce private vehicle use by commuters.~~

~~No later than January 1, 2010, and no less than every ten years thereafter, the Board of Supervisors shall adopt legislation setting goals for reducing greenhouse gas emissions from San Francisco's transportation sector, and other climate action measures set forth above, for periods after 2012.~~

SEC. 8A.104. PERSONNEL AND MERIT SYSTEM.

(a) The Agency shall establish its own personnel/labor relations office. The ~~Director of~~ Transportation shall appoint a personnel/labor relations manager, who shall serve at the pleasure of the ~~Director of~~ Transportation ~~and shall establish regular meetings with labor to discuss issues within the scope of representation on terms to be determined through collective bargaining.~~

(b) Except as otherwise provided in this Section, the Agency shall be governed by the rules of the civil service system administered by the City and appeals provided in civil service rules shall be heard by the City's Civil Service Commission. Unless otherwise agreed by the Agency and affected employee organizations, appeals to the Civil Service Commission shall include only those matters within the jurisdiction of the Civil Service Commission which establish, implement, and regulate the civil service merit system as listed in Section A8.409-3.

(c) Effective July 1, 2000, except for the administration of health services, the Agency shall assume all powers and duties vested in the Department of Human Resources and the Director of Human Resources under Articles X and XI of this Charter in connection with job classifications within the ~~Municipal Railway Agency~~ performing "service-critical" functions. Except for the matters set forth in subsection (f), the Department of Human Resources and the Director of Human Resources shall maintain all powers and duties under Articles X and XI as to all other Agency employees.

(d) On or before April 15, 2000, the Agency shall designate "service-critical" classifications and functions for all existing classifications used by the Municipal Railway; provided, however, that employees in classifications designated as "service-critical" shall continue to be covered by any Citywide collective bargaining agreement covering their classifications until the expiration of that agreement.

(e) For purposes of this Article, "service-critical" functions are:

1. Operating a transit vehicle, whether or not in revenue service;
2. Controlling dispatch of, or movement of, or access to, a transit vehicle;
3. Maintaining a transit vehicle or equipment used in transit service, including both preventive maintenance and overhaul of equipment and systems, including system-related infrastructure;
4. Regularly providing information services to the public or handling complaints; and
5. Supervising or managing employees performing functions enumerated above.

The Agency shall consult with affected employee organizations before designating particular job classifications as performing "service-critical" functions. If an employee organization disagrees with the Agency's designation of a particular job classification as "service-critical" pursuant to the above standards, the organization may, within seven days of the Agency's decision, request immediate arbitration. The arbitrator shall be chosen pursuant to the procedures for the selection of arbitrators contained in the memorandum of understanding of the affected employee organization. The arbitrator shall determine only whether the Agency's designation is reasonable based on the above standards. The arbitrator's decision shall be final and binding.

The Agency may designate functions other than those listed above, and the job classifications performing those additional functions, as "service-critical," subject to the consultation and arbitration provisions of this Section. In deciding a dispute over such a designation, the arbitrator shall decide whether the job functions of the designated classes



LEGAL TEXT OF PROPOSITION A

relate directly to achievement of the goals and milestones adopted pursuant to Section 8A.103 and are comparable to the above categories in the extent to which they are critical to service.

(f) In addition, the Agency shall, with respect to all Agency employees, succeed to the powers and duties of the Director of Human Resources under Article X to review and resolve allegations of discrimination, as defined in Article XVII, against employees or job applicants, or allegations of nepotism or other prohibited forms of favoritism; ~~provided, however, that the Agency's resolution of allegations of discrimination must be approved by the City's Director of Human Resources.~~ To the extent resolution of a discrimination complaint or request for accommodation involves matters or employees beyond the Agency's jurisdiction, the Agency shall coordinate with and be subject to applicable determinations of the Director of Human Resources.

(g) The Agency shall be responsible for creating and, as appropriate, modifying ~~Agency~~ Municipal Railway bargaining units for classifications designated by the Agency as "service-critical" and shall establish policies and procedures pursuant to Government Code sections 3507 and 3507.1 for creation and modification of such bargaining units. When the Agency creates or modifies a bargaining unit, employees in existing classifications placed in such bargaining unit shall continue to be represented by their current employee organizations.

(h) The Agency may create new classifications of ~~Agency~~ employees ~~doing specialized work for the Agency.~~ Such classifications shall be subject to the civil service provisions of the Charter unless exempted pursuant to Section 10.104, or subsection (i).

(i) The Agency may create new classifications and positions in those classifications exempt from the civil service system for managerial employees ~~in MTA bargaining units M and EM~~ in addition to those exempt positions provided in Section 10.104; provided, however, that the total number of such exempt ~~new managerial~~ positions ~~within the Agency~~ shall not exceed ~~±5~~ 2.75 percent of the Agency's total workforce, exclusive of the exempt positions provided in Section 10.104. This provision shall not be utilized to eliminate personnel holding existing permanent civil service managerial positions on November 2, 1999.

Persons serving in exempt managerial positions shall serve at the pleasure of the ~~Director of Transportation.~~ Such exempt management employees, to the extent they request placement in a bargaining unit, shall not be placed in the same bargaining units as non-exempt employees of the Agency.

(j) The Civil Service Commission shall annually review both exempt and non-exempt classifications of the Agency to ensure compliance with the provisions of subsections (h) and (i).

