



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: January 07, 2013
To: The Honorable Civil Service Commission
Through: Micki Callahan *[Signature]*
Human Resources Director
From: Deedra Jackson, CHF
Shamica Jackson, PUC
Joan Lubamersky, GSA
Gordon Choy, DPW
Deborah Landis, BOS
Cynthia Avakian, AIR
Jacquie Hale, DPH

Subject: Personal Services Contracts Approval Request

This report contains seven (7) 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 (Regulars & Modifications)	YTD Expedited Approvals FY 2012-2013	Total for FY 2012-2013 (Regular FY 12-13 & Expedited this report)
\$133,955,000	\$1,017,973	\$482,491,291

POSTING FOR

01/07/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4055-12/13	23	Children, Youth & Families	Regular	\$2,100,000	Vendor provides summer meals to citywide summer programs (June-August), for approximately 10 weeks each summer. (The exact length of the program schedule varies slightly, as it is based on the San Francisco Unified School District's summer vacation schedule.)	6/1/2013 - 8/31/2015
4056-12/13	40	Public Utilities Commission	Regular	\$100,000	The SFPUC intends to award an agreement for \$100,000 with a Micro-Local Business Enterprise (LBE) Structural Engineering firm on an as-needed basis to provide review of structural analysis and design, and/or assist in structural analysis and design of building projects.	1/1/2013 - 12/31/2017
4057-12/13	70	General Services Agency	Regular	\$1,500,000	The contractor will develop and implement an expanded employee outreach and education program on the City's labor laws. Primary activities include: community outreach, employee workshops and trainings, and counseling and referral services. The program will be conducted in as many languages as possible with an emphasis on immigrant and low-income communities.	2/1/2013 - 2/1/2016
4058-12/13	90	Public Works	Regular	\$225,000	Consultant shall conduct three hundred and seventy-six street and sidewalk evaluations per year for a three year period. The evaluations will take place at ninety four random commercial locations and ninety four random residential locations biannually. The evaluations shall be based on the twenty-one quantifiable standards rated in five different street and sidewalk categories which were established by the joint efforts of the Controller's Office and the Department of Public Works as a result of Proposition C.	1/1/2013 - 3/1/2016

Total Amount - Regular: \$3,925,000

POSTING FOR

01/07/2013

**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
4039-06/07	01	Board of Supervisors	Regular	\$0	\$325,000	Acquisition, development and customization of legislative tracking and reporting software for the Board of Supervisors. The Legistar system tracks the legislation of the City. It tracks legislative actions from agenda creation through final action. The Clerk of the Board staff use this software as part of their daily activities to create agendas, minutes, generate reports, and staff committee and board meetings. The public facing side of the system allows interested parties to search for meetings and legislation on the BOS website. The system is currently in use by the department.	10/1/2006 - 3/31/2013
3087-09/10	27	Airport Commission	Regular	\$30,000	\$80,000	As-needed background investigative services for safety-sensitive classifications at San Francisco International Airport (SFO) during the pre-employment hiring process. The Airport experienced highly than usual usage during the first two years of this contract necessitating the increase.	7/1/2010 - 6/30/2015
2000-03/04	81	Public Health	Regular	\$130,000,000	\$257,000,000	Contractor and partner agencies will work together to provide supportive housing services and direct access to housing services including property management services for chronically homeless adults, and individuals affected by HIV/AIDS in San Francisco. Contractor will be responsible for property management and/or support services at various multi-unit residential sites in targeted neighborhoods. This PSC reflects grant funds for Federal and State agencies and recent RFP terms. All services were approved through an RFP solicitation process of an approved Sole Source.	7/1/2004 - 6/30/2021

Sum of Modified Amounts: \$130,030,000

Deedra Jackson
Children, Youth & Families
1390 Market Street, Ste 900
San Francisco, CA 94102

Shamica Jackson
Public Utilities Commission
525 Golden Gate Avenue, 8th Flr
San Francisco, CA 94102

Joan Lubamersky
General Services Agency
City Hall, Rm 362
San Francisco, CA 94102

Gordon Choy
Dept. of Public Works
875 Stevenson Street, Rm 420
San Francisco, CA 94103

Deborah Landis
Board of Supervisors
City Hall, Rm 244
San Francisco, CA 94102

Cynthia Avakian
Airport Commission
Contracts Administration Unit
PO Box 8097
San Francisco, CA 94128

Jacquie Hale
Dept. Public Health
101 Grove Street, Rm 307
San Francisco, CA 94102

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 13, 2012

DEPARTMENT NAME: Dept. of Children Youth and Families

DEPARTMENT NUMBER: 23

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

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

TYPE OF SERVICE: Prepares and distributes healthy meals to over over 80 summer lunch sites across San Francisco. Vended meals meet all necessary nutrition requirements, public health and food safety regulations.

FUNDING SOURCE: Children's Fund and USDA grant

PSC AMOUNT: 2,100,000 PSC DURATION: 06/01/2013-08/31/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Vendor provides summer meals to citywide summer programs (June- August), for approximately 10 weeks each summer.. (The exact length of the program schedule varies slightly, as it is based on the San Francisco Unified School District's summer vacation schedule.)

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

Vendor will provide an anticipated 400,000 meals for the summer of 2013 and 2014. Meals alleviate food insecurity and provide youth with access to healthy meals while school is out. Failure to approve would result in disruption of services to youth and an overall burden to working families citywide. No city agency has the capacity to fulfill this service.

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):

Prior to Summer 2011, the The Mayor's Summer Lunch Program was managed by the San Francisco Unified School District. In Summer 2011 and 2012, the service was contracted through a competitive bid process and the contract was held by Human Services Agency and done through inter-department work orders.

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 procedure):

[X] Local 853 Local 1021 Union Name [Signature] 9/24/12 Date [X] Local 21 Union Name [Signature] 9/24/12 Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4055-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved 12/14/12 [Signature]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to provide over 6,000 meals daily for 10 weeks within allotted Department of Public Health and food safety window; ability to meet United States Department of Agriculture food preparation guidelines. Ability to safely transport foods and ensure that foods arrive with in allotted time. Ability to analyze nutritional content of food to meet child nutrition regulations.

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

2604 Food Service Worker (L1021), 2624 Dietitian (L1021), 7355 Truck Driver (Local 853), 2606 Sr Food Service Worker (L1021), 2846 Nutritionist (Local 21)

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

Yes. Preparation of meals is done in a commercial kitchen owned by the contractor, food warmers, thermal bags to ensure proper food safety temperature is provided to the summer lunch sites, and the program requires delivery of meals to the sites which is managed by the contractor's delivery fleet.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Mayor's Summer Lunch program runs for 10 weeks each summer. Although temporary staff (Job Class 9910) are hired by the City to help manage the USDA monitoring requirements at meal sites, the kitchen facilities and meal transport system that are required to run this program is not a cost effective investment for a program that runs 10 weeks each summer.

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

No. The Mayor's Summer Lunch program runs for only 10 weeks each summer.

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 numbers 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?

USDA sets the requirement for the competitive bid process and detailed guideline on how program must be run.

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:

Deedra Jackson

Signature of Departmental Personal Services Contract Coordinator

Deedra Jackson

Print or Type Name

554-9329

Telephone Number

1390 Market Street, Ste 900

San Francisco, CA 94102

Address

Union Notification(s)

Dang, Leorah

From: Deedra Jackson <deedra@dcyf.org>
Sent: Monday, September 24, 2012 4:24 PM
To: dradonich@teamsters853.org
Cc: DHR-PSCCoordinator, DHR; DCYF Forward16
Subject: Local 853 Union Notification-PSC Contract
Attachments: 20120924154004352.pdf

Hello,

My name is Deedra Jackson and I am the PSC Coordinator for the Department of Children, Youth and Their Families (DCYF). For your review, please find attached a copy of the PSC Summary for the Mayor's Summer Lunch Program. Thanks in advance for your assistance and please feel free to contact me should you have any questions.

Best Regards,

Deedra Jackson
Program Officer-PSC Coordinator
DCYF
1390 Market Street, Ste. 900
San Francisco, CA 94102
Ph: (415)554-9329 Fax: (415) 554-8965

Deedra Jackson

From: Deedra Jackson
Sent: Monday, September 24, 2012 4:06 PM
To: 'pattie.tamura@seiu1021.org'; 'ed.warshauer@seiu1021.org'; 'brook.demnerle@seiu1021.org'
Cc: Laura Moyer
Subject: 1021 Union Notification-PersonalServices Contract
Attachments: 20120924154004352.pdf

Hello,

My name is Deedra Jackson and I am the PSC Coordinator for the Department of Children, Youth and Their Families (DCYF). For your review, please find attached a copy of the PSC Summary for the Mayor's Summer Lunch Program. Thanks in advance for your assistance and please feel free to contact me should you have any questions.

Best Regards,

Deedra Jackson
Program Officer-PSC Coordinator
DCYF
1390 Market Street, Ste. 900
San Francisco, CA 94102
Ph: (415)554-9329 Fax: (415) 554-8965

Deedra Jackson

From: Deedra Jackson
Sent: Monday, September 24, 2012 4:10 PM
To: 'L21PSCReview@ifpte21.org'
Cc: Laura Moya
Subject: Local 21 Union Notification-Personal Services Contract
Attachments: 20120924154004352.pdf

Hello,

My name is Deedra Jackson and I am the PSC Coordinator for the Department of Children, Youth and Their Families (DCYF). For your review, please find attached a copy of the PSC Summary for the Mayor's Summer Lunch Program. Thanks in advance for your assistance and please feel free to contact me should you have any questions.

Best Regards,

Deedra Jackson
Program Officer-PSC Coordinator
DCYF
1390 Market Street, Ste. 900
San Francisco, CA 94102
Ph: (415)554-9329 Fax: (415) 554-8965

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/20/2012

DEPARTMENT NAME: San Francisco Public Utilities Commission (SFPUC) DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Micro-Local Business Enterprise (LBE) Structural Engineering Services (CS-277)

FUNDING SOURCE: Project Funded

PSC AMOUNT: \$100,000 PSC DURATION: 01/01/2013 to 12/31/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The SFPUC intends to award an agreement for \$100,000 with a Micro-LBE Structural Engineering firm on an as-needed basis to provide review of structural analysis and design, and/or assist in structural analysis and design of building projects.

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

This service is needed for specialized structural analysis and design of structures. If this request is denied the Micro-LBE Structural Firm will not be able to assist the SFPUC in its design efforts.

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

This service has not been provided in the past.

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

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

L21 Shamica Jackson 10/16/2012
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4056-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved 12/14/12

CIVIL SERVICE COMMISSION ACTION:

NOV 26 2012 Received



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Structural engineering analysis and design of buildings.

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

- 5241 Civil Engineers
- 5218 Structural 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:

Consultants may be needed to perform structural analysis and design of buildings when City Engineers are not available. Also the Consultant may be requested to perform an independent analysis for a design performed by City Engineers.

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

No. The level of resources needed does not warrant hiring additional personnel, since the need is sporadic and short term.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102

Address

Union Notification(s)

Dang, Leorah

From: Jackson, Shamica <SJackson@swater.org>
Sent: Tuesday, October 16, 2012 5:35 PM
To: Isen, Carol; Degrafinried, Alaric; Jackson, Shamica; Jackson, Prentiss; Domingo, Kofo; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org
Subject: 30 DAY NOTICE PRIOR TO DHR: CS-277 draft PSC to Unions for review
Attachments: Reg-Initial CS-277 Micro LBE Structural Engineering Draft PSC Form to L21.DOC

Importance: High

To All Interested Parties,

Pursuant to recently negotiated provisions in the City's memoranda of understanding ("MOUs") with City labor unions, Departments must now send such notices to affected unions either at the time the City issues a Request for Proposals/Request for Qualifications, or 30 days prior to the submission of a PSC request to DHR and/or the Commission, whichever occurs first. Such notice must include a copy of the draft PSC summary form.

Best regards,

Shamica L. Jackson
San Francisco Public Utilities Commission
Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
voice: 415-554-0727
fax: 415-554-3225
email: sjackson@swater.org

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12.11.12

DEPARTMENT NAME: GSA - Office of Labor Standards Enforcement DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Employee Outreach and Education on San Francisco Labor Laws

FUNDING SOURCE: General Fund

PSC AMOUNT: \$ 1,500,000 PSC DURATION: February 1, 2013 - February 1, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will develop and implement an expanded employee outreach and education program on the City's labor laws. Primary activities include: community outreach, employee workshops and trainings, and counseling and referral services. The program will be conducted in as many languages as possible with an emphasis on immigrant and low-income communities.

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

Many low wage San Francisco workers are unaware of their basic rights under City and State labor laws or are afraid to complain to a government agency. The Board of Supervisors directed OLSE to "establish a community-based outreach program to conduct education and outreach to employees." Denial of the contract would mean that fewer San Francisco workers would understand their rights, fewer would seek corrections to violations of labor law, and more workers would suffer violations of basic labor standards.

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):

Many aspects of this service were previously provided through PSC# 4021-07/08. In addition to the services previously provided, this contract will include outreach work in communities and industries not previously targeted and expanded outreach regarding the Health Care Security Ordinance.

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

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

Local 1021 Union Name [Signature] Signature of person mailing/faxing form [Date] 12/11/12 11/2/12/W
Local 21, MEA Union Name [Signature] Signature of person mailing/faxing form [Date] 12/11/12 11/2/12/W

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4057-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved 12/14/12 [Signature]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Multilingual capabilities and experience in outreach to diverse and minority and disadvantaged communities; extensive knowledge of San Francisco labor laws, including the Minimum Wage Ordinance, Health Care Security Ordinance and the Paid Sick Leave Ordinance; experience with one-on-one counseling services on employment and/or workers rights under San Francisco labor laws.

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

This work is not normally performed. However, some OLSE staff, including Classes 2978 (Contract Compliance Officer – COO-II) and 2992 (CCO I), may perform outreach/counseling and work. Classes OLSE (0932 - Manager IV, 2978 - CCO II, 2992 - CCO I, and 1823 Senior Administrative Analyst) also have extensive knowledge of San Francisco labor laws. OLSE staff coordinates with and advises contractor as needed.

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 requires skills and experience beyond those required for existing City classes. Additionally, because many workers, particularly from immigrant communities, are afraid to complain to a government agency, the use of community-based organizations is necessary for this type of work.

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

No. Many workers, particularly from low-income and immigrant communities, are afraid to complain to a government agency; the use of community-based organizations is necessary for this type of work.

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

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? See attached Admin Code Sec. 12.R.25 re: community based program | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Unknown | <input type="checkbox"/> | <input type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

554-4859

Print or Type Name

Telephone Number

One Carlton B Goodlett Place #362

San Francisco CA 94102

Address

5E Additional Explanation

San Francisco Administrative Code Section 12 R.25:

■ SEC. 12R.25. OUTREACH.

The Office of Labor Standards Enforcement shall establish a community-based outreach program to conduct education and outreach to employees. In partnership with organizations involved in the community-based outreach program, the Office of Labor Standards shall create outreach materials that are designed for workers in particular industries.

(Added by Ord. 205-06, File No. 060247, App. 7/25/2006; amended by Ord. 175-11, File No. 110594, App. 9/16/2011, Eff. 10/16/2011)

60 Day Union Waiver & Union Notification(s)

From: Pattie Tamura <Pattie.Tamura@SEIU1021.ORG>
To: "Donna.Levitt@sfgov.org" <Donna.Levitt@sfgov.org>, "pattie.tamura@" <seiu1021.org pattie.tamura@seiu1021.org>
Cc: "Joan.Lubamersky@sfgov.org" <Joan.Lubamersky@sfgov.org>, "Ellen.Love@sfgov.org" <Ellen.Love@sfgov.org>
Date: 11/13/2012 01:57 PM
Subject: RE: PSC for labor law outreach

approved

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

From: Donna.Levitt@sfgov.org [mailto:Donna.Levitt@sfgov.org]
Sent: Tuesday, November 13, 2012 1:52 PM
To: pattie.tamura@
Cc: Joan.Lubamersky@sfgov.org; Ellen.Love@sfgov.org
Subject: PSC for labor law outreach

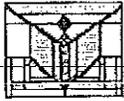
Dear Pattie,

This email is to confirm our telephone conversation in which you agreed to waive the 60 day notice requirement for the PSC below which provides for outreach and education targeted to low wage and immigrant communities regarding labor laws. The item will be heard at the January 7 CSC meeting rather than the meeting of February 4. If you would be kind enough to confirm by reply email (pls be sure to include your title & organization), we will forward the message to DHR.

Thanks so much!
Donna

Donna Levitt
Manager
Office of Labor Standards Enforcement
City & County of San Francisco
(415) 554-6239

(See attached file: Form 1 OLSE Employee Outreach \$1.5M 2.1.13 - 2.1.16.pdf)



To: pattie.tamura@seiu1021.org, Margot.Reed@seiu1021.org, brook.demmerle@seiu1021.org,
sjenkins@ifpte21.org, staff@sfmea.com, L21PSCReview@ifpte21.org,
Cc:
Bcc:
Subject: OLSE Employee Outreach and Education 2013-2016, \$1.5 million
From: Joan Lubamersky/ADMSVC/SFGOV - Friday 11/02/2012 03:03 PM

Attached is the Form 1 for these services. This is a new contract. Services are currently being performed under PSC Form 4021-07/08.



Form 1 OLSE Employee Outreach \$1.5M 2.1.13 - 2.1.16.pdf
Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org

Prior DHR Approved – Original

PSC #4021-07/08

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 28, 2007

DEPARTMENT NAME: GSA - Office of Labor Standards Enforcement DEPARTMENT NUMBER: 70

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

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

TYPE OF SERVICE: Employee outreach and education on San Francisco labor laws

FUNDING SOURCE: General Fund

PSC AMOUNT: \$380,000

PSC DURATION: 11.15.07 - 11.14.09 (two years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The contractor will develop and implement an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program (e.g. participation in street fairs, community events, door-to-door outreach), employee workshops and trainings, and counseling and referral services. The program will be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority communities.

B. Explain why this service is necessary and the consequences of denial: Many low wage San Francisco workers, particularly those from minority and immigrant communities, are unaware of their basic rights under San Francisco's labor laws and/or are afraid to complain to a government agency. Research indicates that minimum wage enforcement that relies exclusively on public agencies is less effective than models that incorporate community-based outreach. The Board of Supervisors, in the Minimum Wage Implementation and Enforcement Ordinance, directed OLSE to "establish a community-based outreach program to conduct education and outreach to employees." Denial of the contract would mean a greater lack of understanding of these laws by San Franciscan workers, particularly in minority communities. As a result, San Francisco workers would suffer more violations of these basic labor standards.

C. Explain how this service has been provided in the past: The City has never undertaken a proactive campaign as envisioned in this contract to educate San Francisco employees on the City's labor laws.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Includes entries for Local 790 and Local 21, MEA with handwritten signatures and dates.

RFP sent to _____, on _____

Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4021-07108
STAFF ANALYSIS/RECOMMENDATION:

Approved
FM
(24)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. *Specify required skills and/or expertise:* Multilingual capabilities and experience in outreach to diverse and minority and disadvantaged communities; extensive knowledge of San Francisco labor laws, including the Minimum Wage Ordinance and the Paid Sick Leave Ordinance; experience with one-on-one counseling services on employment and/or workers rights under San Francisco labor laws.

B. *Which, if any, civil service class normally performs this work?* This work is not normally performed. However, some classes in the 2900 series (social work related) may perform outreach/counseling and work with the target populations. Classes of current staff of OLSE (0932, 2978, 2992, 1823) have extensive knowledge of San Francisco labor laws.

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:* Work requires skills and experience beyond those required for existing City classes. Additionally, because many workers, particularly from minority and immigrant communities, are afraid to complain to a government agency, the use of community-based organizations is necessary for this type of work.

B. *Would it be practical to adopt a new civil service class to perform this work? Explain.* No. Many workers, particularly from minority and immigrant communities, are afraid to complain to a government agency; the use of community-based organizations is necessary for this type of work.

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?

Yes No

- 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.

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 personal services contract with your department?

Yes No

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

Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky
Print or Type Name

415-554-4859
Telephone Number

One Dr. Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

(25)

0017

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/30/2012

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Street and Sidewalk Evaluations

FUNDING SOURCE: General Fund

PSC AMOUNT: \$225,000 PSC DURATION: 01/01/2013 to 03/01/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Consultant shall conduct three hundred and seventy-six street and sidewalk evaluations per year for a three year period. The evaluations will take place at ninety four random commercial locations and ninety four random residential locations biannually. The evaluations shall be based on the twenty-one quantifiable standards rated in five different street and sidewalk categories which were established by the joint efforts of the Controller's Office and the Department of Public Works as a result of Proposition C.

B. Explain why this service is necessary and the consequences of denial: The third party evaluator for DPW services is necessary as it offers an unbiased third party review that identifies and suggests improvements to deficient areas or services.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): In 2007 this service was provided via a grant from the Mayor's Office of Housing or Office of Economic and Workforce Development to a non-profit grantee.

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):

Local 21 Union Name Signature of person mailing/faxing form Date 11/2/2012

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4D58-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved 12/14/12 [W]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Three years of survey expertise with inspections of streets and sidewalk condition, organizing meetings, preparing inspection materials.

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

6230 - Street Inspector and 6231 - Senior Street Inspector

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are applicable; however, the services are only needed to provide an unbiased third-party view of the department's maintenance services.

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

No. Civil Service classifications already exist to perform some aspects of the work. Hiring new staff would not be cost effective or practical for the department as the services are only needed on a temporary basis.

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:

Gordon Choy
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
Print or Type Name

(415) 554-6230
Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103
Address

Union Notification(s)

0019a

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Friday, November 02, 2012 5:00 PM
To: glouie@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Choy, Gordon; Kim, Sung; Wu, Aaron
Subject: PSC for Street and Sidewalk Evaluations
Attachments: Street and Sidewalk Evaluations PSC.PDF

Good Afternoon,

Attached is the PSC for Street and Sidewalk Cleanliness Standards Evaluations. The Contract Manger is Aaron Wu and he can be reached at (415) 695-2145.

Thank you!



Michelle Lim
Contract Analyst



DPW | Department of Public Works
Business Services – Contract Administration Division
875 Stevenson Street, Room 420
San Francisco, CA 94103

Tei: (415) 554-6233

Fax: (415) 554-6232

E-Mail: Michelle.Lim@sfdpw.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/26/12

DEPARTMENT NAME: Board of Supervisors (BOS) DEPARTMENT NUMBER 01

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4039-06/07)

TYPE OF SERVICE: Software acquisition, customization, installation and user training

FUNDING SOURCE: General Fund

Original Amount: \$325,000 PSC Duration: 10/01/06 - 10/31/07
Modification Amount \$0 PSC Duration: 11/01/07 - 12/31/09
Modification Amount \$0 PSC Duration: 01/01/10 - 03/31/13
Total Amount \$325,000 Total PSC Duration: (6 Years, 5 Months) 10/1/2006 - 3/31/2013 W

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Acquisition, development and customization of legislative tracking and reporting software for the Board of Supervisors. The Legistar system tracks the legislation of the City. It tracks legislative actions from agenda creation through final action. The Clerk of the Board staff use this software as part of their daily activities to create agendas, minutes, generate reports, and staff committee and board meetings. The public facing side of the system allows interested parties to search for meetings and legislation on the BOS website. The system is currently in use by the department.

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

BOS needed to replace its obsolete legislative tracking system. The system is currently in use by the department and we are in the final stages of the initial contract.

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

This is a modification to the contract originally approved with PSC 4039-06/07. The first amendment to this contract is dated May 21, 2009, however, the PSC number associated with that amendment cannot be located. The Office of Contracts Administration has requested a new approval for both the first and the second contract amendments. This form is intended to serve for both amendments.

D. Will the contract(s) be renewed: The contract will not be renewed.

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

Local 21

[Signature]

28 11/20/12 W

Union Name

Signature of person mailing/faxing form

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to Local 21, on 08/09/06
Union Name Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-06/07
STAFF ANALYSIS/RECOMMENDATION: Approved 12/11/12 W

CIVIL SERVICE COMMISSION ACTION:

Received NOV 28 2012 W

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor is installing a proprietary legislative tracking software system, customized and modified for the San Francisco legislative environment, and provides training to department staff, including "train the trainer" sessions for department civil services staff.

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

1053 IS Business Analyst - Senior, 1054 IS Business Analyst - Principal, 1063 IS Programmer Analyst - Senior, 1064 IS Programmer Analyst - Pincipal

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:

Customization of the legislative tracking system should be performed by the vendor's programmer staff.

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

No. The work is proprietary and is done on a one-time basis.

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

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

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

B. Will the contractor train City and County employees?

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

- Describe the training and indicate approximate number of hours.

Approximately 100 hours

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

Legislative data entry clerks, legislative aides, BOS IT staff

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Deborah Landis

554-4446

Print or Type Name

Telephone Number

1 Dr. Carlton B. Goodlett Pl., Room
244

San Francisco, CA 94102

Address

Union Notification(s)

Dang, Leorah

From: Landis, Deborah
Sent: Wednesday, November 28, 2012 3:29 PM
To: DHR-PSCCoordinator, DHR
Cc: Dang, Leorah; Lewis, Brent; Laxamana, Junko; Cayabyab, Christine; bmuscat@ifpte21.org; aprebys@ifpte21.org; bbritton@ifpte21.org
Subject: Expedited-Mod2: Software Acquisition, Customization, Installation & User Training (Dept 1)
Attachments: Daystar - First Amendment.pdf; Reg-Initial BOS PSC 4039-0607.pdf; PSC Expedited Modification Request Granicus 11.20.12.docx

Good afternoon,

Our revised Personal Services Contract (PSC) modification request is attached. The Board of Supervisors is requesting to make a contract modification for our agreement with Granicus, Inc. (formerly Daystar Computer Systems) to adjust some mutually agreed upon deliverables and to extend the time frame for the Legistar legislative tracking system project. There is no change in contract cost. Also, no additional work was required by the vendor. The time frame of the contract needed to be extended, but there is no significant or substantive change to the work or the product other than a time delay.

During this contract amendment process we discovered that we cannot locate the PSC modification documentation from the first contract amendment (signed in 2009). We would like the attached request to cover both the previously approved first amendment and the current proposed second amendment. The original PSC approval is attached for your reference as is the signed first amendment to the contract.

Representatives from the Local 21 Union are copied on this email. This email is intended to serve as Union Notification as required by the Personal Services Contract Summary section 2 (PSC Form 1, 9/96).

Please let us know if you have any questions or if you need additional information from us to move forward with this request. Feel free to contact me at this email address or 554-4446 or Junko Laxamana (junko.laxamana@sfgov.org or 554-7704) regarding this contract.

Thank you,
Deborah

Deborah Landis
Deputy Director, Administration & Finance
San Francisco Board of Supervisors
(415) 554-4446

Complete a Board of Supervisors Customer Service Satisfaction form by clicking the link below.
<http://www.sfbos.org/index.aspx?page=104>

**Unable to Locate
Prior DHR Approved – Modification #1**

PSC #4039-06/07

Dang, Leorah

From: Dang, Leorah on behalf of DHR-PSCCoordinator, DHR
Sent: Wednesday, October 24, 2012 3:21 PM
To: Landis, Deborah; DHR-PSCCoordinator, DHR
Cc: Lewis, Brent; Laxamana, Junko
Subject: RE: Requesting Copy of Personal Services Contract Extension
Attachments: Reg-Initial BOS PSC 4039-0607.pdf

Hi Deborah,

I was able to find only a copy of the DHR-Approved Regular-Initial PSC#4039-06/07 (Attached) with the 9/18/2006 date that you provided. I continued my search with the following dates: 3/28/2008, 5/21/2009 and a few months before and after these dates but I did not have any luck with locating a copy of the modification (extension) request.

