

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

AGENDA Regular Meeting May 19, 2014

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

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

SEPARATIONS AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

JENNIFER 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:

Civil Service Commission Meeting Agenda

Regular Meeting of May 19, 2014

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 19, 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 May 5, 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.

EXECUTIVE OFFICER'S REPORT

(6) Annual Salary Adjustment for the Third Year of a Five-Year Cycle for Salary of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2014-2015. (File No. 0102-14-3) – Action Item

Recommendation: Adopt the report. Certify a salary increase of 2.6% for elected officials effective July 1, 2014 pursuant to the upward movement in the Consumer Price Index from December 2012 to December 2013 in accordance with Charter Section A8.409-1; Transmit to the Controller's Office and Mayor's Office for inclusion in the Fiscal Year 2014-15 budget.

- (7) **Annual Certification of Benefits for Elected Officials of the City and County of San Francisco (including members of the Board of Supervisors) for Fiscal Year 2014-15 in accordance with Charter Section A8.409-1. (File No. 0103-14-3) – Action Item**

Recommendation: Adopt the report. Certify the benefits of elected officials (including Members of the Board of Supervisors) for Fiscal Year 2014-15 in accordance with Charter Section A8.409-1 at the same level of benefits as those provided to covered employees of the Municipal Executives’ Association (MEA) in effect on July 1, 2014.

- (8) **Final Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a Five (5) Year Cycle, Effective July 1, 2014 through June 30, 2019, in accordance with Charter Section 2.100. (File No. 0070-14-1) – Action Item**

April 7, 2014: Accepted the Report. (Vote of 4 to 0)

Recommendation: Adopt the report. Set the salary for the City and County of San Francisco position of Member, Board of Supervisors for a five (5) year cycle effective July 1, 2014 through June 30, 2019 in accordance with Charter Section 2.100; Transmit to the Controller’s Office and Mayor’s Office for inclusion in the Fiscal Year 2014-15 budget.

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.

- (9) **Review of Request for Approval of Proposed Personal Services Contracts. (File No. 0104-14-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41848-13/14	Airport Commission	\$2,000,000	Design-build services with specialty experience in steel canopy structures to provide the design and construction for Lot D parking improvements and Parking Access Revenue Collection System (PARCS) Automation (“Project”). The design-build contractor will perform the design and construction of a new canopy structure and retrofit an existing five lane width canopy at the Lot D parking facility along with installing over 40 new automation parking revenue collection equipment at this facility. The Airport’s existing parking control system will be modified to accommodate the new functionalities along with the addition of FasTrak as a method of payment. Work will include: utility improvements, existing building facility modifications, installation and retrofit of canopy structures, improved signage, site drainage, and lighting improvements.	Regular	8/1/2015

Civil Service Commission Meeting Agenda

Regular Meeting of May 19, 2014

47898-13/14	Airport Commission	\$48,000,000	Project Management Support Services (PMSS) teams with design, design-build, construction manager/general contractor (CM/GC) ,and design-bid-build experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program Boarding Area B and Terminal 1 Redevelopment Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination ,design management, contracts management and constructability review for the following elements: 1) new interior spaces; 2) construction of a program -w ide common use bag gage handling system; 3) relocation and/or installation of new passenger loading areas and new foundations and fixed walkways; 4) site work for pavement grade modifications, installation of a garbage collection area , aircraft apron lighting, ground service equipment charging stations;5) installation of utilities and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and mechanical/electrical/plumbing systems; and 7) passenger amenities.	Regular	12/31/2020
48332-13/14	Controller	\$20,000,000	The Controller's Office is seeking to hire a vendor to provide installation, configuration and implementation services for the new citywide Financial Management System. The replacement of the City's financial systems is a multi-year project that will be implemented in multiple phases. The Controller's Office will hire a City project team to manage and work on all phases of the project - from scoping to go-live. During the system implementation, the City's project team will be paired with consultants to design and develop the citywide system with the intent of City staff supporting the system upon project completion.	Regular	6/30/2018
46405-13/14	Public Utilities Commission	\$1,500,000	Provide professional services to the San Francisco Public Utilities Commission (SFPUC) for collection of groundwater samples and other monitoring support for SFPUC's existing groundwater monitoring and management programs in the Westside Basin. Services include groundwater level and flow monitoring, analysis, and reporting for third-party irrigation wells; installation of bladder pumps and transducers in wells; routine semi-annual collection and transport of groundwater samples to the SFPUC Millbrae Laboratory; preparation of Drinking Water Source Assessment and Protection Plans for production wells; planning, conducting, and reporting on land subsidence monitoring; locating and properly destroying abandoned monitoring wells; conducting as-needed wellhead maintenance; design of turnouts and piping from SFPUC pipelines to existing irrigation wells, including flowmeter and backflow device design, as part of mitigation measures for Colma irrigation wells, and other associated as-needed tasks.	Regular	9/1/2019
47775-13/14	Public Utilities Commission	\$5,000,000	Scope of work consists of structural engineering services for the Planning Phase and potential Design Phase of the structures covered under the Sewer System Improvement Program (SSIP), including geotechnical support services needed for recommendations for structural analysis. Structural engineering services for the Planning Phase and potential Design Phase of the structures covered. Expertise in modeling and analysis of underground and above ground wastewater facilities constructed in areas with soils that liquefy is required. Additionally, geotechnical experience for verification of existing deep foundation capacities and providing new recommendations for deep foundation systems in liquefaction zones, including extent of liquefaction zone and modeling of soil structure interaction is required.	Regular	7/1/2022
48099-13/14	Public Utilities Commission	\$9,000,000	San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	Regular	12/15/2019

49500-13/14	Public Utilities Commission	\$2,000,000	Assist SFPUC personnel in support of its Corrosion Control Program, by performing corrosion investigation, design, and inspection work on an as-needed basis. Services the consultants have performed or may be asked to perform are: expert witness consultants, technical review, troubleshooting, startup and testing of the corrosion control systems, risk assessment, evaluation of new technology, data analysis, emergency field investigation, activation of cathodic protection systems, materials selection, internal/external pipeline and tank inspection, laboratory analysis, failure analysis, and other specialized services related to corrosion engineering. Contract work also consists of performing specialized Corrosion engineering Services on an as-needed basis, including but not limited to corrosion investigation, design and inspection work.	Regular	12/15/2019
4111-10/11	District Attorney	Current Approved Amount \$217,500 Increase Amount Requested \$0 New Total Amount Requested \$217,500	This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP (First Offender Prostitution Program) classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women providing them an opportunity to receive counseling and education as an alternative to incarceration.	Modification	6/30/15
4138-07/08	Police	Current Approved Amount \$899,999 Increase Amount Requested \$160,000 New Total Amount Requested \$1,059,999	Phlebotomy services must be available 24 hours per day, 7 days a week, to conduct blood draws at various locations at suspected drunk drivers for law enforcement agencies in the City and County of San Francisco. These blood draw must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected drunk drivers are different than blood draws for health reasons.	Modification	6/30/2015

Recommendation: Adopt the report; Approve the request for proposed personal services contracts; Notify the Office of the Controller and the Office of Contract Administration.

SEPARATIONS AGENDA

- (10) **Request for Hearing by Artis Jones on his Future Employability with the City and County of San Francisco. (File No. 0006-13-7) – Action Item**

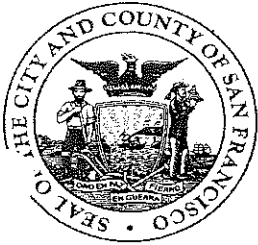
Recommendation: Adopt the report; Deny the appeal by Artis Jones of his Future Employment with the City and County of San Francisco.

- (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

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MINUTES Regular Meeting May 5, 2014

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

CALL TO ORDER

2:02 p.m.

ROLL CALL

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

Marcus Campos indicated that the month of May marked the one-year anniversary of the incident that occurred at his former workplace at Laguna Honda Hospital. Mr. Campos voiced his frustration on his appeal process and did not feel any justice had been served on his behalf.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of April 21, 2014

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

ANNOUNCEMENTS (Item No. 4)

None.

COMMUNICATIONS SECTION
CIVIL SERVICE COMMISSION

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

Donna Kotake, on behalf of Human Resources Director Micki Callahan, informed the Commission that the Department of Human Resources has settled with eleven labor organizations to date, and that it hopes to settle with the City's largest organization later this week.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Executive Officer Jennifer Johnston welcomed Julia Friedlander as the newly assigned Deputy City Attorney to the Civil Service Commission. Ms. Johnston also indicated that she would be submitting to the Commission for its review the proposed Goals and Objectives for Fiscal Year 2014-2015. She encouraged members of the public to provide her with any suggestions or recommendations for consideration.

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

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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

Disclosure:

On PSC #48552-13/14, in an abundance of caution, Commissioner Favetti disclosed that her husband used to work at the Geneva office building located on Geneva and Ocean and that he has provided oral histories for the project that is going up at that location. Commissioner Favetti has also been involved in many of the design projects in that area, though not for this particular site. She therefore believes that she could vote fairly on this matter.

Speakers: Jacquie Hale from the Department of Public Health spoke on PSC #42508-13/14.
Kofo Domingo and Joshua Gale from the Public Utilities Commission spoke on PSC #45752-13/14.
Steven Reel from the Port of San Francisco spoke on PSC #4055-10/11.

Action: 1) Approved PSC #42508-13/14, with the condition that the Department of Public Health report back to the Executive Officer to confirm the classes that will be affected, and that notice is given to the appropriate union and that there is an accord. (Vote of 5 to 0)
2) Approved PSC #45752-13/14, with the condition that the request to contract out is amended and resubmitted to reflect that the department's request is based on the fact that the services require special expertise, not because the hiring process takes too long. (Vote of 5 to 0)
3) PSC #4055-10/11 was continued to a future meeting so that the Port of San Francisco can repost the PSC request with an adequate description of the contract so that the average person can understand what is being considered, and with information on what training would be involved. (Vote of 5 to 0)
4) Approved the request for all remaining PSCs (PSC numbers 43766-13/14; 42995-13/14; 48552-13/14; 4127-09/10 and 48796-13/14).
Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0074-14-5 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. (Item No. 8)

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)

Speakers: Jennifer Johnston, Executive Officer

Action: Accepted the Executive Officer's staff report; adopted the recommended amendments to Civil Service Rule 414.37.7. (Vote of 5 to 0)

0094-14-5 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. (Item No. 9)

Speakers: Dave Johnson, Department of Human Resources

Action: Adopted the Department of Human Resources' staff report, and requested that the Department of Human Resources include in its next

report information on whether there has been any change in the number of challenges to any particular exam since the pilot program began. Directed the Executive Officer to post the proposed amendment 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, but with the additional amendment that the "sunset" contract language be replaced with Civil Service Rule terminology; and to meet and discuss the proposed revisions with any interested stakeholders. (Vote of 5 to 0)

0028-14-6 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. (Item No. 10)

Speakers: Mathew Valdez, Department of Human Resources
Linda Simon, Department of Human Resources
Zachery Williams, Department of Human Resources
Mandana Siyadat, Appellant
Tim Jenkins, Local 856
Diana Bello, SEIU, Local 1021

Action: Adopted the staff report; denied the appeal by Mandana Siyadat. Recommended that a Department of Public Health representative with authority meet with Ms. Siyadat to address her concerns and strategize on how to protect her from any further adverse employment actions. Directed the Executive Officer to communicate to the Department of Public Health how very seriously the Civil Service Commission takes this matter, and to report back to the Civil Service Commission with an update on any additional actions that the Department of Public Health takes in response to the Commission's findings and recommendation. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 11)

None.

ADJOURNMENT (Item No. 12)

3:21 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

May 8, 2014

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT:1) ANNUAL SALARY ADJUSTMENT FOR THE THIRD YEAR OF A FIVE -YEAR CYCLE FOR SALARY OF ELECTED OFFICIALS (MAYOR, CITY ATTORNEY, DISTRICT ATTORNEY, PUBLIC DEFENDER, ASSESSOR-RECORDER, TREASURER, AND SHERIFF) IN ACCORDANCE WITH CHARTER SECTION A8.409-1 FOR FISCAL YEAR 2014-15.

2) ANNUAL CERTIFICATION OF BENEFITS FOR ELECTED OFFICIALS OF THE CITY AND COUNTY OF SAN FRANCISCO (INCLUDING MEMBERS OF THE BOARD OF SUPERVISORS) FOR FISCAL YEAR 2014-15 IN ACCORDANCE WITH CHARTER SECTION A8.409-1.

The above matters will be considered by the Civil Service Commission at a meeting to be held on **May 19, 2014 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

These items will appear on the Executive Officer's Report. Please refer to the attached Notice for procedural and other information about Commission hearings. Attendance by you or an authorized representative is welcomed.

All materials being considered by the Civil Service Commission for these items 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

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 0+7

- SCOTT R. HELDFOND
PRESIDENT
- E. DENNIS NORMANDY
VICE PRESIDENT
- DOUGLAS S. CHAN
COMMISSIONER
- KATE FAVETTI
COMMISSIONER
- GINA M. ROCCANOVA
COMMISSIONER
- JIFER C. JOHNSTON
EXECUTIVE OFFICER

Attachment

- c: The Honorable Edwin Lee, Mayor
- The Honorable David Chiu, President, Board of Supervisors
- The Honorable John Avalos, Member, Board of Supervisors
- The Honorable David Campos, Member, Board of Supervisors
- The Honorable Katy Tang, Member, Board of Supervisors
- The Honorable Malia Cohen, Member, Board of Supervisors
- The Honorable London Breed, Member, Board of Supervisors
- The Honorable Mark Farrell, Member, Board of Supervisors
- The Honorable Jane Kim, Member, Board of Supervisors
- The Honorable Eric Mar, Member, Board of Supervisors
- The Honorable Norman Yee, Member, Board of Supervisors
- The Honorable Scott Wiener, Member, Board of Supervisors
- The Honorable Jeff Adachi, Public Defender
- The Honorable Jose Cisneros, Treasurer
- The Honorable George Gascón, District Attorney
- The Honorable Ross Mirkarimi, Sheriff
- The Honorable Dennis Herrera, City Attorney
- The Honorable Carmen Chu, Assessor-Recorder
- Jay Huish, Executive Director, Employees' Retirement System
- Micki Callahan, Human Resources Director
- Angela Calvillo, Clerk, Board of Supervisors
- Catherine Dodd, Health Service System
- Cindy Czerwin, Budget and Revenue Manager, Controller's Office
- Steve Ponder, Manager, Compensation Unit, DHR
- Ben Rosenfield, Controller
- James Smothers, Director, PPSD
- Kate Howard, Mayor's Budget Director



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Date: May 19, 2014

To: Civil Service Commission

From: Luz Morganti *LM*
Senior Personnel Analyst

Subject: **Annual Salary Adjustment (3rd year of 5-year cycle) for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2014-15**

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

TIFFER C. JOHNSTON
EXECUTIVE OFFICER

Civil Service Commission Authority - Salary Setting and Annual Salary Adjustment

Elected Officials Salary Setting: Charter Section A8.409-1 Employees Covered

Charter Section A8.409-1 (Proposition C - November 2006) provides that the Civil Service Commission shall set the wages and benefits of all elected officials of the City and County of San Francisco. On May 7, 2012, Civil Service Commission certified the base salary for elected officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) for the five (5) year salary cycle to apply for the period from July 1, 2012 through June 30, 2017. (Attachment A)

Elected Officials Salary Adjustment: Charter Section A8.409-1 Employees Covered

In addition, Charter Section A8.409-1 provides that, "For the second, third, fourth, and fifth years of the period for which any base five-year salary has been set, the Commission shall annually adjust the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff, to account for upward annual movement in the Consumer Price Index during the prior calendar year; provided, that whenever the upward movement in the Consumer Price Index during the prior calendar year exceeds 5%, the cost-of-living adjustment shall not be the actual increase in the Consumer Price Index for the prior calendar year but instead shall be 5%. The annual cost-of-living adjustment shall take effect July 1 of the second, third, fourth, and fifth years of the period for which the base five-year salary has been set."

Fiscal Year 2014-15 is the 3rd year of the 5-year cycle.

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 6

Consumer Price Index

The CPI for All Urban Consumers (CPI-U) includes wage earners and clerical worker households, groups such as professional, managerial, and technical workers, the self-employed, short term workers, the unemployed, and retirees and others not in the labor force. According to the United States Department of Labor, Bureau of Labor Statistics, the CPI-U is the most widely used measure of inflation. The index is used as a guide in making economic decisions and as a means for adjusting income payments. The Bureau also estimates that over two (2) million workers are covered by collective bargaining agreements which tie wages to the CPI.

Charter Section A8.409-1 states that the Civil Service Commission shall annually adjust the respective salaries to account for upward annual movement in the Consumer Price Index during the prior calendar year setting increases up to a maximum of 5%. In addition, the Commission directed that the salary will not decrease in the event the CPI-U falls below zero. When determining cost of living adjustments for elected officials the Commission considers the CPI-U for the San Francisco, Oakland and San Jose metropolitan area. **The CPI-U change from December 2012 to December 2013 is a 2.6% increase.** (Attachment B)

Therefore, in accordance with Charter Section A8.409-1, for the third (3rd) year of the five (5) year cycle for elected officials the salaries shall be increased by 2.6% effective July 1, 2014.

Annual Salary Adjustment

Fiscal Year 2013-14 Certified Salaries

In Fiscal Year 2013-14, the salaries of elected officials were adjusted as there was a 2.2% increase in the CPI-U.

The Fiscal Year 2013-14 salaries certified by the Commission for elected officials are as follows:

Certified Salaries of Elected Officials Fiscal Year 2013-14		
Class	Title	Annual
4290	Assessor-Recorder	\$177,558
8197	City Attorney	\$228,688
8198	District Attorney	\$245,720
1190	Mayor	\$278,089
8196	Public Defender	\$222,361
4390	Treasurer-Tax Collector	\$173,057
8350	Sheriff	\$212,988

Fiscal Year 2014-15 Proposed Adjusted Salaries

The Fiscal Year 2014-15 salaries based on the 2.6% CPI-U (increase) change for elected officials are as follows:

Salaries of Elected Officials Fiscal Year July 1, 2014 to June 30, 2015			
Class/Title	FY 2013-14 Certified Salary	2.6% Increase Based on CPI-U Change	FY 2014-15 Salary (includes 2.6% increase)
4290 Assessor-Recorder	\$177,558	\$4,617	\$182,175
8197 City Attorney	\$228,688	\$5,946	\$234,634
8198 District Attorney	\$245,720	\$6,389	\$252,109
1190 Mayor	\$278,089	\$7,230	\$285,319
8196 Public Defender	\$222,361	\$5,781	\$228,142
4390 Treasurer-Tax Collector	\$173,057	\$4,499	\$177,556
8350 Sheriff	\$212,988	\$5,538	\$218,526

Recommendation: *In accordance with Charter Section A8.409-1, for the third (3rd) year of the five (5) year cycle for elected officials the salaries shall be increased by 2.6% effective July 1, 2014 through June 30, 2015.*

Accept the report; certify the salary of elected officials for timely transmittal to the Controller for inclusion in the FY 2014-15 budget.

Attachments

- c: The Honorable Edwin Lee, Mayor
 The Honorable Jeff Adachi, Public Defender
 The Honorable Jose Cisneros, Treasurer
 The Honorable George Gascón, District Attorney
 The Honorable Ross Mirkarimi, Sheriff
 The Honorable Dennis Herrera, City Attorney
 The Honorable Carmen Chu, Assessor-Recorder
 Jay Huish, Executive Director, Employees' Retirement System
 Micki Callahan, Human Resources Director
 Catherine Dodd, Health Service System
 Steve Ponder, Manager, Compensation Unit, DHR
 Ben Rosenfield, Controller
 Debra Nebreda, Director, PPSD
 Kate Howard, Mayor's Budget Director

City and County of San Francisco Charter

A8.409-1 EMPLOYEES COVERED

These Sections A8.409 through A8.409-6, inclusive, shall apply to all miscellaneous officers and employees except as set forth in Section A8.590-1 et seq. and including employees of San Francisco Unified School District and San Francisco Community College District to the extent authorized by state law. The provisions of Charter sections 8.400(h), 8.401-1, and 8.407 are hereby repealed and shall be of no further force and effect. Employee organizations representing employees in classifications covered by section A8.403 and A8.404 of this Charter may elect to include those classifications within the coverage of this part as a separate bargaining unit, provided however, that the election shall not become effective without the written approval of the Mayor and Board of Supervisors. The election shall be irrevocable and such employees shall not thereafter be subject to the provisions of section A8.403 and A8.404.

Employees in classifications not represented by a recognized employee organization shall be entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section A8.409-4 of this Charter. The Mayor annually shall propose all forms of compensation for unrepresented employees including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors. Consistent with other provisions of this Charter, the civil service commission may adopt rules and procedures relating to said unrepresented employees.

Except as otherwise provided by this Charter the Civil Service Commission shall set the wages and benefits of all elected officials of the City and County of San Francisco as follows: The Commission shall conduct a salary survey of the offices of chief executive officer, county counsel, district attorney, public defender, assessor-recorder, treasurer, and sheriff, in the counties of Alameda, Contra Costa, Marin, San Mateo, and Santa Clara. The Commission shall then average the salaries for each of those offices to determine respectively the base five-year salaries for the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff.

If any of the aforementioned counties do not have an office of public defender, that county shall be omitted from the salary survey for purposes of determining the base five-year salary of the Public Defender. Among the aforementioned counties, any freestanding county assessor's office or any county office in which the assessor's function is combined with other county functions, shall be deemed comparable to the office of Assessor-Recorder for purposes of determining the base five-year salary of the Assessor-Recorder. If any of the aforementioned counties do not have a comparable county office of treasurer, the county office whose functions most closely resemble the Treasurer's functions in San Francisco shall be deemed comparable to the office of Treasurer for purposes of determining the base five-year salary of the Treasurer.

The initial base five-year salary determination for the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff shall apply to the period from July 1, 2007 through June 30, 2012. Subsequent base five-year salary determinations for those offices shall apply to subsequent five-year periods, for example, July 1, 2012 through June 30, 2017.

City and County of San Francisco Charter

A8.409-1 EMPLOYEES COVERED (continued)

For the second, third, fourth, and fifth years of the period for which any base five-year salary has been set, the Commission shall annually adjust the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff, to account for upward annual movement in the Consumer Price Index during the prior calendar year; provided, that whenever the upward movement in the Consumer Price Index during the prior calendar year exceeds 5%, the cost-of-living adjustment shall not be the actual increase in the Consumer Price Index for the prior calendar year but instead shall be 5%. The annual cost-of-living adjustment shall take effect July 1 of the second, third, fourth, and fifth years of the period for which the base five-year salary has been set.

Except as noted below, in setting the initial and subsequent base five-year salary determinations for the offices of Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff, the Commission may not reduce the respective salaries of any of those offices. If implementation of the process for setting the base five-year salary would otherwise result in a salary reduction for any of those offices, the base five-year salary for the affected office or offices shall be the existing salary for the office.

If the City and County of San Francisco and employee organizations agree to amend the compensation provisions of existing memoranda of understanding to reduce costs, the Commission shall review and amend the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff as necessary to achieve comparable cost savings in the affected fiscal year or years.

The Commission shall annually set the benefits of elected officials, to take effect July 1 of each year. Benefits of elected officials may equal but may not exceed those benefits provided to any classification of miscellaneous officers and employees as of July 1 of each year.

In addition, subject to the approval or disapproval of the Board of Supervisors, the Mayor may create, for employees designated as management, a management compensation package that recognizes and provides incentives for outstanding managerial performance contributing to increased productivity and efficiency in the work force. In formulating such a package, the Mayor shall take into account data developed in conjunction with the civil service commission regarding the terms of executive compensation in other public and private jurisdictions. (Amended March 2004; Amended by Proposition C, Approved 11/7/2006)

U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS

Western Information Office, 90 7th St., Suite 14-100, San Francisco, CA 94103
 Information Staff (415) 625-2270 / Fax (415) 625-2351

SAN FRANCISCO-OAKLAND-SAN JOSE

Consumer Price Index, All Items, 1982-84=100 for All Urban Consumers (CPI-U)

01/15/14

YEAR	SEMIANNUAL												ANNUAL AVERAGE		
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC		1ST HALF	2ND HALF
1994	147.5	147.4	148.2	148.0	148.3	148.1	148.9	149.4	149.4	149.4	149.8	149.4	147.9	148.4	148.7
1995	150.3	150.5	151.1	151.5	151.3	151.7	151.5	151.5	152.3	152.6	152.4	152.1	151.1	152.1	151.6
1996	152.9	153.2	152.9	153.9	155.1	155.2	155.9	155.6	156.3	156.9	156.9	156.0	153.9	156.3	155.1
1997	157.0	157.9	159.2	159.6	159.8	160.0	160.6	161.2	161.6	162.5	162.6	162.6	158.9	161.9	160.4
1998		163.2		164.6		165.5		166.6		167.2		167.4	164.2	166.9	165.5
1999		169.4		172.2		171.8		173.5		175.2		174.5	170.8	174.2	172.5
2000		176.5		178.7		179.1		181.7		183.4		184.1	177.7	182.6	180.2
2001		187.9		189.1		190.9		191.0		191.7		190.6	188.7	191.1	189.9
2002		191.3		193.0		193.2		193.5		194.3		193.2	192.3	193.7	193.0
2003		197.7		197.3		196.3		196.3		196.3		196.3	196.8	196.1	196.4
2004		198.1		198.3		199.0		198.7		200.3		199.5	198.2	199.5	198.8
2005		201.2		202.5		201.2		203.0		205.9		203.4	201.5	203.9	202.7
2006		207.1		208.9		209.1		210.7		211.0		210.4	207.9	210.6	209.2
2007		213.688		215.842		216.123		216.240		217.949		218.485	214.736	217.361	216.048
2008		219.612		222.074		225.181		225.411		225.824		218.528	221.730	223.804	222.767
2009		222.166		223.854		225.692		226.801		226.051		224.239	223.305	225.484	224.385
2010		226.145		227.697		228.110		227.954		228.107		227.668	226.994	227.944	227.469
2011		229.981		234.121		233.646		234.608		235.331		234.327	232.082	234.698	233.390
2012		236.880		238.985		239.806		241.170		242.834		239.533	238.099	241.201	239.650
2013		242.677		244.575		245.935		246.072		246.617		245.711	243.894		245.023

Table of over-the-year percent increases. An entry for Feb, 2006 indicates the percentage increase from Feb, 2005 to Feb, 2006.

1995	1.9	2.1	2.0	2.4	2.0	2.4	1.7	1.4	1.9	2.1	1.7	1.8	2.2	1.8	2.0
1996	1.7	1.8	1.2	1.6	2.5	2.3	2.9	2.7	2.6	2.8	3.0	2.6	1.9	2.8	2.3
1997	2.7	3.1	4.1	3.7	3.0	3.1	3.0	3.6	3.4	3.6	3.6	4.2	3.2	3.6	3.4
1998		3.4		3.1	3.0	3.4		3.3		2.9		3.0	3.3	3.1	3.2
1999		3.8		4.6	3.8	3.8		4.1		4.8		4.2	4.0	4.4	4.2
2000		4.2		3.8	3.8	4.2		4.7		4.7		5.5	4.0	4.8	4.5
2001		6.5		5.8	6.6	6.6		5.1		4.5		3.5	6.2	4.7	5.4
2002		1.8		2.1	1.2	1.2		1.3		1.4		1.4	1.9	1.4	1.6
2003		3.3		2.2	1.6	1.6		1.4		1.0		1.1	2.3	1.2	1.8
2004		0.2		0.5	1.4	1.4		1.2		2.0		2.2	0.7	1.7	1.2
2005		1.6		2.1	1.1	1.1		2.2		2.8		2.0	1.7	2.2	2.0
2006		2.9		3.2	3.9	3.9		3.8		2.5		3.4	3.2	3.3	3.2
2007		3.2		3.3	3.4	3.4		2.6		3.3		3.8	3.3	3.2	3.3
2008		2.8		2.9	4.2	4.2		4.2		3.6		0.0	3.3	3.0	3.1
2009		1.2		0.8	0.2	0.2		0.2		0.1		2.6	0.7	0.8	0.7
2010		1.8		1.7	1.1	1.1		1.0		0.9		1.5	1.7	1.1	1.4
2011		1.7		2.8	2.4	2.4		2.9		3.2		2.9	2.2	3.0	2.6
2012		3.0		2.1	2.6	2.6		2.8		3.2		2.2	2.6	2.6	2.7
2013		2.4		2.4	2.5	2.5		2.0		1.6		2.2	2.4	2.8	2.2



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Date: May 19, 2014
To: Civil Service Commission
From: Luz Morganti *LM*
Senior Personnel Analyst

Subject: **Annual Certification of Benefits for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) and Members of the Board of Supervisors for Fiscal Year 2014-15 in accordance with Charter Section A8.409-1**

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

IFER C. JOHNSTON
EXECUTIVE OFFICER

Introduction

This is the annual certification of benefits by the Civil Service Commission for elected officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer-Tax Collector and Sheriff) including the Members of the Board of Supervisors.

Civil Service Commission Authority – Charter Section A8.409-1

Charter Section A8.409-1 requires the Civil Service Commission to annually set the benefits of elected officials, to take effect July 1 of each year. Benefits of elected officials may equal but may not exceed those benefits provided to any classification of miscellaneous officers and employees as of July 1 of each year. Benefits-setting by the Commission affects all elected officials, including Members of the Board of Supervisors.

Background of Benefits

Fiscal Years 2006-07 to 2010-11

At the meeting of May 15, 2006, the Civil Service Commission acted to certify the benefits package for elected officials at the same level as provided to Management employees in the Unrepresented Employees Ordinance. Certification of benefits for elected officials remained at the same level as provided to Management employees in the Unrepresented Employees Ordinance through Fiscal Year 2010-11.

Fiscal Year 2011-12

A comparison between the Unrepresented Management and Municipal Executives' Association (MEA) benefit packages was presented to the Commission to consider returning benefits of elected officials, including Member, Board of Supervisors to the same level of benefits as those of MEA covered employees.

FOR THE CIVIL SERVICE COMMISSION
7

In accordance with Charter Section A8.409-1, at its meeting of May 16, 2011, the Civil Service Commission acted to certify the benefits of elected officials (including Members of the Board of Supervisors) for Fiscal Year 2011-12 at the same level of benefits as those provided to MEA covered employees in effect on July 1, 2011.

Fiscal Years 2012-13 & 2013-14

In accordance with Charter Section A8.409-1, the Civil Service Commission acted to certify the benefits of elected officials (including Members of the Board of Supervisors) for Fiscal Years 2012-13 & 2013-14 at the same level of benefits as those provided to MEA covered employees.