(k) Upon the expiration of ~~current~~ labor contracts negotiated by the Department of Human Resources and approved by the Board of Supervisors, and except for retirement benefits, the wages, hours, working conditions, and benefits of the employees in classifications within the Municipal Railway designated by the Agency as "service-critical" shall be fixed by the Agency after meeting and conferring as required by the laws of the State of California and this Charter, including Sections A8.346, A8.404 and A8.409. These agreements shall utilize, and shall not alter or interfere with, the health plans established by the City's Health Service Board; provided, however, that the Agency may contribute toward defraying the cost of employees' health premiums. For any job classification that exists both as a "service-critical" classification in the Agency Municipal Railway and elsewhere in City service, the base wage rate negotiated by the Agency for that classification shall not be less than the wage rate set in the Citywide memorandum of understanding for that classification.

(l) Notwithstanding subsection (k), the Agency may, in its sole discretion, utilize the City's collective bargaining agreements with any employee organization representing less than 10 percent of the Agency's Municipal Railway's workforce.

(m) Notwithstanding any limitations on compensation contained in Section A8.404, and in addition to the base pay established in collective bargaining agreements, all agreements negotiated by the Agency relating to compensation for Agency Municipal Railway managers and

employees in classifications designated by the Agency as "service-critical" shall provide incentive bonuses based upon the achievement of the service standards in Section 8A.103(c) and other standards and milestones adopted pursuant to Section 8A.103. Such agreements may provide for additional incentives based on other standards established by the Board of Directors Agency, including incentives to improve attendance. The Board of Directors Agency shall also establish a program under which a component of the compensation paid to the Director of Transportation and all exempt managers shall be based upon the achievement of service standard adopted by the Board of Directors. ~~that provides incentive bonuses for all managers, including all managers exempt from the civil service system, based on the achievement of these standards and milestones.~~

(n) For employees whose wages, hours and terms and conditions of employment are set by the Agency pursuant to Sections A8.404 or A8.409 et seq., the Agency shall exercise all powers of the City and County, the Board of Supervisors, the Mayor, and the Director of Human Resources under those sections. For employees covered by Section A8.409 et seq., the mediation/arbitration board set forth in Section A8.409-4 shall consider the following additional factors when making a determination in any impasse proceeding involving the Agency: the interests and welfare of transit riders, residents, and other members of the public; and the Agency's ability to meet the costs of the decision of the arbitration board without materially reducing service. Notwithstanding the timelines described in Section A8.409-4, to be effective the beginning of the next succeeding fiscal year, all collective bargaining agreements must be submitted to the Board of Directors no later than June 15 for final adoption on or before June 30. For employees whose wages, hours and terms and conditions of employment are set by the Agency pursuant to Sections A8.404, the The Agency shall perform the functions of the Civil Service Commission with respect to certification of the average of the two highest wage schedules for transit operators in comparable jurisdictions pursuant to Section A8.404(a), and conduct any actuarial study necessary to implement Section A8.404(f).

(o) The voters find that unscheduled employee absences adversely affect customer service. Accordingly, not later than January 1, 2001, the agency shall create a comprehensive plan for the reduction of unscheduled absences. In addition, the Agency shall take all legally permitted steps to eliminate unexcused absences. The Agency shall have no authority to approve any memorandum of understanding or other binding agreement which restricts the authority of the Agency to administer appropriate discipline for unexcused absences.

(p) Before adopting any ~~tentative~~ collective bargaining agreement reached as a result of negotiations, mediation or arbitration, the Agency shall, no later than June 15, at a duly noticed public meeting, disclose in writing the contents of such ~~tentative~~ collective bargaining agreement, a detailed analysis of the proposed agreement, a comparison of the differences between the agreement reached and the prior agreement, and an analysis of all costs for each year of the term of such agreement. Such ~~tentative~~ agreement between the Agency and employee organization shall not be approved by the Agency until ~~30~~ 15 days after the above disclosures have been made.

SEC. 8A.105. MUNICIPAL TRANSPORTATION FUND; REVENUES FOR PUBLIC TRANSIT.

(a) There is hereby established a fund to provide a predictable, stable, and adequate level of funding for the Agency, which shall be called the Municipal Transportation Fund. The fund shall be maintained separate and apart from all other City and County funds. Monies therein shall be appropriated, expended, or used by the Agency solely and exclusively for the operation including, without limitation, capital improvements, management, supervision, maintenance, extension, and day-to-day operation of ~~1) the Agency, including any division; 2) the Municipal Railway; 3) upon its incorporation into the Agency; the Department of Parking and Traffic; and 4) any other division of the Agency~~ subsequently created or incorporated into the Agency and performing transportation-related functions. Monies in the Fund may not be



ATTACHMENT C

Attachment C: Charter Section 8A.104

Charter Section 8A.104 [The Municipal Transportation Agency] Personnel and Merit System

(i) The Agency may create new classifications and positions in those classifications exempt from the civil service system for managerial employees in MTA bargaining units M and EM in addition to those exempt positions provided in Section 10.104; provided, however, that the total number of such exempt managerial positions within the Agency shall not exceed 2.75 percent of the Agency's total workforce, exclusive of the exempt positions provided in Section 10.104. This provision shall not be utilized to eliminate personnel holding existing permanent civil service managerial positions on November 2, 1999.