Here are some options that you can try in obtaining copies of previous approved PSCs, it is highly recommended that you have the approval/calendared date of the PSC before doing so to expedite your search (records are not kept by PSC#s):

1. Go to the main library, Government Records section & obtain a copy of the CSC Action Notice
2. Link to the PSCs DHR-Website: <http://www.sfdhr.org/index.aspx?page=380>
(bottom of page, select PSC Archives (for prior years). Our online records are from Jan 2009 to current, this will help narrow down the approval/calendared date)
3. Link to the PSCs CSC-Website: <http://www.sfgov3.org/index.aspx?page=263>
(left hand side, select Meeting Information, select year, Agenda/Minutes and start searching for the PSC. This will help narrow down the approval/calendared date)

If you can narrow down the approval/calendared date for the modification (extension) request please let me know.

Best Regards,

Leorah Dang

One South Van Ness Avenue, 4th Flr
San Francisco, Ca 94103

From: Deborah.Landis@sfgov.org [mailto:Deborah.Landis@sfgov.org]
Sent: Wednesday, October 24, 2012 12:04 PM
To: DHR-PSCCoordinator, DHR
Cc: Lewis, Brent; Laxamana, Junko; Dang, Leorah
Subject: Re: Requesting Copy of Personal Services Contract Extension

Leorah,

Thank you so much for trying to find this! I am researching a Board of Supervisors (BOS) contract that was created by people who no longer work here. I am not sure if it was Expedited or Regular. The September 2, 2008 - November 30, 2011 agreement was not to exceed \$324,500. The first amendment, effective as of May 21, 2009, did not change the amount. Both the contract and the amendment are attached for your reference.

Please let us know if we can be of assistance.

Thank you,
Deborah

Deborah Landis
Deputy Director, Administration & Finance
Board of Supervisors
(415) 554-4446

Complete a Board of Supervisors Customer Satisfaction form by clicking the link below.
<http://www.sfbos.org/index.aspx?page=104>

From: "DHR-PSCCoordinator, DHR" <dh-psscordinator@sfgov.org>
To: "Landis, Deborah" <deborah.landis@sfgov.org>, "DHR-PSCCoordinator, DHR" <dh-psscordinator@sfgov.org>,
Cc: "Laxamana, Junko" <junko.laxamana@sfgov.org>, "Lewis, Brent" <brent.lewis@sfgov.org>
Date: 10/24/2012 10:40 AM
Subject: Requesting Copy of Personal Services Contract Extension
Sent by: "Dang, Leorah" <leorah.dang@sfgov.org>

Hi Deborah,

My name is Leorah Dang, I am the interim PSC Coordinator, replacing Maria Ryan.

I will try to look through our records with the date which you have provided 9/18/2006 and 3/28/2008 to see what I can find. We do not store our records by Civil Service Contract (CSC) Resolution Number, it is kept by calendared/approved dates.

Some questions to narrow down my search:

1. Can you recall if this request was an Expedited PSC or a Regular PSC,
2. Can you recall the original PSC amount and/or the extended amount?
3. Do you know which department requested the PSC?

Please continue to email DHR-PSCCoordinator's address for all PSCs correspondences.

Best Regards,

Leorah Dang

One South Van Ness Avenue, 4th Flr
San Francisco, Ca 94103

From: Deborah.Landis@sfgov.org [<mailto:Deborah.Landis@sfgov.org>]
Sent: Tuesday, October 23, 2012 3:29 PM
To: DHR-PSCCoordinator, DHR
Cc: Laxamana, Junko
Subject: Copy of Personal Services Contract Extension

Good afternoon,

We are looking for a copy of the approved extension of the personal services contract between the City and Daystar Computer Systems, Inc. (now Granicus) that was approved with Civil Service Contract Resolution Number 0617-06-8, dated September 18, 2006, and extended on March 28, 2008. The Civil Service Commission recommended that we contact you to see if you have a copy of the documentation you could share with us. OCA is requesting the approved extension information and we cannot find a final version of it in our documents.

Please let us know if we should be contacting a different person or if you need any additional information from us. Feel free to contact me at 554-4446 or Junko Laxamana at 554-7704 if you would like to follow up over the phone.

Thank you,

Deborah

Deborah Landis
Deputy Director, Administration & Finance
Board of Supervisors
(415) 554-4446

Complete a Board of Supervisors Customer Satisfaction form by clicking the link below.
<http://www.sfbos.org/index.aspx?page=104>

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/22/06

DEPARTMENT NAME Board of Supervisors DEPARTMENT NUMBER 01

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

TYPE OF REQUEST:

[X] INITIAL REQUEST [] MODIFICATION (PSC# [])

TYPE OF SERVICE: Software Acquisition, customization, installation, and user training

FUNDING SOURCE: General Fund

PSC AMOUNT: \$325,000

PSC DURATION: October 1, 2006-October 31, 2007

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Legislative tracking software will be acquired, customized by vendor to meet some SF requirements not already met by off-the-shelf system, installed on the Board of Supervisors' server. Users will be trained by vendor, including 'Train the Trainer' sessions.

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

The Board of Supervisors must replace its obsolete legislative tracking system. Denial places the department at risk by continuing use of a system that may not be repairable should a system crash occur.

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

This is a one-time service.

D. Will the contract(s) be renewed: The contract will not be renewed.

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

local 21 Union Name, [Signature] Signature of person mailing / faxing form, 8/22/06 Date

RFP sent to local 21 Union Name, on 8/9/06 Date, [Signature] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-06/07

STAFF ANALYSIS/RECOMMENDATION:

approved [Signature]

CIVIL SERVICE COMMISSION ACTION:

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 06/22/06 8:32 AM 7:43

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **The contractor will install a proprietary legislative tracking software system, as customized/modified for the San Francisco legislative environment, and will provide training to department staff, including Train the Trainer sessions for department civil service staff.**

B. Which, if any, civil service class normally performs this work? **1053, 1054, 1063, 1064**

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: **The off-the-shelf system already meets 90% of the Board of Supervisors' requirements. Customization of the existing system should be performed by the vendor's programmer staff.**

B. Would it be practical to adopt a new civil service class to perform this work? **No** Explain. **The work to be performed is proprietary, and is being done on a one-time basis.**

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

Yes No

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

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours. **System user and Administrator training. Approximately 100 hours.**

- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. **Legislative data entry clerks, legislative aides, BOS IT staff.**

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:

Madeleine Licavoli

Signature of Departmental Personal Services Contract Coordinator

Madeleine Licavoli
Print or Type Name

(415) 554-7722
Telephone Number

1 Carlton B. Goodlett Place

Room 244

Address

21

Dang, Leorah

From: Dang, Leorah on behalf of DHR-PSCCoordinator, DHR
Sent: Thursday, November 15, 2012 4:05 PM
To: Landis, Deborah; DHR-PSCCoordinator, DHR
Cc: Lewis, Brent; Laxamana, Junko
Subject: RE: Expedited-Mod2: Software Acquisition, Customization, Installation & User Training (Dept
1)

Hi Deborah,

I looked through our archive records of PSCs for Regulars & Modifications from 1/2008 – 6/2008 & 1/2009 – 6/2009 and Expedited PSCs from 1/2008 – 6/2008 & 1/2009 – 9/2009 but I cannot locate the prior DHR-Approved PSC Mod1.

Best Regards,

Leorah Dang

DHR-PSC Coordinator
Department of Human Resources
One South Van Ness Avenue, 4th Flr
San Francisco, Ca 94103
415-557-4842

Prior DHR Approved – Original

PSC #4039-06/07

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/22/06

DEPARTMENT NAME Board of Supervisors

DEPARTMENT NUMBER 01

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

TYPE OF REQUEST:

[X] INITIAL REQUEST [] MODIFICATION (PSC# [])

TYPE OF SERVICE: Software Acquisition, customization, installation, and user training

FUNDING SOURCE: General Fund

PSC AMOUNT: \$325,000

PSC DURATION: October 2006-October 2007

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Legislative tracking software will be acquired, customized by vendor to meet some SF requirements not already met by off-the-shelf system, installed on the Board of Supervisors' server. Users will be trained by vendor, including 'Train the Trainer' sessions.

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

The Board of Supervisors must replace its obsolete legislative tracking system. Denial places the department at risk by continuing use of a system that may not be repairable should a system crash occur.

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

This is a one-time service.

D. Will the contract(s) be renewed: The contract will not be renewed.

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

local 21 Union Name, [Signature] Signature of person mailing / faxing form, 8/22/06 Date

RFP sent to local 21 Union Name, on 8/9/06 Date, [Signature] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-06/07

STAFF ANALYSIS/RECOMMENDATION:

approved [Signature]

CIVIL SERVICE COMMISSION ACTION:

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 06/22/06 10:32 AM 7:43

20

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **The contractor will install a proprietary legislative tracking software system, as customized/modified for the San Francisco legislative environment, and will provide training to department staff, including Train the Trainer sessions for department civil service staff.**

B. Which, if any, civil service class normally performs this work? **1053, 1054, 1063, 1064**

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: **The off-the-shelf system already meets 90% of the Board of Supervisors' requirements. Customization of the existing system should be performed by the vendor's programmer staff.**

B. Would it be practical to adopt a new civil service class to perform this work? **No** Explain. **The work to be performed is proprietary, and is being done on a one-time basis.**

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

Yes No

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

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours. **System user and Administrator training. Approximately 100 hours.**

- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. **Legislative data entry clerks, legislative aides, BOS IT staff.**

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:

Madeleine Licavoli

Signature of Departmental Personal Services Contract Coordinator

Madeleine Licavoli
Print or Type Name

(415) 554-7722
Telephone Number

1 Carlton B. Goodlett Place

Room 244

Address

21

Contract Agreement – First Amendment

**City and County of San Francisco
And
Daystar Computer Systems Inc.**

PSC #4039-06/07

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

First Amendment

THIS AMENDMENT (this "Amendment") is made as of May 21, 2009, in San Francisco, California, by and between **Daystar Computer Systems Inc.** ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

RECITALS

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

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to modify the Scope of Work and increase the contract amount;

NOW, THEREFORE, Contractor and the City agree as follows:

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

a. **Agreement.** The term "Agreement" shall mean the Software Development Agreement and Software Maintenance Attachment dated **September 2, 2008** between Contractor and City.

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

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

a. **Appendix N** is hereby modified to **delete** Performance Specifications Item Numbers 32, 48, 59 and 72. Those sections shall now read: "Left Blank by Agreement of the Parties."

b. **Appendix N** is hereby modified to **add** Performance Specifications Item Numbers 105, 106, 107, 108, and 109 to read as follows:

Item #105 *Default Introduced Date:* On the 3.51 version a default Introduced Date to the meeting date for the Board is set by a City administrator every week which then auto-populates for all files added. This functionality will be implemented in the new system using the L5 system setting *Use Next Meeting Date For File Intro.*

Item #106 *Due Date field:* The Due Date field needs to be enabled regardless of action chosen. Currently, when recording minutes, the due date field is disabled unless a referral action is selected.

Make the *Due Date* enabled when recording non-referral actions so that it can be used to designate the "Continued To" date as well. This would then be printed on the Pending Items Report as well as the Minutes.

Item #107 Include the InSite optional module which automatically converts all MS Office attachments to PDFs as they are being uploaded.

Item #108 Include MediaMatch software.

Item #109 InSite Changes

a. Each meeting header needs to present the user with the capability to either play or download the entire MP3 podcast for that meeting.

b. The current InSite column headed "Video" with clickable text links "Available" on each meeting line where the meeting video is available needs to be changed to the column head "Media".

c. On the meeting lines for the Calendar, under the new Media column, there should be three clickable icons indicating the availability of the video, the MP3, and the Transcript files for the meeting instead of the clickable links "Available" for the video.

d. On the top portion of the Meeting Details page, there should be three clickable icons indicating the availability of the video, the MP3, and the Transcript files for the meeting. On the history lines in the Meeting Details, under the new Media column, there should be clickable icons indicating the availability of the indexed video clips for the meeting instead of the clickable links "Available".

e. Daystar needs to find or create appropriate icons for the three types of media. (example )

f. Remove the word, "Meeting" from each column heading except the first one on the Calendar Listing page to eliminate some wasted horizontal space between columns.

g. Meetings need to show attachments as links to the meeting itself in addition to the attachments to individual legislative files.

c. **Section 10. Payments** currently reads as follows:

10. Payments

a. **Fixed Price.** In consideration for the services rendered under this Agreement and for the rights in the Programs granted hereunder, compensation shall be due and payable to Contractor in accordance with the progress payment schedule attached hereto as Appendix G and incorporated herein and within thirty days of the date of invoice. In no event shall the amount of this Agreement exceed Three hundred twenty four thousand five hundred dollars and no cents (\$324,500.00) which breaks down to \$299,000.00 plus an additional \$25,500.00 for the first year of the maintenance agreement (see section 12 c).

No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, and products, required under this Agreement are received from Contractor and approved by the Board of Supervisors, Office of the Clerk of the Board as being in accordance with this Agreement.

Upon acceptance of Training Services by City, Contractor shall invoice City separately for each training service delivery in accordance with the rate for such services specified in Appendix G, Compensation Schedule and in a form acceptable to City. Such invoices shall be due and payable to Contractor within thirty days of the date of invoice.

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

In the event that the City is more than 60 days overdue in any payment, the Contractor shall have the right to suspend services under this Agreement without penalty until the overdue payments are made. Any deadlines following the time of suspension shall be extended by the number of days equal to the duration of the suspension period.

b. **Retention.** The final payment of 20 percent (20%) of the software customization and license costs shall be paid no later than thirty (30) days after City issues its notice of final Acceptance of the System and Contractor invoices City.

c. **Payment Does Not Imply Acceptance of Work.** The granting of any payment by City, the signing of the Acceptance Certification in Appendix K, or the receipt thereof by Contractor, shall in no way lessen the liability of Contractor to replace unsatisfactory work, or materials although the unsatisfactory character of such work, or materials may not have been apparent or detected at the time the Acceptance Certification was signed or such payment was made. Materials, components, or workmanship that do not conform to the requirements of this Agreement may be rejected by City and in such case must be replaced by Contractor without delay.

d. **Taxes**

Payment of any taxes, including possessory interest taxes, levied upon or as a result of this Agreement, or the services delivered pursuant hereto, shall be the obligation of Contractor, except that City shall be responsible for paying any California sales or use taxes. Contractor recognizes and understands that this Agreement may create a "possessory interest" for property tax purposes. Generally, such a possessory interest is not created unless the Agreement entitles the Contractor to possession, occupancy, or use of City property for private gain. If such a possessory interest is created, then the following shall apply:

(1) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that Contractor, and any permitted successors and assigns, may be subject to real property tax assessments on the possessory interest;

(2) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that the creation, extension, renewal, or assignment of this Agreement may result in a "change in ownership" for purposes of real property taxes, and therefore may result in a revaluation of

any possessory interest created by this Agreement. Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report on behalf of the City to the County Assessor the information required by Revenue and Taxation Code section 480.5, as amended from time to time, and any successor provision.

(3) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that that other events also may cause a change of ownership of the possessory interest and result in the revaluation of the possessory interest. (see, e.g., Rev. & Tax. Code section 64, as amended from time to time) Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report any change in ownership to the County Assessor, the State Board of Equalization or other public agency as required by law.

(4) Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements for possessory interests that are imposed by applicable law.

Section 10. Payments is hereby modified to read as follows:

10. Payments

a. **Fixed Price.** In consideration for the services rendered under this Agreement and for the rights in the Programs granted hereunder, compensation shall be due and payable to Contractor in accordance with the progress payment schedule attached hereto as Appendix G-1 and incorporated herein and within thirty days of the date of invoice. In no event shall the amount of this Agreement exceed Three hundred thirty eight thousand nine hundred ninety six dollars and no cents (\$338,996.00) which breaks down to \$309,255.00 plus an additional \$29,741.00 for the first year of the maintenance agreement (see section 12 c).

No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, and products, required under this Agreement are received from Contractor and approved by the Board of Supervisors, Office of the Clerk of the Board as being in accordance with this Agreement.

Upon acceptance of Training Services by City, Contractor shall invoice City separately for each training service delivery in accordance with the rate for such services specified in Appendix G, Compensation Schedule and in a form acceptable to City. Such invoices shall be due and payable to Contractor within thirty days of the date of invoice.

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

In the event that the City is more than 60 days overdue in any payment, the Contractor shall have the right to suspend services under this Agreement without penalty until the overdue payments are made. Any deadlines following the time of suspension shall be extended by the number of days equal to the duration of the suspension period.

b. **Retention.** The final payment of twelve and one half percent (12.5%) of the software customization and license costs shall be paid no later than thirty (30) days after City issues its notice of final Acceptance of the System and Contractor invoices City.

c. **Payment Does Not Imply Acceptance of Work.** The granting of any payment by City, the signing of the Acceptance Certification in Appendix K, or the receipt thereof by Contractor, shall in no way lessen the liability of Contractor to replace unsatisfactory work, or materials although the unsatisfactory character of such work, or materials may not have been apparent or detected at the time the Acceptance Certification was signed or such payment was made. Materials, components, or workmanship that do not conform to the requirements of this Agreement may be rejected by City and in such case must be replaced by Contractor without delay.

d. **Taxes**

Payment of any taxes, including possessory interest taxes, levied upon or as a result of this Agreement, or the services delivered pursuant hereto, shall be the obligation of Contractor, except that City shall be responsible for paying any California sales or use taxes. Contractor recognizes and understands that this Agreement may create a "possessory interest" for property tax purposes. Generally, such a possessory interest is not created unless the Agreement entitles the Contractor to possession, occupancy, or use of City property for private gain. If such a possessory interest is created, then the following shall apply:

(1) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that Contractor, and any permitted successors and assigns, may be subject to real property tax assessments on the possessory interest;

(2) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that the creation, extension, renewal, or assignment of this Agreement may result in a "change in ownership" for purposes of real property taxes, and therefore may result in a revaluation of any possessory interest created by this Agreement. Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report on behalf of the City to the County Assessor the information required by Revenue and Taxation Code section 480.5, as amended from time to time, and any successor provision.

(3) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that other events also may cause a change of ownership of the possessory interest and result in the revaluation of the possessory interest. (see, e.g., Rev. & Tax. Code section 64, as amended from time to time) Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report any change in ownership to the County Assessor, the State Board of Equalization or other public agency as required by law.

(4) Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements for possessory interests that are imposed by applicable law.

d. Section 12 Contractor Staffing and Support Services subsection c Maintenance Services currently reads as follows:

c. **Maintenance Services.** Contractor shall provide maintenance and support for the System in accordance with the service terms and conditions of the Software Maintenance Agreement, a copy of which is attached hereto as Appendix I, without additional charge to the City for 365 days commencing upon final Acceptance of the System by City pursuant to Section 6.B above. Thereafter, Contractor will provide maintenance and support services for the Programs provided Contractor and City first enter into such agreement and attachment in substantially the forms attached hereto as Appendix I. Contractor will make such maintenance and support services available to City for a minimum of an additional seven consecutive years at an initial rate of \$ Twenty five thousand five hundred dollars and no cents (\$25,500). City may renew by amendment the Software Maintenance Agreement with Contractor each consecutive year. Annual maintenance and support charges shall not increase more than 5% of the rate of the year immediately prior to such increase. If there is an increase in annual maintenance and support charges, Contractor shall give City written notice of such increase at least 60 days prior to the expiration of the applicable maintenance period.

Section 12 Contractor Staffing and Support Services subsection c Maintenance Services is hereby amended to read as follows:

c. **Maintenance Services.** Contractor shall provide maintenance and support for the System in accordance with the service terms and conditions of the Software Maintenance Agreement, a copy of which is attached hereto as Appendix I, without additional charge to the City for 365 days commencing upon final Acceptance of the System by City pursuant to Section 6.B above. Thereafter, Contractor will provide maintenance and support services for the Programs provided Contractor and City first enter into such agreement and attachment in substantially the forms attached hereto as Appendix I. Contractor will make such maintenance and support services available to City for a minimum of an additional seven consecutive years at an initial rate of \$Twenty nine thousand seven hundred forty one dollars and no cents (\$29,741.00). City may renew by amendment the Software Maintenance Agreement with Contractor each consecutive year. Annual maintenance and support charges shall not increase more than 5% of the rate of the year immediately prior to such increase. If there is an increase in annual maintenance and support charges, Contractor shall give City written notice of such increase at least 60 days prior to the expiration of the applicable maintenance period.

e. **Section 13 Property Rights of the Parties** currently reads as follows:

13. **Property Rights of the Parties**

a. **Licenses.** Upon receipt of final payment for the customization and installation of the System by Contractor under this Agreement, Contractor hereby grants to City and the public using the City's website, in perpetuity, an irrevocable, nonexclusive, right and license to use for internal purposes only a machine-readable copy of Legistar 5.0 and the System and the corresponding Documentation. Upon installation of Legistar 5.0 by Contractor under this Agreement, Contractor hereby grants to City a nonexclusive, right and license to use and modify, for internal purposes only, a machine readable copy of Legistar 5.0 and the corresponding Documentation for the duration of Phases I-A, I-B, II, III, IV and V.

Contractor agrees that in the event it discontinues its obligations with regard to Legistar 5.0 and/or the System under the terms of this Agreement, except as expressly provided for in Section 8 (Termination) or Event of Default under the terms of this Agreement, or ceases to market and/or provide maintenance and support for the Legistar 5.0 and/or the System, and there is no successor in interest by merger, operation of law, assignment, purchase, or otherwise, it will provide City, without charge, one (1) copy of the then-current source code and system files for the version of Legistar then operating and installed at City. System files shall include, without limitation, code and Help source files, batch and project files, libraries and other compile/link components. If City should obtain the source code pursuant to this section, the City may use the source code for modification and maintenance of Legistar 5.0 and/or the System in connection with City's use of Legistar 5.0 and/or the System as provided for, and limited by, the provisions of this Agreement. Any modifications to the source code created by City shall continue to carry any Daystar copyright notice and Legistar identification already in the source code.

In furtherance of its obligations as stated above, Contractor will provide to City a copy of the source code which corresponds to the most current version of Legistar 5.0. Contractor agrees to update, enhance or otherwise modify such source code promptly upon acceptance by City of each Phase such that the source code is maintained as corresponding to the newest source code developed by Contractor for the City. Such source code may be protected by a password provided that Contractor has entered into a software escrow agreement for such password in the form attached hereto as Appendix L with Iron Mountain, 2100 Norcross Parkway, Suite 150, Norcross, GA 50071, listing the City as "Licensee" or Beneficiary.

b. Ownership of Legistar 5.0 and the System. City recognizes that Legistar 5.0 and the System shall remain the sole property of Contractor, and that, except for the City's licenses to use Legistar 5.0 and the System, the City shall have no other rights of control, ownership, or interest in Legistar 5.0 and the System or in Contractor's use of Legistar 5.0 and the System for any other purpose.

c. City's Data. Any data or other materials furnished by the City for use by Contractor under this Agreement shall remain the sole property of the City and will be held in confidence in accordance with Sections 22 and 55 of this Agreement. Such materials shall be returned to City upon Acceptance of the Programs.

Section 13 Property Rights of the Parties is hereby amended to read as follows:

13. Property Rights of the Parties

a. Licenses. Upon receipt of final payment for the customization and installation of the System by Contractor under this Agreement, Contractor hereby grants to City and the public using the City's website, in perpetuity, an irrevocable, nonexclusive, right and license to use for internal purposes only a machine-readable copy of Legistar 5.0 and the System and the corresponding Documentation. Upon installation of Legistar 5.0 by Contractor under this Agreement, Contractor hereby grants to City a nonexclusive, right and license to use and modify, for internal purposes only, a machine readable copy of Legistar 5.0 and the corresponding Documentation for the duration of Phases I-A, I-B, II, III, IV and V.

Contractor agrees that in the event it discontinues its obligations with regard to Legistar 5.0 and/or the System under the terms of this Agreement, except as expressly provided for in Section 8 (Termination) or Event of Default under the terms of this Agreement, or ceases to market and/or provide maintenance and support for the Legistar 5.0 and/or the System, and there is no successor in interest by merger, operation of law, assignment, purchase, or otherwise, it will provide City, without charge, one (1) copy of the then-current source code and system files for the version of Legistar then operating and installed at City. System files shall include, without limitation, code and Help source files, batch and project files, libraries and other compile/link components. If City should obtain the source code pursuant to this section, the City may use the source code for modification and maintenance of Legistar 5.0 and/or the System in connection with City's use of Legistar 5.0 and/or the System as provided for, and limited by, the provisions of this Agreement. Any modifications to the source code created by City shall continue to carry any Daystar copyright notice and Legistar identification already in the source code.

In furtherance of its obligations as stated above, Contractor will provide to City a copy of the source code which corresponds to the most current version of Legistar 5.0. Contractor agrees to update, enhance or otherwise modify such source code promptly upon acceptance by City of each Phase such that the source code is maintained as corresponding to the newest source code developed by Contractor for the City. Such source code may be protected by a password during the term of any software escrow agreement entered into with an escrow provider for such password by Contractor (as Depositor) and City (as Beneficiary).

b. Ownership of Legistar 5.0 and the System. City recognizes that Legistar 5.0 and the System shall remain the sole property of Contractor, and that, except for the City's licenses to use Legistar 5.0 and the System, the City shall have no other rights of control, ownership, or interest in Legistar 5.0 and the System or in Contractor's use of Legistar 5.0 and the System for any other purpose.

c. City's Data. Any data or other materials furnished by the City for use by Contractor under this Agreement shall remain the sole property of the City and will be held in confidence in accordance with Sections 22 and 55 of this Agreement. Such materials shall be returned to City upon Acceptance of the Programs.

f. Appendix G Compensation, Calculation of Charges is hereby replaced in its entirety by Appendix G-1 to read as follows:

Appendix G-1

Compensation, Calculation of Charges

Subject to Sections 10 and 14 of the Agreement:

A. **Total:** **\$264,255**

Within 30 calendar days of invoice after Acceptance by City pursuant to Section 6 of the Agreement.

Phase I-A	\$25,400
Phase I-B:	\$25,400
Phase II:	\$50,800
Phase III:	\$50,800
Phases IV and V:	\$50,800
Phase VI	\$32,898
Final Acceptance by City pursuant to Section 6 of the Agreement:	\$32,898
Training rate. \$1,500 per day up to 30 days	\$45,000
Maintenance Services for One Year	\$29,741
Not to Exceed total:	\$338,996

g. **Appendix C** Project Schedule is hereby replaced in its entirety by Appendix C-1 to read as follows:

**Appendix C-1
Project Schedule**

1. Project Start Date: September 2, 2008

The date on which the time for completion of Phases I-A and I-B shall begin to accrue.

2. Notice to Proceed: Fourteen (14) days

The minimum time period of advance notification that City shall give Contractor to notify Contractor that Authorization has been obtained for this Agreement and that Contractor should be ready to begin Work on the Project Start Date.