Certification of Benefits for Fiscal Year 2014-15

The Commission has the consideration to continue to set the benefits for elected officials including Members of the Board of Supervisors at the same level of benefits as those covered by MEA in effect on July 1, 2014. **(Elected officials are excluded from earning vacation, sick leave with pay credits, and compensatory time. – benefit chart attached)**

Recommendation: **Accept the report; certify the benefits of elected officials (including Members of the Board of Supervisors) for Fiscal Year 2014-15 in accordance with Charter Section A8.409-1 at the same level of benefits as those provided to covered employees of the Municipal Executives' Association (MEA) in effect on July 1, 2014.**

Attachment: Benefit Chart

- c: The Honorable Edwin Lee, Mayor
 The Honorable David Chiu, President, Board of Supervisors
 The Honorable John Avalos, Member, Board of Supervisors
 The Honorable David Campos, Member, Board of Supervisors
 The Honorable Katy Tang, Member, Board of Supervisors
 The Honorable Malia Cohen, Member, Board of Supervisors
 The Honorable London Breed, Member, Board of Supervisors
 The Honorable Mark Farrell, Member, Board of Supervisors
 The Honorable Jane Kim, Member, Board of Supervisors
 The Honorable Eric Mar, Member, Board of Supervisors
 The Honorable Norman Yee, Member, Board of Supervisors
 The Honorable Scott Wiener, Member, Board of Supervisors
 The Honorable Jeff Adachi, Public Defender
 The Honorable Jose Cisneros, Treasurer
 The Honorable George Gascón, District Attorney
 The Honorable Ross Mirkarimi, Sheriff
 The Honorable Dennis Herrera, City Attorney
 The Honorable Carmen Chu, Assessor-Recorder
 Jay Huish, Executive Director, Employees' Retirement System
 Micki Callahan, Human Resources Director
 Angela Calvillo, Clerk, Board of Supervisors
 Catherine Dodd, Health Service System
 Steve Ponder, Manager, Compensation Unit, DHR
 Ben Rosenfield, Controller
 Debra Nebreda, Director, PPSD
 Kate Howard, Mayor's Budget Director

A8.409-1 EMPLOYEES COVERED

These Sections A8.409 through A8.409-6, inclusive, shall apply to all miscellaneous officers and employees except as set forth in Section A8.590-1 et seq. and including employees of San Francisco Unified School District and San Francisco Community College District to the extent authorized by state law. The provisions of Charter sections 8.400(h), 8.401-1, and 8.407 are hereby repealed and shall be of no further force and effect. Employee organizations representing employees in classifications covered by section A8.403 and A8.404 of this Charter may elect to include those classifications within the coverage of this part as a separate bargaining unit, provided however, that the election shall not become effective without the written approval of the Mayor and Board of Supervisors. The election shall be irrevocable and such employees shall not thereafter be subject to the provisions of section A8.403 and A8.404.

Employees in classifications not represented by a recognized employee organization shall be entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section A8.409-4 of this Charter. The Mayor annually shall propose all forms of compensation for unrepresented employees including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors. Consistent with other provisions of this Charter, the civil service commission may adopt rules and procedures relating to said unrepresented employees.

Except as otherwise provided by this Charter the Civil Service Commission shall set the wages and benefits of all elected officials of the City and County of San Francisco as follows: The Commission shall conduct a salary survey of the offices of chief executive officer, county counsel, district attorney, public defender, assessor-recorder, treasurer, and sheriff, in the counties of Alameda, Contra Costa, Marin, San Mateo, and Santa Clara. The Commission shall then average the salaries for each of those offices to determine respectively the base five-year salaries for the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff.

If any of the aforementioned counties do not have an office of public defender, that county shall be omitted from the salary survey for purposes of determining the base five-year salary of the Public Defender. Among the aforementioned counties, any freestanding county assessor's office or any county office in which the assessor's function is combined with other county functions, shall be deemed comparable to the office of Assessor-Recorder for purposes of determining the base five-year salary of the Assessor-Recorder. If any of the aforementioned counties do not have a comparable county office of treasurer, the county office whose functions most closely resemble the Treasurer's functions in San Francisco shall be deemed comparable to the office of Treasurer for purposes of determining the base five-year salary of the Treasurer.

The initial base five-year salary determination for the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff shall apply to the period from July 1, 2007 through June 30, 2012. Subsequent base five-year salary determinations for those offices shall apply to subsequent five-year periods, for example, July 1, 2012 through June 30, 2017.

A8.409-1 EMPLOYEES COVERED (continued)

For the second, third, fourth, and fifth years of the period for which any base five-year salary has been set, the Commission shall annually adjust the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff, to account for upward annual movement in the Consumer Price Index during the prior calendar year; provided, that whenever the upward movement in the Consumer Price Index during the prior calendar year exceeds 5%, the cost-of-living adjustment shall not be the actual increase in the Consumer Price Index for the prior calendar year but instead shall be 5%. The annual cost-of-living adjustment shall take effect July 1 of the second, third, fourth, and fifth years of the period for which the base five-year salary has been set.

Except as noted below, in setting the initial and subsequent base five-year salary determinations for the offices of Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff, the Commission may not reduce the respective salaries of any of those offices. If implementation of the process for setting the base five-year salary would otherwise result in a salary reduction for any of those offices, the base five-year salary for the affected office or offices shall be the existing salary for the office.

If the City and County of San Francisco and employee organizations agree to amend the compensation provisions of existing memoranda of understanding to reduce costs, the Commission shall review and amend the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff as necessary to achieve comparable cost savings in the affected fiscal year or years.

The Commission shall annually set the benefits of elected officials, to take effect July 1 of each year. Benefits of elected officials may equal but may not exceed those benefits provided to any classification of miscellaneous officers and employees as of July 1 of each year.

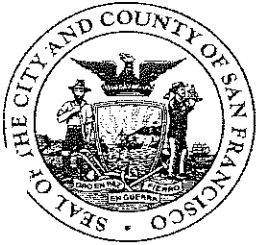
In addition, subject to the approval or disapproval of the Board of Supervisors, the Mayor may create, for employees designated as management, a management compensation package that recognizes and provides incentives for outstanding managerial performance contributing to increased productivity and efficiency in the work force. In formulating such a package, the Mayor shall take into account data developed in conjunction with the civil service commission regarding the terms of executive compensation in other public and private jurisdictions. (Amended March 2004; Amended by Proposition C, Approved 11/7/2006)

Fiscal Year 2014-15

(7/1/14-6/30/15)

Benefits for Covered Employees Represented by MEA

Retirement	<p>Contributions As a member in the Miscellaneous New Plan, contributions are set at 7.5% of covered salary (excluding overtime), and for members in the Miscellaneous Old Plan contributions are set at 8% of covered salary (including overtime).</p> <p>As a result of new contribution cost-sharing provisions established under Proposition C of November 2011, the member contribution rate will be adjusted once a year effective each July 1 based on:</p> <ul style="list-style-type: none"> • The City's required contribution amount each fiscal year • The member's hourly base rate of pay at each June 30 each year <p>Member of Public Employees Retirement System (PERS) pay their own employee retirement contribution in an amount equal to 8% of covered gross salary.</p> <p>Refer to San Francisco Employees' Retirement System Summary of Key Provisions – Summary Plan Provisions.</p>
Health Services	<p>City and County contributes to the Management Cafeteria Plan for the employee which corresponds with the benefit plan year for all other Health Service System members.</p> <p>Benefits of the Management Cafeteria Plan include but are not limited to: dependent health care, DCAP, disability insurance, term life insurance and other life insurance, accident insurance, and other authorized mutually agreed benefits. Specific plan design shall be subject to administrative feasibility and shall be determined in consultation with the Association. The benefits plan shall conform to provisions of IRS Code Section 125.</p> <p>The MOU outlines details.</p>
Dental Plan	<p>Bi-weekly employee premium contributions required for employee and/or employee + dependent(s) that are enrolled in the Delta Dental plan. No employee contributions required for either the Delta Care USA or Pacific Union Dental plans.</p>
Social Security	<p>Employee contributes percentage of salary for Social Security Medicare with the City and County matching contributions.</p>
SDI	<p>Employee contributes percentage of salary for State Disability Insurance.</p>
Life Insurance	<p>City and County provides \$50,000 in basic life insurance.</p>
Deferred Compensation	<p>No City and County contribution.</p>
Other Benefits	<p>No change. Elected officials are excluded from earning vacation, sick leave with pay credits, and compensatory time.</p>
Miscellaneous Provision	<p>Any City pickup of an employee's contributions shall not be considered as a part of an employee's compensation for the purpose of computing straight time earnings or retirement benefits; nor shall such contributions be taken into account in determining the level of any other benefit which is a function or, or percentage of salary.</p>



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

SCOTT R. HELDFOND
PRESIDENT

May 8, 2014

E. DENNIS NORMANDY
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION MEETING

DOUGLAS S. CHAN
COMMISSIONER

SUBJECT: FINAL REPORT: SALARY SETTING FOR THE CITY AND COUNTY OF SAN FRANCISCO BOARD OF SUPERVISORS FOR A FIVE (5) YEAR CYCLE, EFFECTIVE JULY 1, 2014 THROUGH JUNE 30, 2019, IN ACCORDANCE WITH CHARTER SECTION 2.100.

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 19, 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 Executive Officer's Report. Please refer to the attached Notice for procedural and other information about Commission hearings. Attendance by you or an authorized representative is welcomed.

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: Angela Calvillo, Clerk, Board of Supervisors
The Honorable David Chiu, President, Board of Supervisors
The Honorable John Avalos, Member, Board of Supervisors
The Honorable David Campos, Member, Board of Supervisors
The Honorable Katy Tang, Member, Board of Supervisors
The Honorable Malia Cohen, Member, Board of Supervisors

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 6

Final Report – Salary Setting for BOS 2014 Commission Meeting Notification

May 8, 2014

Page 2 of 2

The Honorable London Breed, Member, Board of Supervisors

The Honorable Mark Farrell, Member, Board of Supervisors

The Honorable Jane Kim, Member, Board of Supervisors

The Honorable Eric Mar, Member, Board of Supervisors

The Honorable Norman Yee, Member, Board of Supervisors

The Honorable Scott Wiener, Member, Board of Supervisors

Micki Callahan, Human Resources Director

Steve Ponder, Manager, Compensation Unit, DHR

Ben Rosenfield, Controller

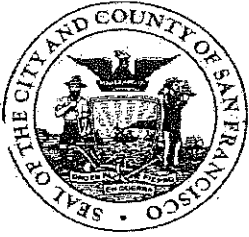
Debra Nebreda, Director, PPSD

Jason Elliott, Mayor's Office

Commission File

Commissioner's Binder

Chron



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

April 11, 2014

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

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: PROGRESS REPORT: SALARY SETTING FOR THE CITY AND COUNTY OF SAN FRANCISCO BOARD OF SUPERVISORS FOR A FIVE (5) YEAR CYCLE, EFFECTIVE JULY 1, 2014 THROUGH JUNE 30, 2019, IN ACCORDANCE WITH CHARTER SECTION 2.100.

At its meeting of April 7, 2014 the Civil Service Commission had for its consideration the above matter.

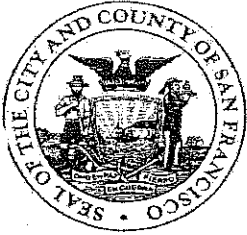
It was the decision of the Commission to accept the report. (Vote of 4 to 0)

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

cc: Angela Calvillo, Clerk, Board of Supervisors
The Honorable David Chiu, President, Board of Supervisors
The Honorable John Avalos, Member, Board of Supervisors
The Honorable David Campos, Member, Board of Supervisors
The Honorable Katy Tang, Member, Board of Supervisors
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Micki Callahan, Human Resources Director
Steve Ponder, Manager, Compensation Unit, DHR
Ben Rosenfield, Controller
Debra Nebreda, Director, PPSD
Jason Elliott, Mayor's Office
Commission File
Chron



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

March 27, 2014

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

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: PROGRESS REPORT: SALARY SETTING FOR THE CITY AND COUNTY OF SAN FRANCISCO BOARD OF SUPERVISORS FOR A FIVE (5) YEAR CYCLE, EFFECTIVE JULY 1, 2014 THROUGH JUNE 30, 2019, IN ACCORDANCE WITH CHARTER SECTION 2.100.

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.

This item will appear on the Executive Officer's Report. Please refer to the attached Notice for procedural and other information about Commission hearings. Attendance by you or an authorized representative is welcome.

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

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The Honorable David Chiu, President, Board of Supervisors
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Commission File
Commissioner's Binder
Chron

STAFF REPORT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Date: May 19, 2014
To: Civil Service Commission
From: Luz Morganti *LM*
Senior Personnel Analyst
Subject: **Final Report of Analysis & Recommendations - Salary Setting for the City and County of San Francisco Member, Board of Supervisors for a Five (5) Year Cycle, Effective July 1, 2014 through June 30, 2019, in accordance with Charter Section 2.100**

- SCOTT R. HELDFOND
PRESIDENT
- E. DENNIS NORMANDY
VICE PRESIDENT
- DOUGLAS S. CHAN
COMMISSIONER
- KATE FAVETTI
COMMISSIONER
- GINA M. ROCCANOVA
COMMISSIONER
- IFER C. JOHNSTON
EXECUTIVE OFFICER

BACKGROUND OF SALARY SETTING FOR MEMBER, BOARD OF SUPERVISORS

In the Consolidation Act of 1856, San Francisco was established as a city and county, with coterminous boundaries, by the California State Legislature. Upon approval of the Consolidation Act, twelve (12) Supervisory districts were created and subsequently, the City and County of San Francisco has operated with a Board of Supervisors elected periodically by district or at large depending on prevailing Charter provisions approved by City and County of San Francisco Voters. On November 5, 1996, the Charter was amended to provide for eleven (11) supervisory districts. *The City and County of San Francisco is the only consolidated city and county in California with a Board of Supervisors that functions as both a City Council and a County Board of Supervisors.*

Historically, salary setting for the Board of Supervisors was the responsibility of the City and County of San Francisco voters. However, on November 5, 2002, the voters approved an amendment to the Charter making the position of Member, Board of Supervisors full-time and delegated salary setting to the Civil Service Commission.

The Civil Service Commission (Commission) first set the salary for the Board of Supervisors on May 19, 2003 for a one-year cycle beginning July 1, 2003 through June 30, 2004. At the Civil Service Commission meeting of May 17, 2004, the Commission set the salary for the Board of Supervisors at \$90,000 for a five (5) year cycle, effective July 1, 2004 through June 30, 2009. The Commission also acted to increase the salary for each fiscal year effective July 1, 2005 based on the CPI-U reported in January of each year and not to exceed 5%. In addition, the Commission directed that the salary will not decrease in the event the CPI-U falls below zero. (**Attachment A** is a historical chart of salary adjustments and reductions for the last ten (10) fiscal years.)

THIS DOCUMENT SUPPORTS
CASE/FILE # _____ 8 _____

CHARTER SECTION 2.100. – COMPOSITION AND SALARY

Charter Section 2.100. (**Attachment B**) directs the Civil Service Commission to set the salary for the City and County of San Francisco Board of Supervisors' once every five (5) years. Before the Commission determines the Supervisors' salary, the Charter requires that the Civil Service Commission conduct and consider a salary survey of other fulltime City Councils and County Boards of Supervisors; and to transmit its salary determination to the Controller in a timely manner so that funds can be set aside to insure implementation.

Salary Concessions

If the City and County of San Francisco and employee organizations agree to amend the compensation provisions of existing memoranda of understanding to reduce costs, the Commission shall review and amend the Supervisors' salary as necessary to achieve comparable costs savings in the affected fiscal year or years.

CONSUMER PRICE INDEX

Charter Section 2.100. also states that the Civil Service Commission may consider the Consumer Price Index (CPI) when setting the salary for the Board of Supervisors. The Commission has the discretion to adjust the Board of Supervisor salary based on the CPI-U that is reported in January of each year to account for upward annual movement in the CPI-U during the prior year, setting increases up to a maximum of 5%. In addition, the Commission directed that the salary will not decrease in the event the CPI-U falls below zero.

The CPI for All Urban Consumers (CPI-U) includes wage earners and clerical worker households, groups such as professional, managerial, and technical workers, the self-employed, short term workers, the unemployed, and retirees and others not in the labor force. According to the United States Department of Labor, Bureau of Labor Statistics, the CPI-U is the most widely used measure of inflation. The index is used as a guide in making economic decisions and as a means for adjusting income payments. The Bureau also estimates that over two (2) million workers are covered by collective bargaining agreements which tie wages to the CPI. When determining cost of living adjustments for Member, Board of Supervisors, the Commission considers the CPI-U for the San Francisco, Oakland and San Jose metropolitan area. The CPI-U change from December 2012 to December 2013 is a 2.6% increase. (**Attachment C**) *Therefore, for salary setting purposes, the Commission may take under consideration a 2.6% CPI-U increase.*

METHODOLOGY OF SURVEY DATA COLLECTION

Salary survey information was collected from various sources related to the jurisdictions including, but not limited to: county and city websites, Human Resources Departments, County Board of Supervisors, Clerks of the Board of Supervisors, and City Council Offices.

The Consumer Price Index Report information was collected from the United States Department of Labor, Bureau of Labor Statistics.

Population data was obtained from the State of California Department of Finance.

SURVEY DATA

The State of California has four hundred eighty two (482) cities and fifty eight (58) counties. Of the four hundred eighty two (482) cities, eight (8) cities have full-time City Council Members which includes San Francisco. Of the fifty eight (58) counties, there are forty nine (49) counties including San Francisco that have full-time Board of Supervisors.

California Government Structure & Executive Authority

County Government

California is divided into fifty eight (58) counties. Counties serve a dual role to its residents in providing a vast array of municipal services and State services. The specific organizational structure of a county in California will vary from county to county. The state constitution provides for three (3) classes of county government: general law, charter, or consolidated city and county (which must be a charter unit). Within California, there are forty five (45) General Law counties which elect supervisors by district. The remaining twelve (12) Charter counties have the option of electing the Board of Supervisors at large or by district. ***Each county has five (5) Board of Supervisor members elected for four (4) year staggered terms, except for the City and County of San Francisco, which has eleven (11) Board of Supervisor Members and a Mayor.***

City Government

There are a total of four hundred eighty two (482) incorporated cities within the State of California which are governed by general law or charter. Three hundred sixty one (361) cities are governed by general law. General law cities are bound by the state's general law, regardless of whether the subject concerns a municipal affair. Government Code section 36501 authorizes general law cities to be governed by a city council of five members, a city clerk, a city treasurer, a police chief, a fire chief and any subordinate officers or employees as required by law. Whereas a charter city has supreme authority over "municipal affairs" and can provide for any form of government including the "mayor" and "city manager" forms.

City and County of San Francisco

San Francisco is the only consolidated city-county in California. The government structure of San Francisco is that of a charter city and is constituted of two co-equal branches. The executive branch is headed by the mayor and includes other citywide elected and appointed officials as well as the civil service. San Francisco's government structure is unique in that the mayor is also the county executive and the county Board of Supervisors acts as the city council. The eleven (11) member Board of Supervisors is the legislative branch and is headed by a president and is responsible for passing laws and budgets in addition to voter direct ballot initiatives to pass legislation.

Executive Authority

Executive Authority refers to the appointing and or reporting relationship between department heads and the City Council or County Board of Supervisors.

Salary Survey Chart

Salary refers to the annual salary for the Member of City Councils or County Board of Supervisors (excluding benefits) for the jurisdictions surveyed. Salary information was

collected for all eight (8) California cities and forty nine (49) California counties (including San Francisco) with full-time City Council Members or Supervisors. The 2014 salary survey chart includes the following data: number of council or board members; type of government structure – General Law or Charter Law; city/county population; number of cities within each county; annual salary; source of salary data; and executive authority. **(Attachment D)**

SALARY ANALYSIS

Consumer Price Index

The CPI-U change from December 2012 to December 2013 is a 2.6% increase. *For salary setting purposes, the Commission may take under consideration a 2.6% CPI-U increase of \$2,809.*

City & County of San Francisco Member, Board of Supervisors

BOS Salary FY 2013-14	CPI-U 2.6% Increase	Base Salary FY 2014-15
\$108,049	\$2,809	\$110,858

Salary Data

Salary survey information was collected for eight (8) California cities and forty nine (49) counties which includes San Francisco data. As noted on the salary survey chart, there is one city that pays a higher salary above the member salary for President of the council and eleven (11) counties for the Chair and Vice Chair of their boards. The base salary for members was used for calculating average salaries.

Cities

Average Salary for City Councilmember

San Francisco Board of Supervisors' earn \$108,049 which is \$30,260 above the average annual salary of \$77,789 for fulltime cities.

Minimum Salary	Average Salary	Maximum Salary
Cudahy City - \$5,803	\$77,789	Los Angeles - \$181,292

There are only eight (8) cities, including San Francisco of the four hundred eighty two (482) California cities that have full-time City Council Members. *The City and County of San Francisco is the only consolidated city and county in California with a Board of Supervisors that functions as both a City Council and a County Board of Supervisors.* The number of Council members varies among California cities, ranging from five (5) to fifteen (15). Los Angeles is the largest city with fifteen (15) City Council members. The City of Los Angeles pays the highest salary to its City Council Members and has the largest city population.

San Francisco is the fourth (4th) most populous city in California and the fourteenth (14th) most populous city in the United States. The City is also the financial and cultural hub of the larger San Jose-San Francisco-Oakland metropolitan region.

Counties

Average Salary for Member, Board of Supervisors of 49 Counties

San Francisco Member, Board of Supervisors earn \$108,049 which is \$22,874 above the average annual salary for Board Members of fulltime counties.

Minimum Salary	Average Salary	Maximum Salary
Trinity County - \$25,008	\$85,175	Los Angeles - \$181,292

There are forty nine (49) of the fifty eight (58) California counties that have full-time Board of Supervisors. With the exception of Alpine, Mariposa and Trinity County, which has no cities, all other counties have cities ranging from one (1) to eighty eight (88) cities. Los Angeles County is the largest county within California and has eighty eight (88) cities. (Attachment E – map of counties)

The County of San Francisco is the thirteenth (13th) most populous county within California and has only one city, San Francisco.

Counties within Same Annual Salary Range

There are two (2) California counties which pay salaries close to the annual salary as the City and County of San Francisco Board of Supervisors - \$108,049.

County	Population - # of Cities	Salary
Fresno	958,866 – 14 cities	\$107,273
Kern	866,977 – 11 cities	\$107,209

Counties within Population Range of 750,000 to 1,000,000

City and County of San Francisco Board of Supervisors earn \$108,049 which is approximately 4% - \$4,310 below the average annual salary among these counties.

Minimum Salary	Average Salary	Maximum Salary
\$107,209	\$112,359	\$126,904

County	Population	Salary
Fresno	958,866	\$107,273
Kern	866,977	\$107,209
San Francisco	831,156	\$108,049
Ventura	840,320	\$126,904

There are twelve (12) California counties that have larger populations than the City and County of San Francisco. Fresno, Kern, Ventura and San Francisco counties are the closest in range of population to each other: 750,000 to 1,000,000.

Bay Area Region

The current salary of the City and County of San Francisco Member, Board of Supervisors falls \$6,736 below the average salary range among the Bay Area counties. An increase of approximately 6.23% equal to \$6,736 would be above the discretionary 5% (\$5,402) maximum increase allowed if the CPI-U were taken into account in accordance with Charter Section 2.100.

Minimum Salary	Average Salary	Maximum Salary
Napa \$85,384	\$114,785	Alameda \$145,038

County	Population - # of Cities	Salary
Alameda	1,565,181 - 14 cities	\$145,038
Contra Costa	1,082,384 - 19 cities	\$97,483
Marin	255,887 - 11 cities	\$97,739
Napa	139,099 - 5 cities	\$85,384
San Francisco	831,156 - 1 city	\$108,049
San Mateo	742,719 - 20 cities	\$124,280
Santa Clara	1,853,677 - 15 cities	\$143,031
Solano	423,265 - 7 cities	\$96,084
Sonoma	492,337 - 9 cities	\$135,975

These nine (9) California counties are within the proximity of the Bay Area. They are: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma. (**Attachment F – map of bay area counties**)

TIMELINE

CSC Meeting	Activity
December 16, 2013 ✓	Presentation of preliminary work plan; outline of Civil Service Commission responsibilities.
April 7, 2014 ✓	Progress report.
May 19, 2014	Presentation of salary survey findings & recommendation at the Civil Service Commission Regular Meeting; Commissioners make decision & set base salary; forward salary decision/notice of action to the Controller for inclusion in the FY 2014-15 budget.

For Consideration by the Civil Service Commission in Setting the Salary for Member, Board of Supervisors:

1. **Set the base salary for the five (5) year cycle effective July 1, 2014 through June 30, 2019 at \$108,049 – 0% increase for Fiscal Year 2014-15 since the Board of Supervisors currently earn above the average annual salary among the eight (8) cities and forty nine (49) fulltime counties.**

Or

2. **Salary setting based on CPI-U increase:** In accordance with Charter Section 2.100, the Commission has the discretion to adjust the Board of Supervisor salary based on the CPI-U that is reported in January of each year to account for upward annual movement in the CPI-U during the prior year, setting increases up to a maximum of 5%.

Set the base salary for the five (5) year cycle effective July 1, 2014 through June 30, 2019 based on the CPI-U increase of 2.6% for Fiscal Year 2014-15. The annual salary to set the five (5) year cycle commencing FY 2014 – 15 would be \$110,858.

Or

3. **Does the Commission have a different recommendation/ proposal for consideration?**

Recommendation: Set the salary for the City and County of San Francisco position of Member, Board of Supervisors for a five (5) year cycle effective July 1, 2014 through June 30, 2019; transmit to the Controller.

Attachments

c: Angela Calvillo, Clerk, Board of Supervisors
The Honorable David Chiu, President, Board of Supervisors
The Honorable John Avalos, Member, Board of Supervisors
The Honorable David Campos, Member, Board of Supervisors
The Honorable Katy Tang, Member, Board of Supervisors
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Board of Supervisors History of Salary Adjustments and Reductions

Salary Adjustment & Reduction for Fiscal Year 2009-10

The Commission acted to *reduce 2.45% of the salaries* for Member, Board of Supervisors for Fiscal Year 2009-10. The 2.45% reduction was the weighted average in wage concessions made by employee organizations for FY 2009-10.

Salary Adjustment & Reduction for Fiscal Year 2010-11

Salary increase of 2.6% based on the CPI-U was processed first prior to implementation of reduction of salary. In Fiscal Year 2010-11, employee organizations and the City reached 2-year concession agreements effective July 1, 2010. For Fiscal Year 2010-11, the weighted average was 4.62%; and *salaries were reduced 4.62%*. The Commission acted to *reduce 4.62% of the salaries* for Member, Board of Supervisors for Fiscal Year 2010-11.

Salary Adjustment & Reduction for Fiscal Year 2011-12

Salary increase of 1.5% based on the CPI-U was processed first prior to implementation of reduction of salary. Fiscal Year 2011-12 was the 2nd year of agreed wage concessions. The second year weighted average was 4.16%. The Commission acted to *reduce 4.16% of the salaries* for Member, Board of Supervisors for Fiscal Year 2011-12.

Salary Adjustment for Fiscal Year 2012-13

The Commission acted to increase salaries by 2.9% based on the CPI-U.

Salary Adjustment for Fiscal Year 2013-14

The Commission acted to increase salaries by 2.2% based on the CPI-U.

Fiscal Year	CPI-U Change/Reductions	Annual Salary
July 1, 2004 - June 30, 2005	Set 5-Year Base**	\$90,000
July 1, 2005 - June 30, 2006	1.2% Increase	\$91,080
July 1, 2006 - June 30, 2007	2.0% Increase	\$92,902
July 1, 2007 - June 30, 2008	3.2% Increase	\$95,875
July 1, 2008 - June 30, 2009	3.3% Increase	\$98,660
July 1, 2009 - June 30, 2010	Set 5-Year Base** 0% Increase	<i>base - \$98,660</i>
<i>MOU concessions per Charter*</i>	2.45% Reduction	\$96,243
July 1, 2010 - June 30, 2011	2.6% Increase	\$101,225
<i>MOU concessions per Charter*</i>	4.62% Reduction	\$96,549
July 1, 2011 - June 30, 2012	1.5% Increase	\$102,743
<i>MOU concessions per Charter*</i>	4.16% Reduction	\$98,469
July 1, 2012 - June 30, 2013	2.9% Increase	\$105,723
July 1, 2013 - June 30, 2014	2.2% Increase	\$108,049

City and County of San Francisco Charter

SEC. 2.100. COMPOSITION AND SALARY

The Board of Supervisors shall consist of eleven members elected by district.

The office of Board of Supervisors member is a full time position. The Civil Service Commission shall set the Supervisors' salary once every five years. Before the Commission determines the Supervisors' salary, it shall conduct and consider a salary survey of other full time California City Councils and County Boards of Supervisors and it may consider the Consumer Price Index (CPI).

The Civil Service Commission shall timely transmit its determination of the Supervisors' salary to the Controller, so that funds can be set aside for that purpose. The Controller shall include the Civil Service Commission's determination in appropriate budget documents to insure implementation. This determination may not be changed except by the Civil Service Commission.

The Civil Service Commission shall establish dates for an appropriate five-year cycle for making the determinations required by this Section, in order to efficiently coordinate with City budget processes and related procedures. In order to institute this five-year cycle the initial determination may be for less than a five-year period, as determined by the Civil Service Commission.

If the City and employee organizations agree to amend the compensation provisions of existing memoranda of understanding to reduce costs, the Civil Service Commission shall review and amend the Supervisors' salary as necessary to achieve comparable cost savings in the affected fiscal year or years.

The provisions of this Section shall apply, notwithstanding any other provision of this Charter. (Amended November 1996; June 1998; November 2002)

U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS
 Western Information Office, 90 7th St., Suite 14-100, San Francisco, CA 94103
 Information Staff (415) 625-2270 / Fax (415) 625-2351

SAN FRANCISCO-OAKLAND-SAN JOSE

Consumer Price Index, All Items, 1982-84=100 for All Urban Consumers (CPI-U)

01/15/14

YEAR	SEMIANNUAL												ANNUAL AVERAGE		
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC		1ST HALF	2ND HALF
1994	147.5	147.4	148.2	148.0	148.3	148.1	148.9	149.4	149.4	149.4	149.8	148.4	147.9	148.4	148.7
1995	150.3	150.5	151.1	151.5	151.3	151.7	151.5	151.5	152.3	152.6	152.4	152.1	151.1	152.1	151.6
1996	152.9	153.2	152.9	153.9	155.1	155.2	155.9	155.8	156.3	156.9	156.9	156.0	153.9	156.3	155.1
1997	157.0	157.9	159.2	159.6	159.8	160.0	160.6	161.2	161.6	162.5	162.6	162.6	158.9	161.9	160.4
1998	163.2	163.2	164.6	164.6	165.5	165.5	166.6	166.6	167.2	167.2	167.4	167.4	164.2	166.9	165.5
1999	169.4	169.4	172.2	172.2	171.8	171.8	173.5	173.5	175.2	175.2	174.5	174.5	170.8	174.2	172.5
2000	176.5	176.5	178.7	178.7	179.1	179.1	181.7	181.7	183.4	183.4	184.1	184.1	177.7	182.6	180.2
2001	187.9	187.9	188.1	188.1	189.0	189.0	190.9	191.0	191.7	191.7	190.6	190.6	188.7	191.1	189.9
2002	191.3	191.3	193.0	193.0	193.2	193.2	195.3	195.3	196.3	196.3	195.3	195.3	192.3	193.7	193.0
2003	197.7	197.7	198.3	198.3	199.3	199.3	199.0	199.3	199.3	199.3	199.5	199.5	196.8	199.5	198.8
2004	198.1	198.1	198.3	198.3	199.0	199.0	199.0	199.7	199.7	200.3	200.3	203.4	201.5	203.9	202.7
2005	201.2	201.2	202.5	202.5	208.9	208.9	209.1	210.7	210.7	211.0	210.4	210.4	207.9	210.6	209.2
2006	207.1	207.1	208.9	208.9	213.688	213.688	215.842	215.842	216.123	216.123	218.485	218.485	214.736	217.361	216.048
2007	213.688	213.688	215.842	215.842	219.612	219.612	222.074	222.074	225.181	225.181	218.528	218.528	221.730	223.804	222.767
2008	219.612	219.612	222.074	222.074	223.854	223.854	225.692	225.692	228.110	228.110	224.239	224.239	223.305	225.464	224.395
2009	222.166	222.166	223.854	223.854	226.145	226.145	227.697	227.697	228.110	228.110	227.858	227.858	228.994	227.944	227.469
2010	226.145	226.145	227.697	227.697	234.121	234.121	233.646	234.608	241.170	242.834	234.327	234.327	232.082	234.698	233.390
2011	229.981	229.981	234.121	234.121	238.986	238.986	239.806	241.170	246.617	245.711	239.533	239.533	238.088	241.201	239.650
2012	236.880	236.880	242.677	242.677	244.675	244.675	245.935	246.072	246.617	245.711	245.711	245.711	243.894	241.201	239.650
2013	242.677	242.677	244.675	244.675	245.935	245.935	246.072	246.617	246.617	245.711	245.711	245.711	243.894	241.201	245.023

Table of over-the-year percent increases. An entry for Feb. 2006 indicates the percentage increase from Feb. 2005 to Feb. 2006.