Persons serving in exempt managerial positions shall serve at the pleasure of the Director of Transportation. Such exempt management employees, to the extent they request placement in a bargaining unit, shall not be placed in the same bargaining units as non-exempt employees of the Agency.

(j) The Civil Service Commission shall annually review both exempt and non-exempt classifications of the Agency to ensure compliance with the provisions of subsections (h) and (i).

ATTACHMENT D

Attachment D

Date: April XX, 2014

To: Department Heads
Human Resources Representatives

From: Jennifer Johnston
Executive Officer

Subject: **Civil Service Commission Policy and Procedures on Exempt Appointments**

San Francisco City Charter Section 10.104 (copy-attached) requires that all permanent employees of the City and County be appointed through the civil service process by competitive examination unless exempted from the civil service examination and selection process in accordance with Charter provisions.

The following states the Civil Service Commission's ("Commission") policies and procedures on exempt appointments, as updated and adopted by the Commission at its meeting of April 7, 2014[DATE]. This memorandum shall serve to supersede all previously issued Commission policy memorandums on exempt appointments, including Memorandum CSC No. 96-08, "Appointments Exempt from Civil Service under the 1996 Charter;" and the Executive Officer's subsequent May 1, 2007 policy reminder, "Civil Service Commission Policy and Procedures on Exempt Appointments."

I. OVERVIEW ON EXEMPT APPOINTMENTS

"Exempt appointment" is defined as an appointment to a permanent or temporary position exempt from competitive civil service selection, appointment and removal procedures in accordance with the Charter. Exempt employees are considered "at will" and serve at the discretion of the department head. See the See Attachment Aattached for for-applicable Charter provisions on exempt appointments under this policy.

Note that Civil Service Rules and Commission policies regarding matters other than selections, appointments and separations may still apply to exempt appointees (e.g., discrimination complaint policies and procedures, matters involving the Classification Plan, Civil Service Rules on conflicts of interest and leaves of absence, etc.).

A. Categories of Exempt Appointments

The Charter provides for 20 categories of employment excluded from civil service, which are generally organized into four groups:

1. **Group I** (Charter Sections 10.104-1 through 12) is comprised of a variety

of positions, including but not limited to, deputy directors and department heads, executive assistants, confidential secretaries, and legislative analysts/assistants.

This group is subject to a Charter-imposed "cap" of the percent of full-time exempt employees to the total number of employees that existed on July 1, 1994. In accordance with the Charter, the Commission established the cap at 2%. Any requests for exempt positions over that "cap" require Commission approval as provided under Civil Service Rule Series 014 (see Attachment B).

2. **Group II** (Charter Sections 10.104-13 through 15) continues the 1932 Charter exempt appointments. Included in Group II by example but not limitation, are attorneys, most physicians and dentists, and the Retirement System Actuary. The Commission plays no role with respect to these appointments.
3. **Group III** (Charter Sections 10.104-16 through 19) includes temporary and seasonal appointments which do not exceed half time (1040 hours of service) in a fiscal year, appointments to temporarily backfill civil service employees on leave (limit of 2 years), special projects and professional services with limited term funding (limit of 3 years), and the City's program for the employment of severely disabled persons.

In accordance with its Charter authority, the Commission has adopted Rules and policies that allow the Director of Transportation (for "service critical" positions at the Municipal Transportation Agency ("MTA")) and the Department of Human Resources ("DHR") (for all other positions) to approve exempt positions in Group III, subject to appeal to the Civil Service Commission.

The Commission's policies for the review of requests to exempt positions under Charter Sections 10.104-16 through 18 are outlined below. Civil Service Rule Series 015, Rules Related to the Employment of Persons with Disabilities, establishes the guidelines applicable to appointments made under Charter Section 10.104-19 (exempt employment for individuals who are severely disabled). (See Attachment C.)

4. **Group IV** (Charter Section 8A.104(i)) is comprised of managerial employees in MTA service-critical positions/classifications designated by the Director of Transportation as exempt from civil service (in addition to those positions exempted in Groups I, II and III under Charter Section 10.104).

Group IV exemptions are also subject to a cap: the total number of these positions may not exceed ~~1.5%~~ 2.75% of the MTA's total workforce, exclusive of the exempt positions provided in Charter Section 10.104. The Charter does not allow the Director of Transportation or the Commission any discretion to approve exempt appointments over this ~~1.5%~~ 2.75% cap. The provisions of Charter Section 8A.104(i) are codified in Civil Service Rule 414.37.7 (see Attachment B).

B. Two Types of Exempt Appointments

There are two types of exempt appointments: Permanent Exempt ("PEX") and Temporary Exempt ("TEX"). PEX and TEX appointments may be made to positions that have either part-time or full-time schedules. However, PEX appointments are authorized in the Annual

Salary Ordinance ("ASO") and are therefore generally part of a department and more permanent in nature. TEX appointments are not authorized in the ASO and are often of shorter duration and are irregularly scheduled, to fill in temporarily or on an "as needed" basis.

Any of the Charter exempt categories can be PEX or TEX, with the exception of those appointments exempted from civil service under Charter Sections 10.104-16 (also known as "As-Needed"), which are exclusively TEX appointments.

II. REVIEW OF EXEMPT APPOINTMENTS

The Commission has delegated to the Human Resources Director the authority to review and approve written requests for all exempt positions under Charter Section 10.104 (Groups I through III) (other than "service critical" positions at the MTA) to ensure that they comply with the Charter and any applicable Civil Service Rules and/or Commission policies as detailed herein. The Commission has also directed the Human Resources Director to establish procedures to ensure that written departmental requests for Group III exemptions are processed expeditiously.