3. **Project Schedule:**

Phase I-A: Core System Installation and Testing, Training for Key Staff

No.	Task	By	Completion Date Planned	Project Week	Date Completed
I-A.1	<p>Provide Core System user and administration manuals to City in electronic form. Add City PM as Core System administrator.</p> <p>Set up and provide the City with Internet access to fully functioning Software System on the Contractor's server. Insert Contractor's standard core load in the system administration. Add the City's PM as a system administrator.</p> <p>Set up and provide the City with Internet access to the InSite public access module.</p>	Contractor	<p>9/8/08 6 days from September 2, 2008 (("Project Start Date"))</p>	9/5/08	9/8/08
I-A.2	<p>Site Visit 1. Project Kick-Off Meeting at the City.</p> <ul style="list-style-type: none"> • Determine or confirm personnel, roles, responsibilities. Review project procedures. • Review and adjust or confirm Project Schedule. • Set up the initial test data base with the City PM and one additional City staff member, providing the initial System Administration training in the process. <p>Plan for the Core System user training, setting dates, location, participants, schedule, travel plans mutually agreeable to the City PM and Contractor.</p>	City and Contractor	<p>9/15/08 14 days from Project Start Date</p>	9/12/08	9/10/08
I-A.3	<p>City PM enters training and test data with on-site assistance from Contractor.</p>	City and Contractor	<p>9/24/08 7 days from end of I-A.2</p>	9/19/08	9/24/08
I-A.4	<p>Site Visit 2. LDPS Training and Testing</p> <ul style="list-style-type: none"> • Provide Core System user training to City's PM and up to 7 staff designated by City ("LDPS") using materials developed for such training, covering all critical system functions necessary to demonstrate and test a full 	Contractor	<p>9/25/08 - 10/1/08 According to schedule set in I-A.2</p>	9/26/08	9/26/08

	legislative cycle with the test data. <ul style="list-style-type: none"> Provide System Administrator training review and advanced features to City PM and up to 3 City staff using materials developed for such training covering all sections of the administrator's manual not covered in the initial training in I-A.2. 				
I-A.5	Certify the BOS hardware, network, and remote control access software is all Legistar-ready for the Contractor to do remote installation.	Contractor	35 days from Project Start Date.	10/3/08	9/26/08
I-A.6	Remotely install Core System on BOS server, including training and test data.	CONTRACTOR	7 days from end of I-A.5	10/10/8	10/3/08
	Acceptance Window of Phase I-A: 4 weeks				
	City Review Period for Phase I-A Work: 2 weeks				
I-A.7	City PM visits Daystar to perform the source code compile verification task.	City and Contractor	7 days from end of I-A.5	10/10/8	10/14/8
I-A.8	Notify Contractor of problems with Core System.	City PM	14 days from end of I-A.6	10/24/8	Completed
I-A.9	Correct problems identified by City PM.	Contractor	14 days from end of I-A.8.	11/7/08	10/28/8
	City Review Period for Revised Phase I-A Work: 1 wk				
I-A.10	Test corrections.	City PM	7 days from end of I-A.9	11/14/08	11/14/8
I-A.11	Provide and Obtain Phase I-A Acceptance. Review and revise Project Schedule as needed.	City and Contractor	7 days from end of I-A.10	11/21/08	See I-B No revisions

Phase I-B: Alpha Data Migration

No.	Task	By	Completion Date Planned	Project Week	Date Completed
I-B.1	Provide Contractor with all data for migration from existing legislative tracking system to Legistar 5.0 in the form of a complete copy of the programs and data in its current Legistar 3.51.	City PM	9/9/08 7 days from Project Start Date.	9/5/08	9/9/08
I-B.2	Prepare mapping plan for migration data from City's existing system to Core	Contractor	9/22/08 14 days from	9/19/08	9/18/08

	System.		end of I-B.1		
I-B.3	Review migration data mapping plan, and provide comments to Contractor.	City PM	9/30/08 7 days from end of I-B.2.	9/26/08	9/30/08
I-B.4	Revise migration plan in response to comments from City PM. Obtain approval of final plan from City PM	Contractor	7 days from end of I-B.3.	10/3/08	10/5/08
I-B.5	Migrate City data to Core System on Contractor's servers. Transfer migrated data to City server as instructed by City PM.	Contractor	21 days from end of I-B.4	10/24/08	10/21/8
	City Review Period for Phase I-B Work: 1 week				
	Acceptance Window of Phase I-B: 2 weeks				
I-B.6	Perform analysis of migrated data sample. Notify Contractor of comments.	City PM	14 days from end of I-B.5	11/7/08	11/7/08
I-B.7	Make any required corrections to migrated data on City server.	Contractor	7 days from end of I-B.6	11/14/08	11/16/8
I-B.8	Provide and Obtain Phase I-B Acceptance. Data corrections are not required for this acceptance. Review and revise Project Schedule as needed.	City and Contractor	14 days from end of I-B.7	11/21/08	11/21/8

Phase II: Specifications Gap Analysis (SGA)

No.	Task	By	Completion Date Planned	Project Week	Date Completed
II.1	Perform on-site Gap Analysis; identify legislative workflow management and information retrieval needs of BOS.	Contractor	14 days from end of I-A.10 and I-B.7	11/21/08	11/17/8
II.2	Prepare and deliver SGA Report to City.	Contractor	21 days from end of II.1	12/12/08	12/16/8
	Acceptance Window for Phase II Work: 6 weeks.				
	City Review Period for Phase II Work: 3 weeks.				
II.3	Review SGA Report, notify Contractor of comments.	City PM, LDPS	21 8/ from end of II.2	1/23/09	1/18/09
II.4	Correct SGA Report in response to City's comments and deliver revised SGA Report to City.	Contractor	14 days from end of II.3.	2/6/09	Comple ted
II.5	City Review Period for revised SGA report: 1 week.		7 days from end of II.4.	2/13/09	Comple ted

II.6	Obtain City approval of SGA Report.	Contractor	7 days from end of II.5.	2/20/09	4/10/09
II.7	Obtain Phase II Acceptance. Review and revise Project Schedule as needed.	Contractor	7 days from end of II.5.	4/10/09	4/10/09

Phase III: Installation of Web Access Module (NOTE: Phase II was completed on 4/10/09)

No.	Task	By	Completion Date Planned	Project Week	Date Completed
III.1	Provide the InSite 2.0 public access service via Contractor's hosted server connection with synchronization of data from the Legistar 5.0 data base on the hosted Legistar server. Apply password protection for all InSite users.	Contractor	14 days from Acceptance of Phase II	4/24/09	
III.2	Develop look-and-feel specifications to InSite installation within allowable style parameters of InSite.	City PM	14 days from end of III.1	5/8/09	Completed
III.3	Approve final look-and-feel specifications.	City PM	14 days from end of III.1	5/15/09	
III.4	Implement requested changes allowed within the style parameters of InSite.	Contractor	7 days from end of III.3	5/22/09	
	Acceptance Window of Phase III 4 weeks.				
	Review Period of Phase III: 2 Weeks				
III.5	Test InSite public access module via password-protected internet access, report problems to Contractor.	City PM	21 days from end of III.4	6/12/09	
III.6	Correct problems reported by City.	Contractor	14 days from end of III.5	6/26/09	
	Review Period of corrections: 1 Week.				
III.7	Test corrections. Plan for any InSite training deemed necessary by City PM. Switch the synching of L5 data to InSite from the hosted L5 Server to the L5 BOS server	City PM	14 days from end of III.6	7/10/09	
III.8	Notify Contractor of whether Phase III has been Accepted	City PM	14 days from end of III.6	7/10/09	

Phase IV: Modifications and Customizations (NOTE: Phase II was completed on 4/10/09)

No.	Task	By	Completion Date Planned	Project Week	Date Completed
IV.1	Prepare and deliver Acceptance Test Plan to Contractor for review and response	City PM	28 days from Acceptance of Phase II	5/8/09	
IV.2	Review Acceptance Test Plan and notify City of comments	Contractor	7 days from end of IV.1	5/15/09	
IV.3	Provide final Acceptance Test Plan to Contractor	City PM	7 days from end of IV.2	5/22/09	
IV.4	Complete all modifications and customizations to Core System required per City-approved SGA report.	Contractor	63 days from Acceptance of Phase II	6/12/09	
IV.5	Correct data format and data migration problems discovered by City or Contractor in Phase I-B. Perform complete migration of City data to Legistar 5.0 SF format.	Contractor	91 days from Acceptance of Phase II	5/22/09	Done
IV.6	Review and test all system functions with special emphasis on customizations performed. Plan with the City PM for system presentation, LDPS training, and Legistar 5.0 SF review	Contractor and City.	7 days from end of IV.4 Acceptance of Phase II	6/19/09	
IV.7	Install Legistar 5.0 SF and Alpha data on BOS SQL server	Contractor	7 days from end of IV.6	6/26/09	
IV.8	Deliver Documentation (modified for Legistar 5.0 SF).	Contractor	7 days from end of IV.6	6/26/09	
IV.9	Provide data entry user training for Legistar 5.0 SF to City's PM and LDPS. Perform complete system review with City.	Contractor	According to schedule set in IV.6	7/3/09	
	Acceptance Window of Phase IV: 8 weeks				
	Review Period for Phase IV Work: 3 weeks				
IV.10	Perform Acceptance Test Plan. Report variances from expected results to Contractor.	City PM, LDPS	21 days from end of IV.9	7/24/09	
IV.11	Correct variances reported by City and then install corrected Legistar 5.0 SF system on BOS SQL server.	Contractor	21 days from end of IV.10	8/14/09	
	Review Period for corrected Legistar 5.0 SF installation: 2 weeks				
IV.12	Test corrections and related system functions.	City PM, LDPS	7 days from end of IV.11	8/21/09	
IV.13	Obtain Phase IV Acceptance. Review and revise project schedule as needed.	City PM, Contractor	7 days from end of IV.12	8/21/09	Yes

Phase V: Training/Parallel Production

No.	Task	By	Completion Date Planned	Project Week	Date Completed
V.1	Provide data entry user training for Legistar 5.0 SF to BOS legislative division staff	Contractor	According to schedule set in IV.13	8/28/09	
V.2	Provide administrator training for Legistar 5.0 SF to BOS IT staff.	Contractor	According to schedule set in IV.13	8/28/09	
V.3	Perform migration of up-to-date City data in anticipation of parallel production. Install and test migrated data.	Contractor	After end of V.2	8/26-30/09	
V.4	Parallel Production: Enter data into both systems	City Legislative Division	After end of V.3	9/1-??/09	
	Acceptance Window of Phase V: 15 weeks.				
	Review Period of Phase V Work: 6 weeks.				
V.5	Provide on-site help desk services.	Contractor	After end of V.2	8/31-9/4/09	
V.6	Use system. Report variances from expected results.	City PM, LDPS	24 -63 days after end of V.2	9/1-10/9/29	
V.7	Correct variances reported by City and then, install corrections on BOS server.	Contractor	21 days from end of V.6	10/30/09	
	Review Period of corrections: 2 weeks.				
V.8	Test corrections and related system functions. Plan read-only training for BOS staff.	City PM, LDPS	14 days from end of V.7	11/13/09	
V.9	Discontinue use of old system. Provide InSite access over Internet	City PM, LDPS, DTIS	7days from end of V.8	11/20/09	
V.10	Provide read-only training to BOS staff.	Contractor	7 days from end of V.8	11/20/09	
V.11	Obtain Phase V Acceptance.	Contractor	7 days from end of V.9	11/27/09	Yes

Phase VI: New Requirements from Gap Analysis

No.	Task	By	Completion Date Planned	Project Week	Date Completed
VI.1	Complete all modifications and customizations to L5 approved by City in contract amendment	Contractor	14 days from Acceptance of Phase V		
VI.2	Test all customizations on remote server and present to the City either remotely or on site	Contractor	7 days from end of VI.1		
VI.3	City tests all New Requirement customizations	City PM	7 days from end of VI.2		
VI.4	Correct variances reported by City and then install corrected Legistar 5.0 SF system on BOS SQL server.	Contractor	7 days from end of VI.3		
VI.5	Install Legistar 5.0 SF customizations on BOS L5 server and on InSite server.	Contractor	7 days from end of VI.4		
	Review Period for Phase VI Work: 2 weeks				
VI.6	Correct any problems discovered by the City. Test corrections and related system functions.	Contractor	7 days from end of IV.5		
VI.7	Obtain Phase VI Acceptance. If all other phases have been Accepted, obtain final Acceptance of System.	City PM and Contractor	7 days from end of IV.6		

h. Section 59 List of Attachments currently reads as follows:

59. Attachments

The following Appendices are incorporated into this Agreement as though fully set forth herein.

- Appendix A – Scope of Work
- Appendix B – Contractor's Documentation Obligations to CCSF
- Appendix C – Project Schedule
- Appendix D – Acceptance Test Plan
- Appendix E – New System Source Code Compilation
- Appendix F – Electronic Copy of Existing System
- Appendix G – Compensation, Calculation of Charges
- Appendix H – Insurance Waiver
- Appendix I – Software Maintenance Attachment
- Appendix J – Equipment Requirements

Appendix K – Phase Acceptance Certification
Appendix L – Left Blank by Agreement of the Parties
Appendix M – Training Delivery Acceptance
Appendix N - Performance Specifications

Section 59 Attachments is hereby amended to read as follows:

59. Attachments

The following Appendices are incorporated into this Agreement as though fully set forth herein.

Appendix A – Scope of Work
Appendix B – Contractor's Documentation Obligations to CCSF
Appendix C-1 – Project Schedule
Appendix D – Acceptance Test Plan
Appendix E – New System Source Code Compilation
Appendix F – Electronic Copy of Existing System
Appendix G-1 – Compensation, Calculation of Charges
Appendix H – Insurance Waiver
Appendix I – Software Maintenance Attachment
Appendix J – Equipment Requirements
Appendix K – Phase Acceptance Certification
Appendix L – Legistar 3.51 to Legistar 5 Conversion Project Gap Analysis

Appendix M – Training Delivery Acceptance
Appendix N - Performance Specifications

i. Appendix L currently reads "Left Blank by Agreement of the Parties". **Appendix L** is hereby replaced in its entirety by **Appendix L "Legistar 3.51 to Legistar 5 Conversion Project Gap Analysis Report"** attached hereto.

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

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

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Appendix L

City and County of San Francisco



Legistar 3.51 to Legistar 5 Conversion Project
Gap Analysis Report

Submitted by
Daystar Computer Systems
To Angela Calvillo
Clerk of the Board of Supervisors

March 4, 2009

Final version jointly revised by the City and Daystar, resubmitted April 10, 2009. Additional appendices D, E, F, and G have been added to summarize the results of the Gap Analysis site visit meetings March 26-27, 2009.

Matt Cichon
Ron Cichon
Daystar Computer Systems, Inc.

773.501.8141

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1. Introduction

In November 2008, Matt and Ron Cichon met with key staff members of The City and County of San Francisco (the City) in order to perform an analysis of any functional gaps that exist between the City's current Legistar® Version 3.51 (In this document, it will be referred to as 3.51, and for discussion purposes we pronounce it 'three-five-one') system and the new Legistar® Version 5.0 (L5) system scheduled for implementation in 2009.

Because this is a transition from a previous version of the same basic software design, much of the workflow, actions, meeting bodies, personnel data, locations, file types, and statuses will remain the same as they were in the 3.51 version. Therefore, the major portion of the analysis will be focused on report functionality, which was heavily customized for San Francisco in the 3.51 version. We will also discuss ways in which the City's current workflow might be modified to take more advantage of the efficiencies available in the new L5.

To prepare for the site visit, the City's core user group received preliminary user training. Administrative training was also provided for Erasmo Vazquez and Alvin Moses. This initial training was done so that users would have some familiarity with the new system in order to participate more knowledgeably and creatively in the gap analysis process. Additionally, the first round of data conversion was completed so that the core users could experience L5 with familiar and authentic data.

This second draft of the Analysis report does not include the cost analysis for any customization requests that appeared to be out of scope of the project specifications in the conversion agreement. Daystar will respond to any questions or discussion issues raised by the City in reference to this report and make all substantive corrections to the procedural descriptions in this report as needed. After the City reviews and approves this final version of the Gap Analysis and makes decisions on Daystar's recommendations, Daystar will complete a separate cost analysis for any program modification requests that are beyond the predefined scope of the project.

Throughout this document the City's Project Manager, Erasmo Vazquez, will be referred to as CPM.

2. San Francisco Workflow

The City of San Francisco has provided us with a workflow diagram developed by another contractor, Cathy Stevens, which is attached as Appendix A. The sections below reference the steps in that workflow.

File Creation

The steps for creating a file in process section 1, labeled "File Creation", will remain relatively unchanged from the workflow diagram in Appendix A. The process consists of ten processing steps and two conditional blocks all of which will still need to take place. The process of adding attachments should be much quicker using L5. By entering all supporting documents into the system, printed packets for each file can also be assembled by L5.

Legislation Introduced

The process section 2, labeled "Scheduling a Committee Hearing", currently consists of fourteen process steps and four conditional steps. Under the new system the only process step that is getting removed is step 8 (IT put LI on web), which is having the staff put the files on the web. This process will now occur automatically when the agenda's status is changed to 'Final'. Published reports will also be done by the L5 users and will not take more than a few minutes.

Process step 5 (Send to President of Board and Clerk of the Board to review and approve) in this section could be automated by using L5's approval tracking module which is not included in the conversion agreement.

Committee Processing / Scheduling

In process section 3, labeled "Files that go to Committee level", there are 20 process steps. Several of these steps will be changed with the implementation of L5. L5 is going to automatically build the packets. Mailing of any printed paper could also be replaced here with transmitting of URL for the InSite detail pages. There are also several steps here that could be automated with the addition of the approval tracking module, including having the Clerk open the file, sending the file to the chair and budget analyst, as well as placing for Deputy to review and notifying IT.

Committee Meeting

Process section 4, labeled "Committee Meeting", will remain unchanged, except for needing IT to link the packet of legislative material. This packet can be made available online at any point by going to the agenda report screen and choosing 'Publish to web' as the destination.

Possible Actions

Process section 5, labeled "Detail – Possible Actions" consists of three tracks of steps depending on the Action taken.

For 1A) Amendment of the Whole, there is no change in this process.

For 1B) Split File (now called Dividing or Duplicating a File), there is no change in this process.

For 1C), Continue at another meeting, if there is a set date on which the file should come back on the agenda, that date can be entered into the Agenda Date field within L5.

Board Meeting Agenda Creation

Process section 6, labeled "Board Meetings", is a 29 step process which will see some changes with the L5 implementation.

The 3rd and 4th steps (Create a master report for each file. and, Update all files with master reports, etc.) will no longer be necessary, as there will be no need to 'create a new master report for each file' and 'update the master report for each file'. InSite will make near real-time information available to everyone in the file's detail page.

Step 17 (Calendar Clerk makes copies for Clerk of the Board, Deputy Clerk, person preparing Board packet) is a step that the City could eliminate. After the draft agenda is approved, the calendar clerk makes copies for the COB, deputy and person preparing board packet. Once the agenda's approved, the packet can be published to InSite and can be viewed on the website without needing to print out extra copies.

Step 18 (Scan packet) involves putting together the packet, which L5 can create, or if desired, the InSite published report can function as a linked packet.

Legistar 3.51 had some issues which caused IT to put in a fair amount of work (Step 21, Do HTML) in order to allow for the minutes to be posted in HTML format. This will no longer be necessary with the L5 system.

The following process step (Step 22, Notify IT to post on website) will now be done by the clerk rather than IT.

The 5 process steps before the final check by the clerk (24-29 Scanning packets, Notifying and distributing and IT's role) will all be affected and may be eliminated by the implementation of InSite. This part of the process will need to be reviewed by the City after InSite begins to be used to see what parts of the workflow can be eliminated.

Board Meeting (recording)

Process section 7 has two subsections labeled "Board Meeting" and "Post-Board Meeting".

The actual running of the meeting is only a 9 step process, the only change to which will involve information now being posted by the clerks without IT involvement.

Post-Board Meeting

The workflow for the Post-Board Meeting will not change with the implementation of L5.

Mayoral Actions

Process section 8, labeled "Possible Actions When Sent to Mayor for Signature" consists of three tracks of steps depending on the Action taken.

For the action, Signed:

Steps 1 and 2 will no longer be needed as L5 will automatically assign an enactment number.

Step 4 should be reviewed by the City to determine if the Master Reports are still needed to create hard copies for any reason.

For the action, Unsigned:

No change in this process.

For the action, Vetoed:

No change in this process.

3. Daystar Recommendations

During the workflow retreat held by the City, and throughout the training and gap analysis process, the City and Daystar identified several procedural bottlenecks and problem areas, including some ineffective department procedures which will not be fixed by the implementation of the new version of Legistar. However, the City could use the opportunity presented by this project to initiate several process changes that could multiply the efficiencies gained from the City's investment in the Legistar software. Daystar's recommendations for process improvements will be discussed below.

Daystar has several recommendations for procedural changes to the current workflow of the City that could result in greater efficiencies, less labor, and less stress for the staff.

Elimination of Obsolete Text Sections (Comment and Version)

In 3.51, the City uses various designated sections in the legislative text itself, for purposes that are better handled in L5 by specific data base fields.

Version (..Version) is added manually in 3.51 to specify the current version of the legislative file text. This section will not be needed in L5, because the version number is stored in a designated data field. This is part of the generic functionality of L5.

Attachment (..Attachment) contains a list of the supporting documentation which is not attached to the file. L5 manages all attachments as a special function within the data base. It is Daystar's strong recommendation that the City use this function to add, maintain, track, and display all supporting documentation making this text section unnecessary.

Comment (..Comment) has a much more diverse use. The Comment usually contains notes about the file entered by the drafter, which will often be modified throughout the legislative process. These notes will still be needed in L5, but the City has a few options on where the notes should be stored.

The City could continue to store these notes in a text section as is done now in 3.51. Another option would be to use one of the user-designated text data fields. L5 is equipped with multiple extra fields, any one of which could be used to store these notes. Putting the notes in a separate 'Comment' data base field would allow for users to search for text specifically in that field without searching on the entire legislative text of the files. Separating the text sections out may also be easier for the notes to be edited throughout the legislative process.

However, if the notes are almost always done exclusively by the drafter, and they tend to be version-specific, then it would make more sense to continue the current practice, keeping the drafter's notes in a Comment section in the text file.

Daystar's recommendation would be to continue the current process, because: a) attempting to move the notes from the ..Comment text field in 3.51 to a data base field in L5 during the data conversion would introduce too many errors that would be impossible to catch in any automated data conversion; and b) in order to overcome current workflow inertia, a procedural change should be introduced only where there is a strong advantage to the new way of doing things, which Daystar does not really see here.

Recommendations for Procedural Changes

Committee Meeting Schedule

Daystar recommends that the City move any committee meetings on Wednesday afternoon to another day. Since the Board Agenda is built on Wednesday this leaves very little time for a committee clerk to log the votes and actions that occurred at those meetings. The automated agenda generation for the Board agenda works well only when all actions and recommendations of the committees have been entered prior to generating that agenda. Forcing the committee clerks to rush that process creates unneeded stress and can often result in errors when all necessary information has not been entered. Having this rush also means that the person preparing the Board agenda will need to do more cross checking once the creation process has begun.

Committee Meeting Actions

Daystar recommends that the City require committee clerks to complete the actions and votes before the generation of the Board Agenda. L5 will reduce the time it takes to complete this step, and if committee meetings are moved from Wednesday, perhaps to Tuesday, it shouldn't be difficult for the clerks to be done in time.

Fixed Deadlines

Daystar recommends that the start time of the Board agenda creation be a fixed time that everyone can count on. Allowing this key deadline to vary causes unnecessary stress and introduces potential errors. In the end, some staff can be pulled out of essential tasks to redo work, perform 'emergency' work, or correct errors to accommodate unnecessary changes in how things are done one week as opposed to another week.

In a complex workflow with multiple staff members needing to accomplish cooperative tasks, key deadlines provide anchors that make everything run smoothly. This does require organizational discipline, but the overall corporate efficiencies and achievements far outweigh the efforts required.

Board Meeting Schedule

When the 3.51 version was first implemented, Board meetings took place on Mondays. Board Meetings have since been moved to Tuesdays. This change has also put more pressure on the agenda clerk by decreasing the time he or she has to complete the process. Moving Board Meetings back to Monday would allow for less congestion for that deadline to be met. If this is not feasible, then perhaps other adjustments can be made in deadlines to make the sequential entry of all appropriate workflow data possible.

Attachments

Due to the automated processes in L5, which will allow for attachments to be available on the Web and to automatically generate the complete agenda packet, Daystar strongly recommends that the City enter and maintain all attachments and related documents in Legistar.

On-line Agenda Packets

Currently, paper committee packets are copied and distributed. Daystar recommends that the Supervisors and the support staff use laptops or PCs to review either the linked agenda packets that are automatically generated by Legistar and/or to review the agenda items directly in InSite. This will save the City a significant amount in paper costs, plus allow the Supervisors to locate more critical, decision support information faster and more conveniently from any location.

PDF Format Standard

Agenda and minutes reports are currently made available online in HTML format. It is Daystar's recommendation that the City switch to the more accepted and adaptable PDF version instead. InSite displays a detail page for each legislative item that will be a dynamic page containing all text, history, versions, and supporting documents. Having all the reports available in PDF allows the public to view and download the agenda as it looks in a printed format. The PDF is also the format recommended by the National Archives and Records Administration (NARA).

Data Conversion

Much of the initial workflow analysis and resulting database setup that took place during the installation of 3.51 over ten years ago will not need to be repeated due to the transfer of the set-up tables from 3.51 to L5 during the data conversion. This included all files, attachments, agendas, minutes, and history information. The data conversion also included the administration data, such as the City's workflow, valid actions, meeting agenda templates, and user information.

Due to similarities between the two versions, CPM was also able to use the L5 set up process to avoid carrying over several workflow problems which he had identified in the way that departments had grown accustomed to using the previous version. This will allow us to implement L5 smoothly.

4. Functional Specifications

The following is a list of standard features available in L5 which were required in the agreement. These were drawn directly from Appendix N of the agreement. The list numbers correspond to the numbers in Appendix N. Some of the requirements in Appendix N are not listed here, but are addressed in Section 7: Program Changes.

The table below lists the City Requirements that are fully met by L5 in its generic functions. In some cases, we have entered comments in italics to explain exactly how L5 accomplishes the requirements or to make recommendations.

Line numbers reference the same numbers in Appendix N of the Agreement.

Line	City Requirement
1	SQL2005 Server based system.
2	Maintain all data either as current data on the System or in an archival database that is easily retrievable online.
3	Provide a web-based interface for System inquiries from Internet browsers.
4	Link to the existing Lotus Notes e-mail system to automatically forward documents as attachments.
5	Produce efficient code so that the HTML version of documents does not include blank tables, extra hard returns, or extra strings of blank characters (space bar characters) at the end of lines.
6	Assign a File or ID number to legislation only after legislation is "introduced." In L5, agenda items can have permanent numbers assigned at any time in the process. However, Daystar does not recommend this practice, which in most cases is only intended to avoid missing ID numbers in what some might expect to be a perfectly sequential list on an agenda. They are ID numbers, and do not connote any specific meaning. Numerical counts can be had more accurately in other ways. Assigning File IDs when the files are created simplifies the process, and avoids additional steps and the potential for errors.
7	Conform to the existing BOS 2-part numbering system for introduced legislation. Part 1: 2 digits – Calendar year Part 3: 4 digits – Sequential for the calendar year.
8	Allow a File Name to be printed in brackets before the Title field. The File Name shall accommodate up to 75 characters.
9	Allow a Title to be printed. The Title field shall accommodate up to 4000 characters.
10	Allow File Names and Titles to be amended by authorized users (users authorized by the City System Administrator).
11	Allow an Enactment Number to be added to legislation after passage.
12	Allow the City system administrator to add additional types of legislative matters to the System without additional programming or customization.