1995	1.9	2.1	2.0	2.4	2.0	2.4	1.7	1.4	1.9	2.1	1.7	1.8	2.2	1.8	2.0
1996	1.7	1.8	1.2	1.6	2.5	2.3	2.9	2.7	2.6	2.8	3.0	2.6	1.9	2.8	2.3
1997	2.7	3.1	4.1	3.7	3.0	3.1	3.0	3.6	3.4	3.6	3.6	4.2	3.2	3.6	3.4
1998		3.4		3.1	3.4	3.4	3.4	3.3	2.9	2.9	3.0	3.0	3.3	3.1	3.2
1999		3.8		4.6	3.8	3.8	3.8	4.1	4.8	4.8	4.2	4.2	4.0	4.4	4.2
2000		4.2		3.8	4.2	4.2	4.2	4.7	4.7	4.7	5.5	5.5	4.0	4.8	4.5
2001		6.5		5.8	6.6	6.6	6.6	5.1	4.5	4.5	3.5	3.5	6.2	4.7	5.4
2002		1.8		2.1	1.2	1.2	1.2	1.3	1.4	1.4	1.4	1.4	1.9	1.4	1.5
2003		3.3		2.2	1.6	1.6	1.6	1.4	1.0	1.0	1.1	1.1	2.3	1.2	1.8
2004		0.2		0.5	1.4	1.4	1.4	1.2	2.0	2.0	2.2	2.2	0.7	1.7	1.2
2005		1.6		2.1	1.1	1.1	1.1	2.2	2.8	2.8	2.0	2.0	1.7	2.2	2.0
2006		2.9		3.2	3.9	3.9	3.9	3.8	2.5	2.5	3.4	3.4	3.2	3.3	3.2
2007		3.2		3.3	3.4	3.4	3.4	2.6	3.3	3.3	3.8	3.8	3.3	3.2	3.3
2008		2.8		2.9	4.2	4.2	4.2	4.2	3.6	3.6	0.0	0.0	3.3	3.0	3.1
2009		1.2		0.8	0.2	0.2	0.2	0.2	0.1	0.1	2.6	2.6	0.7	0.8	0.7
2010		1.8		1.7	1.1	1.1	1.1	1.0	0.9	0.9	1.5	1.5	1.7	1.1	1.4
2011		1.7		2.8	2.4	2.4	2.4	2.9	3.2	3.2	2.8	2.8	2.2	3.0	2.6
2012		3.0		2.1	2.6	2.6	2.6	2.8	3.2	3.2	2.2	2.2	2.6	2.8	2.7
2013		2.4		2.4	2.6	2.6	2.6	2.0	1.6	1.6	2.2	2.2	2.4	2.8	2.2

2014
Salary Survey
California Counties with Fulltime Board of Supervisors

	County Gov. Structure	Population & # of Cities	Annual Salary	Source of Salary Data	Executive Authority
1.	Alameda (5 members) <i>Charter Law</i>	1,565,181 14 Cities	*\$145,038 (includes 1.4% COLA eff:71/2013)	Clerk of the Board	Appoints all county officers other than elected officials
2.	Amador (5 members) <i>General Law</i>	37,035 5 Cities	*\$62,576	County Administrative Officer	Appoints management
3.	Butte (5 members) <i>Charter Law</i>	221,955 5 Cities	\$53,014	Principal Human Resources Analyst	Appoints all except elected officials
4.	Calaveras (5 members) <i>General Law</i>	45,520 1 City	Chair: \$68,182 Member: \$54,121	County -HR website	Appoints dept. heads except elected officials
5.	Colusa (5 members) <i>General Law</i>	21,690 2 Cities	Chair: \$65,004 Vice Chair: \$62,604 Member: \$59,004	Clerk of the Board	Appoints dept. heads except elected officials
6.	Contra Costa (5 members) <i>General Law</i>	1,082,384 19 Cities	\$97,483	County - HR website	Appoints most dept. heads except elected officials
7.	El Dorado (5 members) <i>Charter Law</i>	183,376 2 Cities	\$76,876	County - HR website	Appoints dept. heads except elected officials
8.	Fresno (5 members) <i>Charter Law</i>	958,866 14 Cities	Chair: \$120,682 Member: \$99,463 – \$107,273	County - HR website	Appoints all county officers, assistants, deputies & clerks
9.	Glenn (5 members) <i>General Law</i>	28,212 2 Cities	\$31,803	County - HR website	Appoints dept. heads except elected officials
10.	Humboldt (5 members) <i>General Law</i>	134,819 7 Cities	\$81,576	County - HR website	Appoints dept. heads except elected officials
11.	Imperial (5 members) <i>General Law</i>	179,086 7 Cities	\$52,346	County - HR website	Appoints dept. heads except elected officials

Salary Survey

	County Gov. Structure	Population & # of Cities	Annual Salary	Source of Salary Data	Executive Authority
12.	Inyo (5 members) <i>General Law</i>	18,875 1 City	\$50,772	County - HR website	Appoints dept. heads except elected officials
13.	Kern (5 members) <i>General Law</i>	866,977 11 Cities	\$107,209	Count - /HR website	Appoints dept. heads & individual district staff
14.	Lake (5 members) <i>General Law</i>	64,443 2 Cities	Chair: \$60,089 Member: \$57,689	Controller & 2014 Financial Budget Reporting	Appoints dept. heads except elected officials
15.	Lassen (5 members) <i>General Law</i>	32,726 1 City	\$35,485	County Administrator's Office	Appoints dept. heads but not elected officials
16.	Los Angeles (5 members) <i>Charter Law</i>	10,019,365 88 Cities	*181,292	County - BOS Executive Office	Appoints County Officers except elected officials
17.	Madera (5 members) <i>General Law</i>	153,045 2 Cities	Chair: \$77,515 Member: \$71,515	County - HR website	Appoints County Administrative Officer, dept. heads except elected officials
18.	Marin (5 members) <i>General Law</i>	255,887 11 Cities	\$97,739	County - HR website	Appoints dept. heads except elected officials
19.	Mariposa (5 members) <i>General Law</i>	18,480 No Cities	\$44,697	County - HR website	Appoints dept. heads; Clerk of the Board; except elected officials
20.	Mendocino (5 members) <i>General Law</i>	88,673 4 Cities	\$68,000	Human Resources Analyst	Appoints Chief Executive Officer; County Counsel; Clerk of the Board
21.	Merced (5 members) <i>General Law</i>	263,026 6 Cities	\$96,904	County - HR website	Appoints dept. heads except elected officials

Salary Survey

	County Gov. Structure	Population & # of Cities	Annual Salary	Source of Salary Data	Executive Authority
22.	Mono (5 members) <i>General Law</i>	14,175 1 City	Chair: \$53,544 Member: \$49,308	County - HR website	Appoints County Administrator
23.	Monterey (5 members) <i>General Law</i>	424,713 12 Cities	Chair: \$124,104 Member: \$122,028	County - HR website	Appoints County Administrative Officer
24.	Napa (5 members) <i>General Law</i>	139,099 5 Cities	\$85,384	Human Resources Analyst	Appoints County Administrative Officer, all dept. heads except elected officials
25.	Orange (5 members) <i>General Law</i>	3,104,680 34 Cities	*\$143,040	County - HR website & HRS Classification Manager	Appoints Exec Officer, Clerk of the Board, Auditor, Public Defender, County Counsel
26.	Placer (5 members) <i>Charter Law</i>	365,107 6 Cities	\$30,000	County - HR website	Appoints County Executive Officer, County Counsel, confirm appts. of most non-elected officials
27.	Riverside (5 members) <i>General Law</i>	2,267,760 28 Cities	*\$143,031.	County - HR website	Appoints County Executive Officer, County Counsel
28.	Sacramento (5 members) <i>Charter Law</i>	1,447,759 7 Cities	*\$99,715	Clerk of the Board	Appoints Clerk of the Board, County Exec & County Counsel
29.	San Bernardino (5 members) <i>Charter Law</i>	2,076,399 24 Cities	Chair: \$163,368 Member: \$151,971	County - HR website	Appoints County Administrative Officer, dept. heads
30.	San Diego (5 members) <i>Charter Law</i>	3,182,072 18 Cities	*\$145,033	Human Resources Officer	Appoints Chief Admin Officer, County Counsel, Clerk of the Board, Probation Officer

Salary Survey

	County <i>Gov. Structure</i>	Population & # of Cities	Annual Salary	Source of Salary Data	Executive Authority
31.	San Francisco (11 members) <i>Charter Law</i>	831,156 1 City	\$108,049	Civil Service Commission	Appoints Clerk of the Board & Budget Analyst
32.	San Joaquin (5 members) <i>General Law</i>	703,919 7 Cities	\$94,494.	County - HR website	Appoints dept. heads except elected officials
33.	San Luis Obispo (5 members) <i>General Law</i>	271,794 7 Cities	\$82,014	County - HR website	Appoints dept. heads except elected officials
34.	San Mateo (5 members) <i>Charter Law</i>	742,719 20 Cities	\$124,280	County - HR website	Appoints County Manager, Clerk of the Board
35.	Santa Barbara (5 members) <i>General Law</i>	432,238 8 Cities	Chair: \$85,884 Member: \$84,200	Human Resources Director	Appoints County Admin Officer, County Counsel
36.	Santa Clara (5 members) <i>Charter Law</i>	1,853,677 15 Cities	*\$143,031	County - /HR website	Appoints County Executive, Clerk of the Board, County Counsel, Public Defender
37.	Santa Cruz (5 members) <i>General Law</i>	271,501 4 Cities	\$111,714	Senior Personnel Analyst	Appoints County Administrative Officer, County Counsel, Board of the Clerk staff
38.	Shasta (5 members) <i>General Law</i>	178,403 3 Cities	\$53,508.	County - HR website	Appoints County Administrative Officer, County Counsel, all dept. heads
39.	Sierra (5 members) <i>General Law</i>	3,053 1 City	Chair: \$28,049 Member: \$26,849	County website & Deputy Clerk Recorder	Appoints dept. heads, except elected officials
40.	Siskiyou (5 members) <i>General Law</i>	45,243 9 Cities	\$35,316	Personnel Analyst	Appoints County Administrator, County Assessment Appeals Board
41.	Solano (5 members) <i>General Law</i>	423,265 7 Cities	\$96,084	HR Analyst	Appoints County Administrator, County Counsel

Salary Survey

	County Gov. Structure	Population & # of Cities	Annual Salary	Source of Salary Data	Executive Authority
42.	Sonoma (5 members) <i>General Law</i>	492,337 9 Cities	\$135,975	Human Resources Analyst	Appoints most dept. heads except elected officials
43.	Stanislaus (5 members) <i>General Law</i>	527,326 9 cities	\$74,776	County - HR website	Appoints Chief Executive Officer, County Counsel
44.	Trinity (5 members) <i>General Law</i>	13,439 No Cities	Chair: \$26,208 Member: \$25,008	Personnel Analyst	Appoints County Administrator, County Counsel
45.	Tulare (5 members) <i>General Law</i>	456,347 8 Cities	\$90,381	County - HR website	Appoints dept. heads except elected officials
46.	Tuolumne (5 members) <i>General Law</i>	54,278 1 City	\$34,209	Chief Deputy Clerk of the Board	Appoints CAO, County Counsel, Clerk of the Board
47.	Ventura (5 members) <i>General Law</i>	840,320 11 Cities	*\$126,904	County - HR website	Appoints and supervises Chief Executive Officer & non-elective dept. heads
48.	Yolo (5 members) <i>General Law</i>	206,195 4 Cities	\$59,000	County - HR website	Appoints County Administrative Officer
49.	Yuba (5 members) <i>General Law</i>	73,272 2 Cities	\$65,847	Clerk of the Board	Appoints Administrative Officer, County Counsel, Library Director, Clerk of the Board

* Salary based on percentage % of California State Superior Court Judge
Salary as prescribed in County Ordinance:

- Alameda: 80%
- Amador: 35 %
- Los Angeles: amount equal to the State Superior Court Judge salary
- Madera: 40 %
- Orange: 80 %
- Riverside: 80 %
- Sacramento: 55 %
- San Diego: 80%
- Santa Clara: 80 %
- Ventura: 70%

Salary Survey

California Cities with Full-time Council Members

	City <i>Gov. Structure</i>	Population	Annual Salary	Source of Salary Data	Executive Authority
1.	Berkeley, <i>Alameda County</i> (8 Council Members) <i>Charter Law</i>	112,583	\$31,464	City Clerk	Council – Manager form of government
2.	Cudahy, <i>LA County</i> (Mayor, Vice Mayor & 3 Council Members) <i>General Law</i>	24,013	\$5,803	City Clerk	Council-Manager form of government
3.	Fresno, <i>Fresno County</i> (7 Council Members) <i>Charter Law</i>	508,453	President: \$70,157 Member: \$65,000	Sr. Secretary Personnel Services Department	Mayor-Council form of government
4.	Los Angeles , <i>LA County</i> (15 Council Members) <i>Charter Law</i>	3,863,839	*181,292	City website -City Ordinance	Mayor-Council Executive/Legislative: appointments subject to confirmation by City Council
5.	Oakland, <i>Alameda County</i> (8 Council Members) <i>General Law</i>	400,740	\$74,316	Treasury Division	Mayor-Council Executive/Legislative
6.	San Diego – <i>San Diego County</i> (9 Council Members) <i>Charter Law</i>	1,326,238	\$75,386	Senior Human Resources Officer	Mayor-Council Executive/Legislative
7.	San Jose , <i>Santa Clara County</i> (Mayor, Vice Mayor & 9 Council Members) <i>Charter Law</i>	984, 299	\$81,000	HR Division Manager	Council-Manager form of government

* Salary based on percentage % of California State Superior Court Judge
Salary as prescribed in County Ordinance:

- Los Angeles: amount equal to State Superior Court Judge salary

City & County population information obtained from the California Department of Finance.

CALIFORNIA

Counties



Map of Bay Area Counties

The Bay Area is home to many of the most diverse communities in the United States, and is influenced by cultures from around the globe.

Within the Bay Area's nine (9) counties – *Sonoma, Napa, Solano, Marin, Contra Costa, San Francisco, Alameda, San Mateo and Santa Clara*, there are one hundred one (101) cities. Among them, there are three (3) major cities – *San Francisco, Oakland and San Jose*.



Original Staff Report



0070-14-1

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

NNIFER C. JOHNSTON
EXECUTIVE OFFICER

Date: April 7, 2014

To: Civil Service Commission

From: Luz Morganti *Luz Morganti*
Senior Personnel Analyst

Subject: **Progress Report - Salary Setting for the City and County of San Francisco Board of Supervisors for a Five (5) Year Cycle, Effective July 1, 2014 through June 30, 2019, in accordance with Charter Section 2.100**

Background of Salary Setting for Member, Board of Supervisors

Historically, salary setting for the Board of Supervisors was the responsibility of the City and County of San Francisco voters. However, on November 5, 2002, the voters approved an amendment to the Charter making the position of Member, Board of Supervisors full-time and delegated salary setting to the Civil Service Commission.

The Civil Service Commission (Commission) first set the salary for the Board of Supervisors on May 19, 2003 for a one-year cycle beginning July 1, 2003 through June 30, 2004. At the Civil Service Commission meeting of May 17, 2004, the Commission set the salary for the Board of Supervisors at \$90,000 for a five (5) year cycle, effective July 1, 2004 through June 30, 2009. The Commission also acted to increase the salary for each fiscal year effective July 1, 2005 based on the CPI-U reported in January of each year and not to exceed 5%. In addition, the Commission directed that the salary will not decrease in the event the CPI-U falls below zero. (*Attachment A* is a historical chart of salary adjustments and reductions for the last ten (10) fiscal years)

Charter Section 2.100 - Composition and Salary

Charter Section 2.100 (*Attachment B*) directs the Commission to set the salary for the City and County of San Francisco Board of Supervisors. **The Charter requires that the Commission conduct and consider a salary survey of California cities and counties with full-time City Councils and County Supervisors;** transmit its salary determination to the Controller in a timely manner to ensure that funds are set aside and assure implementation; and the Commission may consider the Consumer Price Index (CPI) in its determination.

Salary Concessions

If the City and County of San Francisco and employee organizations agree to amend the compensation provisions of existing memoranda of understanding to reduce costs, the Commission shall review and amend the Supervisors' salary as necessary to achieve comparable costs savings in the affected fiscal year or years.

Consumer Price Index

Charter Section 2.100 also states that the Commission may consider the Consumer Price Index (CPI) in its determination. The Commission has the discretion to adjust the Board of Supervisor salary based on the CPI-U that is reported in January of each year to account for upward annual movement in the CPI-U during the prior year, setting increases up to a maximum of 5%. In addition, the Commission directed that the salary will not decrease in the event the CPI-U falls below zero.

The CPI for All Urban Consumers (CPI-U) includes wage earners and clerical worker households, groups such as professional, managerial, and technical workers, the self-employed, short term workers, the unemployed, and retirees and others not in the labor force. According to the United States Department of Labor, Bureau of Labor Statistics, the CPI-U is the most widely used measure of inflation. The index is used as a guide in making economic decisions and as a means for adjusting income payments. The Bureau also estimates that over two (2) million workers are covered by collective bargaining agreements which tie wages to the CPI.

When determining cost of living adjustments for Member, Board of Supervisors, the Commission considers the CPI-U for the San Francisco, Oakland and San Jose metropolitan area. The CPI-U change from December 2012 to December 2013 is a 2.6% increase. (*Attachment C*)

Survey Data

California Government

California is divided into fifty eight (58) counties and contains four hundred eighty two (482) cities/municipalities. Of the fifty eight (58) counties, three (3) counties contain no incorporated cities: Alpine, Mariposa and Trinity.

Counties

There are forty nine (49) California counties that have full-time Board of Supervisors.

California counties serve a dual role to its residents in providing a vast array of municipal services and State services. The specific organizational structure of a county in California will vary from county to county. **The state constitution provides for three (3) classes of county government: general law, charter, or consolidated city and county (which must be a charter unit).** Within California, there are forty five (45) General Law counties which elect supervisors by district. The remaining twelve (12) Charter counties have the option of electing the Board of Supervisors at large or by district. Each county has five (5) Board of Supervisor members elected for four (4) year staggered terms, except for the City and County of San Francisco, which has eleven (11) Board of Supervisor Members and a Mayor.

City and County of San Francisco

In the Consolidation Act of 1856, San Francisco was established as a city and county, with coterminous boundaries, by the California State Legislature. Twelve (12) supervisory districts were created at that time. On November 5, 1996, the Charter was amended to provide for eleven (11) supervisory districts. **San Francisco is the only consolidated city-county in California. The government structure of San Francisco is that of a charter city and is constituted of two co-equal branches.** The executive branch is headed by the mayor and includes other citywide elected and appointed officials as well as the civil service. **San Francisco’s government structure is unique in that the mayor is also the county executive and the county Board of Supervisors acts as the city council. The eleven (11) member Board of Supervisors is the legislative branch and is headed by a president and is responsible for passing laws and budgets in addition to voter direct ballot initiatives to pass legislation.**

Cities

As of July 1, 2011 there were a total of four hundred eighty two (482) incorporated cities within the State of California which are governed by general law or charter. **Of the four hundred eight two (482) cities within California, only seven (7) have full-time Council Members.** Three hundred sixty one (361) cities are governed by general law. General law cities are bound by the state’s general law, regardless of whether the subject concerns a municipal affair. Government Code section 36501 authorizes general law cities to be governed by a city council of five members, a city clerk, a city treasurer, a police chief, a fire chief and any subordinate officers or employees as required by law. Whereas a charter city has supreme authority over “municipal affairs” and can provide for any form of government including the “mayor” and “city manager” forms.

Salary Survey of Member, Board of Supervisors & City Council Members

Salary information has been collected for the forty nine (49) counties and seven (7) cities within California that have full-time Member, Board of Supervisors and City Council Members. The data was obtained from County/City websites and/or by direct inquiry with County and/or City Human Resources Department staff, Clerks of the Board of Supervisors, or other county/city administrative staff.

Timeline

At the Commission Regular Meeting of May 19, 2014, a detailed staff report of the survey findings, salary analysis and recommendations to set the base salary for the City and County of San Francisco Member, Board of Supervisors will be presented.

CSC Meeting	Activity
December 16, 2013 ✓	Presentation of preliminary work plan; outline of Civil Service Commission responsibilities.
April 7, 2014	Progress report.
May 19, 2014	Presentation of salary survey findings & recommendation at the Civil Service Commission Regular Meeting; Commissioners make decision & set base salary; forward salary decision/notice of action to the Controller for inclusion in the FY 2014-15 budget.

Recommendation: Accept the Report.

Board of Supervisors History of Salary Adjustments and Reductions

Salary Adjustment & Reduction for Fiscal Year 2009-10

The Commission acted to *reduce 2.45% of the salaries* for Member, Board of Supervisors for Fiscal Year 2009-10. The 2.45% reduction was the weighted average in wage concessions made by employee organizations for FY 2009-10.

Salary Adjustment & Reduction for Fiscal Year 2010-11

Salary increase of 2.6% based on the CPI-U was processed first prior to implementation of reduction of salary. In Fiscal Year 2010-11, employee organizations and the City reached 2-year concession agreements effective July 1, 2010. For Fiscal Year 2010-11, the weighted average was 4.62%; and *salaries were reduced 4.62%*. The Commission acted to *reduce 4.62% of the salaries* for Member, Board of Supervisors for Fiscal Year 2010-11.

Salary Adjustment & Reduction for Fiscal Year 2011-12

Salary increase of 1.5% based on the CPI-U was processed first prior to implementation of reduction of salary. Fiscal Year 2011-12 was the 2nd year of agreed wage concessions. The second year weighted average was 4.16%. The Commission acted to *reduce 4.16% of the salaries* for Member, Board of Supervisors for Fiscal Year 2011-12.

Salary Adjustment for Fiscal Year 2012-13

The Commission acted to increase salaries by 2.9% based on the CPI-U.

Salary Adjustment for Fiscal Year 2013-14

The Commission acted to increase salaries by 2.2% based on the CPI-U.

Fiscal Year	CPI-U Change/Reductions	Annual Salary
July 1, 2004 - June 30, 2005	Set 5-Year Base**	\$90,000
July 1, 2005 - June 30, 2006	1.2% Increase	\$91,080
July 1, 2006 - June 30, 2007	2.0% Increase	\$92,902
July 1, 2007 - June 30, 2008	3.2% Increase	\$95,875
July 1, 2008 - June 30, 2009	3.3% Increase	\$98,660
July 1, 2009 - June 30, 2010	Set 5-Year Base** 0% Increase	base - \$98,660
<i>MOU concessions per Charter*</i>	2.45% Reduction	\$96,243
July 1, 2010 - June 30, 2011	2.6% Increase	\$101,225
<i>MOU concessions per Charter*</i>	4.62% Reduction	\$96,549
July 1, 2011 - June 30, 2012	1.5% Increase	\$102,743
<i>MOU concessions per Charter*</i>	4.16% Reduction	\$98,469
July 1, 2012 - June 30, 2013	2.9% Increase	\$105,723
July 1, 2013 - June 30, 2014	2.2% Increase	\$108,049

City and County of San Francisco Charter

SEC. 2.100. COMPOSITION AND SALARY

The Board of Supervisors shall consist of eleven members elected by district.

The office of Board of Supervisors member is a full time position. The Civil Service Commission shall set the Supervisors' salary once every five years. Before the Commission determines the Supervisors' salary, it shall conduct and consider a salary survey of other full time California City Councils and County Boards of Supervisors and it may consider the Consumer Price Index (CPI).

The Civil Service Commission shall timely transmit its determination of the Supervisors' salary to the Controller, so that funds can be set aside for that purpose. The Controller shall include the Civil Service Commission's determination in appropriate budget documents to insure implementation. This determination may not be changed except by the Civil Service Commission.

The Civil Service Commission shall establish dates for an appropriate five-year cycle for making the determinations required by this Section, in order to efficiently coordinate with City budget processes and related procedures. In order to institute this five-year cycle the initial determination may be for less than a five-year period, as determined by the Civil Service Commission.

If the City and employee organizations agree to amend the compensation provisions of existing memoranda of understanding to reduce costs, the Civil Service Commission shall review and amend the Supervisors' salary as necessary to achieve comparable cost savings in the affected fiscal year or years.

The provisions of this Section shall apply, notwithstanding any other provision of this Charter. (Amended November 1996; June 1998; November 2002)

U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS
 Western Information Office, 90 7th St., Suite 14-100, San Francisco, CA 94103
 Information Staff (415) 625-2270 / Fax (415) 625-2351

SAN FRANCISCO-OAKLAND-SAN JOSE

Consumer Price Index, All Items, 1982-94=100 for All Urban Consumers (CPI-U)

01/15/14

YEAR	SEMIANNUAL												ANNUAL AVERAGE		
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC		1ST HALF	2ND HALF
1994	147.5	147.4	148.2	148.0	148.3	148.1	148.9	148.4	149.4	149.4	149.8	148.4	147.9	149.4	148.7
1995	150.3	150.5	151.1	151.5	151.3	151.7	151.5	151.6	152.3	152.6	152.4	152.1	151.1	152.1	151.8
1996	152.9	153.2	152.9	153.9	155.1	155.2	155.9	155.8	156.3	156.9	156.9	156.0	155.9	156.3	155.1
1997	157.0	157.9	159.2	159.6	159.8	160.0	160.6	161.2	161.6	162.5	162.6	162.6	162.6	161.9	160.4
1998		163.2		164.6		165.5		166.6		167.2		167.4		166.8	165.5
1999		169.4		172.2		171.8		173.5		175.2		174.5		174.2	172.5
2000		176.5		176.7		179.1		181.7		183.4		184.1		182.6	180.2
2001		187.9		189.1		190.9		191.0		191.7		190.6		191.1	189.8
2002		191.3		193.0		193.2		193.6		194.3		193.2		193.7	193.0
2003		197.7		197.3		198.3		198.3		198.3		195.3		196.1	196.4
2004		198.1		198.3		199.0		199.7		200.3		199.5		199.5	198.8
2005		201.2		202.5		201.2		203.0		205.8		203.4		203.9	202.7
2006		207.1		208.9		209.1		210.7		211.0		210.4		210.6	209.2
2007		213.680		215.842		216.123		216.240		217.949		216.485		214.736	216.048
2008		219.612		222.074		225.181		225.411		225.824		218.528		221.730	222.767
2009		222.166		223.854		225.692		225.801		226.051		224.239		223.305	224.395
2010		226.145		227.597		228.110		227.854		228.107		227.656		226.994	227.489
2011		229.981		234.121		233.646		234.608		235.331		234.327		232.062	233.380
2012		236.880		238.985		239.806		241.170		242.884		239.533		238.089	238.650
2013		242.677		244.675		245.935		246.072		246.617		245.711		243.894	245.023

Table of over-the-year percent increases. An entry for Feb. 2006 indicates the percentage increase from Feb. 2005 to Feb. 2006.

YEAR	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	1ST HALF	2ND HALF	ANNUAL AVERAGE
1996	1.8	2.1	2.0	2.4	2.0	2.4	1.7	1.4	1.9	2.1	1.7	1.8	2.2	1.8	2.0
1997	1.7	1.8	1.2	1.6	2.5	2.3	2.9	2.7	2.6	2.8	3.0	2.6	1.9	2.8	2.3
1998	2.7	3.1	4.1	3.7	3.0	3.1	3.0	3.6	3.4	3.6	3.6	4.2	3.2	3.6	3.4
1999		3.4		3.1		3.4		3.3		2.9		3.0	3.3	3.1	3.2
2000		3.8		4.6		3.8		4.1		4.8		4.2	4.0	4.4	4.2
2001		4.2		3.8		4.2		4.7		4.7		5.5	4.0	4.8	4.5
2002		6.5		5.8		6.6		5.1		4.5		3.5	6.2	4.7	5.4
2003		1.8		2.1		1.2		1.3		1.4		1.4	1.9	1.4	1.6
2004		3.3		2.2		1.6		1.4		1.0		1.1	2.3	1.2	1.8
2005		0.2		0.5		1.4		1.2		2.0		2.2	0.7	1.7	1.2
2006		1.6		2.1		1.1		2.2		2.8		2.0	1.7	2.2	2.0
2007		2.9		3.2		3.9		3.8		2.5		3.4	3.2	3.3	3.2
2008		3.2		3.3		3.4		2.6		3.3		3.8	3.3	3.2	3.3
2009		2.8		2.8		4.2		4.2		3.6		0.0	3.3	3.0	3.1
2010		1.2		0.8		0.2		0.2		0.1		2.6	0.7	0.8	0.7
2011		1.8		1.7		1.1		1.0		0.9		1.5	1.7	1.1	1.4
2012		1.7		2.8		2.4		2.8		3.2		2.9	2.2	3.0	2.6
2013		3.0		2.1		2.8		2.8		3.2		2.2	2.6	2.8	2.7
		2.4		2.4		2.6		2.0		1.6		2.2	2.4	2.4	2.2



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

May 8, 2014

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 41848-13/14; 47898-13/14; 48332-13/14; 46405-13/14; 47775-13/14; 48099-13/14; 49500-13/14; 4111-10/11; AND 4138-07/08.