Likewise, the Director of Transportation is responsible for ensuring that any MTA "service critical" exempt appointment under Charter Sections 10.104 (Groups I through III) or 8A.104 (Group IV) complies with the Charter and any applicable Civil Service Rules and/or Commission policies as detailed herein.

Decisions by the Human Resources Director and Director of Transportation on exempt appointments may be appealed to the Commission in accordance with the Civil Service Rules. The Commission's decisions on such appeals are final.

As noted below, the Commission requires the Human Resources Director and Director of Transportation to report regularly on positions under Charter Section 10.104-16 through 18 as one of the benchmarks considered in its oversight of the operation of the merit system. The MTA is also required to report to the Commission on its exempt and non-exempt classifications under Charter Section 8A.104 each year so that the Commission can ensure compliance with the Charter.

III. GUIDELINES ADOPTED BY THE CIVIL SERVICE COMMISSION ON GROUP III EXEMPT APPOINTMENTS

Pursuant to its Charter authority, the Commission has established the following standards for exempting appointments from civil service under Charter Section 10.104-16 through 18.

- A. The Human Resources Director (or the Director of Transportation, for MTA "service critical" positions) must certify that it is not practicable to fill the position or positions for which exemption is requested from a civil service eligible list.
- B. Exempt appointees must possess the minimum requirements for their class or position as established by the last examination announcement or class specification, whichever was issued most recently with a statement of the minimum qualifications. The department must

verify and document that the individual meets the minimum qualifications for his or her exempt position in accordance with the Department of Human Resources' policies and procedures, and such documentation must be maintained in the employee's personnel file in accordance with the Commission's "Citywide Employee Personnel Records Guidelines (available on the Commission's website at www.sfgov.org/Civil_Service)."

- C. A position once exempted under Charter Section 10.104-16 through 18 shall not be offered to eligibles or holdovers. However, this shall not preclude eligibles or holdovers from applying for exempt positions.
- D. The Human Resources Director and Director of Transportation shall report to the Commission in writing detailing the appointments authorized under this section. The Human Resources Director and Director of Transportation are required to submit such reports at the first meetings in February and August in accordance with the Civil Service Commission's current calendar of reports. The Civil Service Commission may require additional reports as it deems appropriate.
- E. Additional policies specific to the category of exemption:
 - 1. *Temporary and Seasonal Exemptions (Charter Section 10.104-16)*
 - a. Temporary and seasonal appointments shall be TEX, with full-time, part-time, or as-needed schedules.
 - b. No person, regardless of work schedule, shall exceed 1040 hours of work in any fiscal year.
 - 2. *Temporary Substitute/Backfill Exemption (Charter Section 10.104-17)*
 - a. An appointment proposed for exemption under Charter Section 10.104-17 shall be for a temporary substitute or backfill for a civil service employee on an authorized leave of absence (e.g., an employee on pregnancy or other medical leave, etc.; it would not be appropriate to use this designation to substitute an employee who is no longer a City employee).
 - b. The Human Resources Director may approve an appointment in increments of up to 1040 hours (six months); however, the appointment shall not exceed a maximum duration of 4160 hours (not to exceed two years by Charter requirement, or a total of four six-month increments).
 - 3. *Special Project Exemption (Charter Section 10.104-18)*
 - a. An appointment authorized for exemption under Charter Section 10.104-18 must be to a position created for or dedicated to a special project or for professional services not to exceed three years by Charter requirement.
 - b. Funding for appointments to perform professional services as authorized under Charter Section 10.104-18 shall be for a limited term (e.g., a grant or a "one-time only" appropriation for a specific or special purpose). Departmental requests for such appointments must certify that the funding is limited, identify the funding source

and anticipated duration of such funding source, and adequately describe the professional services to be performed.

- c. Departmental requests for appointments to a special project as authorized under Charter Section 10.104-18 must adequately define the special project or professional service to be provided (including but not limited to a description of the project objective, scope of work, and the specific anticipated duration of the project).

IV. LEAVE TO ACCEPT AN EXEMPT POSITION

Permanent civil service employees may be considered for exempt positions and may take a leave of absence from their permanent civil service position to accept an exempt appointment. Such leave is subject to the approval of their appointing officer (or designee), whose decision is subject to appeal in accordance with the Civil Service Rule Series 020.

Upon conclusion of the exempt appointment or duration of the approved leave, the employee returns to the former class and department where the employee has permanent civil service status. Although the employee may return to a position in the class, he or she does not have a right to a specific assignment in the department.

Civil service layoff provisions apply if the employee's permanent civil service position is eliminated prior to, or at the time of the employee's return from his or her leave to take an exempt appointment and: 1) there are no remaining positions budgeted in the employee's class in the department; or 2) current incumbents in the department have higher civil service seniority ranking than the employee.

QUESTIONS

Questions on Civil Service Rules or Commission policies, procedures and guidelines may be directed to Commission staff at 252-3247.