Line	City Requirement
13	Allow data entry into System only by users so authorized by the City System Administrator.
14	Allow legislative matters to be linked to pertinent electronic material, such as photos, maps, reports, contracts, or other documents. Format of the linked material shall be transparent to the System.
15	Allow authorized users to link legislative matters to related legislative codes, indexes, sponsors, and history.
16	Automatically assign sequential numbers to each amendment of legislation. Original version is 1.
17	Provide the ability to compare and track changes between versions of legislation. The City will use the Tracked Changes feature in Word to track changes.
18	Allow authorized users to transfer legislative matters between committees.
19	Provide a cross-reference field that enables users to identify legislative matters that have been divided. Related Files under the Associations tab can be used for this purpose.
20	Allow multiple primary sponsors.
21	Allow multiple secondary sponsors.
22	Allow matters that have originated in a City department to have no listed sponsor.
23	Allow City departments to enter legislative matters into a staging area in the System for authorized users to review then move into the production area. The production area is an area that shall be visible to the public and available for all normal processing (The staging area shall not be visible to the public). Legistar accomplishes this using the 'Draft' status.
24	Allow authorized users to modify committee assignments. (The Clerk of the Board usually assigns/directs the legislation to committee; the BOS President may override the assignment.)
26	Allow manual override of 30-Day Rule status by authorized users.
27	Enforce scheduling restrictions for 30-Day Rule legislation unless that status has been manually overridden.
28	Include searchable comment field for legislative matters.
29	Allow authorized users to override the version number of legislation in order to apply a clerical correction. An authorized user may edit the text for small corrections without needing to change the version number.

Line	City Requirement
31	<p>Prevent legislation from being assigned to more than one committee at one time or to a committee and the Board simultaneously.</p> <p>L5 only allows only one entry in the Controlling Body which manages the current assignment of the legislative item.</p>
33	<p>Allow individuals to subscribe to receive e-mail updates for specific legislative matters. Automatically e-mail subscribed users when legislative matters they have selected are scheduled for hearing, are amended or are substituted. Individuals may be Supervisors, departments, interested parties, or the public.</p> <p>L5 accomplishes this requirement through the RSS function from InSite.</p>
34	<p>Permit legislation referrals and referral history to be deleted by authorized users.</p>
35	<p>Allow authorized users to enter referrals in the legislative history of individual matters.</p>
36	<p>Allow the display of legislative matters to show only referrals, only legislative history or both.</p>
38	<p>Allow the City system administrator to create and modify agenda templates.</p> <p>In Legistar, Agenda Templates are built with a combination of functions using the entries in system tables, which are under the control of the system administrator. Those tables include: Agenda Definitions and the Report Header. There are also two or three agenda runtime profiles available for the SA or authorized users to use and customize for specific purposes.</p>
39	<p>Track and maintain Board and committee "body header" data. Automatically include the applicable body header data in agendas and minutes for past meetings.</p>
40	<p>Allow authorized users to delete an agenda if corresponding minutes have not been taken and the agenda has not been published.</p>
41	<p>Generate Board and committee agendas based on agenda definitions pre-defined by the City System Administrator.</p>
42	<p>Allow authorized users to modify automatically-generated agendas, giving the users total discretion to include or exclude legislative matters and change the order of legislative matters.</p>
43	<p>Assign all legislative matters on an agenda sequential numbers during the report generation process. Carry numbering through to the corresponding minutes, but not to the Summary of Action report.</p>

Line	City Requirement
45	<p>For each Board or committee meeting, allow the City to record the following in the agenda for appearance in the minutes:</p> <ul style="list-style-type: none"> • Votes • Motions • Amendments • Members absent • Members excused • Requests • Time started & ended • Time recessed & reconvened
46	Allow an unlimited number of authorized users to access an agenda.
49	Duplicate any changes made to an agenda in the corresponding minutes.
50	Prevent minutes from being deleted after Roll Call is taken.
51	<p>Allow Roll Call to be taken one Board member at a time or with an All Present selection.</p> <p>The All Present flag updates the attendance records for each individual member of the Board.</p>
52	Track the seconding of any motion, and record the Board member who seconds a motion. System should not require the recordation of seconds.
53	Allow the user to record each action taken on a legislative file. (Valid actions are defined in the Existing System tables, which will be available to the selected Contractor)
54	Allow the creation of agenda minutes prior to the hearing of any items for the corresponding agenda.
55	Allow authorized users to correct or change any vote.
56	Use "drop down lists" of only those actions allowed for any combination of the following: Legislative Type, meeting body, and last action taken.
57	Allow user to enter a continued date for any legislative matter that has been continued and automatically place the matter on the appropriate committee Pending List or future activities log.
58	Provide a button in the Minutes work template to record the standard action (Recommended) for committee minutes.
60	Accept the following values for votes: "Aye", "No", "Excused", and "Absent". All values shall appear in the vote tally.
61	Use the past tense for recorded legislative actions.

Line	City Requirement
62	Allow the City System Administrator to define new legislative actions.
63	Allow authorized users to enter legislative history actions regarding changes in committee assignments, such as <i>Transferred by the President</i> .
64	Allow the City system administrator to store text in the system that can be copied and pasted into reports, including without limitation minutes, and that can be edited in the reports without affecting other documents using the same original text.
65	Perform the following automatically when a user creates a history line: <ul style="list-style-type: none"> • Update status of the legislative matter • Update the Controlling Body field for some Actions
66	Allow authorized users to create a record in Referral Tracking that shows when an action is referred outside BOS and to enter a due date.
67	Allow authorized users to record <i>Consent Agenda matters</i> and the <i>For Adoption without Committee Reference Agenda</i> matters as having been acted on as a group with a single button or other shortcut. The system shall automatically perform the following for Consent Agendas that have been passed: <ul style="list-style-type: none"> • All items on the Consent Agendas shall be marked in the Action field with the specific Action by the Board. All items shall be marked with a Pass indicator. • After the last item on the consent agenda, each set of minutes shall state that the Consent Agenda has passed and shall show the vote tally.
68	Require that a user record the motion and the name of the Supervisor making the motion for a Board agenda item before the system allows the user to record the vote for that item.
69	Allow votes to be recorded one Supervisor name at a time or with "All Yes" or "All No" selections. The "All Yes" and "All No" selections shall update the voting records for each individual Supervisor.
70	Allow a user to choose the voting order for Supervisors before any meeting.
71	Record a legislative matter before the full Board as "Passed" if a minimum of six (6) "Yes" votes are entered into the system for that matter.
73	Allow authorized users to select preset text to insert into Board or committee minutes at a place of the user's choosing.
74	Allow users to change committee members (Supervisors' names added or deleted) for one committee meeting or a specific committee legislative matter.
75	Generate minutes from Agenda content in a format set by the City System Administrator.

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Line	City Requirement
76	Allow users to enter notes into minutes.
78	Allow users to perform a full text search of the data fields in legislative records including, but not limited to, File ID #, File Name, Title, File Type, Status, Controlling Body, Sponsor, Requester, Effective Date, Agenda Date.
79	Allow users to perform complex searches of legislative records using multiple data fields and multiple values and wildcards within a field.
80	Return search results for BOS users in less than 5 seconds
81	Allow users to print either all results or a single result of a search using one command.

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Line	City Requirement
82	<p>Allow users to select, display and print standard reports using menus or drop down lists. The system shall automatically generate and display a standard report selected by the user. Standard reports shall be provided as part of the system and include but not be limited to:</p> <p><u>Board Agendas:</u></p> <p>System shall generate via predefined Template constructed by Contractor to CCSF instructions. System shall allow the CCSF Administrator to modify the Template after Acceptance. System shall automatically place Legislative Matters on the relevant Board Agenda based on File Type, Status, and Controlling Body fields.</p> <p><u>Committee Agendas:</u></p> <p>The System shall generate via predefined Template constructed by Contractor to CCSF instructions. System shall allow the City System Administrator to modify the Template after Acceptance. System shall allow authorized users to input items from committee Pending Lists to the corresponding committee Agenda.</p> <p><u>Committee Pending Lists:</u></p> <p>The System shall automatically place Legislative Matters on the relevant committee Pending Lists based on Controlling Body and Status fields.</p> <p><u>Board Minutes:</u></p> <p>The System shall automatically place items from Board Agendas in the corresponding Board Minutes. The system shall allow authorized users to record actions, votes and notes on the items.</p> <p><u>Committee Minutes:</u></p> <p>The System shall automatically place items from Committee Agendas in the corresponding Committee Minutes. The System shall allow authorized users to record actions, votes and notes on the items.</p> <p><u>Legislation Introduced:</u></p> <p>The System shall automatically place Legislative Matters on the Legislation Introduced report based on the Date Introduced field.</p> <p><u>Tail</u></p> <p><u>Publication Notice</u></p> <p><u>Summary of Action</u></p> <p><u>Attendance records of individual Board members:</u></p> <p>Report shall display the member's name, meeting date, name of meeting (Board or Specific Committee), and attendance (present or absent).</p>
83	<p>Allow City officers to produce "certified" reports with secured digital signatures.</p>

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Line	City Requirement
84	<p>Allow the City System Administrator to create, display and print <i>ad hoc</i> reports from the system utilizing Crystal Reports</p> <p>Reports can be written off the database. They would not be called though Legistar though and would have to be run by the administrator or by a new application.</p>
85	<p>Allow the City System Administrator to define layouts and fonts for report display and printing.</p> <p>Reports can be created that use the Legistar database. Information fields can be turned off and on by a system administrator generically or by individual users. Any change requests not in a configurable section are listed in Section 8.</p>
86	<p>Allow authorized users and the City System Administrator to generate and save all reports in DOC, RTF, PDF and HTML formats, including without limitation: Board and Committee Agendas, Board and Committee Minutes, Legislation Introduced, Legislative Text Report and Publication Notices.</p>
90	<p>Allow the City System Administrator to define new BOS committees quickly and easily.</p>
91	<p>Allow users authorized by the City System Administrator to add and delete members from committee rosters for a specific meeting quickly and easily both prior to and during a meeting. The system shall then automatically display the proper roster for use in recording attendance and votes in the corresponding committee Minutes.</p>
92	<p>Allow a user to insert notes in minutes.</p>
93	<p>Allow users authorized by the City System Administrator to alter meeting dates and/or times in system-generated agendas.</p>
94	<p>Allow the City System Administrator to create an unlimited number of security groups with authority to access different sections and different system functions.</p>
95	<p>Allow the City System Administrator to assign a user to up to 12 security groups and modify a user's group assignments.</p>
96	<p>Allow the City System Administrator to assign and change a user's password.</p>
98	<p>Maintain a data entry log identifying, without limitation: user name, field modified, field contents before entry, field contents after entry, and date and time of entry.</p>
99	<p>Allow only the City System Administrator to create and delete legislative bodies; e.g., committees.</p>
100	<p>Allow only the City System Administrator to create and modify standard paragraphs for use in agendas, minutes, and other documents.</p>
101	<p>Allow only the City System Administrator to modify the text of system messages to the user.</p>

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Line	City Requirement
102	Allow the City System Administrator to perform various database management and file maintenance tasks, including, but not limited to: <ul style="list-style-type: none"><li data-bbox="410 384 927 415">• Back up, repair, and compact database.<li data-bbox="410 436 1089 468">• Install and maintain the system software on desktops
103	Include detailed, documented instructions for all system functions.

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5. New Features

System Security

The security structure has been completely changed and cannot be transferred from 3.51 to L5 during the data conversion. Although the new system will not have the same security setup, it is much easier to configure and provides much more flexibility. It also now contains body restrictions that can restrict users to only have access to files under the control of their assigned meeting bodies.

This feature led to a conversation about using body restrictions for some of the committee clerks. Doing this would increase CPM's initial workload because he would need to create new groups for each of the committee clerks who have a unique set of body restrictions. At this point we haven't found any need to change the functionality of the security system as it exists in L5.

Word as an Editor

The City has expressed a preference to use the native L5 RTF editor as the legislative text editor in L5.

The primary benefits of using Word as the L5 text editor are the familiarity level people have with it, the ability to track changes and the use of Word's spelling and grammar checkers. Possible drawbacks are that users may be tempted to deviate from the City's established fonts or styles, or that they may try to use formatting capabilities available within Word that are incompatible with the Crystal Reports® Writer used to format the L5 reports, thereby yielding unpredictable results. For this reason, Daystar usually recommends using Legistar's built in RTF text editor instead of Word.

Enactment Numbers

Legistar now tracks enactment numbers as well as file IDs. These numbers will be set up so that they get added automatically when a final action is taken. Each file type can have a different enactment number format, e.g. resolutions could be RE-0103-08, while ordinances could be on OR-0077-08. These enactment numbers can be set to be added to the files once specified actions are taken. The user has the ability to skip this process if an action that normally triggers an enactment number is taken, but the user doesn't want one added due to a special circumstance. This would be a good time for the City to review its current enactment number format and make any desired changes that would be enabled with this new Legistar capability.

Related Files

Legistar now can link multiple files that are related. This can be accessed through the Associations tab in the Legislative Files screen. This will serve as a cross-reference field that enables users to identify legislative matters that have been divided.

Renaming Fields and Identifying Fields as Required

With L5, the City can mark fields as being required or rename them as desired. After reviewing the drafting process with the core group, we came up with naming conventions that mimicked or clarified what users are used to seeing in 3.51. Changes included are:

- Making the File Name a required field
- Renaming 'Notes' as 'Comment'
- Disabling the mtTitle box so that it is read-only
- Hiding the Effective Date, Enactment Date, Hearing Date, and Next Meeting Body fields.

Primary and Secondary Sponsors

Another new feature that the City will be using is the identification of primary and secondary sponsors, which is managed through the sponsor screen. Clerk of the Board, Angela Calvillo, recommended that the City use this new capability, because of the improvement in the way that the sponsors can now appear on the reports. She recommended a change that would have the primary sponsor labeled Sponsor, while secondary sponsors will appear to the right labeled Other Sponsors. An exact mock-up of this or any other new formatting will have to be approved by the City prior to Daystar making any changes.

Printing Agenda Packets

Currently a good deal of manual labor goes into organizing each agenda packet. With L5, a packet can be printed from the agenda screen at any time. This function prints the agenda, followed by a text report for each file and all of the attachments for each file.

Rather than a printed copy, the system can also construct a PDF file with all of the information appended into one long document. The L5 electronic linked packet is something that constituents, staff and board members may find more convenient. The file's information will be available through its InSite detail page, which will display all of the text, history, metadata, and attachments to the file.

Paper Savings

The biggest way to for L5 to impact the amount of paper used by the department would be to replace as many paper copies of agenda packets as possible with a digital version. Regular use of InSite will cause many people to make this switch on their own, while some may need a bit more encouragement. Having staff from other departments starting to look things up on InSite will also cause a decrease in paper use as they will feel less inclined to request official copies.

Expected Time Savings

The time that L5 will save over the 3.51 version will be immense. With 3.51 there were a number of simple tasks, such as adding lines in agendas and minutes, which used to take 20 to 40 seconds each, often repeated tens of time for each meeting. In L5 users will be able to add groups of items in a matter of seconds. Another major advance is the speed at which reports run. Reports in the old system could sometimes take 5 minutes to run, while in L5 this time will be cut down to a few seconds. This will make any process where reports needed to be run multiple times take a fraction of the time spent previously.

Shifting Vote Order

Voting order can be toggled through with the first person moving to the bottom of the list. This will allow for the clerk taking the minutes to have the correct voting order showing on their screen throughout the meeting. This will not change the vote order on the report which should use the sort order defined in Administration.

Ad Hoc Meeting Members

In L5, users can add members to committee rosters for a specific meeting quickly and easily, both prior to and during a meeting. The system will then automatically display the updated roster for use in recording attendance and votes while recording minutes.

6. InSite

City staff and public users of the City's website will be given considerably more search capabilities, automation, and information. The current web site maintenance can be time intensive for IT: every agenda or minutes report has to go through a manual process of removing extra spaces and extraneous HTML coding from the reports.

The addition of InSite will also have a gradual influence on the efficiency of multiple departments. Any position that frequently uses 3.51 for queries should find a significant reduction in how long it takes to retrieve the desired data.

See Appendix B for sample printouts of the InSite web pages.

The following table describes some of the City's current Web pages which may become obsolete or redundant with the implementation of InSite:

Page	Recommendation
Legislation Introduced	<p>This page has the reports from each meeting, listing the legislation that was introduced at that meeting. InSite does not have a page or function exactly like this, but the same information can be found with some fairly simple searches or options.</p> <p>For example, a user could search on introduced date, go to the minutes detail page or read the minutes report for the meeting.</p>
Legislation Passed	<p>This page has all the years listed back to 2000. The user can click on one of the years and it will list all of the files passed in this year. This page is redundant and may be discontinued.</p> <p>It would take an extra step to produce a similar list in InSite, however, the main reason this page is unnecessary is because it is unlikely that a user will desire to read through a year's worth of legislation rather than search for a specific topic of interest.</p>
Meeting Information	<p>This page will be obsolete with the addition of InSite's calendar.</p>
Full Board Agenda and Minutes and Board Votes	<p>These pages are redundant with the calendar feature.</p>
Committee Agenda and Minutes	<p>These will also be included as part of the calendar page.</p>
Video Archives	<p>This data could be integrated and displayed within InSite.</p>

Page	Recommendation
Communications	<p>This will need to be kept, unless communications are stored in their entirety in Legistar, in which case the City will have to weigh the benefits of having this available in list form where the legislative files are easily searchable and sortable by type.</p> <p>Additionally, saved queries accessible from a single hyperlink is on the list for future development.</p>

RSS Feeds

The new InSite system will allow constituents and staff members to set up RSS (Real Simple Syndication) feeds which will automatically download new pertinent information to the user. This is an easier and more user-friendly way to automatically provide requested information updates than requiring the user to set up email subscriptions.

Electronic Agenda Packets

Currently many attachments are added to the complete agenda packet in a manual process. Having digital copies of attachments in the system will eliminate this manual process.

LS can include hyperlinks to the detail information and file attachments for every file in an agenda. This will allow for users to download a small PDF agenda file and then select and download only the attachments that they need. In order for this to work without causing additional hardship on the IT staff all attachments have to be put in the system. There is no limit to the number of documents that can be attached to a legislative file in the new system.

7. Program Changes

All descriptions of program changes below suggest the ways that Daystar will most likely implement each requirement. Daystar reserves the right to make changes to any specific programming design or solution as long as it fully accomplishes the City's purpose as stated.

Program changes required by the L5 agreement are listed below. Initial Numbers in each box in the left column reference Appendix N.

Program changes within scope of the L5 agreement

City Requirement	Daystar Response/City Response
# 25: 30-Day Rule Change status automatically for introduced legislation from 30-Day Rule to Pending Committee Action when the computer date is 31 days greater than the Date Introduced	This would be a script that would run every night and would find any items where the status is '30-Day Rule', and the introduced date is more than thirty days in the past. For each of these, it would change the status automatically to a specified status so that it stops being placed on the 30-Day Rule section of the committee agendas and pending lists. <i>City concurs with this change</i>
# 30: Automatically changes the version number when a legislative matter has a change in File Type.	This is a straight forward change. The user will be prompted immediately after changing the type if he wants to keep the text and sponsors from the previous version. <i>City concurs with this change</i>
# 32: Allow notes to be entered into the legislative history table of a legislative matter without an accompanying legislative history action.	This would be a fairly straight forward change, but I would encourage the City not to make this change. It seems like a better option would be to have a 'miscellaneous' action. There is a concern about display issues on certain reports, and it appears to be the kind of change that could cause problems down the line. <i>BOS concurs with Daystar recommendation to not implement this change.</i>
# 37: Flag legislation that must be heard within a specific number of days from introduction.	A checkbox can be added to the extra info or detail tab for this purpose. <i>Note that this response seemed to be missing from some previous versions.</i>
# 44: For each legislative matter on an agenda, print the File ID, File Name in brackets, Sponsor(s), Title, and Requestor. The Requestor should appear in parentheses at the end of the Title.	These changes requested by the City are addressed in section 8) Reports.

City Requirement	Daystar Response/City Response
<p># 47: Automatically place notices on committee Pending Lists for legislation not acted on within 5 months of introduction.</p>	<p>This change requested by the City are addressed in section 8) Reports.</p>
<p># 48: Automatically removes legislation from committee Pending Lists if no action was taken within 6 months of introduction. The System shall change the status to 'Filed' upon removal.</p>	<p>This is going to have to be another script that runs nightly. It will find all files that have a last action date of greater than six months and controlled by a committee. Those files will have their status changed to 'Filed' and have a final action date entered.</p> <p>On further consideration, BOS does not want this change.</p>
<p># 59: Provide interface with the Crestron touch-screen voting system currently installed in City Hall to automatically record votes of the Board or committee members.</p>	<p>Daystar will create a web service to expose the Legistar Minutes data so that the Crestron system can receive and send its data to Legistar. Daystar developers need to speak with your Crestron rep about the interface.</p> <p>Rohan Lane did state that:</p> <p>"It may not be necessary to do this since the supervisors do not use this function. They have never used it, instead preferring to do a verbal roll call".</p> <p>Since this is a major change in the program and something that may not be used by the City, Daystar proposes that this change be put aside and re-evaluated after the system has been implemented.</p> <p><i>After consultation with, and advice from SF City Hall Media Services, BOS does not wish to implement this feature.</i></p>
<p># 72: Allow a user to modify the number of "Yes" votes required for the system to record a specific legislative matter as "Passed".</p>	<p>Daystar can perform a customization to provide the ability for a user to specify the number of votes required for the Board to take a specific action on a specific type of file.</p> <p>We recommend against this customization because of the relative rarity of the situation where it would be applied, and because it would merely shift the same potential for human error from one place to another.</p> <p><i>BOS agrees with Daystar</i></p>

City Requirement	Daystar Response/City Response
<p># 77: Allow City system administrator to specify in the 'Agenda Templates' whether defined sections automatically appear in both Board or Committee Agendas and Minutes, in Agendas only or in Minutes only.</p>	<p>This was something that was built for the City in the 3.51 version. What it allows the System Administrator to do is put tags within the agenda template that control which paragraphs are shown on which reports. Daystar will replicate how this works in the existing system exactly.</p> <p><i>BOS concurs with this change</i></p>
<p># 87: Allow users to select, display and print query results for predefined queries from within the Legislative File screen</p>	<p>Within the Tools menu an option will be built for saving search criteria. These criteria can be named by the user. The user will then have the ability to select that saved search from the Tools menu in the future and have the search run.</p> <p><i>BOS concurs with this change</i></p>
<p># 88: Allow users to create and save queries and display and print query results.</p>	<p>From the tools menu an option reading <i>Save Query As</i>. When selected the user is prompted for a Query Name. He will then be able to choose that query from a list to fill search criteria.</p>
<p># 89: Allow the City System Administrator to select, display and print queries related to system security. Such queries shall be provided as part of the system and include but not be limited to:</p> <ul style="list-style-type: none"> • Who is logged on to the system. • Users who have modified their passwords to blank (no password). • Date of last password change for all users. • Group [local/non-web] users by security rights. • Account status for all users 	<p>An option to list logged on-line users will be added to the Tools menu from within the User Account screen.</p> <p>Users are not allowed to change their passwords to blank.</p> <p>It was my understanding that most system users will not have the ability to change their password. Is this a requirement that could be waived?</p> <p>Groups are organized by security rights using a tree structure.</p> <p>Account status is available from the User Account screen in Administration.</p>

City Requirement	Daystar Response/City Response
<p># 97: Allow only the City System Administrator to determine the number of times a user may be logged on to the system simultaneously.</p>	<p>Daystar will create a field within the Legistar System Administration in which the administrator may specify the number of times that a user may be logged into the system simultaneously. If a user already has a number of Legistar logon sessions equal to that number, then he will be denied entry on his next logon attempt until he closes one or more of the existing sessions.</p> <p>Daystar recommends against this customization.</p> <p>Daystar can provide this capability, but believes this is unnecessary and creates more overhead for technical reasons too long to recount here. Please see the email from Daystar to CPM on 3/24/09 regarding L5 Logon Control.</p> <p>CPM has said that many of the users who may be inclined to leave themselves logged in at multiple locations are query only users. These users may now use InSite for this purpose on as many concurrent PCs as they feel a need.</p>

Program changes out of scope of the L5 Agreement

There have been some change requests from the City which were not part of the original agreement and which were identified over the course of the project:

City Requirement	Daystar Response/City Response
<p>Allow the display of legislative matters to show only referrals, only legislative history or both.</p>	<p>Currently there are options available in the History tab to only show past actions or all. This functionality would be added to that options list.</p> <p><i>BOS concurs with this change</i></p>

City Requirement	Daystar Response/City Response
<p>Default Introduced Date</p>	<p>On the 3.51 version CPM sets a default Introduced Date to the meeting date for the Board every week which then auto-populates for all files added. This function will be implemented in the new system.</p> <p>Daystar will explore with CPM a couple functional options to accomplish the exact same thing operation whereby each newly entered agenda item will have its Introduced Date auto-populated with the date of the next Board meeting.</p> <p><i>BOS concurs with this change</i></p>
<p>The Due Date field needs to be enabled regardless of action chosen.</p>	<p>Currently, when recording minutes, the due date field is disabled unless a referral action is selected.</p> <p>Make the <i>Due Date</i> enabled when recording non-referral actions so that it can be used to designate the "Continued To" date as well. This would then be printed on the Pending Items report as well as the minutes.</p> <p><i>After reading the first draft of the Gap Analysis, BOS requested the clarification provided above.</i></p>
<p>Password Length</p>	<p>Current maximum for characters is set to 8 and needs to be expanded to 12.</p> <p><i>BOS concurs with this change from 8 characters maximum to 12.</i></p>
<p>When a committee clerk chooses the 'Add Many' option in agenda or minutes they should only list items assigned to that committee.</p>	<p>Ideal solution for this would be a Hide/Show All check box above the Add Many grid.</p> <p>If it was just set to always hide them for committees that would work only if users can still select the files from the normal add line drop down.</p> <p><i>BOS concurs with this change.</i></p>
<p>Within the Legislative file screen pressing Enter while typing a file ID into search mode has to initiate a search.</p>	<p>This should be a straightforward change.</p> <p><i>BOS concurs with this change.</i></p>

8. Reports

Legistar 3.51 Reports No Longer Used

Daystar and the City agreed that it won't be necessary to duplicate the Matter Reports (from minutes), Legislation Pending 30 Day Rule, or Matter Voting Summary Report. These reports were indicated as being no longer used by the City.

Report Changes

See Appendix C for mockups of the L5 reports to show approximately how the L5 reports will look after the customizations are completed.

Reports will take the most care to perfect due to the particularities of where and when certain things show up. This is most prevalent in the Board Agenda and Minutes. Three customizations in 3.51 allow for the report to be accurate for the City:

- The first customization places headers on the correct reports and holds them off the others.
- The second uses the item number of the header line to determine what history shows on a file.
- The third is a status and type check to add a specific question onto the end of every board agenda item.

Consistent Changes for Multiple Reports

Report	Change
All Reports	Adjust address field to fit the following on one line: 1 Dr. Carlton B. Goodlett Place
Standard File Format	File Name Sponsor: (p-sponsor) Other Sponsors: (s-sponsors) Title (Requester)
Board and Committee Agenda and Minutes	Needs to be set up to pick up on tags which indicate where the headers will print. More details above in program changes. All Use the Standard File Format. All need print time on the footer.