The above matter will be considered by the Civil Service Commission at a meeting to be held on May 19, 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: Sheila Arcelona, District Attorney's Office
Cynthia Avakian, Airport Commission
Mary Hom, Controller's Office
Shamica Jackson, Public Utilities Commission
Stacey Lo, Public Utilities Commission
Genie Wong, San Francisco Police Department
Commission File
Commissioners' Binder
Chron


THIS DOCUMENT IS PUBLIC'S
CALENDAR ITEM # 9

STAFF REPORT



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: May 19, 2014
 To: The Honorable Civil Service Commission
 Through: Micki Callahan 
 Human Resources Director
 From: Cynthia Avakian, AIR
 Mary Hom, CON
 Shamica Jackson/Stacey Lo, PUC
 Sheila Arcelona, DAT
 Genie Wong, POL

Subject: Personal Services Contracts Approval Request

This report contain nine (9) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on 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
\$87,660,000	\$7,454,478	\$740,177,631

Cynthia Avakian
Airport Commission
Contracts Administration Unit
PO Box 8097
San Francisco, CA 94128
(650) 821-2014

Mary Hom
Controller's Office
1 Dr. Carlton B. Goodlett Pl., Rm. 306
San Francisco, CA 94102
(415) 554-7536

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

Sheila Arcelona
District Attorney's Office
850 Bryant St., Rm. 322
San Francisco, CA 94110
(415) 734-3018

Genie Wong
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850 Bryant Street
San Francisco, CA 94104
(415) 553-1736

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POSTING FOR**May 19, 2014****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2014-05-19

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
41848 - 13/14	AIRPORT COMMISSION	\$2,000,000.00	Design-build services with specialty experience in steel canopy structures to provide the design and construction for Lot D parking improvements and Parking Access Revenue Collection System (PARCS) Automation ("Project"). The design-build contractor will perform the design and construction of a new canopy structure and retrofit an existing five lane width canopy at the Lot D parking facility along with installing over 40 new automation parking revenue collection equipment at this facility. The Airport's existing parking control system will be modified to accommodate the new functionalities along with the addition of FasTrak as a method of payment. Work will include: utility improvements, existing building facility modifications, installation and retrofit of canopy structures, improved signage, site drainage, and lighting improvements.	May 20, 2014	August 1, 2015
47898 - 13/14	AIRPORT COMMISSION	\$48,000,000.00	Project Management Support Services (PMSS) teams with design, design-build, construction manager/general contractor (CM/GC), and design-bid-build experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program Boarding Area B and Terminal 1 Redevelopment Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following elements: 1) new interior spaces; 2) construction of a program-wide common use baggage handling system; 3) relocation and/or installation of new passenger loading areas and new foundations and fixed walkways; 4) site work for pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, ground service equipment charging stations; 5) installation of utilities and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and mechanical/electrical/plumbing systems; and 7) passenger amenities.	June 1, 2014	December 31, 2020
48332 - 13/14	CONTROLLER	\$20,000,000.00	The Controller's Office is seeking to hire a vendor to provide installation, configuration and implementation services for the new citywide Financial Management System. The replacement of the City's financial systems is a multi-year project that will be implemented in multiple phases. The Controller's Office will hire a City project team to manage and work on all phases of the project – from scoping to go-live. During the system implementation, the City's project team will be paired with consultants to design and develop the citywide system with the intent of City staff supporting the system upon project completion.	July 1, 2015	June 30, 2018
46405 - 13/14	PUBLIC UTILITIES COMMISSION	\$1,500,000.00	Provide professional services to the San Francisco Public Utilities Commission (SFPUC) for collection of groundwater samples and other monitoring support for SFPUC's existing groundwater monitoring and management programs in the Westside Basin. Services include groundwater level and flow monitoring, analysis, and reporting for third-party irrigation wells; installation of bladder pumps and transducers in wells; routine semi-annual collection and transport of groundwater samples to the SFPUC Millbrae Laboratory; preparation of Drinking Water Source Assessment and Protection Plans for production wells; planning, conducting, and reporting on land subsidence monitoring; locating and properly destroying abandoned monitoring wells; conducting as-needed wellhead maintenance; design of turnouts and piping from SFPUC pipelines to existing irrigation wells, including flowmeter and backflow device design, as part of mitigation measures for Colma irrigation wells, and other associated as-needed tasks.	October 1, 2014	September 1, 2019
47775 - 13/14	PUBLIC UTILITIES COMMISSION	\$5,000,000.00	Scope of work consists of structural engineering services for the Planning Phase and potential Design Phase of the structures covered under the Sewer System Improvement Program (SSIP), including geotechnical support services needed for recommendations for structural analysis. Structural engineering services for the Planning Phase and	May 1, 2014	July 1, 2022

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
			potential Design Phase of the structures covered. Expertise in modeling and analysis of underground and above ground wastewater facilities constructed in areas with soils that liquefy is required. Additionally, geotechnical experience for verification of existing deep foundation capacities and providing new recommendations for deep foundation systems in liquefaction zones, including extent of liquefaction zone and modeling of soil structure interaction is required.		
48099 - 13/14	PUBLIC UTILITIES COMMISSION	\$9,000,000.00	San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	June 15, 2014	December 15, 2019
49500 - 13/14	PUBLIC UTILITIES COMMISSION	\$2,000,000.00	Assist SFPUC personnel in support of its Corrosion Control Program, by performing corrosion investigation, design, and inspection work on an as-needed basis. Services the consultants have performed or may be asked to perform are: expert witness consultations, technical review, troubleshooting, startup and testing of the corrosion control systems, risk assessment, evaluation of new technology, data analysis, emergency field investigation, activation of cathodic protection systems, materials selection, internal/external pipeline and tank inspection, laboratory analysis, failure analysis, and other specialized services related to corrosion engineering. Contract work also consists of performing specialized Corrosion Control Engineering Services on an as-needed basis, including but not limited to corrosion investigation, design and inspection work.	June 5, 2014	December 15, 2019
TOTAL AMOUNT \$87,500,000					

Posting for May 19, 2014
Proposed Personal Services Contract - Regular
Modification to Increase/Decrease Contract Amount/Duration

PSC No	Dept Description	Modified Amount	Cumulative Amount	Description of Work	PSC Estimated	
					Start Date	End Date
4111-10/11	DISTRICT ATTORNEY	\$0.00	\$217,500.00	This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP (First Offender Prostitution Program) classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.	7/1/2014	6/30/2015
4138-07/08	POLICE	\$160,000.00	\$1,059,999.00	Phlebotomy services must be available 24 hours per day, 7 days a week, to conduct blood draws at various locations at suspected drunk drivers for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected drunk drivers are different than blood draws for health reasons.	7/1/2014	6/30/2015

Total Modified Amount: \$160,000.00

**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: Design-Build Services for Lot D Parking Facility Improvements & PARCS Automation

Funding Source: Airport Capital Funds PSC Duration: 1 year 10 weeks
PSC Amount: \$2,000,000 PSC Est. Start Date: 05/20/2014 PSC Est. End Date: 08/01/2015

1. Description of Work

A. Scope of Work:

Design-build services with specialty experience in steel canopy structures to provide the design and construction for Lot D parking improvements and Parking Access Revenue Collection System (PARCS) Automation ("Project"). The design-build contractor will perform the design and construction of a new canopy structure and retrofit an existing five lane width canopy at the Lot D parking facility along with installing over 40 new automation parking revenue collection equipment at this facility. The Airport's existing parking control system will be modified to accommodate the new functionalities along with the addition of FasTrak as a method of payment. Work will include: utility improvements, existing building facility modifications, installation and retrofit of canopy structures, improved signage, site drainage, and lighting improvements.

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

The Airport is experiencing an increase in parking demand, which is not adequately serviced by the existing manual operations at the Lot D parking facility. The facility was retrofitted with fare collecting equipment but the process is labor intensive. Not performing this work will maintain the facility with a substandard appearance and service level, thus creating a negative economic impact on long-term parking. Denial will cause significant project delays, which will affect the Airport's ability to provide sufficient on-airport parking for its passengers, and result in lost revenues.

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

The initial Parking Access Revenue Collection System (PARCS) was installed under PSC# 4098-04/05. This is a new request to modify the PARCS system to accomodate new functionalities along with the addition of FasTrak as a method of payment.

D. Will the contract(s) be renewed? Yes, if there continues to be a need.

2. Union Notification: On 03/24/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41848 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/19/2014

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Design-build experience with expertise in design and construction of steel canopy structures, airport design standards, airport parking operations and security, and coordinated construction experience are essential for this project to meet the projected completion date. Engineering and construction skills with specific expertise in parking lot facilities design and construction; steel structure design, erection and staging; parking control equipment and processes; and experience with airport systems.
- B. Which, if any, civil service class(es) normally perform(s) this work?
5201,5203,5207,5209,5211,5212,5214,5216,5218,5219,5241,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
Existing staff do not have the expertise to complete the construction of the parking Lot D canopy structure. Experienced Airport project and construction management staff integrated with the consultant staff will provide the required services.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
This is a short-term project which does not justify the addition of permanent staffing, with the exception of project management staff.

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 04/21/2014 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: P.O. Box 8097 San Francisco, CA 94128

Receipt of Union Notification(s)
◆ Local 21

Theresa Lopez

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, March 24, 2014 8:25 PM
To: Cynthia Avakian; L21PSCReview@ifpte21.org; Theresa Lopez; Richard Isen; DHR-PSCCoordinator
Subject: Receipt of Notice for new PCS over \$100K PSC # 41848 - 13/14

RECEIPT for Union Notification for PSC 41848 - 13/14 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41848 - 13/14 for \$2,000,000 for Initial Request services for the period 05/20/2014 -- 08/01/2015. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/1689> 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

Design and Construction
Administrative Procedure

**NOTICE OF INTENT
TO ISSUE A REQUEST FOR PROPOSAL FOR PROFESSIONAL AND/OR CONSTRUCTION
SERVICES**

DATE: March 14, 2014

TO: Public Utilities Commission, Department of Public Works, Port of San Francisco,
San Francisco Municipal Transportation Agency

SUBJECT: **NOTICE OF INTENT FOR: RFP No. 10512.66, Lot D Improvements and PARCS
Automation Project**

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: 3/21/2014

The San Francisco International Airport, Design and Construction Division is seeking professional and/or construction services for **RFP No. 10512.66, Lot D Improvements and PARCS Automation Project** as listed below. (Note: **PARCS** – Parking Access Revenue Collection System). If your Department is interested please fill out one of the boxes below, sign, date and send back this form via email. If the Airport has not received a response from your organization by 3/21/2014, it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

Estimated time frame to provide the services:

Summary of scope of work:

Lot D Improvements & PARCS Automation: Design and construction management services, including special inspections, required for essential improvements at the S.F Airport Lot D Parking facility. Design and integrate a new entrance canopy (three lanes) as well as remodel the existing exit canopy (five lanes). Canopy new design/existing rehabilitation to include lighting, FasTrak installation and directional signage integration as described in the RFP including full foundation and structural design requirements per all applicable local and state building codes for both structures. Refine and complete previously created in-house installation design of PARCS equipment to compliment the inclusion of the previously described canopies for the Lot D facility including integration of all new and or replacement equipment for a complete and functional automated operating PARCS system per the drawings and specifications.

**NOTICE OF INTENT
TO ISSUE A REQUEST FOR PROPOSAL FOR PROFESSIONAL AND/OR CONSTRUCTION
SERVICES**

Please check one of the applicable boxes below, sign, date and email back by due date. If the Airport has not received a response from your organization by **3/21/2014**, it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

Our Department is interested.

If your department is interested in providing these services the Project Manager for this RFP will contact you for further discussions.

Our Department is not interested or available to perform these services.

NAME: _____

DEPARTMENT: _____

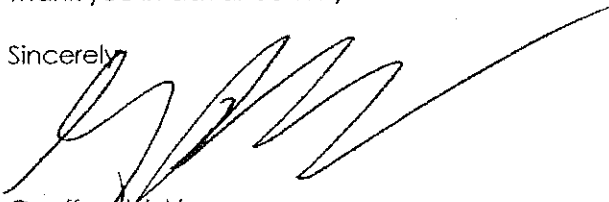
SIGNATURE: _____

DATE: _____

Questions regarding this request should be sent to:
Reuben Halili at Reuben.Halili@flysfso.com or (605)821-7803

Thank you in advance for your consideration.

Sincerely,



Geoffrey W. Neumayr
Associate Deputy Director
Design and Construction Division
San Francisco International Airport

cc: Cynthia Avakian, CAU
Local 21
File

RFP No/Name

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

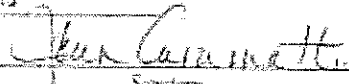
RESOLUTION NO. 13 0250

AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSAL FOR DESIGN-BUILD SERVICES FOR CONTRACT 10512.66, LOT D IMPROVEMENTS AND PARKING ACCESS REVENUE CONTROL SYSTEM (PARCS) AUTOMATION

- WHEREAS, Staff has determined that the existing capacity of the Long-Term Parking Garage at Lot DD and functional capability of the Mixed Use Parking Lot at Lot D is unable to adequately address the increase in parking demand year-round as well as the customer experience and service commitment of the Airport; and
- WHEREAS, to satisfy the increasing demand for on-airport parking, Airport staff recommends constructing a new entrance canopy, retrofitting the existing exit canopy and adding parking automation fare collecting equipment and other systems to allow improved access to long term public parking at Lot D; and
- WHEREAS, the proposed modifications to Lot D would allow for the allocation of unrestricted long term parking that replaces the Mixed Use Parking format currently in place at Lot D utilizing automated fare collecting equipment including FasTrak[®] fare collecting capabilities; and
- WHEREAS, additional automated fare collection equipment shall be installed or replaced at the International Garages A & G and Lot DD to improve the customer experience and parking systems functionality; and
- WHEREAS, Staff recommends a design-build approach and that contractor's qualifications be considered as part of the selection process as allowed under Section 6.61 (E) of the Administrative Code as it involves work specialized engineering services and expertise for the design of the canopies, the integration of the proposed parking revenue systems into the Airport's existing parking control systems and the need to maintain normal operations of the parking lots during construction; and
- WHEREAS, it is in the public's best interest that qualifications be considered in the procurement process; and
- WHEREAS, Staff will prequalify firms based on a minimum qualifications application established in the RFQ; and
- WHEREAS, based on the results of the cost evaluation, including the application of an LBE rating bonus, if any, Staff will rank the firms, negotiate with the highest-ranked proposer, and, upon successfully negotiating a contract, return to the Commission with a recommendation to award a contract to the highest ranked design-build firm; and
- WHEREAS, the total estimated cost of Contract No. 10512.66 is in the amount of \$2.0M, to be funded through the Airport's Capital Improvement Program; and
- WHEREAS, the duration of the proposed contract is nine (9) months; now, therefore be it
- RESOLVED,** that the Commission approves the proposed resolution authorizing the Director to issue a Request for Qualifications and Request for Proposal for Contract No. 10512.66, Design-Build Services for Lot D Improvements and PARCS Automation.

I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of _____

DEC 03 2013


Secretary

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 # 4098-04/05

4098-04/05
Mod #5



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

March 23, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4095-11/12 THROUGH 4101-11/12; 3048-10/11; 4023-98/99; 4041-10/11; 4098-04/05; 4001-09/10 AND 4109-08/09.

At its meeting of March 19, 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 adopted the following:

- (1) Adopted the report; Approved request for PSC #4001-09/10 as amended. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopted the report; Approved 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
Executive Officer

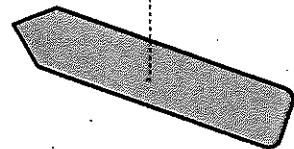
Attachment

- c: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Marie de Vera, Department of Human Resources
- Kendall Gary, Department of Technology
- Merrick Pascual, Mayor's Office of Economic Workforce Development
- Maria Ryan, Department of Human Resources
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

POSTING FOR
3/19/2012

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
3048-10/11	21	Business, Economic Development	Regular	\$135,000	\$184,900	The City contracted this service last year and launched a pilot to use the service as described herein with great success and would like to continue this relationship another year. Purchase subscription to database program with web interface to administer non-construction First Source Hiring program and facilitate hiring of candidates case managed by the City's network of One-Stop Career Centers. The program will allow case managers to efficiently screen, match, and refer appropriate candidates to job openings using a proprietary skill matching feature. It will facilitate the sharing of open positions to ensure workers are placed quickly, allow businesses to more effectively comply with the City's First Sources Hiring requirements and allow tracking of compliance of non-construction contractors bound by First Source (Municipal Code Chapter 83).	2/7/2011 - 6/30/2013
4023-98/99	27	Airport Commission	Regular	\$800,000	\$2,560,000	Bond trustee services include payment of principal and interest to bondholders, maintenance of books of registration for bonds, compliance with all tax laws, provision of notices to bondholders, investment of reserve funds, reporting of investment yields, and assistance on other bond matters and other financial instruments. As the size and complexity of the Airport's capital finance structure grows, trustee-related transactions have become more complex and more frequent, especially due to the issuance of variable rate debt. This modification reflects the additional services anticipated for the next five years	11/9/1991 - 3/31/2017
4041-10/11	27	Airport Commission	Regular	\$415,000	\$640,000	This is a service modification to the Airport's SAFE system that allows communications between SFO's multiple security and credentialing systems. This modification adds required software maintenance and licensing fees to the above software service.	11/1/2010 - 6/30/2014
4098-04/05	27	Airport Commission	Regular	\$0	\$7,200,000	Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage. A new PARCS system will be designed, manufactured, installed, and maintained to replace the existing parking control system. There have been delays in implementation and acceptance of this system. The 3-year maintenance was part of the original contract however since the system was only recently accepted there have been delays in beginning the maintenance phase of this contract.	7/1/2005 - 12/31/2014



PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 9, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION [PSC #4098-04/05]

TYPE OF SERVICE: Airport Parking Access Revenue Control System (PARCS)

FUNDING SOURCE: Airport Operating Funds

Table with 4 columns: Description, Amount, Duration, and Total. Rows include Original PSC Amount (\$5,000,000), Modification #1 (\$1,000,000), Admin Mod. #2 (\$0), Admin Mod. #3 (\$200,000), Admin Mod. #4 (\$1,000,000), Proposed Mod. #5 (\$0), and TOTAL PSC AMOUNT (\$7,200,000). Durations range from 7/1/05 to 12/31/14.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Scope of work consists of providing a fully-functional Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage. A new PARCS system will be designed, manufactured, installed, and maintained to replace the existing parking control system.

B. Explain why this service is necessary and the consequences of denial: The existing parking access revenue control system has reached the end of its useful life. When the parking revenue control system was installed in 1986, SFO had a total capacity of approximately 9,000 parking spaces. Currently, SFO's capacity has grown to over 16,000 parking spaces and the existing system has become unstable, jeopardizing revenue flow and parking operations.

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):

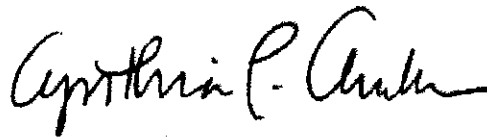
These services have been provided in the past through PSC approval # 4098-04/05.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at the Airport.

E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, Airport Commission has approved Resolution No. 06-0239 for this project.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The contractor, Scheidt & Bachmann, was previously selected by an RFP and this PSC modification enables the Airport to extend the duration of the contract now that the system has been accepted for the 3-year maintenance contract that was part of the original contract.

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

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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: Project Management Support Services for Boarding Area B & Terminal 1 Redevelopment

Funding Source: Airport Capital Funds PSC Duration: 6 years 30 weeks

PSC Amount: \$48,000,000 PSC Est. Start Date: 06/01/2014 PSC Est. End Date: 12/31/2020

1. Description of Work

A. Scope of Work:

Project Management Support Services (PMSS) teams with design, design-build, construction manager/general contractor (CM/GC), and design-bid-build experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program Boarding Area B and Terminal 1 Redevelopment Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following elements: 1) new interior spaces; 2) construction of a program-wide common use baggage handling system; 3) relocation and/or installation of new passenger loading areas and new foundations and fixed walkways; 4) site work for pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, ground service equipment charging stations; 5) installation of utilities and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and mechanical/electrical/plumbing systems; and 7) passenger amenities.

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

The Airport must replace existing Terminal 1 and Boarding Area B due to significant infrastructure and gate capacity deficiencies. After the completion of the enabling projects, the Boarding Area B Redevelopment and Terminal 1 Central Area will begin the construction of the new facilities. If the PMSS for these projects are denied, the T1 Program cannot proceed and existing facilities may need to close due to unsafe facilities and airlines may cease operations at SFO.

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? Yes, if there continues to be a need for such services.

2. Union Notification: On 03/24/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47898 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/19/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Project design and construction management skills with direct and current experience related to: airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; security and special systems; redevelopment of interior spaces; and airfield and landside site work. Project schedule development and analysis, project controls, regulatory compliance, analysis of claims and delays to support this project through programming, design, and construction.

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

1044,1070,5201,5211,5216,5310,5312,5502,5508,6318,6319,5203,5207,5209,5504,5506,

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 staff does not have the required expertise and specialized skills related to the proposed services. The Airport will use experienced project and construction management staff integrated with the consultant staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project management, construction management, construction inspection and surveying, and information technology/engineering/architectural design and oversight.

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

Classifications exist but not with the specialized knowledge of airport requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

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 04/21/2014 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: P.O. Box 8097 San Francisco, CA 94128

Receipt of Union Notification(s)
◆ Local 21

Theresa Lopez

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, March 24, 2014 8:13 PM
To: Cynthia Avakian; L21PSCReview@ifpte21.org; Theresa Lopez; Richard Isen; DHR-PSCCoordinator
Subject: Receipt of Notice for new PCS over \$100K PSC # 47898 - 13/14

RECEIPT for Union Notification for PSC 47898 - 13/14 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 47898 - 13/14 for \$48,000,000 for Initial Request services for the period 06/01/2014 – 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/1572> 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 #47898-13/14

Airport Commission

Explanation for duration of 5 or more years

The duration for this Personal Service Contract request is for six years because the design-build contract services for Boarding Area B & Terminal 1 Redevelopment is for six years. The Project Management Support Services (PMSS) teams will manage the design contract for Boarding Area B & Terminal 1 for the duration of the six years.

NOTICE OF INTENT

DATE: February 12, 2014

TO: Public Utilities Commission, Department of Public Works, Port of San Francisco,
San Francisco Municipal Transportation Agency

SUBJECT: **NOTICE OF INTENT FOR: Request for Proposals (RFP) for Project Management Support Services for the Terminal 1 Redevelopment Program – Terminal 1 Central Area and Boarding Area B Redevelopment Projects at San Francisco International Airport**

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: **February 20, 2014**

The San Francisco International Airport Design, Construction & Technology Division is seeking professional services for: **Project Management Support Services for the Terminal 1 Redevelopment Program – Terminal 1 Central Area and Boarding Area B Redevelopment Projects at San Francisco International Airport** as listed below. If your Department is interested please fill out one of the boxes below, sign, date and send back this form via email. If the Airport has not received a response from your organization by **February 20, 2014** it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

Estimated duration of PMSS contracts: November 2014 – May 2020

Summary of Scope of Work:

The Airport must replace existing Terminal 1 and Boarding Area B due to significant infrastructure and gate capacity deficiencies. These projects will allow for construction of the new terminal and boarding area facilities. The Airport requires Project Management Support Services (PMSS) teams with design, design-build, construction management at risk, and design-bid-build experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program (T1 Program) – Terminal 1 Central Area and Boarding Area B Redevelopment Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following elements:

- New interior spaces, concession areas, restrooms, hold rooms with airline gate podiums and paging systems, tenant offices, way-finding, and signage
- Construction of a Program-wide, common use Baggage Handling System (BHS). Coordination of BHS interfaces between Boarding Area B and Terminal 1 will be required by the PMSS consultant.
- Relocation and/or installation of new Passenger Loading Bridges with all services such as Pre-Conditioned Air and 400 Hz power systems, as well as new foundations and fixed walkways
- Site work to include pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, and GSE charging stations
- Installation of a new hydrant fueling facility, fueling pits, and ancillary systems and equipment
- Modifications and/or relocations of utility, technology, and mechanical/electrical/plumbing systems, such as power, telecommunications and data, security, sewer, water, natural gas, fire protection, etc.
- Installation of miscellaneous passenger amenities such as Wi-Fi, flight information displays, hydration stations, in-seat electronics charging outlets, ATMs, art installations, information booths, advertisements, etc.
- Construction of temporary barricades, demising walls, and pedestrian corridors to provide for safe and secure movements during construction activities
- Daily management and oversight of all facility and systems interface coordination between Boarding Area B and Terminal 1 to ensure infrastructure and systems common to both projects function, as intended by system provider/manufacture, upon project completion.

One (1) Request for Proposals will be sent for the projects listed above.

**SFO, DESIGN, CONSTRUCTION, & TECHNOLOGY DIVISION
NOTICE OF INTENT**

RFPs, Project Management Support Services for the Terminal 1 Redevelopment Program – Boarding Area B Redevelopment and Terminal 1 Central Area Projects at San Francisco International Airport

Please provide the information check one of the boxes below, sign, date and email back by due date.

Our Department is interested.

If your department is interested in providing these services, the Project Managers for these RFPs will contact you for further discussions.

Our Department is not interested or available to perform these services.

NAME: _____

DEPARTMENT: _____

SIGNATURE: _____

Date: _____

Questions regarding this request should be sent via email to:
Geoff Neumayr at Geoff.Neumayr@flysfo.com or Reuben Halili at Reuben.Halili@flysfo.com

Thank you in advance for your consideration.

Sincerely,



Geoffrey W. Neumayr
Associate Deputy Director
Design, Construction, & Technology Division
San Francisco International Airport

cc: Cynthia Avakian

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON Dept. Code: CON

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Financial System Replacement Implementation

Funding Source: General Fund & Non-General Fund PSC Duration: 3 years

PSC Amount: \$20,000,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/30/2018

1. Description of Work

A. Scope of Work:

The Controller's Office is seeking to hire a vendor to provide installation, configuration and implementation services for the new citywide Financial Management System. The replacement of the City's financial systems is a multi-year project that will be implemented in multiple phases. The Controller's Office will hire a City project team to manage and work on all phases of the project - from scoping to go-live. During the system implementation, the City's project team will be paired with consultants to design and develop the citywide system with the intent of City staff supporting the system upon project completion.

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

See Attachment A section 1.B.

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 has not been provided in the past.

D. Will the contract(s) be renewed? No. See Attachment A section 1.D for more information.

2. Union Notification: On 03/20/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Municipal Executive Association, Management & Superv

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48332 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/19/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Providing Financial Management System implementation services, and employee training/knowledge transfer, requires expert functional and technical knowledge of the Financial Management System suite of products, functional and design specification writing, and extensive prior experience with teaching users how to work with the product.

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

0942,0933,0931,1063,1064,1052,1053,1054,1823,1824,1657,

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

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This is a short-term, highly specialized service requiring expertise with Financial Management System implementations. Civil service classes will manage the system once in production, and will perform all on-going future upgrades.

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

No, the work is short-term and highly specialized in nature.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? See Attachment A section 5.B for Training Information	<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 04/30/2014 BY:

Name: Mary Horn Phone: 415-554-7536 Email: mary.horn@sfgov.org

Address: City Hall Room 306 San Francisco, CA

Receipt of Union Notification(s)

◆ MEA

◆ Local 21

From: dhr-psccordinator@sfgov.org on behalf of mary.horn@sfgov.org
To: [Hom, Mary \(CON\); camaguey@sfmea.com; staff@sfmea.com; L21PSCReview@ifpte21.org; Hom, Mary \(CON\); Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR](mailto:Hom, Mary (CON); camaguey@sfmea.com; staff@sfmea.com; L21PSCReview@ifpte21.org; Hom, Mary (CON); Isen, Richard (TIS); DHR-PSCCoordinator, DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48332 - 13/14
Date: Thursday, March 20, 2014 10:01:27 AM

RECEIPT for Union Notification for PSC 48332 - 13/14 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 48332 - 13/14 for \$20,000,000 for Initial Request services for the period 07/01/2015 – 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/1692> 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

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

1D. Will the contract(s) be renewed?

◇ 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.**

1. DESCRIPTION OF WORK

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

The City's current financial system, FAMIS, is the City's central financial and accounting "system of record". It is the basis of budgetary control, funds controls and all official accounting reports, statements, and external accounting audits regarding the City's financial position. FAMIS interfaces with citywide systems including: City's Payroll System, Budget System and Executive Information System; payment, inventory, job order, and other departmental systems, and the City's bank for check processing and electronic payments. In spite of the stability and citywide application of FAMIS, the Controller's Office is concerned that FAMIS may be nearing the end of its service life, and the City may face challenges providing trained resources for its continued support.

D. Will the contract(s) be renewed:

No. This contract is for highly-specialized installation, configuration and implementation services. Consultants will train City staff to manage the system once in production.

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

Yes

No

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.

The training plan and number of hours will depend on the consultants and system that is selected. A Training Strategy and Training Plan will be deliverables on the project in order to customize training for the City project team. There will also be a knowledge transfer component, as City employees will be working side-by-side with the consultants.

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

0942 Manager VII, 0933 Manager V, 1070 IS Project Director, 106x series IS Programmer Analysts, 105x series IS Business Analysts, 182x series Administrative Analysts - training to configure and maintain the system going forward. The number of staff to be trained is will be depend on the size of the City project team (aprox 40 FTE).

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Specialized Groundwater Monitoring Services (CS-380)

Funding Source: SFPUC Capital Funds PSC Duration: 4 years 48 weeks

PSC Amount: \$1,500,000 PSC Est. Start Date: 10/01/2014 PSC Est. End Date: 09/01/2019

1. Description of Work

A. Scope of Work:

Provide professional services to the San Francisco Public Utilities Commission (SFPUC) for collection of groundwater samples and other monitoring support for SFPUC's existing groundwater monitoring and management programs in the Westside Basin. Services include groundwater level and flow monitoring, analysis, and reporting for third-party irrigation wells; installation of bladder pumps and transducers in wells; routine semi-annual collection and transport of groundwater samples to the SFPUC Millbrae Laboratory; preparation of Drinking Water Source Assessment and Protection Plans for production wells; planning, conducting, and reporting on land subsidence monitoring; locating and properly destroying abandoned monitoring wells; conducting as-needed wellhead maintenance; design of turnouts and piping from SFPUC pipelines to existing irrigation wells, including flowmeter and backflow device design, as part of mitigation measures for Colma irrigation wells, and other associated as-needed tasks.

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

If these services are denied, the SFPUC will not be able to satisfy the California Environmental Quality Act (CEQA) mitigation requirements for the San Francisco Groundwater Supply Project and the Regional Groundwater Storage and Recovery Project and could be subject to legal action from this failure. Additionally, the SFPUC would not be able to conduct the necessary monitoring to ensure the protection and safety of the new groundwater drinking water source.

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 services have not been provided in the past.

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

2. **Union Notification:** On 03/26/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46405 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/19/2014

29

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
 Knowledge and understanding of groundwater, geology, and hydrogeology. Over 5 years experience implementing groundwater sampling techniques in accordance with American Society for Testing and Material standards. Experience sampling wells with depths up to 300 feet below top of casing; installing, replacing, and troubleshooting pumps, transducers, and other equipment; analyzing groundwater level and flow data; conducting mitigation monitoring and reporting programs; and proper well destruction requirements.
- 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. The contractor will provide submersible pumps, controllers, generators, compressed gas, flow-through cells, parameter monitoring equipment, laptop computers, and associated software needed to complete the monitoring and testing. The City does not currently own or maintain the submersible pumps, controllers, and related monitoring equipment needed to complete the sampling in the deep monitoring wells.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
 Currently no classes have the required experience, qualifications, availability, and equipment to complete the majority of the required work. City staff currently perform water level measurements and collect samples from shallow monitoring wells where existing City equipment can be used. Training of City staff is currently being conducted to enable the City to perform the routine monitoring tasks for deep wells. Additional required equipment not currently owned by the City would be expensive to purchase and maintain.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 No, because the routine monitoring is conducted only semi-annually for four weeks per event, thus the new class would have no tasks for 80% of the work year. The remaining tasks will be irregular, based on funding and environmental requirements, and require specialized experience/qualifications.

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? Monitoring of deep wells, 32 hours- 2481 & 2482 Wtr Qual Technicians	<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 04/14/2014 BY:

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

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

Receipt of Union Notification(s)
◆ All Unions

Lo, Stacey

From: Lo, Stacey
Sent: Friday, May 02, 2014 1:47 PM
To: Lo, Stacey; 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; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 46405 - 13/14

Hello All,

Please note that the end duration for the subject PSC has been changed to 09/01/19.

Thanks,

Stacey Lo
San Francisco Public Utilities Commission Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
(415) 554-1860
SLo@sflower.org

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of SLo@sflower.org
Sent: Wednesday, March 26, 2014 4:39 PM
To: Lo, Stacey; 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; Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 46405 - 13/14

RECEIPT for Union Notification for PSC 46405 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46405 - 13/14 for \$1,500,000 for Initial Request services for the period 10/01/2014 -- 09/30/2019. 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/1722> 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: Professional Engineering Services (CS-372)

Funding Source: Sewer System Improvement Program PSC Duration: 8 years 9 weeks

PSC Amount: \$5,000,000 PSC Est. Start Date: 05/01/2014 PSC Est. End Date: 07/01/2022

1. Description of Work

A. Scope of Work:

Scope of work consists of structural engineering services for the Planning Phase and potential Design Phase of the structures covered under the Sewer System Improvement Program (SSIP), including geotechnical support services needed for recommendations for structural analysis. Structural engineering services for the Planning Phase and potential Design Phase of the structures covered. Expertise in modeling and analysis of underground and above ground wastewater facilities constructed in areas with soils that liquefy is required. Additionally, geotechnical experience for verification of existing deep foundation capacities and providing new recommendations for deep foundation systems in liquefaction zones, including extent of liquefaction zone and modeling of soil structure interaction is required.