ATTACHMENT E

Attachment E – Proposed Amendments to Civil Service Rule 414 on Group IV Exempt Appointments

Rule 414 – Appointments; Article VII: Exempt Appointment

Applicability: Article VII, Rule 414 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

Section 414.36 Exclusions from Civil Service Appointment

All permanent employees of the City and County shall be appointed through the civil service process by competitive examination unless exempted from the civil service examination and selection process in accordance with Charter provisions. Appointments excluded by Charter from the competitive civil service examination and selection process shall be known as exempt appointments. Any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment, and removal procedures and shall serve at the pleasure of the appointing officer.

Section 414.37 Charter Limit on Certain Categories of Exempt Appointments

414.37.1 The proportion of full-time employees in the exempt categories included under Charter Sections 10.104-1 through 10.104-12 to the total number of civil service employees of the City and County shall not be greater than the proportion existing on July 1, 1994, except as authorized in this Article. As certified by the Civil Service Commission at its meeting of November 18, 1996, the ratio on July 1, 1994 of full-time exempt employees to the total full-time City and County work force was two percent (2%).

414.37.2 In accordance with Charter Section 10.104, the Civil Service Commission may, by express approval, authorize that full-time positions conforming to the criteria established in this Section in the categories defined in Charter Sections 10.104-1 through 10.104-12 in excess of the Charter limitation be excluded from civil service selection and removal procedures and be filled through exempt appointment.

414.37.3 Requests for exemption under this section must conform to the following:

- 1) The position to be exempted must be in one of the categories defined in Charter Sections 10.104-1 through 10.104-12.
- 2) The action of exempting a particular position shall not directly affect the civil service rights of an incumbent regularly occupying such position on a permanent civil service basis.
- 3) The MTA Director of Transportation/Designee recommends the exemption and certifies that the exemption action shall not directly affect an incumbent civil service appointee to the position.
- 4) The request for exemption is made and approved by an appointing officer or an elected official; a request from a department under the City Administrator must be approved by the City Administrator.
- 5) The official making the request provides written justification as to the reasons the position should be exempted.

414.37.4 An appointing officer or an elected official may submit a request to exempt a position under this section to the Civil Service Commission through the Human Resources Director. If the Director recommends approval, the request shall be transmitted to the Civil Service Commission for review and action; if the Director denies a request, the appointing officer shall be notified in writing of the denial and the reasons for such action.

414.37.5 The decision of the MTA Director of Transportation/Designee is appealable to the Civil Service Commission within thirty (30) calendar days of the date of the notice of denial. The Commission decision on the appeal shall be final.

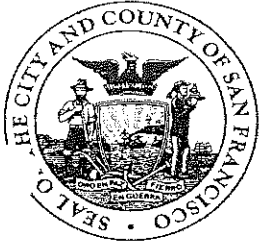
414.37.6 This section as adopted by the Civil Service Commission at its meeting of November 18, 1996 was approved by the Board of Supervisors on January 3, 1997 (Resolution Number 222-96-4).

414.37.7 Pursuant to Charter Section 8A.104:

The MTA Director of Transportation/Designee may create new classifications and positions exempt from the Civil Service System for managerial employees in MTA bargaining units M and EM in addition to those exempt positions provided in Section 10.104; provided, however, that the total number of such exempt ~~new~~ managerial positions within the MTA shall not exceed ~~1.5~~ 2.75 percent of the Agency's MTA's total workforce, exclusive of the exempt positions provided in Section 10.104. This provision shall not be utilized to eliminate personnel holding existing permanent Civil Service managerial positions on November 2, 1999.

Persons serving in exempt managerial positions shall serve at the pleasure of the Director of Transportation.

The Civil Service Commission shall annually review both exempt and non-exempt classifications of the Agency to ensure compliance to Charter Section 8A.104.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

SCOTT R. HELDFOND
PRESIDENT

April 24, 2014

E. DENNIS NORMANDY
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION MEETING

DOUGLAS S. CHAN
COMMISSIONER

**SUBJECT: PROPOSED CIVIL SERVICE COMMISSION RULE
AMENDMENT TO EXTEND PILOT CIVIL SERVICE RULE
311.10.1, PILOT PROGRAM – RELEASE OF RATING KEYS,
AFFECTING UNIFORMED MEMBERS OF THE SAN
FRANCISCO FIRE DEPARTMENT.**

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

The above matter will be considered by the Civil Service Commission at a meeting to be held on **May 5, 2014** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meeting" no later than end of day on Wednesday, April 30, 2014. If you would like a copy of the Department of Human Resources' staff report on the above-captioned matter emailed to you in advance of April 30th, please contact the Civil Service Commission's Office at CivilService@sfgov.org or (415) 252-3247.

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 non-privileged materials being considered by the Civil Service Commission for this item will be 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. beginning Thursday, May 1, 2014.

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

TRANSMITTED BY FAX
DATE: 4/24/14 9:00 AM

STAFF 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: May 5, 2014
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda X
 Human Resources Director's Report
4. Subject: Report on Implementation of the Fire Pilot Program
5. Recommendation: Adopt the report and extend the Fire Pilot Rule to March 19, 2015
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: 4/15/14
Date: 
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.