Legislative File Reports

Report	Change Required
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Text Report	Report is not used in 3.51.
Master Report	<p>Remove File number from the report header.</p> <p>Change the label "File ID to "File Number".</p> <p>Change "Type" to "File Type".</p> <p>Remove the label for Reference.</p> <p>Associations need to be added above the title, Don't show if null. Should be labeled "Companion Files"</p> <p>Remove Enactment Date, Attachments, Drafter, Hearing Date, Contact, and Effective Date.</p> <p>On the history lines:</p> <p>Remove the Return Date.</p> <p>Change "Ver-sion" to "Ver"</p> <p>Tighten up the spaces in the lines above and below the History line labels.</p>
Certified Copy	Use the Standard File Format.
Tails	The Tails report should be built using the L5 Signature Report. The signature block area can be used to replicate the current report. Final actions print with vote information.
Matter Voting Summary	No Longer used.
Matter Summary	<p>Add Final Action date if present.</p> <p>Use the Standard File Format.</p>

General Reports

Report	Change Required
<p>Pending Item List</p>	<p>Criteria needs to be a list-to-list box populated with controlling bodies.</p> <p>Print body header for body selected in the criteria.</p> <p>Need to put in boiler plate paragraph:</p> <p>“Note: Pursuant to Rule 5.37, the items denoted with an asterisk that have been inactive in committee for at least five consecutive months may be filed by the Clerk, unless the item is heard in the upcoming month. A note on the Legislative History record of such filing shall be made.”</p> <p>Number each file marking ones older than 5 months with an asterisk.</p> <p>Use the Standard File Format.</p> <p>Follow this with the comment field.</p> <p>Display history in this format:</p> <p>Action Date; Action to target body (if a referral); Due Date (may be present on matters that are continued rather than referred).</p> <p>30-Day Rule items have their own section at the end of the report.</p>
<p>Voting record report</p>	<p>Title currently gets repeated for each action taken should only print once and then list the actions one after another.</p> <p>Use the Standard Title Format</p>

Agenda Reports

Report	Change Required
Board Agenda	<p>Redesign cover page to contain client boilerplates and watermark graphic.</p> <p>Set up a second page with all boilerplates and Chinese script.</p> <p>Replicate 3.51 functionality allowing for paragraphs to be marked for inclusion or to be held off.</p> <p>Replicate 3.51 functionality allowing for Item Number to control which history lines show depending on section.</p> <p>Replicate 3.51 functionality for putting the 'Question' after each file. Example: "Will this Ordinance be Finally Passed?"</p> <p>Use the Standard File Format.</p> <p>Need capability to select disability boiler plate text.</p> <p>See Appendix D.</p>
Committee Agenda	<p>Replicate 3.51 functionality allowing for paragraphs to be marked for inclusion or to be held off.</p> <p>Use the Standard File Format</p> <p>Need capability to select disability boiler plate text</p>
Publication Notice	<p>Do not use Standard File Formatting.</p> <p><i>This report doesn't use the Standard File Formatting, it has:</i></p> <p><i>File xxxx [File Name] (Sponsor)</i></p> <p>Note the word "Newspaper" on the top left corner. This text comes from the criteria screen field labeled, "Publish To:"</p>

Minutes Reports

Report	Change Required
Board Minutes	<p>Redesign cover page to contain client boiler plates, water mark logo.</p> <p>Replicate 3.51 functionality allowing for paragraphs to be marked for inclusion or to be held off.</p> <p>Replicate 3.51 functionality allowing for Item Number to control which history lines show depending on section.</p> <p>Use the Standard File Formatting</p> <p>The vote order may be changed by the clerk for each meeting. This will not change the vote order on the report which should use the sort order defined in Administration.</p>
Committee Minutes	Use the Standard File Formatting
Summary of Actions	<p>Everything will be the same as in the 3.51 system but sponsors will be removed from the report per the City's request.</p> <p>Note the word "Newspaper" on the top left corner. This text comes from a box on the criteria a screen called "Publish To:"</p>
Meeting Summary	<p>Use the generic minutes report header.</p> <p>No history lines.</p> <p>Use the Standard Title Format for all files.</p>
Legislation Introduced	<p>Report Starts with all off-agenda legislation</p> <p>There are two versions: Standard and Publication. Both show all headers and Files</p> <p>LI Report:</p> <p>File ID File Name</p> <p>Sponsor</p> <p>File Title (Requestor)</p> <p>Last Action Taken (which has a target) to Target</p> <p>LI Publication:</p> <p>File ID File Name</p> <p>Action Taken (which has a target) to Target</p>

9. Conclusion

Summary

Daystar believes that this product would be very close to being completely functional for the City in its generic form. As expected, Reports is the area in which the City's current version diverges the most from L5. But pragmatically, L5 is usable already. The most time-consuming tasks ahead for Daystar's development team will be implementing the logic for the 30-Day Rule and formatting of the Board Minutes and Agenda reports. There is a fair amount of work to do, but overall, Daystar is very pleased with the generic product's coverage of San Francisco's needs.

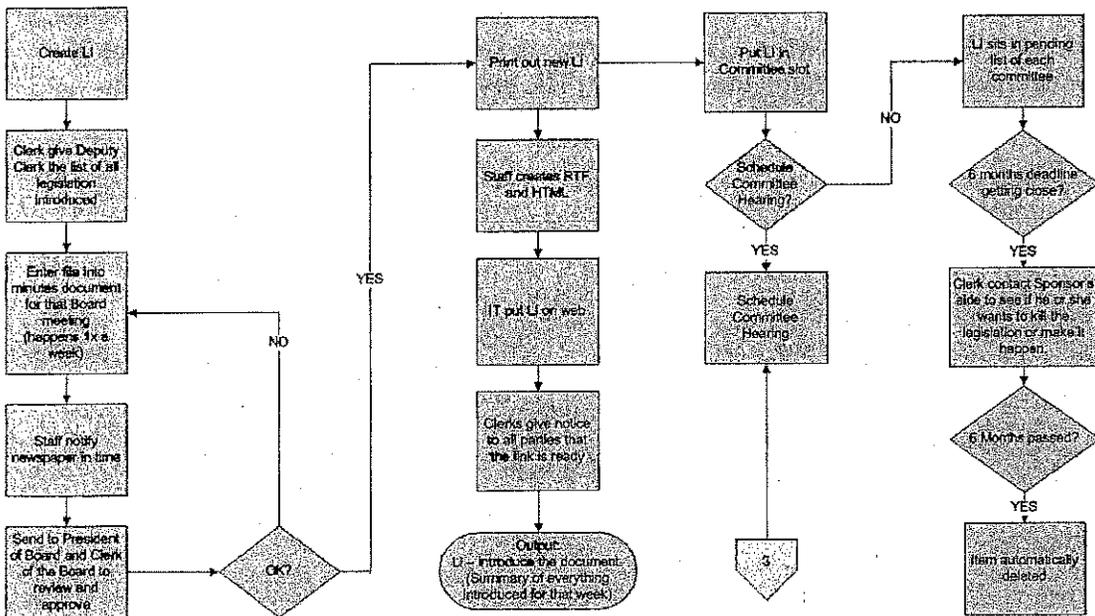
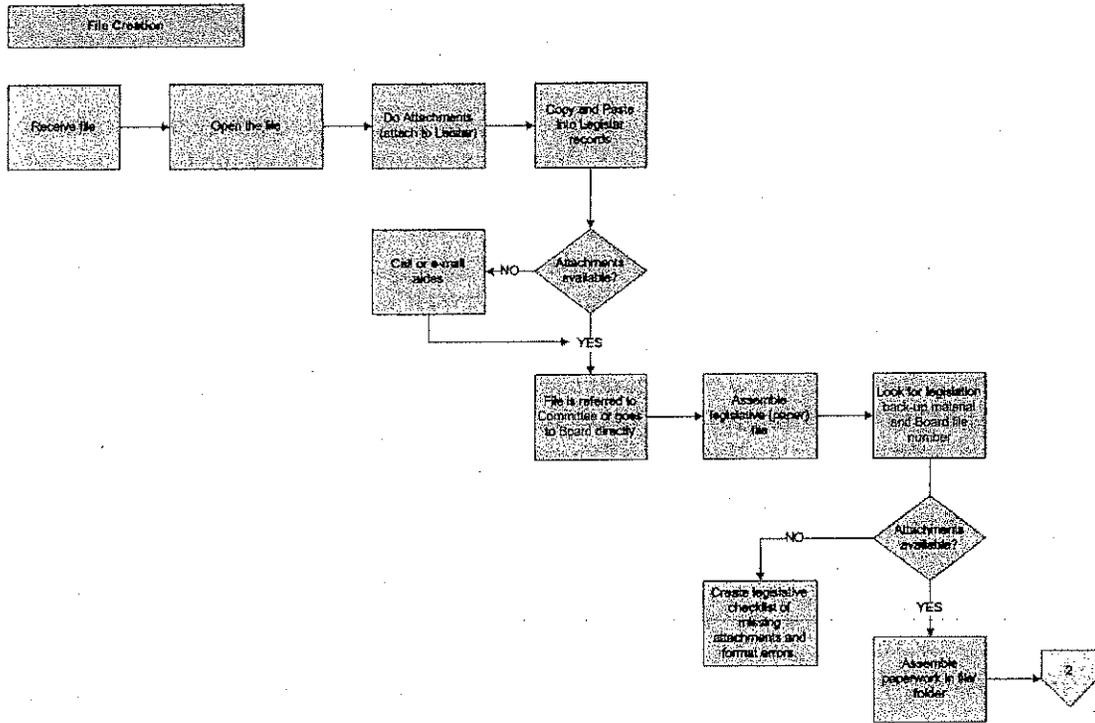
We have presented quite a few procedural suggestions and recommendations which we believe will significantly improve the overall efficiency of the Clerk's Office as well as bring greater transparency to the legislative process with less cost and organizational stress. The Clerk of the Board has several decisions to make, and Daystar stands ready to lend any further assistance or clarifications either via phone, email, or at our next meeting.

Next Steps

Daystar will make a site visit on March 25 and 26 to answer questions, discuss all of the items noted as 'to be discussed at the next site visit' in this version of the Gap Analysis, and help the City make its decisions on all open items.

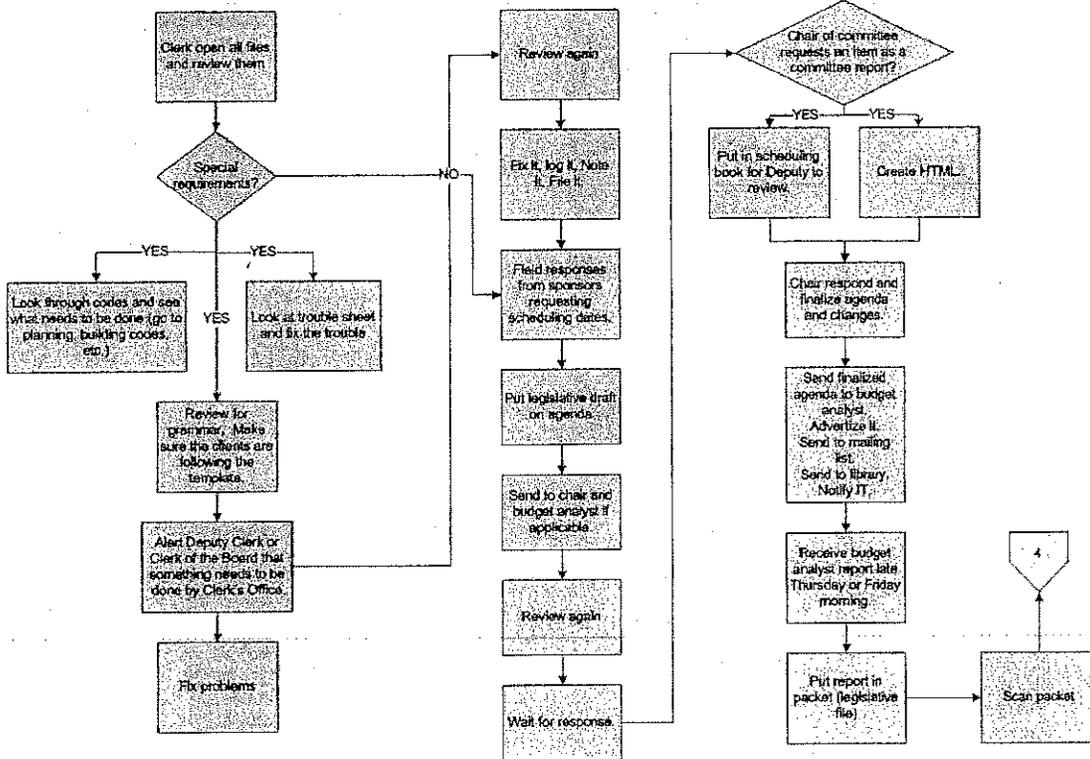
The City's acceptance of the Gap Analysis will signal the beginning of Phase III. Phase IV will start in April and will encompass the programming changes to be implemented by Daystar's development team. The development, testing and approval will be done over the next few months leading into Phase V. The tasks in Phase V, which begins in August, will complete the City's training and parallel implementation of L5.

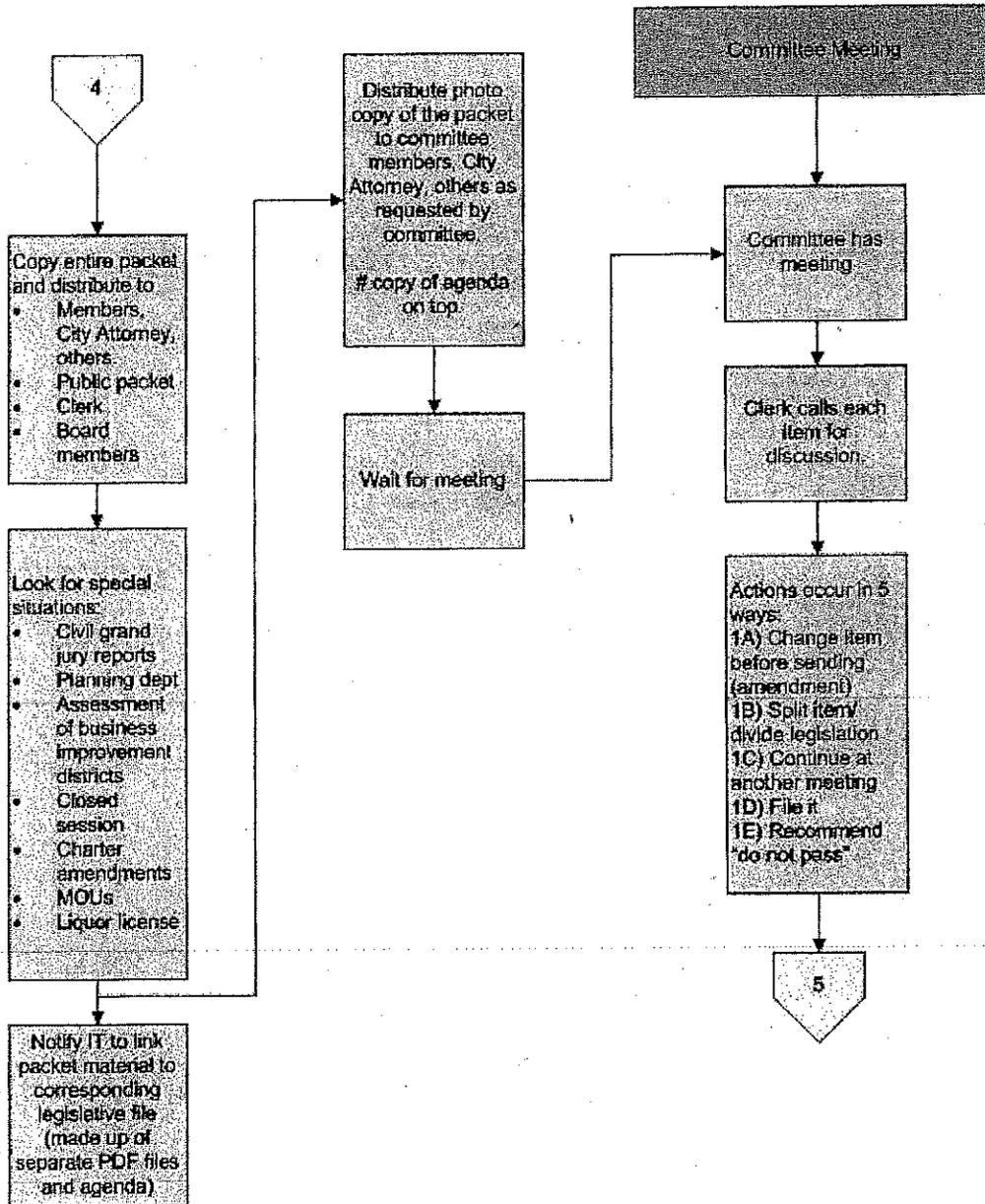
Appendix A: Workflow Diagram



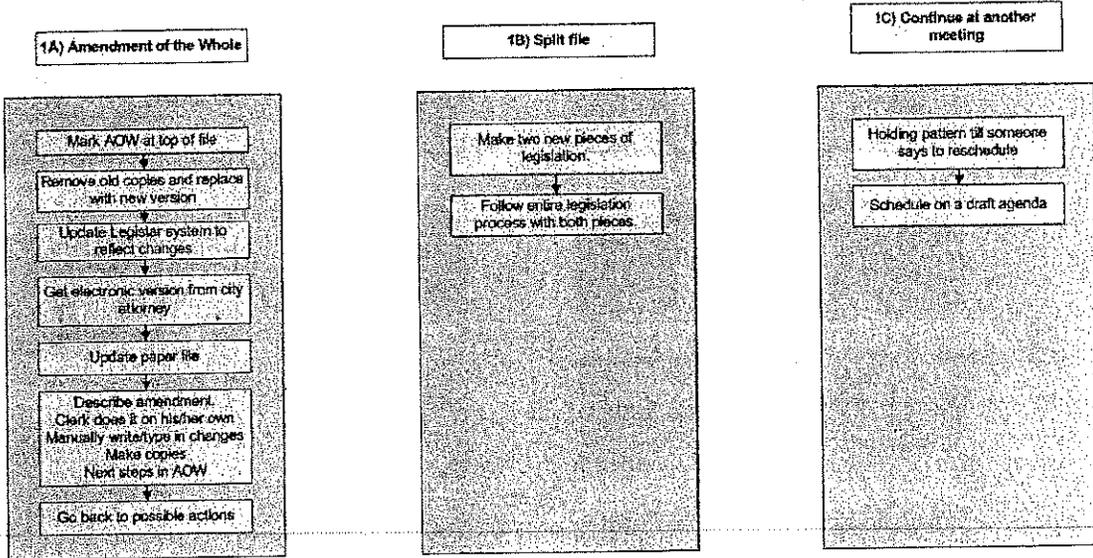
3.

Files that go to Committee level

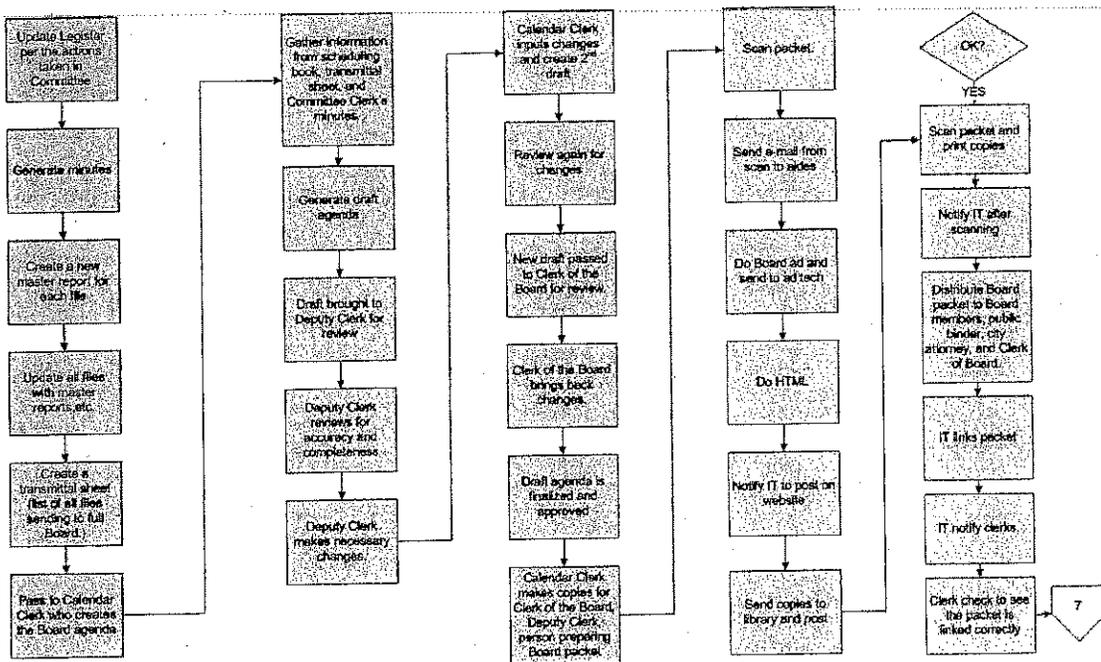




Detail - Possible Actions

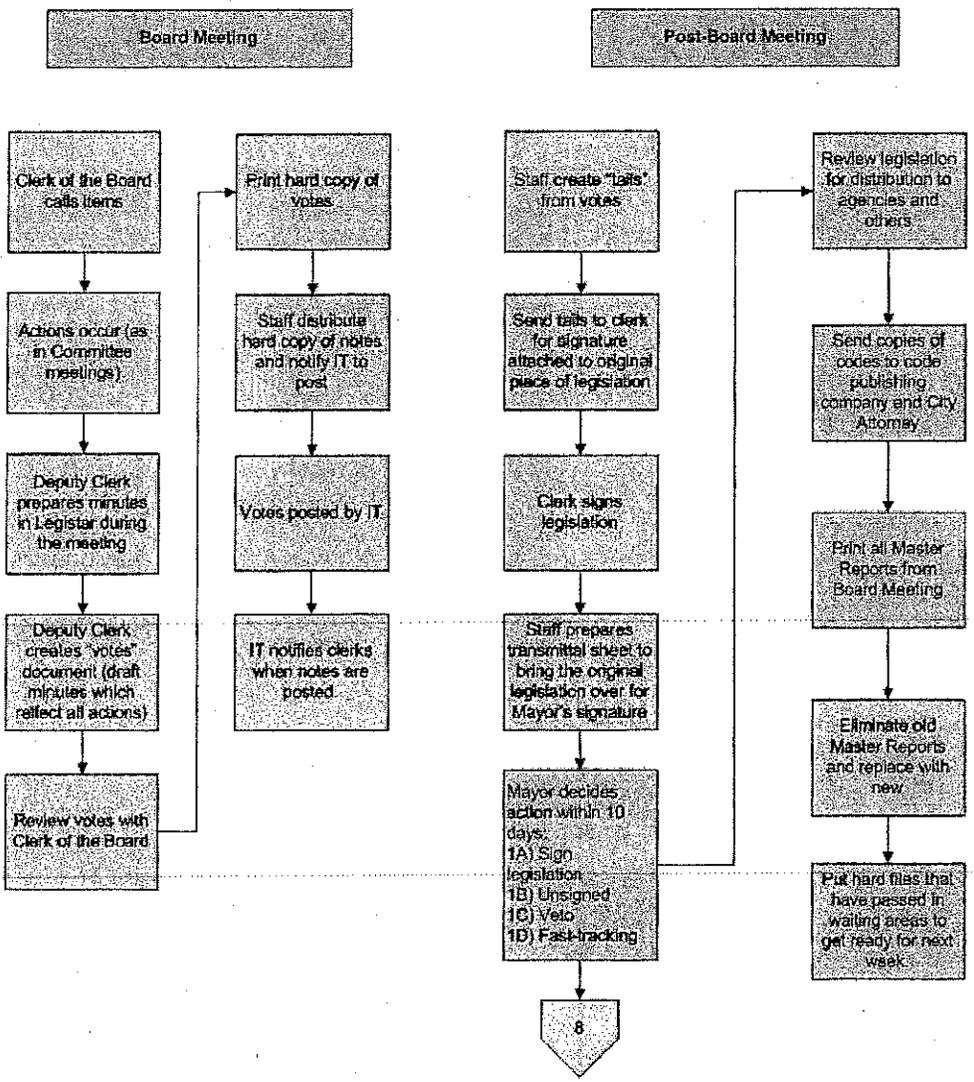


Board Meetings



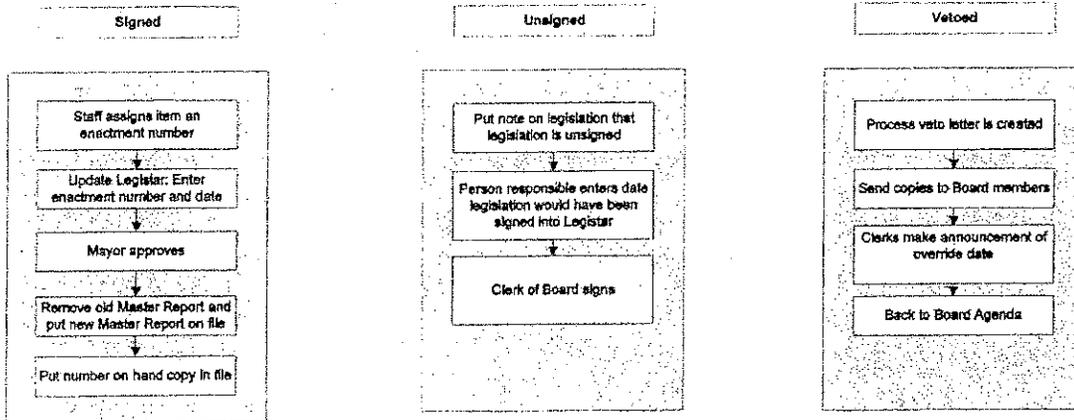
odgila

7.



8

Possible Actions When Sent to Mayor for Signature



Appendix B: Sample InSite Web Pages

The Legislative Search page

Search: Date: legislative text attachments all other info [Advanced search >>>](#)

9 records

File #	Type	Status	File Created	Final Action	Title
08-0921	resolution	Passed	11/6/2008	11/18/2008	Bond Resolution and related documents for the acquisition, renovation and improvement of the Whispering Oaks Apartments in Waukegan, Illinois.
08-0761	resolution	Regular Agenda	10/2/2008	10/14/2008	Your Financial and Administrative Committee presents herewith a Resolution authorizing the Chair of the Board to execute the Intergovernmental Agreement between the City of Waukegan and County of Lake acknowledging that Lake County will make sidewalk improvements to public sidewalk abutting the Courthouse Square owned by the City of Waukegan and indemnifying Lake County from any claims arising out of the public's use of the sidewalk as set forth in the Intergovernmental Agreement.
08-0737	resolution	Passed	10/1/2008	10/14/2008	Joint Resolution authorizing the Purchasing Agent to enter into a contract with J & S Power Solutions, Hinsdale, IL, for four (4) Un-Interruptible Power Systems (UPS) for Lake County Emergency Telephone System Board (LC ETSB) in the total amount of \$74,583.
08-0473	resolution	Passed	7/31/2008	8/12/2008	Joint Resolution authorizing the Chair of the County Board, the County Clerk and the County Engineer to apply to the Regional Transportation Authority (RTA) for a technical assistance grant for the implementation of the Lake County Northwest Circulator Getting to Work Demonstration Project in cooperation with Pace under the Innovation, Cooperation and Enhancement (ICE) Program; subject to further County Board action.