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

Expertise in modeling and analysis of underground and above ground waste water facilities constructed in areas with soils that liquefy is required. Additionally, geotechnical experience for verification of existing deep foundation capacities and providing new recommendations for deep foundation systems in liquefaction zones, including extent of liquefaction zone and modeling of soil structure interaction is required. Consequences of denial could cause inadequate retrofit of existing waste water structures and may ultimately cause an interruption to treatment and proper disposal of waste water during and after a seismic event.

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 has not been provided in the past.

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

2. Union Notification: On 03/19/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47775 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/19/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Expertise in structurally retrofitting existing wastewater structures using American Society of Civil Engineers(ASCE) 31 (cover page attached) and ASCE 41 (cover page attached) Standards is required. Due to the large capacity of the file, SFPUC is unable to attach the complete standards. A full copy of the standards are available upon request.

- B. Which, if any, civil service class(es) normally perform(s) this work?
5241,5218,5211,

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

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
Engineers in the appropriate civil service classifications do not have past experience structurally retrofitting wastewater facilities in areas of high liquefaction potential, using ASCE 31 and ASCE41 standards.

- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
Civil service classes exists. However, the aforementioned classes do not have the technical experience structurally retrofitting wastewater facilities in areas of high liquefaction potential and projects of this complexity are only on an as-needed basis.

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 03/19/2014 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org
 Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA



Receipt of Union Notification(s)
◆ Local 21

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfwater.org
To: Jackson, Shamica; L21PSCReview@ifpte21.org; Jackson, Shamica; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 47775 - 13/14
Date: Wednesday, March 19, 2014 2:51:57 PM

RECEIPT for Union Notification for PSC 47775 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47775 - 13/14 for \$5,000,000 for Initial Request services for the period 05/01/2014 – 07/01/2022. 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/1631> 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



MEMORANDUM

DATE: March 19, 2014
TO: San Francisco Civil Service Commission
FROM: Alaric Degrafinried
Manager, Professional Services Contracts
RE: Justification for duration 5 or more years
CS-372, PSC No. 47775 -13/14
Seismic Reliability and Condition Assess Repairs

Structural engineering services for the Planning Phase and potential Design Phase of the structures covered under the Sewer System Improvement Program (SSIP) include geotechnical support services needed for recommendations for structural analysis.

Expertise in modeling and analysis of underground and above ground wastewater facilities constructed in areas with soils that liquefy is required. Additionally, geotechnical experience for verification of existing deep foundation capacities and providing new recommendations for deep foundation systems in liquefaction zones, including extent of liquefaction zone and modeling of soil structure interaction is required.

This Contract will be used to determine the seismic retrofit needs for the wastewater facilities covered in the SSIP. That information will be used to prioritize the actual seismic retrofit design and construction work that will be done. The planning, design and construction of the seismic retrofit of the facilities can extend into 2022, since the work will have to be staged in that the facilities cannot all be worked on at the same time since the treatment facilities have to be functioning during much of the retrofit work. In addition, inadequate retrofit of existing waste water structures and may ultimately cause an interruption to treatment and proper disposal of wastewater during and after a seismic event.

Edwin M. Lee
Mayor

Vince Courtney
President

Ann Moller Caen
Vice President

Francesca Victor
Commissioner

Anson Moran
Commissioner

Art Torres
Commissioner

Harlan L. Keith
General Mgr.



Additional Attachment(s) of Explanation

◇ Section 3. Description of Required Skills Expertise

3A. Specify required skills and/or expertise

- ◆ American Society of Civil Engineers 31 Cover Page
- ◆ American Society of Civil Engineers 41 Cover Page

ASCE/SEI 31-03

American Society of Civil Engineers

Seismic Evaluation of Existing Buildings

This document uses both the International System of Units (SI) and customary units.

Property of
San Francisco Public Utilities Commission

DO NOT REMOVE

ASCE

SEI
Structural Engineering Institute
of the American Society of Civil Engineers

Published by the American Society of Civil Engineers

American Society of Civil Engineers
Seismic Rehabilitation
of Existing Buildings

This document uses both the International System of Units (SI)
and customary units.

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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: As-Needed Engineering Design Services (CS-386)

Funding Source: SFPUC Individual Projects PSC Duration: 5 years 26 weeks
PSC Amount: \$9,000,000 PSC Est. Start Date: 06/15/2014 PSC Est. End Date: 12/15/2019

1. Description of Work

A. Scope of Work:

San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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

These services have been previously approved under PSC#4073-10/11 (CS-128).As-Needed contracts are a total of 5 years and cannot be renewed. Thus, we are issuing a new Personal Services Contract.

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

2. Union Notification: On 03/21/2014, 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# 48099 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/19/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include transient hydraulic analysis and trenchless technology.

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

5207,5241,5364,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineers.

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

No. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

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

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee? YES NO
- 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
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 03/21/2014 BY:

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

Address: 525 Golden Gate Ave. San Francisco, CA



Receipt of Union Notification(s)
◆ Local 21

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: Jackson, Shamica; L21PSCReview@iffte21.org; Tang, Grace; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 48099 - 13/14
Date: Friday, March 21, 2014 1:26:38 PM

RECEIPT for Union Notification for PSC 48099 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48099 - 13/14 for \$9,000,000 for Initial Request services for the period 06/15/2014 – 12/15/2019. 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/1641> 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



MEMORANDUM

DATE: March 20, 2014

TO: San Francisco Civil Service Commission

FROM: Alaric Degrafinried
 Manager, Professional Services Contracts

RE: Justification for duration 5 or more years
 CS-386, PSC No. 48099-13/14
 As-Needed Engineering Design Services

Five Year Justification for PSC# 48099-13/14 (CS-386)

The SFPUC is seeking specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering services are needed to complete utility engineering projects.

The subject PSC's duration is set for more than five years to allow time for the contract certification process, from RFP solicitation to contract award. The term of the contract will be five (5) years as that is the maximum amount of time allotted for an As-Needed professional services contract as stated in Chapter 6, Section 6.6.4 As-Needed Contracts, in the City and County of San Francisco Administrative Code.

Edwin M. Lee
 Mayor

Vince Courtney
 President

Ann Moller Caen
 Vice President

Francesca Vietor
 Commissioner

Anson Moran
 Commissioner

Art Torres
 Commissioner

Harlan L. Kelly, Jr.
 General Manager



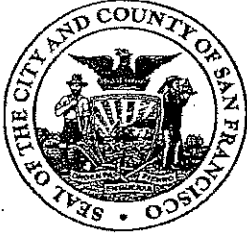
Additional Attachment(s) of Explanation

◇ **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 # 4073-10/11

4073-10/11



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
February 7, 2011

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

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:05 p.m.

ROLL CALL

President E. Dennis Normandy	Present (Left at 5:55 p.m. Missed end of Item #12, 13, 14)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrano	Present
Commissioner Lisa Seitz Gruwell	Present
Commissioner Mary Y. Jung	Present (Left at 6:10 p.m. Missed end of Item #12,13,14)

President E. Dennis Normandy presided on Item #s 1-11 and beginning of Item #12. Vice President Donald A. Casper presided on Item #s 12 (upon departure of President Normandy), 13, & 14.

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 also a member of United Public Workers for Action expressed his opposition to public workers being taken advantaged of and attacked.

APPROVAL OF MINUTES

Regular Meeting of January 3, 2011

Action: Approve. (Vote of 5 to 0)

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

No report given.

0397-10-1 Fiscal Year 2011-12 Civil Service Commission Budget Request. (Item No. 6)

January 3, 2011: Direct Commission staff to prepare Fiscal Year 2011 – 12 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission Meeting of February 7, 2011; incorporate changes made by the Commission up to the budget request submission deadline; and approve to submit the Fiscal Year 2011-12 Budget Request to the Controller and the Office of the Mayor by February 22, 2011.

Speakers: Anita Sanchez, Executive Officer

Action: Approve Fiscal Year 2011-12 Budget Request and submit to the Mayor and Controller by February 22, 2011. (Vote of 5 to 0)

0022-11-1 Status Report on Fiscal Year 2010-11 Service and Performance Goals of the Civil Service Commission as of December 31, 2010. (Item No. 7)

Speakers: Anita Sanchez, Executive Officer

Action: Accept the report. (Vote of 5 to 0)

0023-11-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4063-10/11	Airport Commission	\$6,000,000	Airport Contract CT8970 CCTV Security System Enhancements is a Transportation Security Administration (TSA) Other Transactions Agreement (OTA) grant that will provide technical and management support for the integration of a video management system, an event management system, the addition of new IP based cameras and the integration of existing Air Train, perimeter and boarding area cameras. Integrator 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	12/31/13

Civil Service Commission Meeting Minutes

Regular Meeting of February 7, 2011

4064-10/11	Public Health	\$2,000,000	In response to SB1953, which required acute care hospitals to meet explicit seismic safety standards in order to remain functional after a major earthquake, San Francisco General Hospital is being rebuilt and is due to open in 2015. The new facility will have 9 floors, add 32 beds, and move 27 hospital departments and personnel, with many new operating systems. In order to fully prepare for this historic move, SFGH needs consultants to help devise a comprehensive transition and occupancy plan, including details on implementation of compliance with regulatory requirements and review of administrative and clinical and operational systems, a move-in schedule and budget, and recommendations on the details of staffing patterns and training needed, as well as IT functions.	Regular	12/31/19
4065-10/11	Public Health	\$11,272,800	Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on call availability, 7 days per week. Registry personnel will be available on 24 hour notice to back up civil service employees during scheduled and unscheduled staff absences.	Regular	06/30/16
4066-10/11	Department of Technology	\$4,158,472	Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24X7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultant support; (5) Network routing software design and administration support; (6) Network translation implementation, and (7) System management.	Regular	06/30/14
4067-10/11	District Attorney	\$700,793	This contract will fund the launch and implementation of the Re-entry Center, a transitional housing and reentry program for ex-offenders returning from state and local custody. The program will be based upon Delancey Street's proven program model to provide ex-offenders with rehabilitative services in a supportive housing setting. Delancey Street will provide the facility for the program. Contract funds, which come from a federal grant earmarked for this program, will be used to pay for start up costs and for staffing to run the Reentry Center's programs.	Regular	03/31/13
4068-10/11 <i>Postpone to the meeting of 3/7/11</i>	Municipal Transportation Agency	\$3,833,760	The San Francisco Municipal Transportation Agency (SFMTA) requires the services of a contractor to perform all the duties pertaining to the SFMTA's red light camera enforcement system. Duties include but are not limited to the following: maintain the system (hardware and software); issue and process citations for red light violations; provide court evidence packages; provide expert witness testimony pertaining to the system; train SF Police Department employees on the system's functions; provide regular reports on the system to the SFMTA; and provide a secure internet site for violators to obtain information on their violation.	Regular	02/06/16

Civil Service Commission Meeting Minutes

Regular Meeting of February 7, 2011

4069-10/11	Public Utilities Commission	\$98,000	The City conducts environmental monitoring offshore of San Francisco between Rocky Point in Marin County and Point San Pedro in San Mateo County in order to assess environmental impacts of a treated wastewater discharge. Monitoring requirements include sediment, benthic infauna, and fisheries sampling. A qualified vessel with the proper equipment and a licensed captain is needed to allow SFPUC staff to collect required samples. In addition the City is required to conduct a dilution study at the Southwest Ocean Outfall that will require the use of a research vessel to deploy, maintain, and retrieve buoyed instrument arrays offshore near the outfall.	Regular	12/31/15
4070-10/11	Public Utilities Commission	\$100,000	In conjunction with Ocean Beach Vision Council, the consultant will develop an Ocean Beach Master Plan, a comprehensive document that will address the following elements: climate change and sea level rise; open space (beach, promenade, parks & streetscape, passive and active recreation); roadway (streets & parking); potential for development of renewable energy sources (wave, wind, tidal); beach erosion control and coastal protection (including seawall); protection and enhancement of natural resources (including habitat for special status species); concepts for signage, interpretive features, lighting and public art; circulation (including east-west flow corridors); integration of related projects and plans that are being implemented by other entities; sustainability guidelines; management/ maintenance structures and strategies; and implementation (budgets, funding and phasing).	Regular	12/31/12
4071-10/11 <i>Withdrawn by PUC</i>	Public Utilities Commission	\$1,000,000	As part of compensatory mitigation that was negotiated with regulatory agencies, SFPUC plans on enhancement, rehabilitation, and preservation of special-status species habits, native plant communities, and wetlands in selected areas within various Bay Area watersheds. Native California flora will be planted as part of these activities in most of the sites. This contract will include the collection, propagation, care and delivery of over 20,000 plants.	Regular	04/01/12
4072-10/11	Public Utilities Commission	\$7,500,000	Provide construction inspection services during construction for HHWP for hydro-generation and power facilities designed under contract CS-140.	Regular	12/31/18
4073-10/11	Public Utilities Commission	\$9,000,000	SFPUC intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	Regular	03/01/16
4074-10/11	Public Utilities Commission	\$9,500,000	Provide project engineering design and commissioning services for Hetch Hetchy Water and Power (HHWP) hydro-generation and power facilities as outlined in HHWP Power Condition Assessment (2009). Contractor to provide technical expertise and guidance to maintain and address Western Electricity Coordination Council (WECC) & North American Electric Reliability Corporation (NERC) regulatory requirements.	Regular	12/31/19

4075-10/11	Public Works	\$490,000	*The original PSC #4151-06/07 was approved for a three-year term on 5/07/07 with contract period from 8/01/07 to 8/01/10. Three agreements were awarded, two with five-year terms each and one with a three-year term. The agreement with a three-year term has CSOs that, due to delays in awarding the contract, as well as delays in project schedules, will need to be completed beyond the master agreement end date of 01/22/11. The Contract Manager requests for an extension of the agreement's term to the maximum term of 5 years as allowed in the Administrative Code Section 6.64; the final years are allowed to complete ongoing work	Regular	11/04/13
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Speakers: Jacquie Hale and Rafael Ibarra, Department of Public Health spoke on PSC #4065-10.
 Carol Isen, Public Utilities Commission spoke on PSC #4070-10/11.
 Pauson Yun and Margaret Hannaford, Public Utilities Commission spoke on PSC #s 4072-10/11 and 4074-10/11.

Action:

- (1) Postpone PSC #4068-10/11 to the meeting of March 7, 2011. (Vote of 5 to 0)
- (2) PSC #4071-10/11 withdrawn at the request of the Public Utilities Commission. (Vote of 5 to 0)
- (3) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0024-11-8 Review of request for approval of proposed personal services contracts. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-10/11 <i>Postpone to the meeting of 3/7/11</i>	Mayor's Office of Business & Economic Dev.	\$446,900	The contractor will provide program management for the Presidio Parkway/Doyle Drive Replacement Project's (P3) Local Workforce Participation Program. Those duties will include acting as the primary contact between OEWD and the San Francisco County Transportation Authority	Regular	12/31/14

Speakers: None.

Action: Postpone to the meeting of March 7, 2011 at the request of the Mayor's Office of Business & Economic Development. (Vote of 5 to 0)

4075-10/11

PERSONAL SERVICES CONTRACT SUMMARY

ATE: 11/01/2010
(30-day Union Notice)
01/12/2011 (to DHR)

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: As-needed Engineering Design Services (CS-128)

FUNDING SOURCE: Funding will be available from individual projects

PSC AMOUNT: \$9,000,000 PSC DURATION: 03/01/2011 to 03/01/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFPUC intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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 previously approved under PSC #4004-07/08 (CS-884).

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/L1021 Shamica Jackson 11/01/2010
Union Name Signature of person mailing/faxing form (30-day Union Notice)
01/12/2011 (to DHR)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include analysis of hydroelectric system to improve efficiency and increase power output and upgrades to high voltage transmission lines.

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

5207 Associate Engineers and, 5241 Engineers perform some of the more routine engineering work. Specialized engineering will be required that is not normally performed by engineers in these classifications, such as pipeline system pressure surge analysis, aquifer and well pumping evaluation, seismic fault crossings design, corrosion engineering, etc. Technical engineering staff at the 5364 level may also be required to support the design engineers.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFUC and other City engineering staff (i.e., DPW).

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

No. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

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:

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

Blank Page

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: As-Needed Corrosion Control Engineering Services (CS-362)

Funding Source: from individual projects PSC Duration: 5 years 27 weeks

PSC Amount: \$2,000,000 PSC Est. Start Date: 06/05/2014 PSC Est. End Date: 12/15/2019

1. Description of Work

A. Scope of Work:

Assist SFPUC personnel in support of its Corrosion Control Program, by performing corrosion investigation, design, and inspection work on an as-needed basis. Services the consultants have performed or may be asked to perform are: expert witness consultations, technical review, troubleshooting, startup and testing of the corrosion control systems, risk assessment, evaluation of new technology, data analysis, emergency field investigation, activation of cathodic protection systems, materials selection, internal/external pipeline and tank inspection, laboratory analysis, failure analysis, and other specialized services related to corrosion engineering. Contract work also consists of performing specialized Corrosion Control Engineering Services on an as-needed basis, including but not limited to corrosion investigation, design and inspection work.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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

These services have been previously approved under PSC #4073-07/08 (CS-904). As-Needed contracts are a total of 5 years and cannot be renewed. Thus, we are issuing a new Personal Services Contract.

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

2. Union Notification: On 03/20/2014, the Department notified the following employee organizations of this PSC/RFP

request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49500 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/19/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 Expert witness consultation, technical review, troubleshooting, startup and testing of corrosion control systems is needed. Areas of expertise include data analysis, material selection and failure analysis of cathodic protection systems.

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

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized corrosion engineering will be required that is not normally performed by engineers in these current civil service classifications.

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

No. Engineers are needed to perform engineering design for projects, but this level of resources is not a steady long term need, warranting hiring of additional personnel.

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

YES NO

- | | | |
|--|--------------------------|-------------------------------------|
| 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 03/20/2014 BY:

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

Address: 525 Golden Gate Ave. San Francisco, CA

Receipt of Union Notification(s)
◆ Local 21

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfwater.org
To: [Jackson, Shamica](mailto:Jackson,Shamica); L21PSCReview@fppte21.org; [Tang, Grace](mailto:Tang,Grace); Isen, Richard; [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator_DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49500 - 13/14
Date: Thursday, March 20, 2014 5:30:29 PM

RECEIPT for Union Notification for PSC 49500 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49500 - 13/14 for \$2,000,000 for Initial Request services for the period 06/05/2014 – 12/15/2019. 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/1649> 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



San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
T 415.551.4603
F 415.554.3225

MEMORANDUM

DATE: March 20, 2014

TO: San Francisco Civil Service Commission

FROM: Alaric Degrafinried
Manager, Professional Services Contracts

RE: Justification for duration 5 or more years
CS-362, PSC No. 49500 - 13/14
As-Needed Corrosion Control Engineering Services

Five Year Justification for PSC# 49500 - 13/14 (CS-362)

The SFPUC is seeking consultants to perform specialized Corrosion Control Engineering Services on an as-needed basis. Services needed may be corrosion investigation, design and inspection work.

The subject PSC's duration is set for more than five years to allow time for the contract certification process, from RFP solicitation to contract award. The term of the contract will be five (5) years as that is the maximum amount of time allotted for an As-Needed professional services contract as stated in Chapter 6, Section 6.6.4 As-Needed Contracts, in the City and County of San Francisco Administrative Code.

Edwin M. Lee
Mayor

Vince Courtney
President

Ann Moller Caen
Vice President

Francesca Vietor
Commissioner

Anson Moran
Commissioner

Art Torres
Commissioner

Harlan L. Kelly
General Manager



Additional Attachment(s) of Explanation

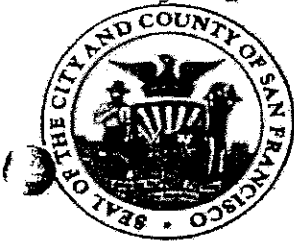
◇ **Section 1. Description of Work**

- 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 # 4073-07/08

4073-07/08
Initial

CS-904



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

January 25, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBER 4073-07/08.**

At its meeting of January 22, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to adopt the Human Resources Director's report as amended and in conformity with Commission discussions. 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

Handwritten signature of Anita Sanchez in cursive.

ANITA SANCHEZ
Executive Officer

Attachment

c: Micki Callahan, Human Resources Director
Connie Chang, Public Utilities Commission
Ed Harrington, Controller
Kevin Hughes, IBEW Local 6
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
Jonathan Nelly, Department of Human Resources
Oneil Dennis, Public Utilities Commission
Commission File
Chron

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No	Dept/Div	Department	Approval Type	Contract Amount	Description of work	Duration
2000-07/08	81	Public Health and CHN	Continuing	\$900,000.00	Will provide fiscal and programmatic services for a variety of intermittent and as-needed community health, planning, support and service projects.	30-Jun-13
4068-07/08	25	Mayor's Office	Regular	\$58,548.00	Will provide management production of the Mayor's annual budget book. Edit copy provided by budget staff. Work with reproduction department in layout and physical production of budget book.	15-Jun-08
4069-07/08	36	Police Department	Regular	\$80,000.00	Will provide a review of the Police Department's efforts to promote fair and impartial policing was conducted in early 2007.	30-Jun-08
4070-07/08	40	San Francisco Public Utilities	Regular	\$8,000,000.00	Will provide professional construction management services to oversee a specific WSIP construction project, the New Crystal Springs Bypass Tunnel, on behalf of the SFPUC.	31-Dec-13
4071-07/08	40	San Francisco Public Utilities	Regular	\$17,000,000.00	Will provide professional construction management services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	30-Jun-14
4072-07/08	40	San Francisco Public Utilities	Regular	\$13,000,000.00	Will provide professional construction management services to oversee a specific WSIP construction project, the Calaveras Dam Replacement, on behalf of the SFPUC.	31-Dec-13
4073-07/08	40	San Francisco Public Utilities	Regular	\$2,000,000.00	Will provide SFPUC with specialized corrosion control services on an as-needed basis.	31-May-13
4074-07/08	42	Recreation and Park Department	Regular	\$125,000.00	Will provide continuing architectural services for the construction of the Harvey Milk Center for Recreational Arts.	15-Nov-08
4075-07/08	42	Recreation and Park Department	Regular	\$400,000.00	Will provide continuing architectural services for the construction of the Harvey Milk Center for Recreational Arts.	15-Nov-08
4076-07/08	64	Children and Families Commission	Regular	\$175,000.00	Will provide online data system development and implementation to enable routine updates, and create multiple reports.	19-Nov-08
4077-07/08	75	Dept. of Telecommunications and Information Services	Regular	\$93,750.00	Will conduct data analysis, review policies associated with the implementation and mgmt. of the Camera Safety Program, interview stakeholders, program administrators, and clients for assessing the overall context in which the program was deployed.	20-Apr-08
4078-07/08	90	Public Works	Regular	\$100,000.00	Will provide City staff in the preparation of design development drawings for renovating 10 alleys; provide outreach services to the community during design development.	31-Dec-10

4073-07/08
Initial

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 22, 2007

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER: 40

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL
 TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: As-Needed Corrosion Control Services (CS-904)

FUNDING SOURCE: WSIP and non-WSIP projects

PSC AMOUNT: \$2,000,000 PSC DURATION: 6/1/2008-5/31/2013

1. DESCRIPTION OF WORK:

A. Concise description of work:

Provide SFPUC with specialized corrosion control services on an as-needed basis. The work under this agreement consists of supplementing, developing, training, and assisting City staff to provide the benefits of corrosion avoidance in order to prevent pipeline and facility failures. Structures and facilities requiring this type of service include water mains, sewers, storage facilities, water treatment facilities, pipelines, watersheds, reservoirs etc.

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

Corrosion related failures of SFPUC water supply pipelines have resulted in major service disruptions, costly repairs, reduced service life, legal claims, and negative impacts to the health and safety of customers and personnel. If these services are denied, the potential for a major failure of this type will increase.

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

These services were provided through contract CS-750 As-Needed Corrosion Control Services (PSC # 4103-03/04), which will be expired at the end of December 2007. Continuation of these services will be needed, and CS-904 will be used as a vehicle to fund corrosion control services.

D. Will the contract(s) be renewed.

Yes, if necessary to complete the services.

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

<u>L21</u>	<u>Shamica Jackson</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# _____

STAFF ANALYSIS/RECOMMENDATION:
 CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and experience in design, engineering, troubleshooting, construction, maintenance and inspection of complex corrosion control projects and report and document writing skills.

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

There are no known civil service classes available who could perform this type of work.

C. Will contractor provide facilities and/or equipment not currently possessed by the City?

If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This work is highly specialized; requiring years of education, training, and experience that are not readily available within the City personnel structure. Classifications have not yet been established to reflect the necessary skills, knowledge, abilities, and expertise to perform this type of work.

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

Yes, however a substantial amount of time would be required to be invested in order to classify, recruit, staff, and train these personnel before they could become an effective operating unit.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

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

YES NO

B. Will the contractor train City & County employees?

Describe the training and indicate approximate number of hours. Indicate occupational type of City & County employees to receive training (i.e., clerks, civil engineers, etc) and approximate number of hours 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? 12/15/03 #03-0245

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

Connie Chang

(415) 554-3497

Print or Type Name

Telephone

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

Mod #1



SAN FRANCISCO PUBLIC UTILITIES COMMISSION



Contract Administration Bureau
Ivy V. Fine, Manager
1155 Market Street, 9th Floor, San Francisco, CA 94103 • Tel. (415) 551-4603 • Fax (415) 554-3225

MEMORANDUM

- EDWIN M. LEE
MAYOR
- FRANCESCA VIOTOR
PRESIDENT
- ANSON MORAN
VICE PRESIDENT
- ANN MOLLER CAEN
COMMISSIONER
- ART TORRES
COMMISSIONER
- VINCE COURTNEY
COMMISSIONER
- ED HARRINGTON
GENERAL MANAGER

DATE: February 2, 2011

TO: Maria Ryan, 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: 4073-07/08 Approval Date: 1/7/2008

Description of Service(s): Assist SFPUC personnel in support of its Corrosion Control Program, by performing corrosion investigation, design, and inspection work on an as-needed basis. Services the consultants have performed or may be asked to perform are: expert witness consultations, technical review, troubleshooting, startup and testing of the corrosion control systems, risk assessment, evaluation of new technology, data analysis emergency field investigation, activation of cathodic protection system, materials selection, internal/external pipeline and tank inspection, laboratory analysis, failure analysis, and other specialized services related to corrosion engineering (CS-904).

Original Approved Amount:	<u>\$2,000,000</u>	Original Approved Duration:	<u>6/1/2008-5/31/2013</u>
Modification One: Amount:	<u>\$960,000</u>	Modification of Duration:	<u>None</u>
Total Amount as Modified:	<u>\$2,960,000</u>	Total Duration as Modified:	<u>6/1/2008-5/31/2013</u>

Reason for the modification:
To accommodate the increase in requests from ongoing WSIP projects for these as-needed, specialized corrosion control engineering services

Attachments: 1.) Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 2/4/11

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

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DISTRICT ATTORNEY Dept. Code: DAT

Type of Request: [] Initial [X] Modification of an existing PSC (PSC # 4111 10/11)

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

Type of Service: Services to women and transgender who have experienced sexual exploitation & violence

Funding Source: Program Fees

PSC Original Approved Amount: \$72,500

PSC Original Approved Duration: 07/01/11 - 06/30/12 (1 year)

PSC Mod#1 Amount: \$72,500

PSC Mod#1 Duration: 07/01/12-06/30/13 (1 year)

PSC Mod#2 Amount: \$72,500

PSC Mod#2 Duration: 07/01/13-06/30/14 (1 year)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 07/01/14-06/30/15 (1 year)

PSC Mod#4 Amount:

PSC Mod#4 Duration:

PSC Cumulative Amount Proposed: \$217,500

PSC Cumulative Duration Proposed: 4 years

1. Description of Work

A. Scope of Work:

This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP (First Offender Prostitution Program) classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.

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

By providing education, classes to the first offenders, there has been less than a one percent recidivism rate among men in the First Offender diversion class. Without this service, the first offenders will not change their attitude or behavior and continue to engage and solicit the services of prostitutes.

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, it may be renewed.

2. Union Notification: On 04/07/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4111 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/19/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Individuals performing this work should be members of the peer group and have skills and expertise to conduct prevention/education and support groups with individuals who have been sexually exploited, assaulted, abused or experienced violence which includes domestic violence and prostitution, and the ability to enlist peer educators to facilitate the educational groups for johns while providing a social support network for program participants.

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:

There are no existing civil service classifications that perform this work or meet the required qualifications. Individuals performing this work should be members of the peer group and have skills and experience in working with women victimized by sexual exploitation, violence and prostitution.

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

No. For this limited scope of work, it is more practical to use outside service provider(s) who already showed achievement, knowledge and expertise in providing these services, and using peer educators from the community.

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

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee? YES NO
- 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
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? SAGE (Standing Against Global Exploitation) Project, Inc. YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/07/14 BY:

Name: Sheila Arcelona Phone: 415 734 3018 Email: sheila.arcelona@sfgov.org

Address: 850 Bryant Street, Room 322 San Francisco, CA

Receipt of Union Notification(s)
◆ All Unions

From: sheila.arcelona@sfgov.org
To: sheila.arcelona@sfgov.org, mitchell@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, stacey.hoang@sfgov.org, dhr-psccoordinator@sfgov.org, richard.isen@sfgov.org
Date: 04/07/2014 02:20 PM
Subject: Receipt of a REGULAR Modification Request to PSC # 4111 10/11 - MODIFICATIONS
Sent by: dhr-psccoordinator@sfgov.org

PSC RECEIPT of Modification notification sent to Unions and DHR

The DISTRICT ATTORNEY -- DAT has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2014 - June 30, 2015. 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/1811>

Email sent to the following addresses: Larry.Bradshaw@seiu1021.org
tiya.thlang@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

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

PSC # 4111-10/11

4111-10/11
Initial

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 2, 2012

DEPARTMENT NAME: District Attorney DEPARTMENT NUMBER 04

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

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

TYPE OF SERVICE: First Offender Prostitution & Early Intervention Prostitution Program

FUNDING SOURCE: Special Fund

PSC AMOUNT: \$ 72,500 PSC DURATION: July 1, 2012-June 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This contract 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. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.

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


By providing education, classes to the first offenders, there has been less than a one percent recidivism rate among men in the First Offender diversion class. Without this service, the first offenders will not change their attitude or behavior and continue to engage and solicit the services of prostitutes.

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 through the services of this vendor through 4111-10/11 on June 6, 2011.

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

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

<u>Local 1021</u> Union Name	 Signature of person mailing/faxing form	<u>4-3-12</u> Date
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date
RFP sent to _____, on _____	_____ Date	_____ Signature
_____ Union Name	_____ Date	_____ Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Individuals performing this work should be members of the peer group and have skills and expertise to conduct prevention/education and support groups with individuals who have been sexually exploited, assaulted, abused or experienced violence which includes domestic violence and prostitution, and the ability to enlist peer educators to facilitate the educational groups for Johns while providing a social support network for program participants.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are no existing civil service classifications that perform this work or meet the required qualifications. Individuals performing this work should be members of the peer group and have skills and experience in working with women victimized by sexual exploitation, violence and prostitution.

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

No. For this limited scope of work, it is more practical to use outside service provider(s) who already showed achievement, knowledge and expertise in providing these services, using peer educators from the community.

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? SAGE Project, Inc.