<u>CSC RECEIPT STAMP</u>

Attachment



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: April 11, 2014
To: Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director
From: John Kraus
Assistant Deputy Director, Recruitment and Assessment Services
Subject: **Report on Implementation of the Fire Pilot Program**

In March 2012, the Civil Service Commission (CSC) authorized the Department of Human Resources (DHR) via CSC rule 311.10.1 to establish a two-year pilot program [sunset on March 19, 2014] which would allow the release of examination rating keys to Fire Department promotional candidates for review. The CSC directed that DHR report to the CSC on the status, problems and successes of the Fire Pilot Program (FPP). Reports on rating key inspections were submitted to the CSC as follows:

- H-22 Lieutenant (Fire Prevention) and H-24 Lieutenant (Fire Investigation) -- July 2012
- H-40 Battalion Chief -- January 2013
- H-20 Lieutenant and H-32 Captain -- October 2013

This report discusses the rating key inspection conducted in association with the administration of the selection process for H-4 Inspector, Bureau of Fire Prevention.

Candidate Notification

On February 18, 2014 H-4 Inspector candidates were emailed the following notification with regard to the rating key inspection process:

Dear Candidate:

In accordance with Civil Service Rule 311.10.1, the Department of Human Resources will permit inspection of the scoring keys related to the H-4 Inspector exam.

During the inspection you will use a computer to view the scoring keys. You will see the scoring keys for the Role Play and Inspection Exercises. The scoring key for the Role Play Exercise lists the behaviors that raters were looking for in evaluating your response to the exercise. You received a rating on each of four Rating Dimensions: Technical and Administrative Knowledge, Problem Solving & Analysis, Interpersonal and Oral Communication, and Written Communication. The scoring worksheet is presented in the form of a rating scale, which ranges from "one" to "seven" with "one" representing "Ineffective" performance and "seven" representing "Superior" performance, for each of the Rating Dimensions.

The scoring key for the Inspection Exercise reflects the answers to the questions for each of the four components of the exercise – Plan Review [two parts], New Construction, Annual Inspection, and Complaint Inspection. The scoring key also indicates those responses that the Key Development Committee determined were necessary, for example, a 2-point answer, a 3-point answer, etc. In addition, you will see the rating scale utilized by the raters to arrive at your rating for each test item of the Inspection Exercise.

You will have a maximum of 55 minutes for the inspection. The primary objective of this pilot program is to show you the basis for the evaluation of your responses and how scores were assigned. You will not be allowed to take notes or photograph any materials, but you will have the opportunity to provide comments in a WORD document during the 55 minutes review period.

The inspection will take place by appointment only at the Department of Human Resources, 4th floor, 1 S. Van Ness Avenue on February 20 and 21 (Thursday and Friday). Appointment times for each day are 9:00 am, 10:00 am, 11:00 am, 1:00 pm, 2:00 pm and 3:00pm. For February 21, the last appointment will be at 2:00 pm. There will be five slots for each appointment time and candidates will be allowed to schedule only one inspection appointment.

To schedule an inspection appointment, send an email, by 5:00 pm on Wednesday, February 19, to rebecca.benoza@sfgov.org AND jen.lo@sfgov.org. Appointments will be allocated on a first-come, first-served basis. Therefore, in your email, you should specify your first, second, and third choices (on only your scheduled days off), as well as a telephone number where you can be contacted. An email reply will be sent to you confirming your appointment. In the event that none of your requested appointment times are available, you will be contacted as soon as possible with available time slots.

PUBLIC SAFETY TEAM

The Rating Key Inspection Process

When candidates arrived for the rating key inspection, they were directed to a computer where they could view the “Inspection of the Rating Key” document [see Attachment A]. This document contains instructions, as well as a text box into which candidates could type comments, and a place for the candidates to enter ratings [for research purposes, candidates were asked to indicate the extent to which they agreed or disagreed with each rating key presented, and to indicate their overall level of satisfaction with the key inspection process]. Copies of the rating keys and the rating scales were also loaded onto the computer for the candidates to view.

As for recent rating key inspections, candidates were prohibited from making notes that they could take with them following inspection. Rather, as indicated above, they were invited to record any comments in the “Inspection” document.

The Test Components

The Inspection Exercise [IE] was comprised of four sections – Plan Review [two parts], New Construction, Annual Inspection, and Complaint Inspection. The IE required candidates to answer questions and cite code references in response to fire inspection issues related to plan review, new construction, annual inspection, and complaint inspection.

The Role Play Exercise [RP] required candidates to meet with an actor trained to play the role of a “building owner” to discuss a complaint against the owner and code violations found to be existing in the building. Following the meeting, candidates also wrote a letter of response to the complainant. Candidates were randomly assigned to one of three alternate test forms (Forms A, B and C). The three forms differed with regard to the specific code issues existing at the building.

The Rating Keys

The rating keys contain the behaviors or positive courses of action that had been identified during scoring key development as appropriate responses to the test stimuli. Each rating key has an associated rating scale.

The IE rating key lists the responses expected by candidates in answering the questions, with a rating scale of 1 [much less than acceptable] to 5 [much more than acceptable].

For the RP, the rating key lists the behaviors that candidates could demonstrate to earn a rating from 1 [ineffective] to 7 [superior]. Behaviors are listed under, and points were awarded for, four rating dimensions: Technical and Administrative Knowledge, Problem Solving and Analysis, Interpersonal and Oral Communication, and Written Communication. The rating dimensions are common across the three test forms.

Rating Key Inspection Results

Sixteen (43%) of the 37 H-4 candidates opted to inspect the H-4 rating key. This percentage is similar to the 35% of the H-20 Fire Lieutenant (Suppression) candidates that inspected the H-20 rating key. Note that both classes represent first-level promotions above Firefighter. It is clearly lower than the 71% participation rate for the Fire Captain (Fire Prevention) candidates that inspected the H-32 rating key. We, therefore, do see a pattern emerging of relatively less interest in the rating key inspection process among candidates who are competing for lower-level promotions, compared to those competing for higher-level promotions.