Internet 100%

This is the advanced search screen reached from the Search Page:

Lake County Illinois - Legislation - Windows Internet Explorer
http://lake.legistar.com/Legislation.aspx

File Edit View Favorites Tools Help

Lake County Illinois - Legislation

Number of results: 100 Date: Last Year

Legislative File Information

Legislative text: Title:

File #:

Type: ordinance Status: -Select-

File created: 3/3/2009 In control of: -Select-

On agenda: Final action:

Related Information

Sponsor: -Select- Index: -Select-

Code sections: -Select- Attachment:

History

Action date: Action by: -Select-

Action: -Select- Sent to: -Select-

Clear Criteria

Search Legislation

9 records Show Group Export

POWERED BY Legistar InSite™

Internet 100%

This is the Detail Page for an agenda item. All of the file's history, text, and supporting documents are available from this page:

Lake County Illinois - File #: 08-0737 - Windows Internet Explorer

http://lake.legistar.com/LegislationDetail.aspx?ID=263666&GUID=55A3DFF4-CB34-4662-8446-94E6089CCEA

Lake County
Welcome to the official government site of Lake County, Illinois

County Home | Legislation | Meetings | County Board | Committees/Commissioners | Members

Details | Reports

File #: 08-0737 **Version:** 1 **Name:** Contract with J & S Power Solutions for Un-Interruptible Power Systems for ET58

Type: resolution **Status:** Passed

File created: 10/1/2008 **In control of:** Law and Judicial Committee

On agenda: **Final action:** 10/14/2008

Title: Joint Resolution authorizing the Purchasing Agent to enter into a contract with J & S Power Solutions, Hinsdale, IL, for four (4) Un-Interruptible Power Systems (UPS) for Lake County Emergency Telephone System Board (LC ET58) in the total amount of \$74,583.

Sponsors:

Indexes:

Code sections:

Attachments:

History (3) | Text

Date	Ver.	Action By	Action	Result	Action Details	Meeting Details	Video
10/14/2008	1	Lake County Board	adopted	Pass	Action details	Meeting details	Not available
10/8/2008	1	Financial and Administrative Committee	recommended for adoption to the consent agenda	Pass	Action details	Meeting details	Not available
10/7/2008	1	Law and Judicial Committee	approved and referred on to Financial and	Pass	Action details	Meeting details	Powered by: Legistar InSite™

This is a List View calendar page with the links to the published agendas and minutes:

Lake County Illinois - Calendar - Windows Internet Explorer

http://lake.legistar.com/Calendar.aspx

County Home | Legislation | Meetings | County Board | Committees/Commissions | Members

List View | Calendar View

Search: Date: Last Month

Search Meetings

14 records | Group | Export

Name	Meeting Date	Meeting Time	Meeting Location	Meeting Details	Agenda	Minutes	Video
Planning, Building and Zoning Committee	1/27/2009	8:30 AM	Assembly Room	Meeting details	Agenda	Minutes	Not available
Committee of the Whole	1/22/2009	8:00 AM	University Center, Grayslake	Meeting details	Not available	Not available	Not available
Lake County Board	1/20/2009	9:00 AM	Lake County Government Building.	Meeting details	Agenda	Minutes	Video
Committee of the Whole	1/16/2009	8:30 AM	Division of Transportation	Meeting details	Agenda	Not available	Not available
Public Works and Transportation Committee	1/14/2009	10:30 AM	Assembly Room, 10th Floor	Meeting details	Agenda	Not available	Not available
Revenue, Records and Legislation Committee	1/14/2009	8:30 AM	Conference Room C	Meeting details	Agenda	Minutes	Not available
Financial and Administrative Committee	1/14/2009	1:00 PM	Conference Room C	Meeting details	Agenda	Minutes	Not available
Revenue, Records and Legislation Committee	1/7/2009	8:30 AM	Conference Room C	Meeting details	Agenda	Minutes	Not available
Lake County Board of Health	1/7/2009	6:00 PM	3010 Grand Ave., Waukegan, IL	Meeting details	Agenda	Minutes	Not available
Public Works and	1/7/2009	10:00 AM	Assembly Room, 10th	Meeting details	Agenda	Minutes	Not available

Internet 100%

This is the alternate Calendar View:

The screenshot shows a web browser window titled "Lake County Illinois - Calendar - Windows Internet Explorer". The address bar shows "http://lake.legistar.com/Calendar.aspx". The page title is "Lake County Illinois - Calendar". The browser's "View" menu is open, showing "Calendar View" selected. The calendar is for February 2009, with days of the week (Mon, Tue, Wed, Thu, Fri) as columns and dates (2, 3, 4, 5, 6, 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, 23, 24, 25, 26, 27) as rows. The following table summarizes the events shown in the calendar:

Date	Event
Feb 3	Planning, Building and Zoning Committee 8:30 AM Law and Judicial Committee 11:00 AM Health & Community Services Committee 1:00 PM
Feb 4	Revenue, Records and Legislation Committee 8:30 AM Public Works and Transportation Committee 10:00 AM Financial and Administrative Committee 1:00 PM Financial and Administrative Committee 1:00 PM
Feb 6	Committee of the Whole 8:30 AM
Feb 10	Lake County Board 9:00 AM
Feb 11	Lake County Board of Health 6:00 PM
Feb 17	Committee of the Whole 8:00 AM
Feb 24	Law and Judicial Committee
Feb 25	Revenue, Records and

The browser's status bar at the bottom shows "Done", "Internet", and "100%".

This is a Meetings Details page which is automatically created for each finalized meeting. This particular page has the header lines hidden:

Lake County Illinois - Meeting of Planning, Building and Zoning Committee on 1/27/2009 at 8:30 - Windows Internet Explorer

http://lake.legistar.com/MeetingDetail.aspx?ID=54120&GUID=70248410-697B-4582-9375-83C734

Lake County Illinois - Meeting of Planning, Building and Zoning Committee

County Home Legislation Meetings County Board Committees/Commissions Members

Details

Name: [Planning, Building and Zoning Committee](#) Agenda status: Final

Meeting date/time: 1/27/2009 8:30 AM Minutes status: Final

Meeting location: Assembly Room

Published agenda: [Agenda](#) Published minutes: [Minutes](#)

Meeting video: Not available

Meeting items (9)

9 records Group Export Show: Legislation only

File #	Ver.	Agenda #	Name	Type	Title	Action	Result	Action Details	Video
09-1167	1	3.1	Minutes from the January 6, 2009 PB&Z Committee Meeting	minutes	Minutes from the January 6, 2009 PB&Z Committee Meeting	approved	Pass	Action details	Not available
09-1158	1	8.1	Public Hearing to Consider Proposed Amendments to UDO Article 11 (School Contributions)	committee action item	Public Hearing to Consider Proposed Amendments to Article 11 of the Unified Development Ordinance Regarding School Contributions	approved	Pass	Action details	Not available
09-1165	1	8.2	Proposed Text Amendments to Article 10 of the Unified Development Ordinance Regarding Subdivisions Proposed Text Amendments to Article 10 of the Unified Development Ordinance	committee action item	Public Hearing to Consider Proposed Text Amendments to Article 10 of the Unified Development Ordinance Regarding Subdivisions	approved	Pass	Action details	Not available

Done Internet 100%

Powered by LegistarSite

Here is a page with the header lines showing:

Lake County Illinois - Meeting of Planning, Building and Zoning Committee on 1/27/2009 at 8:30 - Windows Internet Explorer

http://laks.legistar.com/MeetingDetail.aspx?ID=54120&GUID=7D248410-697B-4582-9375-8BC734

Lake County Illinois - Meeting of Planning, Building and Zoning Committee

Name: [Planning, Building and Zoning Committee](#) Agenda status: Final
 Meeting date/time: 1/27/2009 8:30 AM Minutes status: Final
 Meeting location: Assembly Room
 Published agenda: [Agenda](#) Published minutes: [Minutes](#)
 Meeting video: Not available

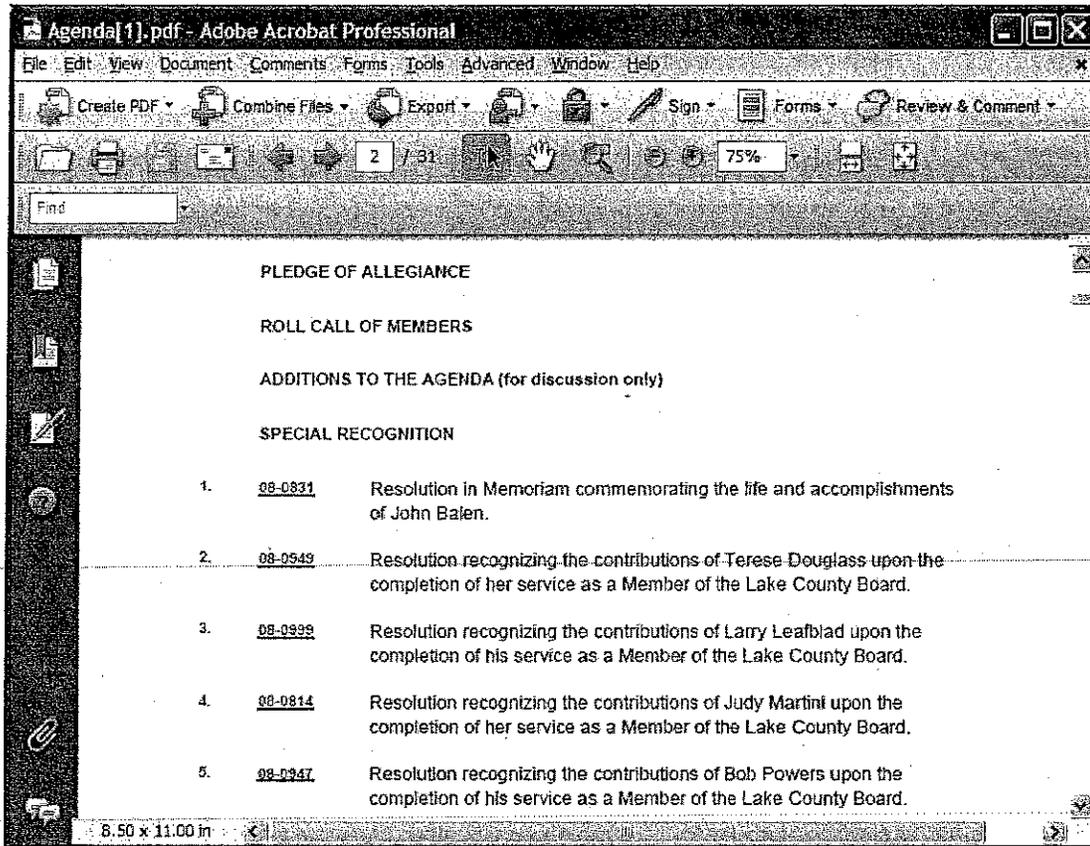
Meeting Items (26)

28 records Group Export Show: All agenda items

File #	Ver.	Agenda #	Name	Type	Title	Action	Result	Action Details	Video
	1.0				Call to Order				Not available
	2.0				Pledge of Allegiance				Not available
	3.0				Minutes				Not available
09-1167	1	3.1	Minutes from the January 6, 2009 PB&Z Committee Meeting	minutes	Minutes from the January 6, 2009 PB&Z Committee Meeting	approved	Pass	Action details	Not available
	4.0				Added to Agenda Items				Not available
	5.0				Public Comments - Items not on the Agenda				Not available
	6.0				Chair's Remarks				Not available
	6.1				Members' Remarks				Not available
	7.0				Old Business				Not available
	8.0				Public Hearings and Public Informational Meetings	open the public information meeting	Pass		Not available
09-1158	1	8.1	Public Hearing to Consider Proposed	committee action item	Public Hearing to Consider Proposed Amendments to	approved	Pass	Action details	Not available

Done Internet 100%

Agendas and minutes can be placed on InSite in either PDF or HTML format. Because the reports link to the detail page, which has all of the information for each file, it serves as a complete packet.



This is a meeting body screen for a county board:

Lake County Illinois - Lake County Board - Windows Internet Explorer

http://lake.legistar.com/DepartmentDetail.aspx?ID=3053&GUID=7C2D287E-8086-47DE-88BA-EC2...

Lake County Illinois - Lake County Board

Details Reports

Name: Lake County Board

Type: Lake County Board

Meeting location: Lake County Government Building.

Members (23) Calendar (1) Sponsored Legislation (0)

23 records Group Export Term: Current

Name	Title	Start Date	End Date	E-mail	Web Site
Angelo Kyle	Member	12/1/1990	11/30/2012	AKyle@lakecountyil.gov	http://www.lake.../AngeloKyle.htm
Ann Maine	Member	12/1/2002	11/30/2010	AMaine@lakecountyil.gov	http://www.lake...rs/AnnMaine.htm
Anne Bassi	Member	12/1/2002	11/30/2010	ABassi@lakecountyil.gov	http://www.lake...aniganBassi.htm
Audrey Nixon	Member	12/1/1982	11/30/2012	ANixon@lakecountyil.gov	http://www.lake...AudreyNixon.htm
Bonnie Carter	Member	12/1/1996	11/30/2012	BCarter@lakecountyil.gov	http://www.lake...omsonCarter.htm
Brent Paxton	Member	12/1/2000	11/30/2010	BPaxton@lakecountyil.gov	http://www.lake...BrentPaxton.htm
Carol Calabresa	Member	12/1/1986	11/30/2010	CCalabresa@lakecountyil.gov	http://www.lake...ofCalabresa.htm
David Stolman	Vice Chair	12/7/1992	11/30/2012	Dstolman@lakecountyil.gov	http://www.lake...avidStolman.htm
Diana O'Kelly	Member	12/1/1994	11/30/2012	DOKelly@lakecountyil.gov	http://www.lake...naO%27Kelly.htm
Diane Hewitt	Member	12/1/2008	11/30/2012	DHewitt@lakecountyil.gov	http://www.lake...DianeHewitt.htm
Linda Pedersen	Member	12/1/2008	11/30/2012	LPedersen@lakecountyil.gov	http://www.lake...ndaPedersen.htm
Mary Cunningham	Member	12/1/2002	11/30/2012	MCunningham@lakecountyil.gov	http://www.lake...sCunningham.htm
Melinda Bush	Member	12/1/2008	11/30/2012	MBush@lakecountyil.gov	http://www.lake...MelindaBush.htm
Michael Talbett	Member	12/1/2000	11/30/2010	MTalbett@lakecountyil.gov	http://www.lake...haelTalbett.htm
Michelle Feldman	Member	12/1/2008	11/30/2012	MFeldman@lakecountyil.gov	http://www.lake...elleFeldman.htm
Pamela Newton	Member	12/1/1992	11/30/2010	PNewton@lakecountyil.gov	http://www.lake...emelaNew...

POWERED BY Legistar InSite

Internet 100%

Each body member has his own page with sponsored items, positions held, biographic description in the Notes, and contact information:

Lake County Illinois - Angelo Kyle - Windows Internet Explorer

http://lake.legistar.com/PersonDetail.aspx?ID=17208&GUID=046A67F5-819C-49...

Lake County Illinois - Angelo Kyle

Details

First name: Angelo

Last name: Kyle

E-mail: AKyle@lakecountyil.gov

Web site: <http://www.lakecountyil.gov/CountyGovernment/ElectedOfficials/CountyBoardMembers/AngeloKyle.htm>



Notes:

Committees/Commissions (3) Sponsored Legislation (0)

3 records Group Export Term: Current

Name	Title	Start Date	End Date
Committee of the Whole	Member	12/3/1990	11/30/2012
Financial and Administrative Committee	Vice Chair	12/9/2008	11/30/2010
Lake County Board	Member	12/1/1990	11/30/2012

POWERED BY
Legistar InSite™

Internet 100%

Appendix C: L5 Report Mockups

Appendix C.1: Pending Items List

Appendix C.2: Master Report

Appendix C.3: Tails

Appendix C.4: Matter Summary

Appendix C.5: Committee Agenda

Appendix C.6: Committee Minutes

Appendix C.7: Board Agenda

Appendix C.1: Pending Items List

City and County of San Francisco Pending Items List

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Pending: 3/2/2009

Budget and Finance Committee

John Avalos, Ross Mirkarimi, Carmen Chu

Note: Pursuant to Rule 5.37, the items denoted with an asterisk that have been inactive in committee for at least five consecutive months may be filed by the Clerk, unless the item is heard in the upcoming month. A note on the Legislative History record of such filing shall be made.

041000 Cost recovery fees for area plans, rezonings and programmatic environmental reviews

Sponsor: Jake McGoldrick **Other Sponsors:** Chris Daly

Ordinance amending the San Francisco Planning Code by adding Section 358 to impose a fee surcharge on projects in certain areas to recover the City's actual costs in developing an area plan, specific plan, or rezoning study or preparing a programmatic environmental document for that area; amending the San Francisco Administrative Code by adding Section 10.100-370 to establish a special fund to receive the cost recovery fees and other moneys and to fund the development of future area plans, rezoning studies and programmatic environmental documents; and adopting Section 302 and environmental findings. (Mayor)

Comment: No fiscal impact;

No Economic Impact

Date: **Action:** **Sent To:** **Due Date:**

Changes requested:

Change header to look like header from 3.51 Pending List.

Change header from 3.51 from 'MEETING DATES:' to 'UPCOMING MEETING DATES:'

Remove Date, Action, Sent To and Due Date column headings above, and their corresponding data.

The Note Pursuant to Rule 5.37 should display in a larger font.

Change requests noted.

Appendix C.2: Master Report

City of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-
4689

Master Report

File Number: 071172	File Type: Hearing	Status: Pending Committee Action
Version: 2		In Control: Budget and Finance Committee
Requester:		Drafted: 08/07/2007
File Name: San Francisco General Hospital Psychiatric Emergency Service		Final Action:
Title: Hearing to discuss the policy implications of the substantial reduction in services to San Francisco General Hospital's Psychiatric Emergency Services Unit.		
Notes: No Fiscal Impact; No Economic Impact.		Companion Files: 071067

Sponsors: Ross Mirkanimi

Enactment Number:

History of Legislative File

Ver:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Result:
1	President	08/07/2007	RECEIVED AND ASSIGNED	City Operations and Neighborhood Services Committee		
1	President	10/02/2007	TRANSFERRED	Budget and Finance Committee		

Text of Legislative File 071172

Appendix C.3: Tails

City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-
4889

Tails

Resolution: 523-07

File Number: 071336

Date Passed: 10/3/2007

Resolution responding to the Presiding Judge of the Superior Court on the recommendations contained in the 2006-2007 Civil Grand Jury Report entitled "The Entertainment Commission: A Work in Progress".

I hereby certify that the foregoing Resolution was APPROVED on 10/3/2007 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo
Clerk of the Board _____

Mayor Gavin Newsom _____

Date _____

Appendix C.4: Matter Summary

City of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Plaza
San Francisco, CA 94102-4689

Matter Summary

<u>File Number</u>	<u>Title</u>	<u>Current Status</u>
071172	San Francisco General Hospital Psychiatric Emergency Service Sponsor: Ross Mirkarimi Other Sponsors: Matt Cichon Hearing to discuss the policy implications of the substantial reduction in services to San Francisco General Hospital's Psychiatric Emergency Services Unit.(Mayor) Introduced: 8/7/2007	Pending Committee Action Controlling Body: Budget and Finance Committee

Appendix C.5: Committee Agenda

Appendix C.6: Committee Minutes

Appendix C.7: Board Agenda

Appendix D: City Questions and Daystar Responses

SF Workflow – File Creation

This process is a firewall to ensure that files are properly created and are complete; as such, it is a quality control check.

The Dept understands that the L5 system logs/tracks changes made by users. Daystar, please confirm.

L5 does log all changes to legislative files made by all users. The log entries include User ID, date, time, fields changed, and text entered or changed. It also logs deletions. This audit trail data is not accessible for editing by any user, including the system administrator.

We had discussed using the unassigned tabs in L5 as a signoff mechanism when forwarding a file.

This is one of three options. Signoff person can enter a date or other text in a designated field. The audit log records who made the entry on what date and time.

Another option is to give the signoff person or group authority in security system to change the file status. Again, the audit log keeps a record of those changes.

A third option is to insert the signoff step into the workflow control tables so that the person doing the signoff creates a new history line with an action like "Approved for Introduction", which changes the status to the appropriate agenda introduction status.

Daystar highly recommends the second option as the most secure and least prone to user error.

Will this process impact packet creation with all of the electronic materials attached to the file? We would still have to scan those supporting documents we received in hard copy before attaching to the file.

L5 makes the text of all publicly accessible attachments available to the InSite full text search. Therefore, it is always better to receive and include all attachments as digital documents wherever possible. Scanning should be a last resort for text documents, because the documents will be included as images and the text will not be searchable. The exception to that of course is to put scanned documents through OCR, which is typically 90% to 98% accurate depending on the OCR program and the fonts used in the source documents.

Furthermore, the process of electronic agenda packet creation is made easier if the supporting documents are attached as PDFs. InSite has a new, optional module which can automatically convert all MS Office attachments to PDFs as they are being uploaded. We can discuss this at the next site visit.

The optional PDF Server in InSite is listed in the cost tables in Appendix G.

SF Workflow – Committee Meeting

Can we capture the change in workflow from IT to Committee Clerks fostered by L5 enabling the Clerks to link electronic documents to a file?

Yes. But we need more information to make a recommendation for a specific method.

Can we merge scanned packet materials with already attached electronic packet materials to form one packet item for a file?

Once a document is made an attachment to a file, it is protected from editing. However, late supporting documents can be added at any time and the packet recreated to include the late entries. Furthermore, InSite displays the list of publically accessible attachments for each file as fast as the synch scheduler updates the InSite data base. That synch schedule is controlled by the City. The packet produced or reproduced by either Legistar or InSite is always up to date to include all available files.

SF Workflow – Mayoral Actions

We do not want to automatically assign an "Enactment Number" when a file is passed. An "Enactment Number" should be assigned only after the file has been signed by the Mayor or after 10 days and the Mayor allows it to become effective without his signature.

Correct. Typically, entries in the Action and Valid Action tables will enable the automatically assignment of the Enactment Number upon either of the following actions:

- * Mayor signs the legislation.*
- * Legislation is marked as Returned Unsigned by the Mayor 10 days after Board action.*
- * The BOS overrides a mayoral veto.*

Daystar Recommendations – Elimination of Obsolete Text Sections

The word "Attachment" should be changed to the word "Amendment"

The Attachment section is no longer needed. The City will continue using the Amendment section as it does now.

Functional Specifications – Item 31

Will this functionality prevent a file appearing on Committee agenda and on the Board Agenda as a committee report at the same time?

Yes. Items that have any status that puts them on a committee agenda will put them on the appropriate committee agenda depending on the Controlling Body. Items that have any status that puts them on the Board agenda will ignore the Controlling Body entry, except for the purpose of sorting on the Board agenda.

Or, would we be able to deal with exceptions to this rule by manually inserting a legislative file into the Board agenda?

You would be able to deal with exceptions manually, although we do not at this time imagine what exceptions might arise. We will discuss any possible workflow exceptions during the site visit.

Functional Specifications – Item 70

Does this functionality modify the alphabetical order of the votes on reports or screen displays of reports? We would need the votes listed on the reports to remain in alphabetical order.

The vote order may be changed by the clerk for each meeting. This will not change the vote order on the report, which will use the sort order defined in Administration.

Program Changes – Item 72

BOS is interested in substituting here the ability to modify the number of 'Yes' votes required for all items in a specific Board meeting.

Changed Requirement: The BOS wants to specify the absolute number of Yes votes required for the L5 function that determines the Vote Result for actions taken by the Primary Legislative Body and recorded in the L5 Actions tab on the Minutes screen form. Further, the BOS wants to be able to change that number for any specific meeting of the Primary Legislative Body. BOS, is this an accurate specification?

Meeting Time

The City wanted to know if there is a way to obtain statistics on the discussions at meetings. If L5 is used in real time at meetings to record the actions and votes taken, then the date and time of each action entered is posted to an appropriate date/time field in the history line. However, this field has no current function and is not currently accessible on any user screen form. Daystar would need to get specifications from the City for any reporting requirements accessing the data in this field.

Alternatively, the time offsets for each item indexed by MediaMatch are available to the user, at least for viewing and perhaps for exporting into a spreadsheet for analysis. If the City opts for the MediaMatch module, Daystar will explore this idea further with the City.

Packets

The City has decided to import all of the supporting documents. This will allow for an electronic 'Linked' packet to be created. This would allow for all of the information in a complete paper packet to be available by clicking on a link to open files, text, and attachments. The program will also be able to create a packet in one single adobe file. This file will have bookmarks if you

are looking at it on a screen or can be printed. The City may want to find a way to make reading the packet more user friendly by inserting colored pages when starting a new file. Everything in true adobe format will be searchable; any images will have to be run through an OCR in order to be searchable.

Legislation on Multiple Committees:

Legislation will not be pulled into multiple committees or on to the board agenda and a committee automatically. You will have the ability to add files onto a meeting manually that will not be hindered by this.

Legislation Introduced:

The COB wants to continue posting the Legislation Introduced report as a separate document from the Agenda or Minutes of the Board Meeting.

Electronic Signatures:

Electronic signatures can be selected and added by any staff members with appropriate permissions. Who will be able to use this functionality is something that still needs to be decided on by the City.

Sponsors:

The City needs the ability to mark multiple primary sponsors. See Report Formats Appendix below for sponsor format.

Appendix E: InSite

Project Phasing

The general discussion about InSite and how its style might be adjusted to meet the City's needs and preferences is actually one of the initial tasks in the next phase of the project. In the interest of efficiency and saving travel costs, it was combined with this final Gap Analysis site visit and report. This also allowed Daystar to add any out-of-scope InSite change requests to the reconciliation cost tables in Appendix G so that the City could consider all of those issues at the same time.

InSite Handling of Media

We discussed the meeting media handled by InSite and what is desired by the SFCOB. InSite currently handles indexed video hosted by Granicus in their proprietary formats as well as video hosted locally by a city or hosted independently by a third party. In those last two situations, Legistar is used to do the indexing.

InSite Video:

SF uses Granicus now to record, index, and host the video of Board meetings. Legistar has a media management and communication module called MediaMatch, which provides indexed connections between InSite meeting data and meeting video hosted by third party operations, including Granicus.

MediaMatch can be used by the City to export agenda information directly from the L5 data base to the Granicus system prior to the meeting, and then import the indexed results back after the meeting. This is done via a web service connection directly with Granicus using XML data, and is much more efficient than the method used now by the City to get the agenda to Granicus.

The result would be the integration of the indexed agenda item video clips with the meeting minutes and legislative file history presented in InSite. There is an additional cost for the MediaMatch module listed in Appendix G.

Granicus Video:

City wants to know if it is possible to download a Granicus video, or is it just available for playing within the Granicus video player. When asked, Jack Chin, the San Francisco Government TV Director, responded, "Yes with the RSS feed feature on the very top of the page. You can download video, audio and the minutes."

Audio:

SF currently provides MP3 downloads of meeting audio, which are also apparently created and hosted by Granicus. These do not appear to be indexed to the board agenda, and there is no native player in the Granicus SF page that allows the user to listen on line. The files can be downloaded, but have an average file size of over 100 Mb. Downloading files of this size is not (in Daystar's opinion) the type of service that most citizens would find useful.

MP3 format can be played in the Windows Media Player, which Daystar could add to InSite as an alternative to the one we use now, which is optimized for FLV files because of the very good performance of indexed play based on time offsets. There is a new version of this player out now which claims to also play MP3, but Daystar has not tested this. The bottom line is that:

- The entire meeting podcast provided by Granicus could certainly be added to the InSite data. Daystar could change the structure at a minimum cost to allow the COB to manually add the link in an appropriate field.
- The COB would ideally want a clickable icon  under the column heading Media that would also be available on the meeting page header.
- The COB would also ideally want that MP3 file to be indexed to the individual agenda items and for those to also be available then as clickable icons on the agenda lines under Meeting Details.

City wants to know if it is possible to index the MP3 audio files prepared by Granicus for downloading. Are they already indexed by Granicus?