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

Signature of Departmental Personal Services Contract Coordinator

Shella Arcelona

Print or Type Name

415-734-3018

Telephone Number

850 Bryant St., Rm. 322
San Francisco, CA 94110

Address

4111-10/11
Mod #1



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

May 10, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4116-11/12 THROUGH 4121-11/12; 4111-10/11; 4017-10/11; 4068-08/09; 4086-10/11; 4046-11/12; 4097-08/09; AND 4102-09/10.

At its meeting of May 7, 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 adopted the report; Approved the request for proposed personal services contracts and 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
ANITA SANCHEZ
Executive Officer

Attachment

- c: Sheila Arcelona, District Attorney's Office
- Cynthia Ayakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Micki Callahan, Human Resources Director
- Alaric Degrafinried, Public Utilities Commission
- Marie de Vera, Department of Human Resources
- Jaci Fong, Office of Contract Administration
- Lavena Holmes, Port
- Shamica Jackson, Public Utilities Commission
- LaWan Jones, Public Utilities Commission
- Rebekah Krell, Art Commission
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

POSTING FOR
5/7/2012

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	Dept/No	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4017-10/11	04	District Attorney	Regular	\$72,500	\$145,000	This contract 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. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration. This modification is to extend the grant period and add funding for continuation of the same services.	7/1/2011 - 6/30/2013
4017-10/11	22	Environment	Regular	\$105,000	\$180,000	The GreenFinancesSF program still has funds available to continue the program. In order to continue the program, the Department needs to extend the services of the contractor who administers the website, processes applications and payments, and provides required program reporting. Not to continue to provide these services would mean that the program would have to be cancelled. GreenFinancesSF is a City sponsored Clean Energy Loan Program ("FACE" program) which will provide property owners (residential and commercial) to install electric and thermal solar systems and make energy efficiency improvements to their buildings and pay for the cost of such improvements over 20 years through a special tax on their property tax bills. The contractor will administer (and finance) the program. The administrative services include program design services; program implementation services, including: web portal with online application interfaces, project data tracking; program marketing and communications (web, print, in person, training materials); program administration services including: application processing, request, and payment; program reporting, program documentation, and customer services; special tax administrative services (special tax apportionment method, data collection, boundary map preparation and recordation, contributions to disclosure documents, annual special; tax levy calculation and enrollment, annual CFD administration report preparation, delinquent special tax reporting, repayments of special tax liens).	7/1/2010 - 12/31/2018
4068-08/09	27	Airport Commission	Regular	\$750,000	\$2,150,000	SFO needs support of consultant on the Noise Insulation Program, particularly on tasks such as: review of County records & updated noise impact boundaries to identify properties that may qualify for noise insulation improvements; coordination of aircraft noise assessment acquisition & recording; coordination of noise insulation design & construction work; handling of inquiries from property owners regarding eligibility for noise insulation improvements funded by the FAA and the Airport; and, preparation of outlay reports for grant reimbursements. The budget for the 3-yr period was increased to \$950,000 since FAA awarded additional grants, allowing Airport to increase the scope of work and provide acoustic treatment to a larger number of properties than originally planned.	12/22/2008 - 12/31/2016

Mod # 2

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY



George Gascón
District Attorney

SHEILA ARCELONA
Assistant Chief, Finance and
Administration
DIRECT DIAL: (415) 734-3018
E-MAIL: SHEILA.ARCELONA@SFGOV.ORG

MEMORANDUM

DATE: May 10, 2013
TO: Leorah Dang, PSC Analyst
Department of Human Resources (Dept. 33)
FROM: Sheila Arcelona, PSC Coordinator
Department of the District Attorney (Dept. #4)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No:	<u>4111-10/11</u>	Approval Date:	<u>5/7/2012</u>
Description of Service(s):	Services to women and transgender individuals who have experienced sexual exploitation and violence and monthly FOPP classes as a diversion model. <i>First Offender Prostitution Prog. W</i>		
Original Approved Amount:	<u>\$72,500</u>	Original Approved Duration:	<u>7/1/2011-6/30/2012</u>
Modification Amount: #1	<u>\$72,500</u>	Modification of Duration: #1	<u>7/1/2012-6/30/2013</u>
Modification Amount: #2	<u>\$72,500</u>	Modification of Duration: #2	<u>7/1/2013-6/30/2014</u>
Total Amount as Modified:	<u>\$217,500</u>	Total Duration as Modified:	<u>7/1/2011-6/30/2014</u>

Reason for modification: To continue the same services for an additional 12 month period.

Attachment: Copy of Approved PSC & Notice of Action

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 5/13/2013

By: [Signature]
Micki Callahan, Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 4138 07/08)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Phlebotomy

Funding Source: General Fund

PSC Original Approved Amount: \$600,000

PSC Original Approved Duration: 07/01/08 - 06/30/12 (4 years)

PSC Mod#1 Amount: \$299,999

PSC Mod#1 Duration: 07/01/12-06/30/14 (2 years)

PSC Mod#2 Amount: \$160,000

PSC Mod#2 Duration: 07/01/14-06/30/15 (1 year)

PSC Cumulative Amount Proposed: \$1,059,999

PSC Cumulative Duration Proposed: 7 years

1. **Description of Work**

A. Scope of Work:

Phlebotomy services must be available 24 hours per day, 7 days a week, to conduct blood draws at various locations at suspected drunk drivers for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected drunk drivers are different than blood draws for health reasons.

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

This service is necessary in order to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

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

Yes

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

2. **Union Notification:** On 04/17/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); ;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4138 07/08

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/19/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Licensed phlebotomist. Knowledge and training on blood draws for law enforcement purposes.

B. Which, if any, civil service class(es) normally perform(s) this work?
2312,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This service is required on an as-needed basis. Contractor must be available for peak periods, e.g. weekends, and must be able to staff more than one location in a particular time period.

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

No. Work is on an as-needed basis and is specialized. The location and number of blood draws varies on a daily basis.

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 04/17/14 BY:

Name: Genie Wong Phone: (415) 553-1736 Email: Genie.Wong@sfgov.org

Address: 850 Bryant Street, #511 San Francisco, CA 94103



Receipt of Union Notification(s)
◆ Local 1021

Dang, Leorah (HRD)

From: dhr-psccordinator@sfgov.org
Sent: Thursday, April 17, 2014 1:13 PM
To: Genie.Wong@sfgov.org; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Genie.Wong@sfgov.org; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of a REGULAR Modification Request to PSC # 4138 07/08 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$160,000 for services for the period July 1, 2014 – June 30, 2015. 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/>

Email sent to the following addresses: joe.tanner@seiu1021.net david.canham@seiu1021.org

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

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

PSC # 4138-07/08

4138-07/08
Initial



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

April 23, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4131-07/08 THROUGH 4149-07/08; AND 1003-08/09.

At its meeting of April 21, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #4134-07/08 to the meeting of May 19, 2008 at the request of the Department of Human Resources.
- (2) Adopt the Human Resources Director's report on PSC #s 4141-07/08, 4142-07/08 and 4143-07/08. Notify the offices of the Controller and the Purchaser. Note: The Public Utilities Commission to submit a report in 30 days to the Commission on their discussions with IFPTB Local 21.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

Anita Sanchez
ANITA SANCHEZ
Executive Officer

Attachment

- c: Shawn Allison, Department of Telecommunications & Information Services
- Parveen Boparai, Municipal Transportation Agency
- Eugene Clendinen, District Attorney
- Micki Callahan, Human Resources Director
- Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- Shamica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Galen Leung, San Francisco International Airport
- Julian Low, Mayor's Office of Business & Economics
- Joan Lubamersky, Administrative Services
- Patti Martin, Department of Human Resources
- Jonathan Nelly, Department of Human Resources
- Shawn Wallace, Police
- Commission File
- Chron

- ALICIA D. BECERRIL
PRESIDENT
- DONALD A. CASPER
VICE PRESIDENT
- MORGAN R. GORRONO
COMMISSIONER
- MARY Y. JUNG
COMMISSIONER
- YU-YEE WU
COMMISSIONER
- ANITA SANCHEZ
EXECUTIVE OFFICER

POSTING FOR
April 21, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of Work	Duration
4132-07/08	27	Airport Commission	Regular	\$84,000.00	Will provide pre-employment drug testing services and drug & alcohol testing for reasonable suspicion, random, post-accident, return-to-duty and follow-up testing.	31-Aug-16
4133-07/08	27	Airport Commission	Regular	\$120,000.00	Will provide services to assess business, management, infrastructure, construction safety, supply logistics, community relationship and stakeholder risks and to propose mitigation measures to improve the Airport's risk profile.	30-Apr-10
4134-07/08	33	Department of Human Resources	Regular	\$7,500,000.00	Will provide complete workers' compen. adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	31-Jul-11
4135-07/08	35	Municipal Transportation Agency	Regular	\$150,000.00	Will provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for MTA employees and contractors in compliance with DOT/FTA.	30-Jun-11
4136-07/08	35	Municipal Transportation Agency	Regular	\$239,470.00	Will provide 110 Muni diesel and electric coaches with Automatic Passenger Counting (APC) equipment. This equipment will count boardings and alighting to determine accurate ridership numbers.	31-Dec-08
4137-07/08	35	Municipal Transportation Agency	Regular	\$19,000,000.00	Will provide a 27-month fare box refurbishment project, which includes 15 months installation of refurbished fare boxes on all revenue vehicles and back-end system and 12 months post-installation system support, for a total amount not to exceed \$19 mill.	30-Sep-10
4138-07/08	38	Police Department	Regular	\$600,000.00	Will provide Phlebotomy services 24 hours per day, 7 days a week, to conduct blood draws at various locations on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.	30-Jun-12
4139-07/08	38	Police Department	Regular	\$850,000.00	Will provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.	30-Jun-12

4139-07/08
DHR
PSCPSTNG

Initial

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03-10-2008
DEPARTMENT NAME: Police. DEPARTMENT NUMBER: 38

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

TYPE OF REQUEST:
(X) INITIAL REQUEST [] MODIFICATION (PSC# [])
Phlebotomy Services for Law Enforcement Agencies

TYPE OF SERVICE: Police General Fund

FUNDING SOURCE: \$ 600,000.00 7-1-08 - 6-30-2012

PSC AMOUNT: PSC DURATION

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Phlebotomy services must be available 24 hours per day, 7 days a week, to conduct blood draws at various locations on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected drunk drivers are different than blood draws for health reasons.

B. Explain why this service is necessary and the consequences of denial: This service is necessary in order to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

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 was provided through PSC # 4106-04/05.

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. Row 1: SEIU Local # 790, [Signature], 3-19-08. Row 2: LOCAL # 21, [Signature], 3-19-08.

RFP sent to [Union Name], on [Date], Signature [Signature]

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Licensed Phlebotomist. Knowledge and training on blood draws for law enforcement purposes.

B. Which, if any, civil service class normally performs this work? The Department of Public Health has several classifications that perform blood draws for health reasons. There is no classification that performs this duty for law enforcement purposes.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

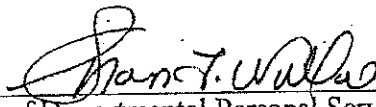
A. Explain why civil service classes are not applicable: This service is required on an as needed basis. Contractor is available for peak periods, e.g. weekends, and will be able to staff more than one location in a particular time period.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Work is on an as needed basis and is specialized. The location and number of blood draws varies on a daily basis.

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

- | | Yes | No |
|---|--------------------------|----|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | X |
| 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"/> | X |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | X |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | X |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | | X |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, "Arcadia Staff Resources" | | X |

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



Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace
Print or Type Name

553-1096
Telephone Number

Hall of Justice, Room 575
850 Bryant Street
San Francisco Calif 94103
Address

Mod #1



EDWIN M. LEE
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

THOMAS J. CAHILL HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103-4603



GREGORY P. SUHR
CHIEF OF POLICE

MEMORANDUM

DATE: Maria Ryan
TO: Mary Ng, PSC Analyst
Department of Human Resources (Dept. 33)
FROM: Officer Shawn Wallace #1104, PSC Coordinator
Police Department (Dept. #38)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4138-07/08 Approval Date: April 21, 2008

Description of Service(s): Contractor provides phlebotomy services 24 hours a day, 7 days a week. Contractor responds to various locations throughout the City to perform blood draws on suspected drunk drivers and other arrestees for all law enforcement agencies performing their duties in San Francisco..

Original Approved Amount:	<u>\$600,000</u>	Original Approved Duration:	<u>7-1-08 – 6-30-2012</u>
Modification Amount:	<u>\$299,999</u>	Modification of Duration:	<u>7-1-2012 – 6-30-2014</u>
Total Amount as Modified:	<u>\$899,999</u>	Total Duration as Modified:	<u>7-1-08 – 6-30-2014</u>

Reason for the modification:

Contract option is being renewed at this time.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 10/18/11

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic and U.S. Mail

May 7, 2014

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GENA M. ROCCANOVA
COMMISSIONER

Artis Jones

SUBJECT: REQUEST FOR HEARING BY ARTIS JONES ON HIS FUTURE EMPLOYABILITY WITH THE MUNICIPAL TRANSPORTATION AGENCY.

Dear Mr. Jones:

The above matter will be considered by the Civil Service Commission at a meeting to be held on May 19, 2014 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

The agenda will be posted for your review on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meeting Materials" no later than end of day on Wednesday, May 14, 2014. Please refer to the attached Notice for procedural and other information about Commission hearings. A copy of the department's staff report on your appeal is attached; however, a hard copy is also available for your review at the Civil Service Commission's office located at 25 Van Ness Avenue, Suite 720, San Francisco.

In the event that you wish to submit any additional documents in support of your appeal, the deadline for receipt in the Commission office is 5:00 p.m. on Tuesday, May 13, 2014 (as a reminder, we require an original and eight copies of any supplemental materials you wish to submit—all double-sided, hole-punched, paper-clipped and numbered). Please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

It is important that you or an authorized representative attend the hearing on your appeal. Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. Where applicable, the Commission has the authority to uphold, increase, reduce, or modify any restrictions recommended by the department. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

THIS DOCUMENT IS PUBLIC
CALENDAR ITEM 10

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.

You may contact me at (415) 252-3247 or at Jennifer.Johnston@sfgov.org if you have any questions.

CIVIL SERVICE COMMISSION



JENNIFER JOHNSTON
Executive Officer

Attachments (2)

Cc: Donald Ellison, Municipal Transportation Agency
Chris Iborra, Municipal Transportation Agency
Commission File
Commissioners' Binder
Chron

**ORIGINAL APPEAL
SUBMITTED BY
APPELLANT**

27 Nov-13

Civil Service Commission, yes I want to
have an Appeal hearing. Please contact me
through email at _____ and
Send me a copy the staff report.

Artis Jones

f

CIVIL SERVICE COMMISSION	
REGISTER	
NUMBER	0321 13 47

RE: A. JONES APPEAL

C: JJ

D. ELLISON

C. BORRERA

2013 NOV 27 AM 9:01
CIVIL SERVICE COMMISSION
GENERAL INVESTIGATION
SECTION

Requesting letter notify Civil Service Commission that MTA was unable to contact me through email and phone.

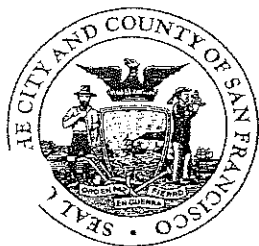
Arts Jones

27-Nov-13

CIVIL SERVICE COMMISSION	
REGISTER	0322 13 7
NUMBER	

46

EXPIRES 12/31/13
CIVIL SERVICE COMMISSION
2013 NOV 27 AM 9:01



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

November 27, 2013

Sent Via Email to

Artis Jones

Subject: Register No. 0322-13-7: Request for Public Record

Dear Mr. Jones:

This is written in response to your letter received in the Civil Service Commission office on November 27, 2013 requesting a copy of the correspondence from the Municipal Transportation Agency (MTA) to the Civil Service Commission regarding the attempts by MTA to contact you by phone and email.

In response to your request, attached is a copy of the email correspondence from MTA sent to the Civil Service Commission on November 20, 2013.

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script that reads "Sandra Eng".

SANDRA ENG
Assistant Executive Officer

Attachment

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JEROME C. JOHNSTON
EXECUTIVE OFFICER

Eng, Sandra

From: Boparai, Parveen <Parveen.Boparai@sfmta.com>
Sent: Wednesday, November 20, 2013 4:28 PM
To: Eng, Sandra
Subject: FW: Telephone Number

Hi Sandra: per your request, please see e-mail below. Thx.

Parveen Boparai
SFMTA, Employee & Labor Relations
415.701.5377

From: Boparai, Parveen
Sent: Thursday, October 31, 2013 4:09 PM
To: '
Cc: Boparai, Parveen
Subject: Telephone Number

Artis Jones:

I hope you are doing well. I am trying to reach you, however, the telephone listed in your personnel file is no longer in service -- Please respond to me with your telephone number where I can reach you. Since your Union is not moving forward with the arbitration, I need to know whether you wanted to withdraw or move forward with the CSC Appeal. Hope to hear from you. Thx.

Parveen Boparai
SFMTA, Employee & Labor Relations
415.701.5377

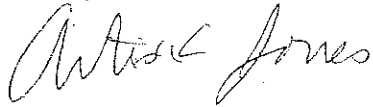
CIVIL SERVICE COMMISSION
REGISTER
NUMBER 0006-13-7

X' E. REISKIN
D. ELLISON
C. BORRA

December 27, 2012

I, Artis Jones, request a hearing for review of any and all restriction on my future employability with the city and county of San Francisco.

Sincerely,



Artis Jones

Rank: 7 Lists# 052710

SSN: :

Employee Organization: SEIU, LOCAL 1021

RECEIVED
EXECUTIVE DIRECTOR
CIVIL SERVICE COMMISSION
SAN FRANCISCO
2012 DEC 27 PM 3:11



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via U.S. Mail and Electronic Mail

November 21, 2013

SCOTT R. HELDFOND
PRESIDENT

Artis Jones

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

Subject: Register No. 0006-13-7: Request for Hearing on Your Future
Employment with the City and County of San Francisco

KATE FAVETTI
COMMISSIONER

Dear Mr. Jones:

GINA M. ROCCANOVA
COMMISSIONER

This is regarding the above-referenced appeal you submitted to the Civil Service Commission on December 27, 2012. I have recently been informed by the Municipal Transportation Agency (MTA) that your union has chosen not to pursue to arbitration its grievance on your separation. MTA has indicated that it is prepared to submit a staff report so that your appeal may be heard. If you are still interested in having your appeal heard before the Civil Service Commission, please submit written confirmation to that effect no later than close of business Friday, December 13, 2013 to my attention at 25 Van Ness Avenue, Suite 720, San Francisco 94103; or via email at Jennifer.Johnston@sfgov.org. If we do not receive confirmation by that date, the Civil Service Commission will consider your appeal withdrawn and will close its file on the matter.

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

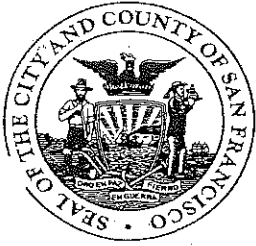
Should you have any questions, please contact me by phone at (415) 252-3247 or by email at Jennifer.Johnston@sfgov.org.

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Jennifer Johnston".

JENNIFER JOHNSTON
Executive Officer



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

NOTICE OF RECEIPT OF APPEAL

DATE: January 4, 2013

REGISTER NO.: 0006-13-7

APPELLANT: ARTIS JONES

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

Ed Reiskin, Executive Director/CEO
Municipal Transportation Agency
1 South Van Ness Avenue, 7th Floor
San Francisco, CA 94103

Dear Mr. Reiskin:

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

The Civil Service Commission has received the attached letter from Artis Jones requesting a hearing on his future employability with the City and County of San Francisco.

This matter has been tentatively scheduled for hearing by the Civil Service Commission at 2:00 p.m. on March 4, 2013 in Room 400, 4th Floor, City Hall, 1 Dr. Carlton B. Goodlett Place. If you are unable to proceed on this date or if for any reason the appeal is not timely or appropriate, please notify me by use of the "Action Request on Pending Appeal/Request" (CSC Form Number 13).

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Jennifer Johnston".

JENNIFER C. JOHNSTON
Executive Officer

Attachment .

c: Donald Ellison, Municipal Transportation Agency
Chris Iborra, Municipal Transportation Agency



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DATE: January 4, 2013

REGISTER NO.: 0006-13-7

APPELLANT: ARTIS JONES

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

Artis Jones

Dear Mr. Jones:

The Civil Service Commission has received your letter requesting a hearing on your future employability with the City and County of San Francisco.

Your request has been forwarded to the Municipal Transportation Agency for investigation and response to the Civil Service Commission.

If timely and appropriate, this matter will be scheduled for hearing by the Civil Service Commission in the near future. You will be notified approximately one week in advance of the hearing date. In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position. In addition, you will be notified and provided a copy of the staff report of your matter when it is received in the Commission office.

The Civil Service Commission meets on the 1st and 3rd Mondays of each month. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date.

Sincerely,

CIVIL SERVICE COMMISSION

JENNIFER C. JOHNSTON
Executive Officer

c: Ed Reiskin., Executive Director/CEO, Municipal Transportation Agency
Donald Ellison, Municipal Transportation Agency
Chris Iborra, Municipal Transportation Agency
Alpha
Chron

STAFF REPORT

LIST OF PERSONS TO BE NOTIFIED

Artis K. Jones

Chris Iborra
Employee & Labor Relations, HR
1 South Van Ness Ave. 6th Floor
San Francisco, CA 94103

Donald E. Ellison
Director of Human Resources
1 South Van Ness Ave. 6th Floor
San Francisco, CA 94103



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DATE: January 4, 2013

REGISTER NO.: 0006-13-7

APPELLANT: ARTIS JONES

KATE FAVETHI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

Artis Jones

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Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Jennifer Johnston".

JENNIFER C. JOHNSTON
Executive Officer

c: Ed Reiskin., Executive Director/CEO, Municipal Transportation Agency
Donald Ellison, Municipal Transportation Agency
Chris Iborra, Municipal Transportation Agency
Alpha
Chron

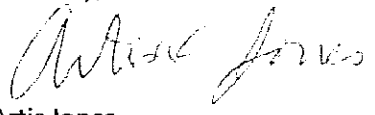
CIVIL SERVICE COMMISSION
REGISTER
NUMBER 0006.13.7

X' E. REISKIN
D. ELLISON
C. IBORRA

December 27, 2012

I, Artis Jones, request a hearing for review of any and all restriction on my future employability with the city and county of San Francisco.

Sincerely,



Artis Jones

Employee Organization: SEIU, LOCAL 1021

2012 DEC 27 PM 3:11

CIVIL SERVICE COMMISSION
JAN 10 2013



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

NOTICE OF RECEIPT OF APPEAL

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

DATE: January 4, 2013

REGISTER NO.: 0006-13-7

APPELLANT: ARTIS JONES

Ed Reiskin, Executive Director/CEO
Municipal Transportation Agency
1 South Van Ness Avenue, 7th Floor
San Francisco, CA 94103

Dear Mr. Reiskin:

The Civil Service Commission has received the attached letter from Artis Jones requesting a hearing on his future employability with the City and County of San Francisco.

This matter has been tentatively scheduled for hearing by the Civil Service Commission at 2:00 p.m. on March 4, 2013 in Room 400, 4th Floor, City Hall, 1 Dr. Carlton B. Goodlett Place. If you are unable to proceed on this date or if for any reason the appeal is not timely or appropriate, please notify me by use of the "Action Request on Pending Appeal/Request" (CSC Form Number 13).

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Jennifer Johnston".

JENNIFER C. JOHNSTON
Executive Officer

Attachment

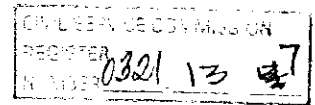
c: Donald Ellison, Municipal Transportation Agency
Chris Iborra, Municipal Transportation Agency

27 Nov-13

Civil Service Commission, yes I want to have an Appeal hearing. Please contact me through email at artisjones@hotmail.com. and send me a copy the staff report.

Artis Jones

f

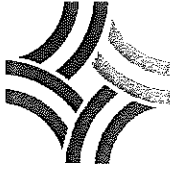


RE: A. JONES APPEAL

C: JJ

D. ELLISON

C. IBARRA



MEMORANDUM

DATE: January 17, 2014

TO: The Civil Service Commission

FROM: Donald E. Ellison *[Signature]*
Director of Human Resources

SUBJECT: Future Employment Restrictions – Artis Jones (Jones) Former 9102 Transit Car Cleaner - San Francisco Municipal Transportation Agency (SFMTA)

Overview:

Artis K. Jones submitted a letter to Civil Service Commission (CSC) regarding his future employability with the City and County of San Francisco. In accordance with the Civil Service Rules, the SFMTA has submitted this staff report for the Commission’s review and consideration on this matter. For the reasons cited herein, SFMTA recommends CSC to approve the future employability restrictions: No future employment with the City and County of San Francisco.

Standards/Authority:

Policy Prohibiting Violence in the Workplace:

It is the policy of the Civil Service Commission (CSC), the City and County of San Francisco (CCSF) and San Francisco Municipal Transportation Agency (SFMTA) to require employees to treat co-workers and members of the public with courtesy and respect. The CSC, the CCSF and the SFMTA will not tolerate any, assaults, battery or threats or acts of violence in the workplace.

Background:

Artis Jones was appointed by the San Francisco Municipal Transportation Agency (SFMTA) on December 17, 2007, as a Transit Car Cleaner, Job Code 9102. On December 8, 2012, Jones was dismissed from his position for Violation of SFMTA’s policy prohibiting violence in the workplace. **(Exhibit 1)**

The San Francisco Superior Court (Case # CCH-12-574069) placed Jones on a permanent Workplace Violence Restraining Order on January 9, 2013 for a period of three years. **(Exhibit 2).**

Prior to this action, Jones was placed on a Temporary Restraining Order on November 16, 2012, preventing Jones, the respondent, from going to the place of employment and home of the petitioner.

The grounds for the charge(s) are summarized below.

On November 11, 2012, Shift Supervisor closed the oven door in the cable car barn lunchroom, Jones was using the oven to heat the room. A disagreement ensued over the use of the oven, in that Jones did not want the Shift Supervisor to stop him from using the oven as a heater. Jones assaulted the shift supervisor two times, by picking him up and dropping him to the ground. The Police and the SFMTA Central Control Inspector arrived at the scene. The police issued a citation for assault/battery 242PC. "A battery is any willful and unlawful use of force or violence upon the person of another."

Effective November 14, 2012, Jones was placed on paid administrative leave. **(Exhibit 3)**

Effective December 8, 2012, Jones was dismissed from his position as a Transit Car Cleaner, Job Code 9102. Jones was notified that he would be restricted from future employment with the City and County of San Francisco. **(Exhibit 4)**

Analysis and Recommendation:

Jones violated the policy on prohibition of violence in the workplace. In that, he committed an assault/battery on the shift supervisor who did not want him to use the oven as a heater. The use of oven as a heater was an immediate health and safety risk to the employees and the SFMTA property. In addition, the San Francisco Superior Court ordered a permanent workplace violence restraining order against Jones. This order is valid for three years and bars Jones from being within 100 yards of the shift supervisor and his place of employment at 1201 Mason Street - Cable Car Barn.

Based on the foregoing, the SFMTA recommends that the Civil Service Commission approve Jones future employability restrictions.

Attachments:

- CSC letters dated January 4, 2013 – Register No: 0006-13-7
- Memorandum from SFMTA to CSC, Pages 1-2
- Exhibit 1: Policy on prohibition of violence in the workplace Pages 3-4
- Exhibit 2: Restraining Order dated January 9, 2013 Pages 5 – 12
- Exhibit 3: Paid Admin Leave letter dated November 14, 2012 Pages 13
- Exhibit 4: Notice of Dismissal letter dated December 7, 2012, Pages 14-44

Exhibit 1



City and County of San Francisco Civil Service Commission

Policy Prohibiting Violence In The Workplace

Part I: Prohibiting Employee Violence In The Workplace

Under the authority of Section 3.660 of the Charter of the City and County of San Francisco, the Civil Service Commission adopts the following policy on workplace safety:

I. Policy

It is the policy of the City and County of San Francisco to require employees to treat co-workers and members of the public with courtesy and respect. The City and County of San Francisco will not tolerate any assaults, battery or threats or acts of violence by employees in the workplace.

Employees are also prohibited from bringing weapons to the job, unless required by the City and County department in the performance of the employee's official duties. Weapons include, but are not limited to, firearms, knives or weapons defined in the California Penal Code Section 12020.

Failure to comply with this policy may result in employee discipline up to and including termination.

II. Reporting

Employees have the responsibility to report any threats or acts of violence to their respective supervisors. When notified by a health care provider of a threat against an employee ("Tarasoff Warning"), the department head, Human Resources official, personnel official, or designee shall notify the affected employee as soon as possible.

III. Investigation

Supervisors and managers through the department head, Human Resources official, personnel official, or designee have the responsibility

to investigate any reported incidents of threats or acts of violence by any employees and to take appropriate action.

IV. Remedial Action

Appropriate action taken by the department head, Human Resources official, personnel official, or designee may include, but is not limited to, one or more of the following depending on the nature of the threat or act of violence:

- Calling Emergency Response "911," if the threat is immediate and life threatening;
- Placing the employee on administrative leave in accordance with Charter Section 8.341 or suspension in accordance with Charter Section 8.342;
- Referring the matter to the City Attorney to determine if a restraining order is appropriate;
- Requesting the Human Resources Director to schedule a medical examination to determine fitness for duty;
- Imposing disciplinary action up to and including dismissal or termination;
- Admonishing the employee(s) that such behavior is unacceptable and will not be tolerated;
- Referring the employee to the Employee Assistance Program or to a health care/medical provider.
- Any employees who are a target of an act or threat of violence may be referred to the Employee Assistance Program or other support services;
- Other measures may be taken as appropriate under the circumstances.

Exhibit 2

Workplace Violence Restraining Order After Hearing

Clerk stamps date here when form is filed.

ENDORSED FILED
San Francisco County Superior Court

JAN - 9 2013

CLERK OF THE COURT
BY: SAJJA RAVINANTAPRICHIA
Deputy Clerk

Fill in court name and street address:

Superior Court of California, County of San Francisco
400 McAllister Street
San Francisco, CA 94102

Fill in case number:

Case Number:

1 Petitioner (Employer)

a. Name: San Francisco Municipal Transit Authority
Lawyer for Petitioner (if any for this case):
Name: Lauren M. Monson State Bar No.: 242819
Firm Name: San Francisco City Attorney's Office

b. Address (If you have a lawyer, give your lawyer's information.):
Address: 1390 Market St., 5th Floor
City: San Francisco State: CA Zip: 94102
Telephone: (415) 554-3856 Fax: (415) 554-4248
E-Mail Address: lauren.monson@sfgov.org.

2 Employee (Protected Person)

Full Name: _____

3 Respondent (Restrained Person)

Full Name: Artis Jones

Description:

Sex: M F Height: _____ Weight: _____ Date of Birth: _____
Hair Color: _____ Eye Color: Brown Age: _____ Race: _____
Home Address (if known): _____
City: _____ State: _____ Zip: _____
Relationship to Employee: Colleague

4 Additional Protected Persons

In addition to the employee, the following family or household members or other employees are protected by the orders indicated below:

Full Name	Sex	Age	Household Member?	Relation to Employee
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Additional protected persons are listed at the end of this Order on Attachment 4.

5 Expiration Date

This Order expires at:

Time: a.m. p.m. or midnight on (date): _____

If no expiration date is written here, this Order expires three years from the date of issuance.

This is a Court Order.

6 Hearing

a. There was a hearing on (date): 01-9-13 at (time): 9 AM in Dept.: 514 Room: _____
(Name of judicial officer): Donald Sullivan made the orders at the hearing.