Although not statistically significant, the average score of H-4 candidates who chose to inspect the rating key was higher than that of candidates who did not inspect the rating key (854 points vs. 810 points). Seven of the 16 candidates who participated in rating key inspection scored above average on the test, whereas the other nine scored below average.

As mentioned above, candidates had the opportunity during the inspection to respond to a brief questionnaire by submitting comments and indicating their level of satisfaction with the rating key inspection experience. Eight (50%) of the sixteen participants responded to the questionnaire. Seven of the eight provided ratings, and six of them submitted comments. All but one of the candidates who provided ratings attained above average scores on the test. This suggests that candidates who took the opportunity to inspect the rating key were likely to be more motivated and better prepared to do well on the examination from the beginning.

The responses of the seven candidates who indicated their overall level of satisfaction with the manner in which they were allowed to inspect the rating key are presented in the table below.

Rating	# of Candidates	% of Candidates
Extremely Satisfied [5]	2	12.5
Very Satisfied [4]	3	18.75
Somewhat Satisfied [3]	2	12.5
Slightly Satisfied [2]	0	0
Not at all Satisfied [1]	0	0

The data above shows that all of the respondents were at least “somewhat satisfied” with the manner in which they were allowed to inspect the rating keys. On average, they were “very satisfied”.

The table below shows the rating scale and the number of respondents that selected a given “agree/disagree with the rating key” option for each test exercise.

Rating Scale		# of Candidates	
		RPE	IE
Agree Strongly	5	1	1
Somewhat Agree	4	2	2
Unable to Decide	3	4	4
Somewhat Disagree	2	0	0
Disagree Strongly	1	0	0

The above table reflects that the majority of the respondents were either unable to decide, or unwilling to commit to an answer with regard to whether they agreed or disagreed with the rating key. However, three (43%) of the respondents did agree with the rating key and none disagreed with the rating key.

Although the utility in drawing conclusions from analyses based on a small sample size is somewhat limited, correlations were run that compared candidates’:

- total scores for each test exercise with their respective agree/disagree ratings for that component
- total agree/disagree ratings with total scores across the exercises
- satisfaction ratings with their total scores across the exercises

Most of the correlations were close to zero, meaning that there essentially is no relationship between how candidates viewed the rating key and how well they actually performed on the test exercises. Thus, candidates with relatively low scores on the examination might have assigned relatively high ratings and vice versa.

However, strong correlations were observed between component agree/disagree ratings and overall satisfaction with the inspection process [$r = +0.71$], and the extent to which candidates agreed with the RP rating key and their scores on the RP exercise [$r = +0.69$]. The positive correlation between ratings and satisfaction is not surprising, and is similar to what was found and reported in other rating key inspections associated with this pilot program. That is, candidates tend to report satisfaction with the inspection process if they happen to agree with the rating key. As for the correlation between RP ratings to RP scores comparison, it appears that candidates were able to recognize behaviors listed in the rating key that they likely exhibited during the test exercise. It should be noted that candidates did not know their test scores when they assigned their agree/disagree ratings during the rating key inspection.

Candidate Comments

As indicated in Attachment A, candidates were invited to submit comments during the rating key inspection process. Six of the 16 candidates that participated in the inspection process chose to do so. All comments were carefully reviewed by Public Safety Team staff and a Fire Department Subject Matter Expert. Following this review, it was determined that the original rating key was appropriate and valid. Summaries of the comments and responses to these comments are presented below, with the number of candidates that commented on the item.

- 1) *The rating key for the role play indicated that a superior answer would include more information than that cited by the complainant. I think that limiting the response to issues raised by the complainant is the*

best answer. [1 candidate]

The rating key committee determined that an average answer would address just the issues raised by the complainant. In other words, an average answer simply entailed repeating what one was told. The rating key committee felt that a superior response included the candidate's judgment on issues related to, but not necessarily specific to, the complaint.

- 2) *For the inspection exercise, it was unclear whether the correct answer to "what action would you take if any" was supposed to be administrative or corrective. [1 candidate]*

The correct answer was administrative and/or corrective based on the situation. It was the candidate's responsibility to determine what, if any, actions were appropriate.

- 3) *Why were several questions removed from scoring? [1 candidate]*

Three questions were found to be ambiguous or unclear, and were determined by subject matter experts to be problematic for answering the questions accurately. Items that do not reliably or fairly measure what they are intended to measure are not scored.

- 4) *There is not enough information in the picture of the standpipe for New Construction Question 5 to arrive at the answers on the rating key. [1 candidate]*

The appearance of the firefighter in the photo suggests that the standpipe may not comply with code regarding the height of the outlet. The appropriate action to take in this case is to, as stated on the rating key, assign an Inspector to follow up.

- 5) *Points are not awarded for each component of each problem making the scoring extremely subjective. [1 candidate]*

Candidates were rated on dimensions and the "components of each problem" were the factors underlying these dimensions.