If these MP3 files are indexed by Granicus, and if the Granicus player is capable of playing them using those indexes, then it may be possible for InSite to use them as they are. The City would need to get the answers to these questions from its Granicus vendor.

If either of those conditions is not true, then indexing those files would require the use of the L5 MediaMatch program to do the indexing. The cost for the MediaMatch module listed in Appendix G.

Media Icons:

City would like InSite to represent three clickable icons under a column headed "Media" on the grid form of the Calendar page in the column now headed by "Video" and having a clickable text link "Available" on each meeting line where the meeting video is available.

The icons should represent Video, Audio (example ) , and Transcript. Transcript represents the text of the meeting discussion. The City will research to find out what format is used for this. Daystar would need to find or create appropriate icons.

Other InSite Requests

Column Headings:

City would like the headings changed on calendar grid columns, eliminating the word "Meeting" from each column except the first one. This will save space.

Attachments to Meetings:

The City needs the ability to attach files to Agendas and Minutes and have them show up on the detail page and have those listed as linked attachments to the meeting rather than to any one file on the meeting. They should display on the header section of the Meeting Details in InSite. This could be used as a place to post the Legislation Introduced Report in PDF.

Transcript Indexing:

City wants to know if the Transcripts can be indexed. Jack Chin reports that the transcripts are posted in HTML format and can also be available as a text file. There appears to be no current indexing of these transcripts with either the meeting minutes or the meeting video. The City might wish to confirm this with Granicus.

If the transcript text files contain either Agenda Item numbers or Legislative File numbers that indicate the start points of each item discussion, then there is a possibility that Daystar could create a function that would open each document and convert each start point to a hyperlink into the associated file detail page.

City Calendar:

City wants to know if it is possible for Legistar calendar data to automatically and dynamically update the calendar page used by the City now on its web page. Ron described how at least one other city, with no assistance from Daystar, used the InSite RSS function to automatically insert InSite meeting information from InSite directly and automatically into the city's calendar. If desired, Daystar could put the City in touch with the technical people who accomplished this.

Non-Legistar Calendar Items:

The meeting information page on the City's current website resembles the Calendar page in InSite. This page also contains meeting information on bodies that aren't currently stored in 3.51. Ron explained the use of a non-Legistar meeting body to place special events and meetings on the InSite calendar.

These bodies would need to be set up in the system, but would not have any agenda templates, members, or valid actions. The meetings would need to be added and would show up on the calendar page. Agendas and minutes could be added to the meeting as attachments.

This recommendation is based upon our experiences with a few clients who have never reported any issues with using this as a solution. Daystar will help set up the calendar functionality and train the City on how to maintain it. It is however a no-cost work around solution and not something that the system was specifically designed for. Settings in Administration will keep the outside bodies from appearing on any InSite screen other than the calendar page. These settings will also keep the outside bodies off of the drop down lists in the Legislative Files. However there may be some report criteria screens or other lesser used screens where those Administration settings do not filter out the outside bodies.

Email Alerts:

Daystar has recently constructed an email alert system that will allow constituents and staff to have a log on. By signing on they can sign up for alerts about files that contain key words, have been assigned to a specific body, changes to a specific file or the addition of an agenda or minutes.

Appendix F: Report Formats

Standard Format: The following is the standard format for representing legislative files on Agendas, Minutes, and Summary of Actions (actually a specialized case of the Minutes report).

22. 091234 **[The short name will now be in Arial 11 bold and in brackets]**
Sponsor: LastName and LastName: LastName, LastName and LastName
The title is taken from the ..Title section of the then current version of the legislative Text file. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. (Requesting Department)

Board Agenda: Each Item will use the Standard Format, the board agenda will also have the question added underneath.

22. 091234 **[The short name will now be in Arial 11 bold and in brackets]**
Sponsor: LastName and LastName: LastName, LastName and LastName
The title is taken from the ..Title section of the then current version of the legislative Text file. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. (Requesting Department)
Date, History Action
Question: Shall this File Type be ActionName

Board Minutes: Each item will use the Standard Format, except as modified below.

22. 091234 **[The short name will now be in Arial 11 bold and in brackets]**
Sponsor: LastName and LastName: LastName, LastName and LastName
The title is taken from the ..Title section of the then current version of the legislative Text file. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. (Requesting Department)
Enacted Number: 12-09
ACTION by the following vote:
Ayes: 8 – Name, Name, Name, Name, Name, Name, Name, Name
Noes: 2 – Name, Name

Agenda Short: Each item will use the Standard Format, except as modified below.

22. 091234 **[The short name will now be in Arial 11 bold and in brackets]**
Sponsor: LastName and LastName: LastName, LastName and LastName
The title is taken from the ..Title section of the then current version of the legislative Text file. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. (Requesting Department)
DATE, RECEIVED AND ASSIGNED to Committee Name
ACTION by the following vote:
Ayes – 3: Name, Name & Name

Minutes Short: One of the Minutes Reports will be set up with the report name, Minutes Short Form which will show Notes, History, Voting Results, Action, but with the Motion string turned off.

22. 091234 **[The short name will now be in Arial 11 bold and in brackets]**
Sponsor: LastName and LastName: LastName, LastName and LastName
The title is taken from the ..Title section of the then current version of the legislative Text file. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. (Requesting Department)
DATE, RECEIVED AND ASSIGNED to Committee Name
Heard in Committee. Speakers: List speakers here.

Action Summary: Each item will use the Standard Format, except as modified below.

22. 091234 **[The short name will now be in Arial 11 bold and in brackets]**
Sponsor: LastName and LastName: LastName, LastName and LastName
The title is taken from the ..Title section of the then current version of the legislative Text file. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. (Requesting Department)
Comment: Contents of the '..Comment' section from the then current versions of the file text printed here in Arial 10 normal. Contents of the '..Comment' section from file text printed here in Arial 10 normal.

Master Report: We are copying the format of the 3.51 Master Report, so this will not apply.

Matter Summary: Each item will use the Standard Format, except as modified below.

091234 **[The short name will now be in Arial 11 bold and in brackets]** **Status**

Sponsor: LastName and LastName: LastName, LastName and LastName

The title is taken from the ..Title section of the then current version of the legislative Text file. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. (Requesting Department)

Comment: Contents of the '..Comment' section from the then current versions of the file text printed here in Arial 10 normal. Contents of the '..Comment' section from file text printed here in Arial 10 normal.

Introduced: date introduced **Controlling Body:** CB

Tails Report: Each item will use the Standard Format, except as modified below.

091234 **[The short name will now be in Arial 11 bold and in brackets]**

Sponsor: LastName and LastName: LastName, LastName and LastName

The title is taken from the ..Title section of the then current version of the legislative Text file. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. So this is the title in Arial 10 normal. (Requesting Department)

Date in Long form, Acting Body – Final Action

Ayes – 3: Name, Name & Name

IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

CITY

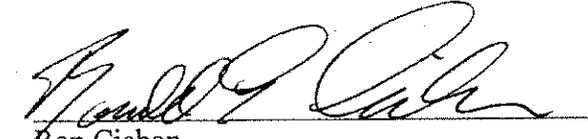
CONTRACTOR

Recommended by:

Daystar Computer Systems, Inc.



Angela Calvillo
Clerk of the Board
Board of Supervisors



Ron Cichon
President, CEO
600 W. Jackson Blvd., Suite 580, Chicago,
Illinois, 60661
City vendor number: 46546

Approved as to Form:

Dennis J. Herrera
City Attorney

By:



Deputy City Attorney

Approved:



Naomi Kelly
Director of the Office of Contract
Administration, and Purchaser

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 5, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION No. 1 [PSC # 3087-09/10]

TYPE OF SERVICE: As-Needed Pre-Employment Background Investigative Services

FUNDING SOURCE: Airport Operating Funds

Original PSC AMOUNT: \$50,000 Original PSC Duration: 7/1/2010 – 6/30/2015 (5 yr.)
Proposed Mod. 1 Amount: \$30,000 Proposed Mod. 1 Duration: No change
TOTAL PSC AMOUNT: \$80,000 TOTAL PSC DURATION: 7/1/2010 – 6/30/2015 (5 yr.)

1. DESCRIPTION OF WORK

A. Concise description of proposed work: As-needed background investigative services for safety-sensitive classifications at San Francisco International Airport (SFO) during the pre-employment hiring process. The Airport experienced highly than usual usage during the first two years of this contract necessitating the increase.

B. Explain why this service is necessary and the consequences of denial: The services are needed to identify those whose behavior could create an unsafe environment or pose a security risk. As the Airport operates 24 hours a day, 7 days a week, and approvals to recruit and fill positions tend to come in batches, the need for this service varies greatly from week to week and month to month. Denial of these services will jeopardize the safety of all those who depend on the Airport for travel and those who work at the Airport.

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

The services have been provided through a personal services contract under the authority of PSC approval # 3003-06/07.

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

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

SFPOA
IFPTE Local 21
Union Name
Signature of person mailing/faxing form
Date
10/5/2012

RFP sent to: _____ on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 3087-09/10
STAFF ANALYSIS/RECOMMENDATION:

Approved 12/11/12 [Signature]

CIVIL SERVICE COMMISSION ACTION:

Received
DEC 7 2012
[Signature]

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

A. Specify required skills and/or expertise: Ability to investigate backgrounds of potential candidates for safety-sensitive employees and/or classifications through records held by local, State and Federal criminal justice systems, the California Department of Motor Vehicles, and other systems whose incumbents must obtain security clearances due to their access to the California Law Enforcement Telecommunication System (CLETS) Terminals. Third party investigators must be Licensed Private Investigators or Attorneys.

B. Which, if any, civil service class normally performs this work? No single civil service classification normally performs this work. Members of the Police Department do background investigative checks on applicants when assigned desk duty, however, the level of their investigation is much greater than what is normally needed for most safety-sensitive positions at the Airport.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No; the contractor will utilize systems and equipment similar to that used by the City to do background checks on applicants for public safety classifications.

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

A. Explain why civil service classes are not applicable: Civil service classifications are not applicable as no one classification is responsible for background investigations of job applicants for safety-sensitive positions.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No; the work is intermittent, needed only infrequently, and when needed, the work must be done quickly so that safety-sensitive positions can be filled as quickly as possible.

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the 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 numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however the Airport Commission has approved Resolution #09-0232 authorizing issuance of a RFP. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Cynthia P. Avakian

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Union Notification(s)

Cynthia Avakian

From: Cynthia Avakian
Sent: Friday, October 05, 2012 7:25 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); 'gdelagnes@sfpoa.org'
Cc: Janis X Ito
Subject: Dept 27 - DRAFT PSC 3087-09/10 Mod. 1 As-Needed Pre-Employment Background Investigative Services
Attachments: PSC 3087-09_10 Backgrounds Mod 1.pdf; PSC 3087-09-10 Form 1 RFQ Backgrounds.pdf

All,

Attached is the draft Mod 1 for PSC 3087-09/10 Mod. 1 As-Needed Pre-Employment Background Investigative Services as well as the original request.

Please let me know if you have further questions. Thanks,

Cynthia Avakian
Contracts Administration Unit
San Francisco International Airport
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfso.com
Phone: (650) 821-2014, Fax: (650) 821-2011

Prior DHR Approved – Original

PSC #3087-09/10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 8, 2010

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: As-Needed Pre-Employment Background Investigative Services

FUNDING SOURCE: Airport Operating Funds

TOTAL PSC AMOUNT: \$50,000 Mod. Duration: 7/1/2010 - 6/30/2015 (5 yr.)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

As-needed background investigative services for safety-sensitive classifications at San Francisco International Airport (SFO) during the pre-employment hiring process.

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

The services are needed to identify those whose behavior could create an unsafe environment or pose a security risk. As the Airport operates 24 hours a day; 7 days a week, and approvals to recruit and fill positions tend to come in batches, the need for this service varies greatly from week to week and month to month. Denial of these services will jeopardize the safety of all those who depend on the Airport for travel and those who work at the Airport.

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

The services have been provided through a personal services contract under the authority of PSC approval # 3003-06/07.

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

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

SFPOA, Local 911 Union Name Cynthia P. Avakian Signature of person mailing/faxing form APR 8 2010 Date
IFPTE, Local 21 Union Name Cynthia P. Avakian Signature of person mailing/faxing form APR 8 2010 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 3087-09/10
STAFF ANALYSIS/RECOMMENDATION:

Approval Date: April 16, 2010

By: Micki Callahan, Human Resources Director

Rec'd @ DHR 4/8/2010.

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to investigate backgrounds of potential candidates for safety-sensitive employees and/or classifications through records held by local, State and Federal criminal justice systems, the California Department of Motor Vehicles, and other systems whose incumbents must obtain security clearances due to their access to the California Law Enforcement Telecommunication System (CLETS) Terminals. Third party investigators must be Licensed Private Investigators or Attorneys.

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

No single civil service classification normally performs this work. Members of the Police Department do background investigative checks on applicants when assigned desk duty, however, the level of their investigation is much greater than what is normally needed for most safety-sensitive positions at the Airport.

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

No; the contractor will utilize systems and equipment similar to that used by the City to do background checks on applicants for public safety classifications.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable as no one classification is responsible for background investigations of job applicants for safety-sensitive positions.

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

No; the work is intermittent, needed only infrequently, and when needed, the work must be done quickly so that safety-sensitive positions can be filled as quickly as possible.

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 (e.g., clerks, civil engineers, etc.) and approximate numbers 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? Attached is Airport Commission Resolution #09-0232.

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:

Cynthia P. Avakian

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

0131a

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/05/12 12/5/2012 W

DEPARTMENT NAME: PUBLIC HEALTH

DEPARTMENT NUMBER: 81

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC #: 2000-03/04)

TYPE OF SERVICE: Supportive housing and property management services for various residential sites

FUNDING SOURCE: Federal Grants, State Grants, and General Fund

Table with 4 columns: PSC AMOUNT, MOD AMT #1-4, PSC DURATION, DURATION MOD #1-4, TOTAL AMT., TOTAL DURATION. Values include \$51,875,000, \$75,125,000, No Change, \$130,000,000, \$257,000,000 and durations from 5 years to 17 years.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors and partner agencies work together to provide supportive housing services, including property management services, for chronically homeless adults and individuals affected by HIV/AIDS in San Francisco.

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

These services will provide affordable transitional and permanent housing and comprehensive on-site social services to the chronically homeless, and individuals affected by HIV/AIDS in San Francisco.

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): PSC #2000-03/04.

D. Will the contract(s) be renewed?

It is anticipated that these contracts will be renewed if the need for services persists and if funding is available.

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

[X] IFPTE Local 21; SEIU Local 1021 Union Name
Jacquie Hale Signature of person mailing/faxing form
7/20/12 Date

RFP sent to: IFPTE Local 21; SEIU Local 1021 Union Name, on Date, Irene Carmona Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2000-03/04
STAFF ANALYSIS/RECOMMENDATION: Approved 12/11/12 W

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience and knowledge in the provision of comprehensive supportive services in a residential setting. Experience in providing services to chronically homeless individuals and/or individuals with special needs. Proven ability to successfully enter into and manage collaborative efforts with client advocates, community based organizations and providers of medical, nursing, mental health, substance abuse and other services.

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

Social Worker Supervisor (2914), Social Worker (2910), Janitorial Supervisor (2720)

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

Yes. Contractor will master-lease multi-unit residential properties.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Due to the comprehensive nature of the services which will be provided and the multi-unit residential property required to provide these services, Civil Service classifications are not applicable. In addition, clients or potential clients who will be served by the program will respond to and utilize the services if the program is administered by familiar and trusted community based organizations.

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

No. The experience in operating supportive housing programs as well as experience with collaborative efforts is critical to the overall success of the program. Further, the community based contacts which the providers will bring to the program will aid in the acceptance of treatment modalities for the target population.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, these Contractors are currently providing these services for DPH.

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

Jacquie Hale
Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale (415) 554-2609
Print or Type Name Telephone Number

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

RFPs Submission Log

PSC#2000-03/04

**Attachment to
DPH Modification to PSC 2000-03/04**

RFP Number	RFP Title	Notice Sent to Union
RFP 16-2010	Substance Abuse, Transitional Housing, Emergency Housing	07/29/2010
RFP 19-2010	Tenant Housing Services	11/17/2010
RFP 13-2007	Parcel G Permanent Supportive Housing	05/29/2007
RFP 29-2007	Direct Access Housing (DAH) Program, Property Management Services	11/30/2007
RFP 27-2008	Administration for Adults Leaving Long-Term Care and Adults Who Are At-Risk of Long-Term Care Placement	11/03/2008

Union Notification(s)

Jacquie Hale/DPH/SFGOV
07/20/2012 04:04 PM

To pattie.tamura@seiu1021.org, ed.warshauer@seiu1021.org,
brook.demmerle@seiu1021.org, l21pscreview@ifpte21.org
cc

bcc Irene Carmona

Subject PSCs for Methadone Maintenance (planned for May 7, 2012
CSC meeting)

Please find attached the a draft of the following personal services contract summary, which we plan to request for calendaring on the October 15, 2012, Civil Service Commission meeting agenda:

- Supportive housing and property management services for various residential sites



PSC 2000-03-04 Supportive Housing.pdf

Please let us know if you need further information. Thank you.

Jacquie Hale
Director
Office of Contract Management and Compliance
Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102
(415) 554-2609
(415) 554-2555 (fax)
Jacquie.Hale@SFDPH.org

Correspondence with Union(s)



Brook Demmerle
<Brook.Demmerle@SEIU1021
.ORG>

12/05/2012 11:48 AM

To: Jacquie Hale <Jacquie.Hale@sfdph.org>

cc

bcc

Subject: Automatic reply: Requests

I am currently on vacation until December 12, 2012. If your workplace has a steward, please call them first. If you are from Mental Health, please call your Chapter President, Bob Hernandez at 648-5017. For urgent matters, please call 415-848-3611. In an emergency, David Canham from the SF office will be covering for me.

Jacquie Hale/DPH/SFGOV
12/05/2012 11:47 AM

To Brook Demmerle <Brook.Demmerle@SEIU1021.ORG>
cc Margot Antonetty/DPH/SFGOV@SFGOV, Irene Carmona,
Terence Peneda
bcc
Subject RE: Requests

Brook:

Hi. Since we haven't heard any more from you on this PSC, I'm planning on going ahead and requesting that it be calendared for the January 7, 2013, Civil Service Commission meeting.

Thanks,

Jacquie
554-2609

Brook Demmerle <Brook.Demmerle@SEIU1021.ORG>



Brook Demmerle
<Brook.Demmerle@SEIU1021.ORG>
10/17/2012 05:26 PM

To 'Margot Antonetty' <Margot.Antonetty@sfdph.org>
cc Jacquie Hale <Jacquie.Hale@sfdph.org>, Marc Trotz
<Marc.Trotz@sfdph.org>, Terence Peneda
<Terence.Peneda@sfdph.org>
Subject RE: Requests

Thanks. Much appreciated.

Brook

From: Margot Antonetty [mailto:Margot.Antonetty@sfdph.org]
Sent: Wednesday, October 17, 2012 5:02 PM
To: Brook Demmerle
Cc: Jacquie Hale; Marc Trotz; Terence Peneda
Subject: RE: Requests

Hi Brook:

I will resend the table with addresses. I will also send you postings for the other positions. This might take me until early next week.

Thank you for your patience,

Margot

Margot d. Antonetty, Deputy Director of Housing and Urban Health
Department of Public Health
phone: 415-554-2642 fax: 415-554-2658
e-mail: margot.antonetty@sfdph.org
101 Grove Street, Room #323

San Francisco, CA 94102

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From: Brook Demmerle <Brook.Demmerle@SEIU1021.ORG>
To: 'Margot Antonetty' <Margot.Antonetty@sfdph.org>
Cc: Jacquie Hale <Jacquie.Hale@sfdph.org>, Marc Trotz <Marc.Trotz@sfdph.org>, Terence Peneda <Terence.Peneda@sfdph.org>
Date: 10/17/2012 02:24 PM
Subject: RE: Requests

Thanks, Margot for your response; however, I wanted all of the 1021 classifications not just the RNs. Please send along with their associated locations with addresses. E.g. where are the Plaza Apartments located? There appear to be more than one address for the Plaza apartments —does the City maintain housing units in all of them?

Brook Demmerle

From: Margot Antonetty [<mailto:Margot.Antonetty@sfdph.org>]
Sent: Wednesday, October 17, 2012 2:08 PM
To: Brook Demmerle
Cc: Jacquie Hale; Marc Trotz; Terence Peneda
Subject: Requests

Hi Brooke:

Per your request in our meeting on September 28, I am sending you the following:

- Example of RN Job Description/Posting
- RN Site Assignment

Please, let me know if you need anything else.

All the best,

Margot

Margot d. Antonetty, Deputy Director of Housing and Urban Health
Department of Public Health
phone: 415-554-2642 fax: 415-554-2658
e-mail: margot.antonetty@sfdph.org

101 Grove Street, Room #323
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Terence
Peneda/DPH/SFGOV
11/07/2012 01:53 PM

To Brook.Demmerle@SEIU1021.ORG
cc Jacquie Hale/DPH/SFGOV@SFGOV, Michael
Brown/DPH/SFGOV@SFGOV, Margot
Antonetty/DPH/SFGOV@SFGOV

bcc

Subject Fw: Requests

Hi Brook,

The following are the only Local 1021 positions in our hotels:

2585 Health Worker I
2587 Health Worker III
1406 Senior Clerk
2920 Medical Social Worker
2930 Psychiatric Social Worker

Here are the various job descriptions/postings for these positions:



2587 - HUH (Star Hotel).docx 2930 As-Needed (HUH).doc



2920.htm 1406 Sr. Clerk HUH SPY 1-20-12.mht

The hotels that they are assigned to are:

Star Hotel	2176 Mission Street
Camelot Hotel	124 Turk Street
Empress Hotel	144 Eddy Street
Le Nain Hotel	730 Eddy Street
Pacific Bay Inn	520 Jones Street
Windsor Hotel	238 Eddy Street

Let me know if there's anything else that you need.

Terence Peñeda
Finance Manager
Housing and Urban Health
San Francisco Department of Public Health
101 Grove Street, Room #324
San Francisco, CA 94102
415-554-2561 (Tel.)
415-554-2658 (Fax)

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message and any attachments. Thank you.

----- Forwarded by Terence Peneda/DPH/SFGOV on 11/07/2012 12:33 PM -----

RE: Requests 

Margot Antonetty to: Brook Demmerle

11/07/2012 10:38 AM

Cc: Jacquie Hale, Terence Peneda, Michael Brown

Hi Brook:

Here is the document that shows the sites the RNs are assigned to; with addresses.

Terence will be sending you examples of Job Descriptions/Postings for the other 1021 positions that work in our hotel today. Except for the 2585, which I am including in this email. Please, note that we have never posted for a 2585 / HW I, since we had those reassigned to us and there hasn't been any turn over. I am attaching an example here that was recently posted by DPH. Again, this is not our job description/posting.

All the best,

Margot

Margot d. Antonetty, Interim Deputy Director of Housing and Urban Health
Department of Public Health
phone: 415-554-2642 fax: 415-554-2658
e-mail: margot.antonetty@sfdph.org
101 Grove Street, Room #323
San Francisco, CA 94102

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Cc: Jacquie Hale <Jacquie.Hale@sfdph.org>, Marc Trotz <Marc.Trotz@sfdph.org>, Terence Peneda <Terence.Peneda@sfdph.org>
Date: 10/17/2012 05:26 PM

Subject: RE: Requests

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DAH RN Assignments.docx 2585 HW 1 10-12-12.mht



Department of Human Resources

Health Worker I (#2585)

\$20.38-\$24.75 Hourly / \$3,532.00-\$4,290.00 Monthly / \$42,380.00-\$51,480.00 Yearly



Email Me when a Job Opens for the above position(s)

Definition

Under the close supervision and guidance of health professionals and paraprofessionals, performs a wide variety of well defined duties designed to aid and encourage members of the community to utilize Health Department services; and performs related duties as required.

Distinguishing Features

This is the first level in the Health Service Career Ladder. The Health Worker I is expected to interpret community social, political, and cultural patterns to other program staff; he must be able to communicate effectively with community residents as well as program staff. The Health Worker I will spend up to 50, per cent of work time in orientation and training in health skills needed for increasing job competence and as preparation for promotion to higher levels in the Health Services Career Ladder.

Examples of important and Essential Duties

1. Participates in an intensive training program in order to become familiar with community resources; provides general advice to patients and others regarding available services; provides assistance to patients in utilizing available health and community resources.
2. Receives, registers and routes patients reporting for treatment or other assistance at program facilities; sets up and cleans up after clinics and other meetings; maintains needed supplies; may collect patient specimens for required lab tests.
3. May provide language interpretation services for patients; may translate letters, pamphlets, booklets, films and other materials.
4. Assists patients in making appointments for needed services; assists in guiding and processing patients through clinics, hospitals, and other facilities; visits patients and community residents at home or in hospitals to provide assistance, and support.
5. Performs routine clerical tasks related to maintaining records of the particular program in which involved.

Knowledge, Skills and Abilities

Knowledge Abilities and Skills: Requires some knowledge of the ethnic, economic and social factors affecting the residents of the neighborhood served by the health program.

Requires ability to: Speak, read and write English as well as the language predominant in the district served; communicate with the clients of the program; work effectively with professional and other staff members.

Experience and Training

Training and Experience: Requires completion of the ninth grade, supplemented by a background of at least one year of personal experience which demonstrates an interest in and general knowledge of community health needs.

Special Requirements: Certain positions in this classification may require a minimum residency period in specified community districts, a specific bilingual skill, and a bicultural background. Firsthand experience of certain health problems including successful rehabilitation from such problems, may also be required.

Notes

Adopted: December 18, 1972

Disaster Service Workers

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CLASS: 2585
EEOC: 5

EST:

REV:
MEDICAL:

FORMERLY JOB TITLE:

REPLACES JOB TITLE:



EMPLOYMENT OPPORTUNITY

CLASS: 2587 **TITLE:** HEALTH WORKER III
[PUBLIC HEALTH PROGRAMS]

SALARY: \$23.80 - \$28.925 Hourly

DEADLINE: April 13, 2012

POSTED: March 30, 2012

JOB DESCRIPTION:

Community Program's **Housing and Urban Health Section** is accepting applications for **one (1) full-time** in class 2587 Health Worker III [Public Health Programs] to provide case management services for the residents of the Star Hotel Supportive Housing Program. This hotels is one of fourteen (14) permanent housing facilities coordinated by HUH that provide wrap-around services for formerly homeless individuals, many of whom have chronic medical and/or psychiatric illnesses. In addition to the incumbent, the staffing includes a program director, one (1) case manager. **SHIFT:** Days. 8:00 a.m. – 5:00 p.m.

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.

Appointment Type: Reassignment or permanent transfer.

ESSENTIAL DUTIES:

Under general supervision of the Star Hotel, the Health Worker III provides case management services to the supportive housing program residents and works as part of an inter-disciplinary health care team. The essential job functions include the following:

- Coordinates wrap-around services for the residents;
- Interviews potential new residents during the application process;
- Provides one-on-one counseling and education services;
- Demonstrates problem-solving skills;
- Provides community education and information about mental health and substance use issues and services;
- Utilizes a harm reduction model;
- Provides client care in a manner that is both non-discriminatory and non-judgmental;
- Performs crisis intervention activities;
- Initiates and participates in group social and educational activities;
- Maintains clinical records and other necessary paperwork;
- Communicates effectively and collaborates with members of the inter-disciplinary team, HUH clinic, primary care providers and members of the community;
- Assesses clients who may have substance abuse problems and mental health issues;
- Performs other related duties as assigned/required.