- b. These people were at the hearing:
- (1) The petitioner/employer representative (name): Lauren Monson
 - (2) The lawyer for the petitioner/employer (name): _____
 - (3) The employee (4) The lawyer for the employee (name): _____
 - (5) The respondent (6) The lawyer for the respondent (name): _____
- Additional persons present are listed at the end of this Order on Attachment 6.

c. The hearing is continued. The parties must return to court on (date): _____ at (time): _____

To the Respondent:

The court has issued the orders checked as granted below. If you do not obey these orders, you can be arrested and charged with a crime. You may be sent to jail for up to one year, pay a fine of up to \$1,000, or both.

7 Personal Conduct Orders

- a. You are ordered not to do the following things to the employee
 and to the other protected persons in (4):
- (1) Harass, molest, strike, assault (sexually or otherwise), batter, abuse, destroy personal property of, or disturb the peace of the person.
 - (2) Commit acts of violence or make threats of violence against the person.
 - (3) Follow or stalk the person during work hours or while going to or from the place of work.
 - (4) Contact the person, directly or indirectly, by any means, including but not limited to, in person, by telephone, in writing, by public or private mail, interoffice mail, by e-mail, by text message, by fax, or by other electronic means.
 - (5) Enter the person's workplace.
 - (6) Take any action to obtain the person's addresses or locations. If this item is not checked, the court has found good cause not to make this order.
 - (7) Other (specify):
 Other personal conduct orders are attached at the end of this Order on Attachment 7a(7).

b. Peaceful written contact through a lawyer or a process server or other person for service of legal papers related to a court case is allowed and does not violate this order.

This is a Court Order.

Revised January 1, 2012

8 Stay-Away Order

a. You must stay at least 100 yards away from (Check all that apply):

- (1) The employee
- (2) Each other protected person listed in 4
- (3) The employee's workplace
- (4) The employee's home
- (5) The employee's school
- (6) The employee's children's school
- (7) The employee's children's place of child care
- (8) The employee's vehicle
- (9) Other (specify): This order prevents Respondent from going to his place of employment at 1201 Mason St., SF 94102. Respondent is on paid administrative leave until approximately 12/11/12.

b. This stay-away order does not prevent you from going to or from your home or place of employment.

9 No Guns or Other Firearms and Ammunition

a. You cannot own, possess, have, buy or try to buy, receive or try to receive, or in any other way get guns, other firearms, or ammunition.

b. If you have not already done so, you must:

- (1) Sell to a licensed gun dealer or turn in to a law enforcement agency any guns or other firearms in your immediate possession or control. This must be done within 24 hours of being served with this Order.
- (2) File a receipt with the court within 48 hours of receiving this Order that proves guns have been turned in or sold. (You may use Form WV-800, Proof of Firearms Turned In or Sold, for the receipt.)

c. The court has received information that you own or possess a firearm.

10 Costs

You must pay the following amounts for costs to the petitioner:

<u>Item</u>	<u>Amount</u>	<u>Item</u>	<u>Amount</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Additional items and amounts are attached at the end of this Order on Attachment 10.

11 Other Orders (specify):

Additional orders are attached at the end of this Order on Attachment 11.

This is a Court Order.

Case Number: _____

To the Petitioner:

12 Mandatory Entry of Order Into CARPOS Through CLETS

This Order must be entered into the California Restraining and Protective Order System (CARPOS) through the California Law Enforcement Telecommunications System (CLETS). (Check one):

- a. The clerk will enter this Order and its proof-of-service form into CARPOS.
- b. The clerk will transmit this Order and its proof-of-service form to a law enforcement agency to be entered into CARPOS.
- c. By the close of business on the date that this Order is made, the petitioner or the petitioner's lawyer should deliver a copy of the Order and its proof-of-service form to the law enforcement agency listed below to enter into CARPOS:

Name of Law Enforcement Agency

Address (City, State, Zip)

SFPD

850 Bryant St #575

SF CA 94103

Additional law enforcement agencies are listed at the end of this Order on Attachment 12.

13 Service of Order on Respondent

- a. Both the respondent and the employee attended the hearing. No other proof of service is needed.
- b. The respondent did not attend the hearing.
 - (1) Proof of service of Form WV-110, *Temporary Restraining Order*, was presented to the court. The judge's orders in this form are the same as in Form WV-110 except for the expiration date. The respondent must be served with this Order. Service may be by mail.
 - (2) The judge's orders in this form are different from the temporary restraining orders in Form WV-110. Someone—but not the petitioner or anyone protected by this Order— must personally serve a copy of this order on the respondent.

14 No Fee to Serve Respondent

The sheriff or marshal will serve this Order without charge because the Order is based on unlawful violence, a credible threat of violence, or stalking.

15 Number of pages attached to this Order, if any: _____

JAN - 9 2013

DONALD J. SULLIVAN

Date: _____

Judicial Officer

This is a Court Order.



Warning and Notice to the Respondent

You Cannot Have Guns or Firearms

You cannot own, have, possess, buy or try to buy, receive or try to receive, or otherwise get guns, other firearms, or ammunition while this Order is in effect. If you do, you can go to jail and pay a \$1,000 fine. You must sell to a licensed gun dealer or turn in to a law enforcement agency any guns or other firearms that you have or control as stated in item ⑨. The court will require you to prove that you did so.

Instructions for Law Enforcement

Enforcing the Restraining Order

This Order is enforceable by any law enforcement agency that has received the Order, is shown a copy of the Order, or has verified its existence on the California Restraining and Protective Order System (CARPOS). If the law enforcement agency has not received proof of service on the restrained person, and the restrained person was not present at the court hearing, the agency must advise the restrained person of the terms of the Order and then must enforce it. Violations of this Order are subject to criminal penalties.

Start Date and End Date of Orders

This Order *starts* on the date next to the judge's signature on page 4 and *ends* on the expiration date in item ⑤ on page 1.

Arrest Required If Order Is Violated

If an officer has probable cause to believe that the restrained person had notice of this order and has disobeyed it, the officer must arrest the restrained person. (Pen. Code, §§ 836(c)(1), 13701(b).) A violation of the order may be a violation of Penal Code section 166 or 273.6. Agencies are encouraged to enter violation messages into CARPOS.

Notice/Proof of Service

The law enforcement agency must first determine if the restrained person had notice of the orders. Consider the restrained person served (given notice) if (Pen. Code, § 836(c)(2)):

- The officer sees a copy of the *Proof of Service* or confirms that the *Proof of Service* is on file; or
- The restrained person was at the restraining order hearing or was informed of the order by an officer.

An officer can obtain information about the contents of the order and proof of service in CARPOS. If proof of service on the restrained person cannot be verified and the restrained person was not present at the court hearing, the agency must advise the restrained person of the terms of the order and then enforce it.

If the Protected Person Contacts the Restrained Person

Even if the protected person invites or consents to contact with the restrained person, this Order remains in effect and must be enforced. The protected person cannot be arrested for inviting or consenting to contact with the restrained person. The orders can be changed only by another court order. (Pen. Code, § 13710(b).)

This is a Court Order.

Case Number:

Conflicting Orders

A protective order issued in a criminal case on Form CR-161 takes precedence in enforcement over any conflicting civil court order. (Pen. Code, § 136.2(e)(2).) Any nonconflicting terms of the civil restraining order remain in full force. An *Emergency Protective Order* (Form EPO-001) that is in effect between the same parties and is more restrictive than other restraining orders takes precedence over all other restraining orders. (Pen. Code, § 136.2.)

(Clerk will fill out this part.)

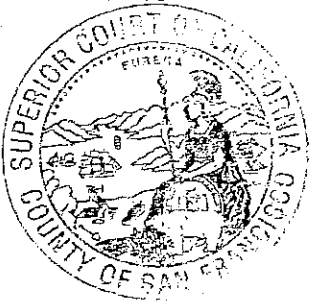
Clerk's Certificate
[seal]

—Clerk's Certificate—

I certify that this *Workplace Violence Restraining Order After Hearing* is a true and correct copy of the original on file in the court.

J. BAVINANTAPRICHA

Date: JAN - 9 2013 Clerk, by _____, Deputy



This is a Court Order.

PROOF OF SERVICE
City & County of San Francisco v. Artis Jones (TRO)
San Francisco Superior Court Case No. CCH-12-574069

I, JUDY PERRY, declare as follows:

I am a citizen of the United States, over the age of eighteen years and not a party to the above-entitled action. I am employed at the City Attorney's Office of San Francisco, Fox Plaza Building, 1390 Market Street, Fifth Floor, San Francisco, CA 94102.


On January 9, 2013, I served the following document(s):

- **WORKPLACE VIOLENCE RESTRAINING ORDER AFTER HEARING (WV-130)** on the following persons at the locations specified:
Artis Jones (Defendant)

in the manner indicated below:

- BY UNITED STATES MAIL:** Following ordinary business practices, I sealed true and correct copies of the above documents in addressed envelope(s) and placed them at my workplace for collection and mailing with the United States Postal Service. I am readily familiar with the practices of the San Francisco City Attorney's Office for collecting and processing mail. In the ordinary course of business, the sealed envelope(s) that I placed for collection would be deposited, postage prepaid, with the United States Postal Service that same day.
- BY PERSONAL SERVICE:** I sealed true and correct copies of the above documents in addressed envelope(s) and caused such envelope(s) to be delivered by hand at the above locations by a professional messenger service. A declaration from the messenger who made the delivery is attached or will be filed separately with the court.
- BY OVERNIGHT DELIVERY:** I sealed true and correct copies of the above documents in addressed envelope(s) and placed them at my workplace for collection and delivery by overnight courier service. I am readily familiar with the practices of the San Francisco City Attorney's Office for sending overnight deliveries. In the ordinary course of business, the sealed envelope(s) that I placed for collection would be collected by a courier the same day.
- BY FACSIMILE:** Based on a written agreement of the parties to accept service by fax, I transmitted true and correct copies of the above document(s) via a facsimile machine at telephone number (415) 554-4248 to the persons and the fax numbers listed above. The fax transmission was reported as complete and without error. The transmission report was properly issued by the transmitting facsimile machine, and a copy of the transmission report is attached or will be filed separately with the court.

I declare under penalty of perjury pursuant to the laws of the State of California that the foregoing is true and correct. Executed January 9, 2013, at San Francisco, California.



JUDY PERRY

PROOF OF SERVICE
City & County of San Francisco v. Artis Jones (TRO)
San Francisco Superior Court Case No. CCH-12-574069

I, JUDY PERRY, declare as follows:

I am a citizen of the United States, over the age of eighteen years and not a party to the above-entitled action. I am employed at the City Attorney's Office of San Francisco, Fox Plaza Building, 1390 Market Street, Fifth Floor, San Francisco, CA 94102.

On January 9, 2013, I served the following document(s):

• **WORKPLACE VIOLENCE RESTRAINING ORDER AFTER HEARING (WV-130)**

on the following persons at the locations specified:

San Francisco Police Department -- Legal 850 Bryant St., Room 475 San Francisco, CA 94103 ATTENTION: Restraining Orders Facsimile: (415) 553-1370	San Francisco Sheriff 1 Dr. Carlton B. Goodlett City Hall, Room 456 San Francisco, CA 94102 Facsimile: (415) 554-7860
---	---

in the manner indicated below:

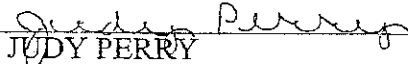
BY UNITED STATES MAIL: Following ordinary business practices, I sealed true and correct copies of the above documents in addressed envelope(s) and placed them at my workplace for collection and mailing with the United States Postal Service. I am readily familiar with the practices of the San Francisco City Attorney's Office for collecting and processing mail. In the ordinary course of business, the sealed envelope(s) that I placed for collection would be deposited, postage prepaid, with the United States Postal Service that same day.

BY PERSONAL SERVICE: I sealed true and correct copies of the above documents in addressed envelope(s) and caused such envelope(s) to be delivered by hand at the above locations by a professional messenger service. A declaration from the messenger who made the delivery is attached or will be filed separately with the court.

BY OVERNIGHT DELIVERY: I sealed true and correct copies of the above documents in addressed envelope(s) and placed them at my workplace for collection and delivery by overnight courier service. I am readily familiar with the practices of the San Francisco City Attorney's Office for sending overnight deliveries. In the ordinary course of business, the sealed envelope(s) that I placed for collection would be collected by a courier the same day.

BY FACSIMILE: Based on a written agreement of the parties to accept service by fax, I transmitted true and correct copies of the above document(s) via a facsimile machine at telephone number (415) 554-4248 to the persons and the fax numbers listed above. The fax transmission was reported as complete and without error. The transmission report is attached or will be filed separately with the court.

I declare under penalty of perjury pursuant to the laws of the State of California that the foregoing is true and correct. Executed January 9, 2013, at San Francisco, California.



JUDY PERRY

Exhibit 3



Certified mail # 7008 1830 0003 7610 2910
Return receipt requested & U.S. mail

November 14, 2012

Artis K. Jones

RE: NOTICE OF PLACEMENT ON PAID ADMINISTRATIVE LEAVE
Transit Car Cleaner, Job Code 9102

Dear Mr. Jones:

This is to notify you that effective November 12, 2012, you were placed on Paid Administrative Leave in accordance with San Francisco Administrative Code Section 16.17, pending completion of an investigation on an incident that occurred on November 11, 2012.

This action is authorized under Ordinance No. 174-11, Section 16.17 Paid Administrative Leave. a). *"Appointing Officers, as defined in Administrative Code Section 2A.30, in the City and County of San Francisco are authorized, but not required, to place any City employee in their department on paid administrative leave under the following circumstances: 1-4, 1. When the City has initiated an investigation relating to an employee's conduct, and the Appointing Officer determines that the employee should be placed on leave during some or all of the investigation in order to protect the legitimate interests of the City,"*

Please be informed that your availability is mandated should the SFMTA contact you for further investigation.

Should you have any questions regarding this matter, please contact Parveen Boparai, Employee & Labor Relations at 415.701.5377.

Sincerely,

Donald E. Ellison
Director of Human Resources

Edwin M. Lee
Mayor

Tom Nolan
Chairman

Cheryl Brinkman
Vice-Chairman

Leona Bridges
Director

Malcolm Heinicke
Director

Jerry Lee
Director

Joél Ramos
Director

Cristina Rubke
Director

Edward D. Reiskin
Director of
Transportation

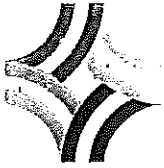
One South Van
Ness Ave.
Sixth Floor
San Francisco, CA
94103 Tele:
415.701.5050

www.sfmta.com

Cc: Mike Ellis, Rail Division
Patrick Ho, Cable Car Division
Mike Keohane, Payroll, HR
Personnel File/ Chron File



Exhibit 4



Certified mail # 7008 1830 0003 7610 2941
Return receipt requested & U.S. mail

December 7, 2012

Artis K. Jones

RE: NOTICE OF DISMISSAL
Transit Car Cleaner, Job Code 9102 – PCS

Dear Mr. Jones:

In his memo dated November 30, 2012, Transit Shop Supervisor, Tom Curran upheld the dismissal from your position, Transit Car Cleaner, Job Code 9102 for violation of SFMTA's policy on violence in the workplace. (See attached.)

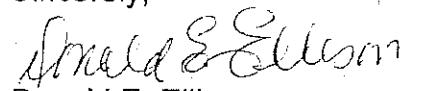
After a thorough review of all the facts and supporting documentation presented, it is my decision to sustain the charges and dismiss you from your permanent position.

This letter is to notify you that you are being dismissed from your permanent civil service appointment as a Transit Car Cleaner, Job Code 9102, with the San Francisco Municipal Transportation Agency (SFMTA), effective close of business December 7, 2012, based on the aforementioned charges.

The SFMTA is recommending to the Civil Service Commission that your future employment be restricted as follows: No future employment with the City and County of San Francisco.

Should you have any questions, please contact Parveen Boparai, HR, Employee and Labor Relations at 415.701.5377.

Sincerely,

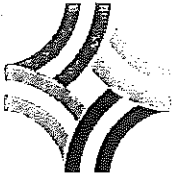

Donald E. Ellison
Director of Human Resources

Attachments: Notice of Separation, Separation Report, & Skelly Decision.

- Edwin M. Lee
Mayor
- Tom Nolan
Chairman
- Cheryl Brinkman
Vice-Chairman
- Leona Bridges
Director
- Malcolm Heinicke
Director
- Jerry Lee
Director
- Joél Ramos
Director
- Cristina Rubke
Director
- Edward D. Reiskin
Director of Transportation

One South Van
Ness Ave.
Seventh Floor
San Francisco, CA
94103 Tele:
415.701.4500
www.sfmta.com





Artis Jones, 910.
December 7, 2012
Page 2

Cc: Terrance Fahey, Maintenance of Way (MOW)
Patrick Ho, Cable Car Maintenance
Mike Keohane, HR, Payroll
Marites Bobila, Client Services, DHR
Alex Hodson, SEIU, Local 1021
Personnel File/Chron File

**CITY AND COUNTY OF SAN FRANCISCO
NOTICE OF SEPARATION FROM EMPLOYMENT**

Name: Artis K. Jones
 Address: _____
 City _____ State _____ Zip _____

Mailing Date: December 7, 2012
 Department/Division: SFMTA/Maintenance
 Type of Appointment: Permanent
 Type of Separation: Dismissal
 (Do not use for release of probationary employee.)

This notice is to inform you that you are separated from your employment in Class 9102,
 Title Transit Car Cleaner, effective cob December 7, 2012 for the reasons outlined in the attached document(s).

You may request a hearing before the Civil Service Commission on your future employability with the civil service system of the City and County of San Francisco. The Civil Service Commission has the authority to remove restrictions or impose additional restrictions on your future employability. However, the Commission CANNOT reverse the department's decision to terminate your employment.

You may request a hearing for review of any restrictions on your future employability with the Civil Service Commission within 20 calendar days of the mailing date of this notice or from the date of separation, whichever is later. The request must be submitted in writing to the Executive Officer, Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102 by December 27, 2012. Requests received after this date will not be considered and your right to a hearing will be forfeited. If you do not request a hearing or file an appeal, the Human Resources Director will take final administrative action and the restriction(s) recommended, if any, will be in effect.

The items checked below are the recommendations made by the department on your future employability for positions covered by the San Francisco civil service system:

No restrictions on future employability.		Cancel any current examination and eligibility status.
Accept the resignation as certified.		No future employment with this department.
Dismiss from City and County service.		Return name to the eligible list from which appointed to this position.
Approve the separation.	X	No future employment with the City and County of San Francisco.
Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service.		
Other (specify): Must participate in an appropriate substance abuse program and receive a release to work from a certified substance abuse professional for any safety sensitive positions.		
Other (specify): No future employment with SFMTA that requires a class B or BP driver's license.		

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

SEE REVERSE SIDE

MUST BE COMPLETED BY DEPARTMENT:

Rank: 7 List # 052710
 SSN: _____
 Employee Organization: SEIU, Local 1021


 SIGNATURE OF APPOINTING OFFICER

METHOD OF SERVICE:

Certified Mail Hand Delivered
 Certified Mail # 7008 1830 0003 7610 2941
 Attachment(s)
 DHR 1-13 (Revised 8/00)

Donald E. Ellison
 NAME
Director of Human Resources, SFMTA
 TITLE



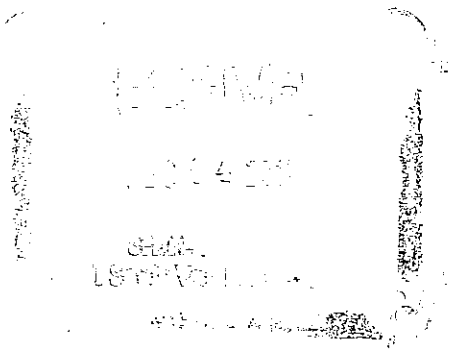
November 30, 2012

To: Donald Ellison
Director of Human Resources

Thru: Neal Popp
Deputy Director – Maintenance

From: Tom Curran
Transit Shop Supervisor

Subj: SKELLY DECISION – Mr. Artis Jones
9102 Transit Car Cleaner



A Skelly hearing was conducted on Tuesday November 27, 2012 at SFMTA Human Resources, One South Van Ness Ave, San Francisco, CA. The hearing was held based violation of the Violence in the Workplace Policy by employee Artis Jones, a 9102 Transit Car Cleaner.

In attendance at this meeting were: myself, Tom Curran, Transit Shop Supervisor; Patrick Ho, Cable Car Maintenance Shop Supervisor; Parveen Boparai, SFMTA-Employee Labor Relations; Alex Hodson, SEIU 1021 and Artis Jones a 9102 Transit Car Cleaner.

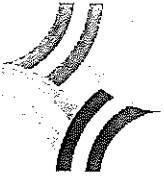
SFMTA-Muni documentation included written statements from witnesses and a copy of a SFPD citizen's arrest record.

Per witnesses written statements Artis Jones while in a sitting position picked up shop supervisor. and dropped him to the ground twice during a confrontation over the use of an oven as a space heater in the Cable Car Barn break room. During the Skelly hearing A. Jones admitted to picking the supervisor up but stated the supervisor was using his foot to shut the oven door on his (A. Jones) hand. Police were summoned and Supervisor made a citizen's arrest for 242-PC "A battery is any willful and unlawful use of force or violence upon the person of another."

Alex Hodson of SEIU 1021 stated that dismissal was not warranted as a pattern of progressive discipline was not evident. The documentation provided by SFMTA-Muni during notification of hearing included a Written Warning for Unacceptable Behavior dated 26 September 2012 issued by Patrick Ho, Cable Car Running Repair Manager. This warning included the instruction "not to boisterously yell and avoid disputes."

The Employee handbook states "The City is committed to maintaining a workplace free from violence and threats of violence, and will not tolerate acts





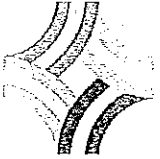
or threats of violence in the workplace." I have carefully reviewed my notes taken during the Skelly hearing, papers presented by A. Jones at the Skelly hearing, and the documents provided by SFMTA-Muni including a statement from A. Jones written on the night of the incident.

I concur with the recommendation of Cable Car Maintenance Supervisor Patrick Ho for dismissal of employee Artis Jones.

#

Attachments: (1) SFMTA Skelly hearing Package
(2) A. Jones response to Written Warning of 26 SEP 2012

Copy: Neal Popp
M. Ellis
P. Ho
Parveen Boparai
Alex Hodson
chron file



November 20, 2012

Mr. Artis Jones

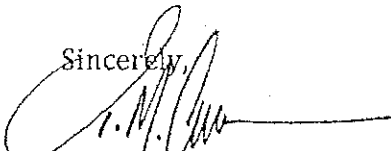
SUBJ: SKELLY HEARING CHANGE OF LOCATION

Mr. Jones,

1. The date and time of your Skelly hearing for proposed disciplinary action is scheduled for 10AM Tuesday November 27, 2012. The location has changed.
2. The new location is:

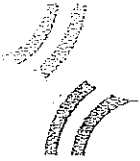
SFMTA -Personnel
One (1) South Van Ness Ave.
6th Floor
South Beach Room # 6042
San Francisco, CA

#

Sincerely,

T.M Curran

Copy: N. Popp
P. Boparai
P. Ho
SEIU 1021





7008 1830 0003 7610 2934

SFMTA
Municipal Transportation Agency

November 20, 2012

To: Artis Jones. 9102 Transit Car cleaner

From: Patrick Ho 
Acting Cable Car Vehicle Maintenance Manager

RE: Proposed Disciplinary Action – Dismissal

Mr. Jones,

This letter is to inform you that the location for your Skelly Conference scheduled for November 27, 2012 at 10:00 am, has been changed to the following location:

1 South Van Ness
6th Floor, Room #6042
San Francisco, CA 94103

Dwain M. Lee
Mayor

Tom Nolan
Chairman

Cheryl Brinkman
Vice-Chairman

Leona Bridges
Director

Malcolm Heinicke
Director

Jerry Lee
Director

Joél Ramos
Director

Cristina Rubke
Director

Edward D. Reiskin
Director of
Transportation

425 Geneva Avenue Second Floor
San Francisco, CA 94112

Tel: 415.337.2285

Fax: 415.337.2264

www.sfmta.com



Date: November 12, 2012

To: Artis Jones, 9102 Transit Car Cleaner

From: Patrick Ho 
Acting Cable Car Vehicle Maintenance Manager

Re: Proposed Disciplinary Action – Dismissal

Mr. Jones,

This is to advise you that I am proposing that you be dismissed from your position as a 9102 – Transit Car Cleaner.

My recommendation for this disciplinary action is based on the following charges:
Violation of the SFMTA's policy with regards to Violence in the Workplace.

On November 11, 2012 at approximately 23:30 Hrs. Shift Supervisor closed the oven door in the lunchroom. You were using the oven to heat the room. A disagreement ensued over the use of the oven as a heater. You assaulted _____ by picking him up and dropping him to the ground. Witnesses' also state that you picked up _____ a second time and dropped him to the ground again. Central Control was called and the police and inspectors responded. You were issued a citation by the police for assault.

Previous disciplinary charges:

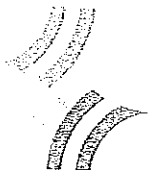
Date	Action	Violation
9//26/2012	Written Warning	Unacceptable Behavior

Discipline:

- Dismissal

Actions and behavior of this kind cannot be accepted and/or tolerated and are inappropriate in the workplace.





Right of response:

A skelly meeting is scheduled for November 27, 2012 at Cable car maintenance Manager's Office at 10:00 am. You have a right to representation. This stage of the process is your opportunity to respond to the charges and proposed disciplinary action. This is not a formal hearing; therefore there will be no examination of witnesses, or court reporter.

Your Union Representative is Alex Hodson and he can be reached at 1-877-415-1021

If you choose to respond in writing, your written response should be delivered to Patrick Ho no later than November 26, 2012.

Attachments:

- Copy of OCC Report # 1259207
- Copy of Citizen's Arrest form
- Incident Report, I
- Incident Report, Artis Jones
- Incident Report, ,
- Incident Report, s
- Incident Report,
- Written Warning, 9/26/2012
- S.F. Policy Prohibiting Violence in the Workplace

cc: Win Hoblitzelle
local 1021
Labor relations
Employee file

REVENUE NON-REVENUE
 ACCIDENT INCIDENT REPORT

Event Type: COLLISION (object, vehicle, person, etc.) DERAILMENT FIRE DEWIREMENT
 SECURITY INCIDENT EVACUATION VEHICLE LEAVING ROADWAY OTHER

OPERATOR NAME: _____ ID No. _____ ACTUAL DAY: _____
Last First ACTUAL DATE: _____

RUN: _____ LINE: _____ VEHICLE NUMBER: _____
 DIVISION: _____ TIME: _____ AM PM
 LOCATION: _____ / _____ / _____
On To From At

ROUTE DIRECTION Inbound Outbound
 DID OPERATOR BEGIN WORK ON THE PREVIOUS DAY? Yes No
 DELAY FROM _____ TO _____ LINE DELAY? _____ LINE DELAY ENDED AT _____

PARTY # <u>1</u>	DRIVER'S LICENSE OR ID NUMBER:		STATE:	CLASS:
<input type="checkbox"/> DRIVER	NAME: (First, Mid, Last)			
<input type="checkbox"/> PED	ADDRESS:		APT#	
<input type="checkbox"/> M/C	CITY:	STATE:	ZIP:	
<input type="checkbox"/> BICYCLE	SEX:	RACE:	DOB: / /	TELEPHONE NO:
<input type="checkbox"/> PARKED VEH.	DIR. TRAVEL:	ON STREET:		SPEED LIMIT:
<input checked="" type="checkbox"/> OTHER	VEH. YEAR:	MAKE:	MODEL:	STYLE: COLOR:
<i>7300 Class Asst. Supv. Elec. TRANSIT MECHANIC</i>	LICENSE NO:	STATE:	VIN#	
	OWNER NAME:			
	ADDRESS:			
	INSURANCE CARRIER:	POLICY#		
PARTY # <u>2</u>	DRIVER'S LICENSE OR ID NUMBER:		STATE:	CLASS:
<input type="checkbox"/> DRIVER	NAME: (First, Mid, Last) <u>ARTIS JONES</u>			
<input type="checkbox"/> PED	ADDRESS:		APT#	
<input type="checkbox"/> M/C	CITY:	STATE:	ZIP:	
<input type="checkbox"/> BICYCLE	SEX:	RACE:	DOB: / /	TELEPHONE NO:
<input type="checkbox"/> PARKED VEH.	DIR. TRAVEL:	ON STREET:		SPEED LIMIT:
<input checked="" type="checkbox"/> OTHER	VEH. YEAR:	MAKE:	MODEL:	STYLE: COLOR:
<i>9102 CLASS TRANSIT CAR CLEANER</i>	LICENSE NO:	STATE:	VIN#	
	OWNER NAME:			
	ADDRESS:			
	INSURANCE CARRIER:	POLICY#		

WITNESS INFORMATION & STATEMENT

SECTION 1

Witness # (/) was in Vehicle # (); UNINVOLVED Motorist; Pedestrian; Other _____

Name: (First, Mid, Last)	DOB or Age:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Street: 1201 MASON ST. 1st LEVEL	Apt#:	
City: SF	State: CA.	Zip: 94118
Telephone(s): (415) 292-2064 ()	Email:	
Language Difficulty? <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Language:	Translator Used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO	
Visually Impaired? <input type="checkbox"/> YES <input type="checkbox"/> NO (Describe Degree of Impairment):		
STATEMENT: W#1 STATED: P#1 WAS TELLING P#2 THAT THE OVEN CANNOT BE USED AS A HEATER, THEN SUDDENLY P#2 PICKUP P#1 AND THREW HIM TO THE GROUND.		

SECTION 2

Witness # (2) was in Vehicle # (); UNINVOLVED Motorist; Pedestrian; Other _____

Name: (First, Mid, Last)	DOB or Age:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Street: 1201 MASON ST. 1st LEVEL	Apt#:	
City: SF	State: CA.	Zip: 94118
Telephone(s): (415) 292-2064 ()	Email:	
Language Difficulty? <input type="checkbox"/> YES <input type="checkbox"/> NO Primary Language:	Translator Used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO	
Visually Impaired? <input type="checkbox"/> YES <input type="checkbox"/> NO (Describe Degree of Impairment):		
STATEMENT: W#2 STATED: P#1 ATTEMPTED TO TURN OFF THE OVEN, WHEN P#2 PICK HIM UP AND THREW HIM TO GROUND.		

(CONFIDENTIAL TO THE CITY ATTORNEY)

SUPPLEMENT PAGE

WITNESS # 3

1201 MASON ST. 1TH LEVEL

SF CA. 94118

415-292-064

W#3 STATED: I WAS IN RESTROOM, WHEN I HEARD SHAPMAN "ANDI" YELLING; "THAT'S ENOUGH" I WENT TO THE BREAK ROOM AND SAW P#2 GRABBING P#1.