- 6) *The rating key for the Complaint Inspection states that there is no violation for the Portable Outdoor Fireplace, but in reviewing the test materials I saw a reference that stated that if burning was irritating to neighbors it was in violation of code. Can you explain how this does not apply? [3 candidates]*

Although the California Fire Code (CFC) 307.1.1. talks about offensive or objectionable smoke emissions, it does not apply because this situation is about "open burning", and open burning, by definition, does not include outdoor portable fireplaces. The definition of "open burning" in 302.1 Definitions, states that "Open burning does not include road flares, ..., or use of portable outdoor fireplaces."

7) *Reference materials for the Role Play component did not include the 2010 San Francisco Fire Code which was specific to the "Fire Escape" scenario [specifically 1030.2.1]. Therefore I cited 2010 CFC 1029.4 "release mechanisms shall be maintained in operational condition." [1 candidate]*

Because CFC 1029.4 refers to windows from sleeping rooms and not fire escapes, that answer was not appropriate. The best reference was CFC 1030.2. Candidates also received credit for "CFC 1030.2.1". Chapter 10 of the CFC was provided as reference for the role play.

General Observations

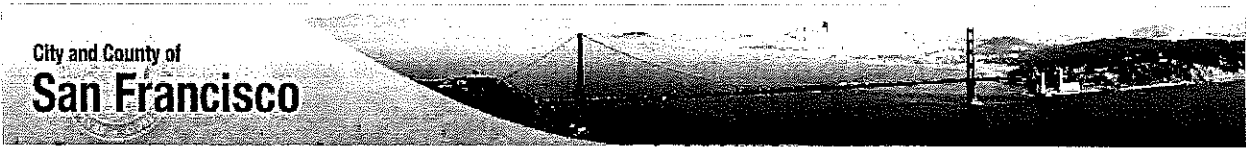
As discussed above, there appears to be a linear, positive relationship between one's rank in the Fire Department and one's level of interest in participating in the rating key inspection. This suggests that the members who are promoted and advance within the organization tend to be more motivated to compete in future promotional opportunities. Also, members in the lower ranks, as a group, generally appear to be less inclined to participate. A conservative estimate of the staff time devoted to prepare for, administer and respond to this key inspection was 200 hours, or more than 12 hours per participating candidate. A higher participation rate would have improved this cost/benefit ratio.

This Fire Pilot Program has yielded mixed results. Contrary to what had been expected, the pilot key inspection program does not appear to be of interest to the majority of candidates competing for most fire promotional examinations, particularly those examinations with large candidate populations. Rather, interest seems to be typically strongest amongst those candidates who already have demonstrated success and competitive verve by virtue of attaining the titles they currently hold.

While candidate interest in, and satisfaction with, the key inspection program may be lower than anticipated, and although considerable resources are invested in administering this pilot program, DHR is interested in exploring how the program is received by candidates who will compete for other Fire Department ranks. For example, the following titles have not been included in this program as yet: H-6 Investigator, H-33 Rescue Captain, and H-50 Assistant Chief. Therefore, DHR respectfully requests that the Civil Service Commission extend the Fire Pilot Program one more year, until March 19, 2015.

Recommendation

Adopt the report and extend the Fire Pilot Program to March 19, 2015.



**INSPECTION OF THE RATING KEY
H-4 Inspector (Division of Fire Prevention)**

Please remember that the primary purpose of this inspection is to provide candidates with greater transparency with regard to how examinations are scored. You are not allowed to take any pictures or take notes with you. We encourage you to submit comments via the "Comments" box below for us to review.

You will have a maximum of 55 MINUTES to inspect the rating key. The proctor will keep track of the time and inform you when time has expired. If you are done in less than the allotted time, please alert the proctor.

There are 48 pages in the scoring key; six pages for the Role Play Exercise [RPE], and 43 pages for the Inspection Exercise [IE].

IE Key

The point value for each anchor on the IBE key is indicated in the "Pts" column. Anchors separated by "OR" were options wherein you could receive credit for only one of the options. Please note that raters read your responses to each of the test items and awarded you points based on the rating key that you see. A candidate's answer does not need to be verbatim with the key for the candidate to receive credit. Please note that the three items with ~~strikethrough~~ were removed from the scoring.

RPE Key

Raters listened to and watched the recording of your meeting, and read your documentation of the meeting, noting on the scoring key behaviors that you demonstrated that corresponded with anchors on the scoring key. Your score for each of the five "dimensions" ranged from one to seven.

While you are reviewing the scoring keys, please feel free to record your comments in the box below:

Comments

When you have finished reviewing the scoring keys or when time expires, we are asking for your input with regard to your overall experience inspecting this rating key. We ask for your honest opinion as this information will be used to evaluate the pilot program under which this inspection is being conducted.

Please type in your name.

Last	First
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Please indicate the extent to which you agree or disagree with the IE rating key by typing an "X" in the cell next to one of the options presented below:

Agree Strongly	
Somewhat Agree	
Unable to Decide	
Somewhat Disagree	
Strongly Disagree	

Please indicate the extent to which you agree or disagree with the RPE rating key by typing an "X" in the cell next to one of the options presented below:

Agree Strongly	
Somewhat Agree	
Unable to Decide	
Somewhat Disagree	
Strongly Disagree	

Please indicate below your overall level of satisfaction with the manner in which you were allowed to inspect the Rating Key today by typing an "X" in the cell next to one of the options presented below.

Extremely satisfied	
Very Satisfied	
Somewhat Satisfied	
Slightly Satisfied	
Not at all Satisfied	

Again, when you are done, please alert the person who is administering the inspection.