PREPARED BY: -

STAR #

711

DATE:

12 Nov 12

Page

4 of 6

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(CONFIDENTIAL TO THE CITY ATTORNEY)

ADDITIONAL RESPONSE LOG

MUNI STREET INSPECTOR:	UNIT #:	TIME: <u>00110</u>	
MUNI STREET INSPECTOR:	UNIT #:	TIME:	
MUNI STREET INSPECTOR:	UNIT #:	TIME:	
MUNI MANAGEMENT:	UNIT #:	TIME:	
MUNI MANAGEMENT:	UNIT #:	TIME:	
MUNI MANAGEMENT:	UNIT #:	TIME:	
CITY ATTORNEY'S INVESTIGATOR:	UNIT #: 6-ADAM-	TIME:	
CITY ATTORNEY'S INVESTIGATOR:	UNIT #: 6-ADAM-	TIME:	
MUNI SYSTEM SAFETY SPECIALIST:	UNIT #:	TIME:	
MUNI SYSTEM SAFETY SPECIALIST:	UNIT #:	TIME:	
MUNI SYSTEM SAFETY SPECIALIST:	UNIT #:	TIME:	
MUNI SYSTEM SAFETY SPECIALIST:	UNIT #:	TIME:	
MUNI ROAD-CALL CREW: HOMEBASE DIVISION:	UNIT#:	TIME:	
MUNI OVERHEAD LINE CREW (S):	UNIT#:	TIME:	
MUNI METRO RAIL UNIT(S):	UNIT#:	TIME:	
MUNI SIGNAL MAINTENANCE CREW (S):	UNIT#:	TIME:	
PRIMARY LEAD S.F. POLICE INVESTIGATOR:	UNIT #: <u>3A21E</u>	STAR #:	TIME:
<u>SGT. PASQUINZO</u>	UNIT #: <u>3A3A11</u>	STAR #:	TIME:
	UNIT #: <u>3A11E</u>	STAR #:	TIME:
S.F. POLICE INVESTIGATION CASE NUMBER:	<u>120915217</u>		
OTHER RESPONDING POLICE AGENCY:	OFFICER:	UNIT #:	
S.F. FIRE DEPARTMENT:	UNIT #: <u>67</u>	UNIT #:	UNIT #:
	UNIT #:	UNIT #:	UNIT #:
MEDICAL UNIT (S):	UNIT #:	UNIT #:	UNIT #:
MEDICAL EXAMINER'S INVESTIGATOR (S):	UNIT #:	UNIT #:	UNIT #:
MEDICAL EXAMINER'S CASE NUMBER:			
PEER ASSISTANCE REPRESENTATIVE:			
DEPARTMENT OF PUBIC WORKS:	UNIT #:	UNIT #:	UNIT #:
MOBILE ASSISTANCE PROGRAM:	UNIT #:		
NEWS MEDIA; CHANNEL (S):			
OTHER RESPONDING UNITS:			

PREPARED BY: _____ STAR # 711 DATE: 12 Nov 12 Page 5 of 6
 (THIS IS A CONFIDENTIAL COMMUNICATION TO THE CITY ATTORNEY)

(CONFIDENTIAL TO THE CITY ATTORNEY)

INSPECTOR'S INCIDENT NARRATIVE

Section 1 - TIMELINE & RESPONSE:

When I received the call, I was:

- At (location) POWELL - WASHINGTON
- I received the call at (time) 23:30 HRS
- I arrived on scene at (time) 23:34 HRS
- I went code #713 (scene clear) at 01:05 HRS

Section 2 - ARRIVAL & OBSERVATIONS:

Upon my arrival, I observed the following:

NOTHING UNUSUAL - STAFF AND WORKING.

SEE NARRATIVE

Section 3 - NARRATIVE OF EVENT:

UPON ARRIVAL P#1 EXPLAINS SITUATION TO ME. TOOK STATEMENT P#1
J.D. 3 WITNESSES, STATEMENTS, TO P#2. STAFF ON SCENE. CONFER -
STAFF INTERVIEWS P#1 + P#2. P#2 CITED FOR BATTERY. MEDIC ON SCENE -
P#1 REFUSED AID. TAKE STATEMENT P#2. ACTING MGR PAT HO ON
SCENE. PHOTOGRAPH AREA OF INCIDENT AT 00:30 HRS, P#2 GIVEN ORDERS
FROM PAT HO. TO GO HOME. CAPIN OBSERVATION NEITHER PARTIES DRUG TESTED -
NO 399. P#2 LEAVES THE PROPERTY AT 01:05 HRS. OCC # CREATED @ 01:30 AM.
AT 01:35 DEPART CC OPS. TO HOME.

Section 4 - OPERATOR'S STATUS:

- Returned to duty: _____
- Relieved from duty and placed on non-driving status: _____
- Relieved from duty and placed on non-driving status & Post Accident Drug & Alcohol Tested: _____
- Date & Time the Operator was given to report to the Division Superintendent: _____
- Brief summary of why the Operator was placed on non-driving status: _____

PREPARED BY: _____ STAR # 711 DATE: 12 NOV 12 Page 6 of 6

(THIS IS A CONFIDENTIAL COMMUNICATION TO THE CITY ATTORNEY)

SAN FRANCISCO CITY & COUNTY

CITIZEN'S ARREST FORM

I made a CITIZEN'S ARREST on the person of ARTHUR K. LOUIS

for the violation(s) of 245 PC

on 11 12 12, committed in my presence at 1201 MASON ST.
MONTH DAY YEAR ADDRESS

and I did thereupon request the San Francisco Police Department to assume custody of the above subject. I understand that I may be contacted by the District Attorney of the City and County of San Francisco and that I may be called as a witness in a criminal proceeding against the above named suspect.

Attach Original Copy
to incident Report.

Signature _____

Address _____

I.D. Number (e.g.: SSN, CDL, or D.O.B.) _____

Incident Report No. _____ SFPD 80(REV. 06/05)

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY	RAIL & CABLE SECTION INCIDENT REPORT
--	---

TO: Mike Ellis
 Chief Mechanical Officer, Rails

Date: 11-11-2012

FROM:

Title: ASSISTANT SUPERVISOR

INCIDENT:

WHAT: ASSAULT BY ARTIS JONES

WHEN: 11-11-2012 11:30 P.M.

WHERE: 1201 MASON ST. RUNNING REPAIR LUNCHROOM

DETAILS: AROUND 11:30 P.M. COMPLAIN ARTIS JONES
USING THE OVEN FOR HEATER, I WHEN INTO THE LUNCHROOM
AND TURN OFF THE OVEN AND CLOSED THE OVEN DOOR..
THAN ARTIS COME INTO THE LUNCHROOM AND TURN ON
THE OVEN AND OPEN THE OVEN DOOR AGAIN.
AS I ATTEMPT TO TURN OFF THE OVEN SECOND TIME,
ARTIS PICK ME OFF THE FLOOR, THAN DROP ME
TO THE GROUND. I GOT UP AND WALK OUT THE
LUNCHROOM. AND I CALL FOR INSPECTOR, AND
THE INSPECTOR CALL THE POLICE.

P.S. POLICE INCIDENT REPORT NO. 120-915-217

Signature:

Distribution: LRV Maint Geneva House Support Shop Cable Car
 MME

Revised 6-28-10

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY	RAIL & CABLE SECTION INCIDENT REPORT
--	---

TO: Mike Ellis
 Chief Mechanical Officer, Rails

Date: 11-NOV-12

FROM: Artis Jones

Title: 9102 Transit Car Cleaner

INCIDENT: Preventing my hand from being smashed
 WHAT:

WHEN: 11 Nov 12

WHERE: Cable Car Division

DETAILS: I was using the oven, located in the ~~Cable~~ Cable Car Break Room. I was using the oven to keep warm. I went to my car and returned to find the oven off. I turned the oven back on and asked everyone in the room who ~~was~~ turn the oven off. ~~replied~~ replied that I ~~can~~ will burn out the oven that way. I open the ~~the~~ oven door. ~~said~~ said shut the door. I told him ~~no~~ No I'm cold. Starts walking towards the oven. I place my hand on the oven door to keep from ~~shutting~~ shutting the oven door. ~~uses~~ uses his foot to keep the oven door close while my hand is on the oven door. I say to stop. ~~did not stop~~ did not stop, but continues to use his foot to shut the door while my hand is on the door. To keep my hand from ~~being~~ being closed in the door I pick up ~~and~~ and we both fall to the floor. We both get up ~~and I~~ and I push me trying to move me from the oven. I push ~~back~~ back. ~~and he~~

Signature: Artis Jones See attachment.

Distribution: LRV Maint Geneva House Support Shop Cable Car
 MME

says do you want me to call the police? I said yes call
the police, get on the phone and soon after the police arrive.
The police said I was being cited. I told the police I was
the one who requested them to come. I asked to make a
citizen arrest and they refused.

Artis K. Jones

Artis Jones

9102 ~~600~~ Transit Car Cleaner

11 Nov 12, Cable Car Division

SAN FRANCISCO
MUNICIPAL
TRANSPORTATION
AGENCY

RAIL & CABLE SECTION
INCIDENT REPORT

TO: Mike Ellis
Chief Mechanical Officer, Rails

Date: 11/11/12

FROM:

Title: TRANSIT MECHANIC

INCIDENT:

WHAT: Confrontation Between ARTIS JONES

WHEN: 11:30 PM

WHERE: 201 Lunch Room.

DETAILS: Around 11:30 P Supervisor tried to
turn off the oven ARTIS JONES leave the oven door open
as a heater. Said the heater is on the other side
of the room ARTIS insisted used the oven again The next
thing happened he (ARTIS) picked up over his
shoulder and hang on his cover all both felt
on the floor. A few minutes after that happened the
confrontation again and ARTIS pick up over his
shoulder both felt on the floor (second time)
I shouted to stop it many times but they don't
listen. I called Central Control to send the Inspector
to the shop. leave the room and ARTIS still
sit in front of the oven.

Signature: _____

Distribution: LRV Maint Geneva House Support Shop Cable Car
MME

Revised 6-28-10

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY	RAIL & CABLE SECTION INCIDENT REPORT
--	---

TO: Mike Ellis
 Chief Mechanical Officer, Rails

Date: 11/11/12

FROM:

Title: Mechanic

INCIDENT:

WHAT: Confrontation Between supervisor and Car Cleaner
Artis Jones

WHEN: at approx 11:30pm on 11/11/12

WHERE: in cable car ready room

DETAILS: At approx 11:30pm on 11/11/12 supervisor
attempted to close oven door and to turn off oven that was
being used as a space heater by car cleaner Artis Jones.
Artis Jones prevented by picking him up and threw
him over his shoulder and then drop him on the ground.
shouted to him to stop along with mechanic
my self, got up
and attempted to close the oven door and turn off the
oven again, Artis Jones did the same thing again
and picked up over his shoulder and drop him
again, after was able to get up he walked
out the room, mechanic called
Central and the police

Signature:

Distribution: LRV Maint Geneva House Support Shop Cable Car
 MME

Revised 6-28-10

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY	RAIL & CABLE SECTION INCIDENT REPORT
--	---

TO: Mike Ellis
 Chief Mechanical Officer, Rails

Date: 11-11-12

FROM:

Title: TRANSIT MECHANIC

INCIDENT:

WHAT: CONFRONTATION BETWEEN ARTES JONES

WHEN:

11-11-12

WHERE:

LUKOO RIDGE

DETAILS:

I was in the Rest Room blowing
my nose when I heard
yelling that's enough that's enough
I run into the Lunch Room I saw
Artes Jones grabbing or assaulting

Signature: _____

Distribution: LRV Maint Geneva House Support Shop Cable Car
 MME

Revised 6-28-10

Edwin M. Lee | Mayor
Tom Nolan | Chairman
Cheryl Brinkman | Vice-Chairman
Leana Bridgas | Director
Malcolm Heinicke | Director
Jerry Lee | Director
Joel Ramos | Director
Edward D. Reiskin | Director of Transportation

Date: September 26, 2012
To: Artis Jones
9102 Transit Car Cleaner
From: Patrick Ho *P. Ho*
Cable Car Running Repair Manager
Re: Written Warning – Unacceptable Behavior

This is a written warning for Unacceptable Behavior.

On September 25, 2012 @ approximately 6:30 am, you entered my office and inquired about overtime for general cleaning on 9/28/2012. I told you that overtime would be granted if supervision was present. You stated that you were already informed on what needed to be done. I again told you that I would like your supervisor Jabari Steele present when you general clean the cars for the first time and that Mr. Steele know how the car should be cleaned and what specifics needed to be done. At this point you started boisterously yelling about knowing what needed to be done. I asked that you stop yelling. You continued to yell and accused me of yelling at you with regards to a previous conversation earlier with regards to your paycheck. You kept yelling about knowing what needed to be done and accused me of not listening. You then opened the office door and continued to yell. Art Ramirez who was nearby heard the yelling and came into the office to see if I was alright. Mr. Ramirez also asked you to calm down. You then tell Mr. Ramirez to get out of my office. Mr. Ramirez refused to leave, at which you start counting to ten. At this point you tell me that you're done talking to me and it was time for you to leave and you walk out of my office.

You are instructed not to boisterously yell and avoid disputes.

If your Unacceptable Behavior continues, I will recommend further disciplinary action.

This document will be placed in your personnel file. You have ten (10) working days or in accordance with the provisions of the MOU from the receipt of this document to submit a written response (rebuttal), which will be attached to this warning and placed in your personnel file.

By affixing your signature to this warning you are signifying that the material has been read, and does not necessary indicate agreement with its contents.

Signature of employee: _____ Date: _____

Signature of witness: _____ Date: *10-1-12*
(Needed if employee refuses to sign.)

cc: personnel file
Union Local 1021



Policy Prohibiting Violence In The Workplace

Part I: Prohibiting Employee Violence In The Workplace

Under the authority of Section 3.660 of the Charter of the City and County of San Francisco, the Civil Service Commission adopts the following policy on workplace safety:

I. Policy

It is the policy of the City and County of San Francisco to require employees to treat co-workers and members of the public with courtesy and respect. The City and County of San Francisco will not tolerate any assaults, battery or threats or acts of violence by employees in the workplace.

Employees are also prohibited from bringing weapons to the job, unless required by the City and County department in the performance of the employee's official duties. Weapons include, but are not limited to, firearms, knives or weapons defined in the California Penal Code Section 12020.

Failure to comply with this policy may result in employee discipline up to and including termination.

II. Reporting

Employees have the responsibility to report any threats or acts of violence to their respective supervisors. When notified by a health care provider of a threat against an employee ("Tarasoff Warning"), the department head, Human Resources official, personnel official, or designee shall notify the affected employee as soon as possible.

III. Investigation

Supervisors and managers through the department head, Human Resources official, personnel official, or designee have the responsibility to investigate any reported incidents of threats or acts of violence by any employees and to take appropriate action.

IV. Remedial Action

Appropriate action taken by the department head, Human Resources official, personnel official, or designee may include, but is not limited to, one or more of the following depending on the nature of the threat or act of violence:

- Calling Emergency Response "911," if the threat is immediate and life threatening;
 - Placing the employee on administrative leave in accordance with Charter Section 8.341 or suspension in accordance with Charter Section 8.342;
 - Referring the matter to the City Attorney to determine if a restraining order is appropriate;
 - Requesting the Human Resources Director to schedule a medical examination to determine fitness for duty;
 - Imposing disciplinary action up to and including dismissal or termination;
 - Admonishing the employee(s) that such behavior is unacceptable and will not be tolerated;
 - Referring the employee to the Employee Assistance Program or to a health care/medical provider.
- Any employees who are a target of an act or threat of violence may be referred to the Employee Assistance Program or other support services;
- Other measures may be taken as appropriate under the circumstances.

WORKPLACE VIOLENCE PROHIBITED

Policy Prohibiting Employee Violence in the Workplace

The City is committed to maintaining a workplace free from violence and threats of violence, and will not tolerate any acts or threats of violence in the workplace. Any act or threat of violence in the workplace is strictly prohibited and should be reported immediately.

“Violence” includes both acts and threats of violence. For example, violence includes any conduct, verbal or physical, which causes another to reasonably fear for his or her own personal safety or that of his or her family, friends, associates, or property. Employees are also prohibited from possessing, storing or having control of any weapon on the job, except when required by the City department in the performance of the employee’s official duties. Weapons include, but are not limited to, firearms, knives or weapons defined in the California Penal Code Section 12020.

Failure to comply with these policies may result in employee discipline up to and including termination as well as criminal prosecution.

Reporting and Responding to Workplace Violence

All employees are responsible for reporting any acts of intimidation, threats of violence or acts of violence to their supervisor, manager or departmental personnel officer. Supervisors and managers are responsible for documenting and reporting all observed or reported incidents of workplace violence.

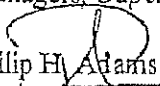
CITY AND COUNTY OF SAN FRANCISCO
PUBLIC TRANSPORTATION DEPARTMENT



PERSONNEL DIVISION
1155 MARKET STREET, 8TH FLOOR
SAN FRANCISCO, CA 94103

May 23, 1996

To: Public Transportation Department Deputy Directors,
Managers, Supervisors & Employees

From: 
Philip H. Adams
Director of Public Transportation Department

Re: Violence in Workplace

As recent events have reminded us, incidents of violence are all too common in the workplace. By this policy I would like to reinforce the Public Transportation Department's position that violence, threats of violence or abusive behavior of any kind towards the public or co-workers is absolutely unacceptable and will be considered serious misconduct.

It is the policy of the City and County of San Francisco and the Public Transportation Department that employees treat co-workers and members of the public with courtesy and respect. Violence, threats of violence or abusive behavior of any kind do not belong in the workplace and will not be tolerated.

Public Transportation employees are also prohibited from bringing weapons to the job. Weapons include, but are not limited to, firearms, knives or weapons as defined in the California Penal Code Section 12020.

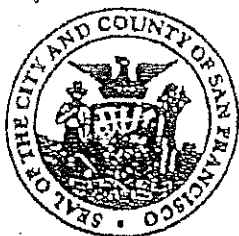
It is further the policy of the Public Transportation Department to focus on worksite safety and mechanism to respond to threats or acts of violence by a member of the public or clients.

Every employee is responsible to contribute to the safety of the workplace and must report all threats or acts of violence to their supervisors. Employees who fail to report threats or acts of violence will be subject to disciplinary action.

Please read the attached Civil Service Commission Policy carefully.

Attachments

1. CSC Memo on Policy Prohibiting Violence in the Workplace
2. Policy Prohibiting Employee Violence in the Workplace-Part I
3. Acknowledgment of Receipt of Violence in the Workplace Policies



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM
CSC No. 95-16

KAREN CLOTTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

DATE : September 28, 1995
TO : Department Heads
Personnel Officers
Safety Officers
Training Officers
Department Personnel Representatives
FROM : Albert C. Walker
Executive Officer
SUBJECT : Civil Service Commission Policy Prohibiting Violence in the Workplace - Part I: Prohibiting Employee Violence in the Workplace.

Attached is a copy of the first of a two-part Civil Service Commission Policy on Prohibiting Violence in the Workplace. Part I: Prohibiting Employee Violence in the Workplace, was adopted by the Civil Service Commission at its meeting of April 3, 1995. Distribution of Part I was delayed in anticipation of the immediate completion and adoption of Part II, the workplace violence prevention plan.

At its meeting of September 18, 1995, the Civil Service Commission reviewed proposed Part II of the Policy and referred it to the Civil Service Commission Rules Revision Committee for review and recommendation. On September 25, 1995, the Rules Revision Committee returned proposed Part II of the Policy to the working group that drafted it with a series of comments and recommendations for changes.

Since it appears that there will be an additional delay between the adoption of Part I and the refinement and adoption of Part II and given the fact that the Civil Service Commission has officially adopted and established this Policy, it is being promulgated. Part II will be forwarded as soon as it's adopted by the Civil Service Commission.

Please circulate this Policy throughout all agencies of the City and County and bring it to the attention of all employees, supervisors, and managerial staff. Please contact the departmental safety officer, personnel officer, training officer, or personnel representative for assistance.

CIVIL SERVICE COMMISSION

Albert C. Walker
Executive Officer

(5333B)

POLICY PROHIBITING VIOLENCE IN THE WORKPLACE

PART I: PROHIBITING EMPLOYEE VIOLENCE IN THE WORKPLACE

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Employees are also prohibited from bringing weapons to the job, unless required by the City and County department in the performance of the employee's official duties. Weapons include, but are not limited to, firearms, knives or weapons defined in the California Penal Code Section 12020.

Failure to comply with this policy may result in employee discipline up to and including termination.

II. REPORTING

Employees have the responsibility to report any threats or acts of violence to their respective supervisors. When notified by a health care provider of a threat against an employee ("Tarasoff Warning"), the department head, Human Resources official, personnel official, or designee shall notify the affected employee as soon as possible.

III. INVESTIGATION

Supervisors and managers through the department head, Human Resources official, personnel official, or designee have the responsibility to investigate any reported incidents of threats or acts of violence by any employees and to take appropriate action.

IV. REMEDIAL ACTION

Appropriate action taken by the department head, Human Resources official, personnel official, or designee may include, but is not limited to, one or more of the following depending on the nature of the threat or act of violence:

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- Referring the matter to the City Attorney to determine if a restraining order is appropriate;
- Requesting the Human Resources Director to schedule a medical examination to determine fitness for duty;
- Imposing disciplinary action up to and including dismissal or termination;
- Admonishing the employee(s) that such behavior is unacceptable and will not be tolerated;
- Referring the employee to the Employee Assistance Program or to a health care/medical provider.
- Any employees who are a target of an act or threat of violence may be referred to the Employee Assistance Program or other support services;
- Other measures may be taken as appropriate under the circumstances.

Adopted April 3, 1995.

Edwin M. Lee | Mayor
 Tom Nolan | Chairman
 Cheryl Brinkman | Vice-Chairman
 Leona Bridges | Director
 Malcolm Heinicke | Director
 Jerry Lee | Director
 José Ramos | Director
 Edward D. Reiskin | Director of Transportation

Date: September 26, 2012
 To: Artis Jones
 9102 Transit Car Cleaner
 From: Patrick Ho *[Signature]*
 Cable Car Running Repair Manager
 Re: Written Warning – Unacceptable Behavior

This is a written warning for Unacceptable Behavior.

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You are instructed not to boisterously yell and avoid disputes.

If your Unacceptable Behavior continues, I will recommend further disciplinary action.

This document will be placed in your personnel file. You have ten (10) working days or in accordance with the provisions of the MOU from the receipt of this document to submit a written response (rebuttal), which will be attached to this warning and placed in your personnel file.

By affixing your signature to this warning you are signifying that the material has been read, and does not necessary indicate agreement with its contents.

Signature of employee: _____ Date: _____

Signature of witness: _____ Date: 10-1-12
 (Needed if employee refuses to sign.)

cc: personnel file
Union Local 1021



Sent

On August 25 2012 between 5am and 630am I went to Patrick Ho's office with concerns about my Shift 3 pay. I told Patrick Ho that I had only 72 hours of Shift 3 pay showing on my online paystub. Patrick Ho stated I was not missing any hours and to show him. Patrick Ho insisted that no hours were missing from my pay. Patrick Ho opened up the TASS on his computer showing the hours I had worked. By looking at the TASS it showed I had worked 80 hours of Shift 3. I repeated to Patrick Ho that my online paystub shows 72 hours of Shift 3. Patrick allowed me to use his computer to open up my online paystub. I showed Patrick Ho that my online paystub Shift 3 showed 72 hours. Patrick Ho stated that payroll included my Shift 3 pay in with my Holiday Overtime Pay. I told Patrick Ho I did not believe that, but I thanked Patrick Ho for his assistance and left out of Patrick Ho's office. From Patrick Ho's office I went into the brake area to review my online paystub on the brake room computer. As I was reviewing my paystub Patrick Ho walked over to me and placed his finger on the computer screen shouting "there it is there it is". I was shocked and felt frighten by his tone and actions. I did not know what to do. Then Patrick Ho shouted out "who has a calculator". Dennis gave his Smartphone to Patrick Ho. Patrick Ho shouted out "you get paid \$26.95 an hour. Half of that, multiplied by 8 plus, Shift 3 pay, which is \$4.04 an hour. Well you got paid \$371.91 for Holiday Overtime Pay so divide that by 8. This is what you got paid." Patrick Ho then put Dennis's Smartphone up in my face. I shouted out I don't believe u. Dennis said "hey this is not a shouting match." Then Patrick Ho left out of the brake area. I waited a moment to gather myself before punching out from work; because I was feeling intimidated. While at the time clock I saw and heard Aron ask Patrick Ho what happen in the brake area. I saw and heard Patrick Ho tell Aron and Kevin that he was explaining my pay to me. I feel my personal space was violated and threaten by Patrick Ho. I feel he told my personal business to everyone at my job. I should not have to work with these emotional distractions and in this type of atmosphere.

Artis K. Jones
Artis K. Jones
9102 Transit Car Cleaner
Cable Car Division

RECEIVED →

BY: *[Signature]*

OCT 5, 2012

RECEIVED →

BY: *[Signature]*

OCT 09 2012

**ADDITIONAL INFORMATION
SUBMITTED BY APPELLANT**

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY	RAIL & CABLE SECTION INCIDENT REPORT
--	---

TO: Mike Ellis
 Chief Mechanical Officer, Rails

Date: 11-11-2012

FROM: _____

Title: ASSISTANT SUPERVISOR

INCIDENT:
 WHAT: ASSAULT BY ARTIS JONES

WHEN: 11-11-2012 11:30 P.M.

WHERE: 1201 MASON ST. RUNNING REPAIR LUNCHROOM

DETAILS: AROUND 11:30 P.M. SAN CHIN COMPLAIN ARTIS JONES USING THE OVEN FOR HEATER, I WHEN INTO THE LUNCHROOM AND TURN OFF THE OVEN AND CLOSED THE OVEN DOOR... THAN ARTIS COME INTO THE LUNCHROOM AND TURN ON THE OVEN AND OPEN THE OVEN DOOR AGAIN. AS I ATTEMPT TO TURN OFF THE OVEN SECOND TIME, ARTIS PICK ME OFF THE FLOOR, THAN DROP ME TO THE GROUND. I GOT UP AND WALK OUT THE LUNCHROOM. AND I CALL FOR INSPECTOR, AND THE INSPECTOR CALL THE POLICE.

P.S. POLICE INCIDENT REPORT NO. 120-915-217

Signature: _____

Distribution: LRV Maint Geneva House Support Shop Cable Car
 MME

SAN FRANCISCO
MUNICIPAL
TRANSPORTATION
AGENCY

RAIL & CABLE SECTION
INCIDENT REPORT

TO: Mike Ellis
Chief Mechanical Officer, Rails

Date: 11-Nov-12

FROM: Arts Jones

Title: 9102 Transit Car Cleaner

INCIDENT:
WHAT: Preventing my hand from being smashed

WHEN: 11 Nov 12

WHERE: Cable Car Division

DETAILS: I was using the oven, located in the ~~Cable~~ Cable Car Break Room. I was using the oven to keep warm. I went to my car and returned to find the oven off. I turned the oven back on and asked everyone in the room who ~~can~~ turn the oven off. I replied that I ~~can~~ will ~~burn~~ burn out the oven that way. I open the ~~the~~ oven door. I said "NO I'm cold." Ben starts walking towards the oven. I place my hand on the oven door to keep it from ~~sh~~ shutting the oven door. Ben uses his foot to keep the oven door close while my hand is on the oven door. I say to Ben stop, but he did not stop, but continues to use his foot to shut the door while my hand is on the door. To keep my hand from ~~being~~ being closed in the door I pick ~~up~~ up and we both fall to the floor. We both get up (I and Ben). Ben pushes me trying to move me from the oven. I push Ben back. ~~and he~~

Signature: Arts Jones See attachment.

Distribution: LRV Maint Geneva House Support Shop Cable Car
MME

Sept

On August 25 2012 between 5am and 630am I went to [redacted] office with concerns about my Shift 3 pay. I told [redacted] that I had only 72 hours of Shift 3 pay showing on my online paystub. [redacted] stated I was not missing any hours and to show him. [redacted] insisted that no hours were missing from my pay. [redacted] opened up the TASS on his computer showing the hours I had worked. By looking at the TASS it showed I had worked 80 hours of Shift 3. I repeated to [redacted] that my online paystub shows 72 hours of Shift 3. [redacted] allowed me to use his computer to open up my online paystub. I showed [redacted] that my online paystub Shift 3 showed 72 hours. [redacted] stated that payroll included my Shift 3 pay in with my Holiday Overtime Pay. I told [redacted] I did not believe that, but I thanked [redacted] for his assistance and left out of [redacted] office. From [redacted] office I went into the brake area to review my online paystub on the brake room computer. As I was reviewing my paystub [redacted] walked over to me and placed his finger on the computer screen shouting "there it is there it is". I was shocked and felt frighten by his tone and actions. I did not know what to do. Then Patrick Ho shouted out "who has a calculator". [redacted] gave his Smartphone to [redacted]. [redacted] shouted out "you get paid \$26.95 an hour. Half of that, multiplied by 8 plus, Shift 3 pay, which is \$4.04 an hour. Well you got paid \$371.91 for Holiday Overtime Pay so divide that by 8. This is what you got paid." [redacted] then put [redacted] Smartphone up in my face. I shouted out I don't believe u. [redacted] said "hey this is not a shouting match." Then [redacted] left out of the brake area. I waited a moment to gather myself before punching out from work; because I was feeling intimidated. While at the time clock I saw and heard [redacted] ask [redacted] what happen in the brake area. I saw and heard [redacted] to tell [redacted] and I [redacted] that he was explaining my pay to me. I feel my personal space was violated and threaten by [redacted]. I feel he told my personal business to everyone at my job. I should not have to work with these emotional distractions and in this type of atmosphere.

Artis K. Jones
 Artis K. Jones
 9102 Transit Car Cleaner
 Cable Car Division

RECEIVED
 OCT 5 2012

BY: *Patricia Morrison*

OCT 5, 2012

RECEIVED →

BY: *Laura J. Hartnett*

OCT 09 2012

Edwin M. Lee | Mayor

Tom Nolan | Chairman

Cheryl Brinkman | Vice-Chairman

Leona Bridges | Director

Malcolm Heinicke | Director

Jerry Lee | Director

Bruce Oka | Director

Joél Ramos | Director

Edward D. Reiskin | Director of Transportation

October 4, 2012

Mr. Artis K. Jones

Dear Mr. Jones:

The San Francisco Municipal Transportation Agency (SFMTA) takes seriously all complaints of employment discrimination. SFMTA has the obligation to review, investigate, and resolve all complaints of employment discrimination pursuant to Article 8III A, Section 8A, 104(f) of the San Francisco City and County Charter. SFMTA's Equal Employment Opportunity (EEO) Office handles complaints of harassment/discrimination based on a protected category. Such protected categories are:

- Age
- Ancestry
- Creed
- Domestic Partner Status
- Gender Identity
- Marital Status
- National Origin
- Political Affiliation
- Religion
- Sexual Harassment
- Other Non-Merit Factors (including Nepotism/Favoritism)
- AIDS/HIV Status
- Color
- Disability
- Ethnicity
- Height/Weight
- Medical Condition (included cancer-related)
- Parental Status
- Race
- Sex
- Sexual Orientation

In addition, EEO handles complaints of retaliation based on participation in employment discrimination investigations as complainants or witnesses.

On October 3, 2012, you and I discussed your concern that your supervisor, _____ (7380 Electrical Transit Mechanic Assistant), treated you in a manner that was both disrespectful and unprofessional. Specifically, as a result of an incident that occurred on September 25 where _____ raised his voice and waved a calculator near your face after you questioned him about a shift differential pay discrepancy, he sought to issue you a written warning about your conduct during this same incident.

As we discussed, this entire incident is unfortunate. But as I informed you, EEO investigates harassment or discrimination in employment because of your membership in a protected category and where there is probability of a causal connection between your membership and an adverse employment action or harassment. Based on your descriptions of the incident, that connection is no



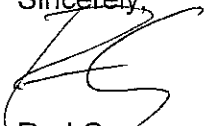
Mr. Artis Jones
October 4, 2012
Page 2

likely to be established. You also stated that, in addition to having already spoken with your union representative, you would take your complaint to the Director's office to seek a remedy.

As a result of the foregoing, EEO will not be taking further action on your claim at this time. Please contact me at 415.701.5420 if you have further questions or concerns on this matter.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to be "Rod Goree", written over the word "Sincerely,".

Rod Goree
EEO Programs Specialist
SFMTA Equal Employment Opportunity Office

**Commissioners'
Announcements/
Request**

Adjournment