CONTINUED

MINIMUM QUALIFICATIONS:

Two (2) years of verifiable experience within the last seven (7) years, working in a health agency with a culturally diverse population providing health-related information, education, intervention and/or referral services; assisting clinical staff in the assessment process and providing input into the development of treatment plans; conducting intake/screening interviews; advising/counseling clients under the supervision of professional staff and participating in health promotion and health education activities.

Substitutions:

1. Possession of a baccalaureate degree from an accredited college or university in a job related health or social science field may substitute for up to one (1) year of qualifying experience.
2. Possession of a "Community Health Worker Certificate" earned from City College of San Francisco may substitute for up to six (6) months of qualifying experience.

Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.

DESIRED QUALIFICATION(S):

- One (1) year experience working with people with severe mental illness
- Comfort and familiarity working within a harm reduction model
- Possession of a baccalaureate degree
- Fluency in English and Spanish
- Ability to work independently
- Experience with facilitating group activities
- Knowledge of primary care, psychiatric services and social services and substance abuse treatment programs available to the urban pool in San Francisco

APPLICATION PROCEDURE:

Interested individuals must submit a resume and City and County of San Francisco (CCSF) employment application to Elyse Miller, LCSW, Support Service Coordinator, Housing and Urban Health, 101 Grove Street, Rm 323, San Francisco, CA 94102 by April 13, 2012. CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25th Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, the Human Resources Department, 44 Gough Street. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. www.sfdph.org

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer
Women, Minorities, and Persons with Disabilities are encouraged to apply*

HR USE ONLY: JOB CATEGORY 500

POSTED: March 30, 2012



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Dept of Human Resources

1406 Senior Clerk

Recruitment #RTP-1406-058554

Department: Public Health

Analyst: Hadas Desta

Date Opened: 1/20/2012

Filing Deadline: 2/3/2012 5:00:00 PM

Salary: \$41,002.00 - \$49,764.00/year

Job Type: Transfer/Reassignment/Other

Employment Type: Full-Time

[Go Back](#) [Apply](#) [View Benefits](#)

INTRODUCTION

Appointment Type: Reassignment, or Permanent Transfer.

Applicants must have current permanent status as a 1406 Senior Clerk with the City and County of San Francisco and be seeking either a Transfer or a Reassignment in order to be considered for appointment to this positions.

One (1) full time position is at SF Department of Public Health's **Housing and Urban Health (HUH)**, 101 Grove Street, #324, SF, 94102.

One (1) Full Time position is at SF Department of Public Health's **Special Programs for Youth (SPY)**, 375 Woodside Avenue, SF, 94127.

JOB DESCRIPTIONS:

Under general supervision, the Senior Clerk performs difficult, responsible and specialized clerical work and may assign office work to subordinate personnel.

Essential Duties for position w/ HUH include:

- Interpreting, enforcing and carrying out existing methods and procedures relative to office operations;
- Making regular contacts with other departmental personnel and providing information;
- Explaining and interpreting existing laws, regulations and administrative policies to the general public in connection with office activities;
- Gathering, preparing and maintaining a wide variety of records, reports and documents relative to office operations;
- Calculating basic mathematical computations in connection with the preparation of various reports;
- Coding and indexing documents, records and correspondence the methods of which may include color code, terminal digit, numerical, alphabetical and/or chronological order to ensure proper filing and ready access of data;
- Checking and reviewing a variety of documents for completeness and accuracy;
- Filing, maintaining and retrieving documents, records and correspondence in accordance with

- established procedures;
- Compiling and Preparing information and data necessary for the preparation of various departmental reports in which judgment may be exercised in the selection of data and materials;
- Makes mathematical computations using addition, subtraction, multiplication and division of whole numbers, decimals and fractions;
- Carrying documents for filing for the six DAH hotels and walking;
- Receiving and being accountable for moderate amounts of money from the collection of fees and similar sources;
- Operating office equipment, including calculators, photocopying equipment, adding machines, computer terminals, microfiche viewers, fax machines, scanners and postage meters;
- Processing mail by opening, time stamping, sorting and distributing the incoming mail, stuffing and sealing envelopes, making daily pickup and delivery to ensure timely mailing and receipt of mail;
- Attending AVATAR trainings to acquire full AVATAR skills to be able to introduce AVATAR updates to staff;
- Assisting with administrative needs for Avatar billing and compliance;
- Coordinating and facilitating billing activities for Direct Access to Housing;
- Acting as primary liaison with the Community Behavioral Health Services to ensure paperwork is received and ongoing changes are communicated;
- Taking responsibility for providing pertinent clinical paperwork checklists to the program coordinator and social work staff, which requires continual update and follow up;
- Assembling blank charts;
- The Senior Clerk also performs related duties as required.

Essential Duties for position w/ SPY include:

- Assigns clerical and office work to subordinate personnel;
- Registers new clients and maintains updated medical and behavioral health information on clients using INVISION/ BIS/INSIST/AVATAR system;
- Performs back-up clerical operational support for Behavioral Health services;
- Provides back-up to print MHS 140 Report for daily/weekly meetings thru Esperant web & AVATAR;
- Prepares weekly payroll report for reviewing by Nurse Manager/Operations Director;
- Checks for staff sick calls daily and informs supervisors;
- Monitors, maintains and orders office supplies, to include supplies for BH through CBHS;
- Monitors maintenance of administrative office equipment;
- Prepares Schedules/calendars for Providers & BH;
- Codes and indexes documents, records, and correspondence by methods that may include color code, terminal digit, numerical, alphabetical and/or chronological order to ensure proper filing and ready access of data;
- Disseminates information and answers inquiries by communicating with the public, departmental personnel and other departments;
- Explains and interprets existing laws, regulations and administrative policies governing the activities of the assigned office to the general public and other City personnel;
- Checks and reviews a variety of documents for completeness and accuracy;
- Files, maintains and retrieves documents, records, and correspondence in accordance with established procedures;
- Compiles information and data necessary for the preparation of various departmental reports in which judgment may be exercised in the selection of data and materials including QCS data;
- Prepares and maintains a variety of reports in which judgment may be exercised in the selection of data and materials;
- Makes mathematical computations using addition, subtraction, multiplication and division of whole numbers, decimals and fractions;
- Exercises sound judgment and utilizes knowledge of applicable laws, regulations and procedures in solving daily clerical and office problems;
- Receives a variety of telephone and in-person calls and routes such calls and individuals to proper recipients;
- Receives and accounts for moderate amounts of money from the collection of fees and similar

sources;

- Operates office equipment, including calculators, photocopying equipment, adding machines, computer terminals, microfiche viewers, fax machines and postage meters;
- Processes mail by opening, time stamping, sorting and distributing the incoming mail, stuffing and sealing envelopes, making daily pickup and delivery to ensure timely mailing and receipt of mail;
- Creates and manages documents, databases and presentations in Excel, Word and Powerpoint.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Must be currently employed as a 1406 Senior Clerk and have Permanent status within the City and County of San Francisco to apply for these positions.

HOW TO APPLY

Applications are being accepted through an online only process.

Click the "Apply" button to begin the application process.

Choose "I am a New User" to register a new account or "I have previously applied" if you already have an account established.

Follow the instructions on the screen.

If you have questions regarding these vacancies, please contact:

Melody Doan, Personnel Analyst, via email at: melody.doan@sfdph.org or by phone, at: 415.554.2750

Computer kiosks are available for use by the public from 8:00 a.m. to 5:00 p.m. Monday through Friday, to file on-line applications in the lobby of the Department of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103. It is recommended that you arrive no later than 4:30 P.M. to allow time to complete the application.

SELECTION PROCEDURES

Application materials will be reviewed for relevant qualifying experience. Only those applicants who most closely meet the needs of the recruiting departments (HUH & SPY) will be invited to participate in the interview process.

Persons with disabilities who might need accommodations during the application and selection process should contact **Melody Doan** at (415) 554.2750.

RTP-1406-058554

Issued: January 20, 2012

Team DPH/HD (415) 206-5424

Requisition #: (P1104881/1113379;P2104722/1113383)

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

Click on a link below to apply for this position:

[Fill out the Supplemental Questionnaire and](#)

Application NOW using the Internet.



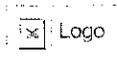
We encourage you to submit your application on-line as this is the preferred application method. If you experience difficulties, please contact the exam analyst at the phone number listed on the above announcement.

Contact us via conventional means.

You may contact us by phone at (415) 557-4800, or apply for a job in person at the Department of Human Resources.

[contact us](#) | [accessibility policy](#) | [disclaimer](#) | [privacy policy](#)

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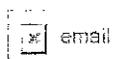
Department of Human Resources



Medical Social Worker (#2920)

We are currently accepting applications for this position. To apply, please close this pop-up window and then click on the link for Employment Opportunities.

\$34.55-\$41.99 Hourly / \$5,989.00-\$7,278.00 Monthly / \$71,864.00-\$87,334.00 Yearly



Email Me when a Job Opens for the above position(s)

Definition

Under general supervision, the Medical Social Worker performs routine medical social work duties; evaluates social, emotional and physical needs of clients; interviews clients and their families and significant others; provides supportive counseling, or crisis intervention; conducts mandatory reporting activities; advocates on behalf of clients; provides discharge planning and case management; and performs related duties as required.

Distinguishing Features

Class 2920 Medical Social Worker is distinguished from class 2922 Senior Medical Social Worker, in that the class 2920 Medical Social Worker is the journey level classification in the series, performs the more routine cases and does not require licensure as a Clinical Social Worker (LCSW), which is required for the class 2922 Senior Medical Social Worker. Class 2920 Senior Medical Social Worker is distinguished from class 2924 Medical Social Work Supervisor in that the class 2924 Medical Social Work Supervisor provides clinical supervision to a group that may include class 2922 Senior Medical Workers and class 2920 Medical Social Workers and ancillary staff, and requires licensure as a Clinical Social Worker (LCSW).

Supervision Exercised

May supervise ancillary staff.

Examples of Important and Essential Duties

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to class 2920 Medical Social Worker are not intended to be an inclusive list.

1. Evaluates social, emotional and physical needs of clients by applying social work theories. Helps clients cope with the environmental and psychological issues of illness by explaining options and treatments as well as making appropriate referrals.
2. May provide supportive counseling or crisis intervention to clients and/or their significant others, families, or friends or may provide referral services to therapists or mental health providers.
3. Interviews clients, their families and significant others to obtain intake information; reviews financial status and screens eligibility for entitlement programs.
4. Collaborates with interdisciplinary health care teams to treat and plan for the social and medical needs of patients by consulting with other providers and making referrals. Devises, develops and implements treatment plans as necessary. May make a diagnosis as part of a treatment plan.
5. Conducts mandatory reporting activities by completing reports in specific timeframes and completing appropriate documents.
6. Prepares records to document case activity including pertinent statistical reports, chart notes, correspondence, and other agency forms to monitor and assess client's progress.

- 7. Advocates on behalf of clients with agencies, medical practitioners and within the community.
- 8. Conducts home visits when necessary to survey living situation of clients for accessibility and to determine the need for further services.
- 9. Provides discharge planning by analyzing client needs, coordinates with other members of treatment teams and refers clients to outside services and community agencies. Researches community resources, makes appropriate referrals and helps facilitate medical treatment and arranges follow-up care.
- 10. Performs related duties and responsibilities as assigned.

Knowledge, Skills and Abilities

Knowledge of: Social work theories, principles and techniques; Federal, State and local laws, administrative codes, rules and regulations; contemporary medical issues and health trends.

Ability to: Apply social work methodology; develop and maintain professional working relationships; written communication skills; oral communication skills; train and supervise others; be sensitive to cultural diversity.

Experience and Training

One year Medical Social Worker experience in a licensed health agency and possession of a Master's Degree in Social Work (MSW) from an accredited school of Social Work which included supervised field placement in a licensed health agency.

Disaster Service Workers

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CLASS: 2920
EEOC: 2

EST:

REV:
MEDICAL:

FORMERLY JOB TITLE:

REPLACES JOB TITLE:



EMPLOYMENT OPPORTUNITY

**CLASS: 2930/2931 TITLE: PSYCHIATRIC SOCIAL WORKER/
MARRIAGE, FAMILY AND CHILD COUNSELOR**

SALARY: \$2,640 - \$3,280 Bi-weekly

DEADLINE: April 13, 2012

POSTED: March 30, 2012

JOB DESCRIPTION:

The San Francisco Department of Public Health Community Program's **Housing and Urban Health** section is accepting applications for **one (1) as-needed** position in class 2930 Psychiatric Social Worker or 2931 Marriage, Family, and Child Counselor for the Camelot Hotel. The Psychiatric Social Worker will be responsible for providing clinical supervision for staff, as well as, wrap-around clinical and socialization services for formerly homeless individuals, now living in a supportive housing setting at the Camelot Hotel in the Tenderloin section of the City. **SHIFT:** Weekdays: 8:00am – 5:00pm.

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.

Appointment Type: Permanent and Provisional applicants encouraged to apply. Provisional applicants must participate in a Civil Service examination for this job classification to become permanent.

ESSENTIAL DUTIES:

Under the supervision of the Support Service Coordinator, the 2930 Psychiatric Social Worker or 2931 Marriage, Family and Child Counselor will provide coordination and oversight of clinical and socialization services for the tenants at the Camelot Hotel. The position will also include supervision of two Health Workers III/Case Managers, provide direct services to the supportive housing program residents; work as part of an interdisciplinary health care team; work with the HUH staff in program development at the Camelot Hotel. The essential job functions include the following:

- Develops and coordinates support services at the Camelot Hotel;
- Evaluates social, emotional and physical needs of clients by applying social work theories;
- Helps clients cope with the environmental and psychological issues of illness by explaining options and treatments as well as making appropriate referrals;
- Collaborates with the interdisciplinary health care teams to treat and plan for the psychosocial and medical needs of clients by consulting with other providers and making referrals;
- Develops and implements psychosocial treatment plans and records progress notes in the LCR;
- Conducts mandatory reporting activities by completing reports and documents in specific timeframes;
- Provides supportive counseling or crisis intervention to clients as well as client's significant others, families, or friends and/or may provide referral services to therapists or mental health providers;
- Provides education and information to staff and clients regarding mental health and substance use issues and services;
- Advocates on behalf of clients, with agencies, medical practitioners and within the community;
- Conducts home/room visits when necessary to survey living situations of clients for accessibility and to determine the need for further services;
- Supervises Health Workers III/Case Managers positions;

- Supervises and coordinates socialization activities for tenants;
- Prepares written reports and evaluations for placement into residential or inpatient services;
- Assists clients with basic needs services and resources such as housing, food, clothing, legal aid, and entitlements;
- Works with the management team in program development;
- Provides client care in a manner that is both non-discriminatory and non-judgmental;
- Performs all other requirements and duties as listed in job duties of a 2930/2931.

MINIMUM QUALIFICATIONS:

1. Possession of a current Licensed Clinical Social Worker (LCSW) license issued by the California Board of Behavioral Science Examiners (BBSE) or registration as an Associate Psychiatric Social Worker intern with the BBSE; **OR**
2. Possession of a current Marriage and Family Therapist (MFT) license issued by the BBSE or registration as Marriage and Family Therapist Intern with the BBSE.

Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.

DESIRED QUALIFICATIONS:

- One (1) year experience working with people with severe mental illness on an inpatient psychiatric unit, through an intensive case management program, and/or in a psychiatric emergency room;
- Working knowledge of SF City and County Departments, agencies, programs, criminal justice system, veteran services, and homeless services;
- Three (3) years of experience working with chronically homeless people in a community setting.
- Interest in and experience with working in a harm reduction model;
- Ability to work independently.
- Experience as a service provider with a multidisciplinary health care team in a health care agency.
- Demonstrated work experience with people with substance abuse problems.
- Experience providing clinical supervision

APPLICATION PROCEDURE:

Interested individuals must submit a resume and City and County of San Francisco (CCSF) employment application to **Elyse Miller, LCSW, Support Service Coordinator, Housing and Urban Health, 101 Grove St., Rm 323, San Francisco, CA 94102 by April 13, 2012.** CCSF employment applications may be obtained from DPH Human Resource Services, 101 Grove Street, Room 210, SFGH Human Resources, 2789 - 25th Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, or the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. www.sfdph.org

PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS ARE NOT GUARANTEED AN INTERVIEW

*The Department of Public Health is an Equal Opportunity Employer
Women, Minorities, and Persons with Disabilities are encouraged to apply*

Direct Access to Housing

RN Assignments*

Name	Site	Address**
Jamie Moore, RN	Acting Nurse Manager- Hotel RNs	234 Eddy Street
Mike Arrajj, RN	Plaza Apartments	988 Howard Street
Adrienne Wynacht, RN	990 Polk/Geary Apartments	990 Polk Street
Leigh Escobedo, RN	Empress Hotel	144 Eddy Street
Daniel Moore, RN	Le Nain	730 Eddy Street
Edgardo (Eddie) Estares, RN	Windsor Hotel	238 Eddy Street
Liane Angus, RN	Edith Witt, Clinic and Hotel Float	66 9 th Street

* October 2012

**All addresses located in San Francisco, CA



Margot
Antonetty/DPH/SFGOV
11/07/2012 10:38 AM

To Brook Demmerle <Brook.Demmerle@SEIU1021.ORG>
cc Jacquie Hale <Jacquie.Hale@sfdph.org>, Terence Peneda
<Terence.Peneda@sfdph.org>, Michael
Brown/DPH/SFGOV@SFGOV
bcc
Subject RE: Requests

Hi Brook:

Here is the document that shows the sites the RNs are assigned to; with addresses.

Terence will be sending you examples of Job Descriptions/Postings for the other 1021 positions that work in our hotel today. Except for the 2585, which I am including in this email. Please, note that we have never posted for a 2585 / HW I, since we had those reassigned to us and there hasn't been any turn over. I am attaching an example here that was recently posted by DPH. Again, this is not our job description/posting.

All the best,

Margot

Margot d. Antonetty, Interim Deputy Director of Housing and Urban Health
Department of Public Health
phone: 415-554-2642 fax: 415-554-2658
e-mail: margot.antonetty@sfdph.org
101 Grove Street, Room #323
San Francisco, CA 94102

This e-mail and any attachments are solely for the intended recipient and may contain confidential information. If you are not the intended recipient, any disclosure, copying, use or distribution of this message and any attachments is prohibited. If you have received this communication in error, please notify sender by reply e-mail and immediately and permanently delete this message and any attachments.

From: Brook Demmerle <Brook.Demmerle@SEIU1021.ORG>
To: 'Margot Antonetty' <Margot.Antonetty@sfdph.org>
Cc: Jacquie Hale <Jacquie.Hale@sfdph.org>, Marc Trotz <Marc.Trotz@sfdph.org>, Terence Peneda <Terence.Peneda@sfdph.org>
Date: 10/17/2012 05:26 PM
Subject: RE: Requests

Thanks. Much appreciated.

Brook

From: Margot Antonetty [<mailto:Margot.Antonetty@sfdph.org>]
Sent: Wednesday, October 17, 2012 5:02 PM
To: Brook Demmerle
Cc: Jacquie Hale; Marc Trotz; Terence Peneda
Subject: RE: Requests

Hi Brook:

I will resend the table with addresses. I will also send you postings for the other positions. This might take me until early next week.

Thank you for your patience,

Margot

Margot d. Antonetty, Deputy Director of Housing and Urban Health
Department of Public Health
phone: 415-554-2642 fax: 415-554-2658
e-mail: margot.antonetty@sfdph.org
101 Grove Street, Room #323
San Francisco, CA 94102

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To: 'Margot Antonetty' <Margot.Antonetty@sfdph.org>
Cc: Jacquie Hale <Jacquie.Hale@sfdph.org>, Marc Trotz <Marc.Trotz@sfdph.org>, Terence Peneda <Terence.Peneda@sfdph.org>
Date: 10/17/2012 02:24 PM
Subject: RE: Requests

Thanks, Margot for your response; however, I wanted all of the 1021 classifications not just the RNs. Please send along with their associated locations with addresses. E.g. where are the Plaza Apartments located? There appear to be more than one address for the Plaza apartments —does the City maintain housing units in all of them?

Brook Demmerle

From: Margot Antonetty [<mailto:Margot.Antonetty@sfdph.org>]
Sent: Wednesday, October 17, 2012 2:08 PM
To: Brook Demmerle
Cc: Jacquie Hale; Marc Trotz; Terence Peneda
Subject: Requests

Hi Brooke:

Per your request in our meeting on September 28, I am sending you the following:

- Example of RN Job Description/Posting
- RN Site Assignment

Please, let me know if you need anything else.

All the best,

Margot

Margot d. Antonetty, Deputy Director of Housing and Urban Health
Department of Public Health
phone: 415-554-2642 fax: 415-554-2658
e-mail: margot.antonetty@sfdph.org
101 Grove Street, Room #323
San Francisco, CA 94102

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DAH RN Assignments.docx 2586 HW 1 10-12-12.mht



Brook Demmerle
<Brook.Demmerle@SEIU1021.ORG>

10/17/2012 05:26 PM

To: 'Margot Antonetty' <Margot.Antonetty@sfdph.org>
cc: Jacquie Hale <Jacquie.Hale@sfdph.org>, Marc Trotz <Marc.Trotz@sfdph.org>, Terence Peneda <Terence.Peneda@sfdph.org>

bcc

Subject: RE: Requests

History: This message has been replied to.

Thanks. Much appreciated.

Brook

From: Margot Antonetty [mailto:Margot.Antonetty@sfdph.org]
Sent: Wednesday, October 17, 2012 5:02 PM
To: Brook Demmerle
Cc: Jacquie Hale; Marc Trotz; Terence Peneda
Subject: RE: Requests

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Thank you for your patience,

Margot

Margot d. Antonetty, Deputy Director of Housing and Urban Health
Department of Public Health
phone: 415-554-2642 fax: 415-554-2658
e-mail: margot.antonetty@sfdph.org
101 Grove Street, Room #323
San Francisco, CA 94102

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To: 'Margot Antonetty' <Margot.Antonetty@sfdph.org>
Cc: Jacquie Hale <Jacquie.Hale@sfdph.org>, Marc Trotz <Marc.Trotz@sfdph.org>, Terence Peneda <Terence.Peneda@sfdph.org>
Date: 10/17/2012 02:24 PM
Subject: RE: Requests

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Brook Demmerle

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Sent: Wednesday, October 17, 2012 2:08 PM
To: Brook Demmerle
Cc: Jacquie Hale; Marc Trotz; Terence Peneda
Subject: Requests

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Per your request in our meeting on September 28, I am sending you the following:

- Example of RN Job Description/Posting
- RN Site Assignment

Please, let me know if you need anything else.

All the best,

Margot

Margot d. Antonetty, Deputy Director of Housing and Urban Health
Department of Public Health
phone: 415-554-2642 fax: 415-554-2658
e-mail: margot.antonetty@sfdph.org
101 Grove Street, Room #323
San Francisco, CA 94102

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Jacquie Hale/DPH/SFGOV
10/16/2012 01:39 PM

To: Brook Demmerle <Brook.Demmerle@SEIU1021.ORG>
cc: "marc.trotz@sfdph.org" <marc.trotz@sfdph.org>
bcc
Subject: Re: Info Request

Brook,

Hi. My apologies for the delays in getting these to you in follow up to our meeting of Sept. 28. I've been pulled off to respond to other requests and not able to follow up on everything as I would like.

[attachment "6951 MERCY HOUSING.zip" deleted by Jacquie Hale/DPH/SFGOV] [attachment "#7058 Baker - OrigAgrmnt.pdf" deleted by Jacquie Hale/DPH/SFGOV]

It looks like the next time we can calendar this for the CSC is Oct. 24, for the Nov. 19 CSC meeting. If you're able to get back to us with any further questions prior to that time, we'd appreciate it.

I actually will be out Oct. 17-24, so during that time, for this PSC, if you need further information or have more questions, please contact Margot Antonetty (554-2642) or Irene Carmona (554-2652). (Please let me know if you have any trouble with opening the documents, etc., since the attachments are large.)

Thanks,

Jacquie
554-2609

Brook Demmerle <Brook.Demmerle@SEIU1021.ORG>



Brook Demmerle
<Brook.Demmerle@SEIU1021.ORG>
10/11/2012 02:02 PM

To: "Jacquie.Hale@sfdph.org" <Jacquie.Hale@sfdph.org>
cc: "marc.trotz@sfdph.org" <marc.trotz@sfdph.org>
Subject: Info Request

Hello Jacquie, Margot and Marc<

Can you please give me an indication of when the information you agreed to send will be available?

Brook Demmerle
Field Representative, SEIU 1021
350 Rhode Island
San Francisco, CA 94103
415-848-3622



Brook Demmerle
<Brook.Demmerle@SEIU1021.ORG>

09/26/2012 02:43 PM

To: Jacquie Hale <Jacquie.Hale@sfdph.org>

cc: Margot Antonetty <Margot.Antonetty@sfdph.org>, Terence Peneda <Terence.Peneda@sfdph.org>, Irene Carmona <Irene.Carmona@sfdph.org>, David Canham <David.Canham@SEIU1021.ORG>

bcc

Subject: RE: PSC 2000-03-04 Supportive Housing

Thank you. As for materials, I refer you to my original e-mail questions sent on July 24, 2012:

Ms. Hale:

Regarding the PSC for supportive housing referenced below in your e-mail, SEIU 1021 would like to meet to discuss this matter before you move forward on the Civil Service calendar date. We note that it is a multiple year contract that has grown in amount since the original RFP of 2003-4. Initially, I would like to address at minimum the following issues:

What was the federal/state requirement(s) that were cited in the original PSC?
What is the past and current justification for the PSC?
What job classifications are included in this RFP? And how many of each?
Please provide copies of job descriptions and explain why it was determined that current Civil Service classifications such as the Social Worker classification could not perform these job duties.
Please provide an organizational chart showing the no. of employees and their associated FTE status and physical location of all employees hired under the PSC.

Please contact me to schedule a meeting at your earliest convenience. Thank you.

Regards,

Brook Demmerle
Field Representative, SEIU 1021
350 Rhode Island
San Francisco, CA 94103
415-848-3622

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

From: Jacquie Hale [mailto:Jacquie.Hale@sfdph.org]
Sent: Wednesday, September 26, 2012 1:57 PM
To: Brook Demmerle
Cc: Margot Antonetty; Terence Peneda; Irene Carmona
Subject: RE: PSC 2000-03-04 Supportive Housing

Brook:

Thanks. I've reserved us Room 302 at 101 Grove (the conference room just outside of the auditorium on the third floor). We'll see you, then, this Friday, Sept. 28.

If there are any materials or info that you need us to gather together before

the meeting, please just let us know.

Thanks,

Jacquie

Brook Demmerle
<Brook.Demmerle@S
EIU1021.ORG>

09/26/2012 11:57
AM

Jacquie Hale
<Jacquie.Hale@sfdph.org>

To

cc

Subject

RE: PSC 2000-03-04 Supportive
Housing

Jacquie:

Of those two dates, I could make it on the 28th. Let me know where you want to meet.

Brook Demmerle
Field Representative, SEIU 1021
350 Rhode Island
San Francisco, CA 94103
415-848-3622

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

From: Jacquie Hale [mailto:Jacquie.Hale@sfdph.org]
Sent: Tuesday, September 25, 2012 2:49 PM
To: Brook Demmerle
Subject: Re: PSC 2000-03-04 Supportive Housing

Brook:

We have not yet requested that this PSC be calendared, because we were waiting to meet with you. Are you available:

Sept. 28, from 3:00 p.m.-4:00 p.m.
or
Oct. 2, between 12:00 p.m.-2:00 p.m.?

As soon as you let us know I'll try to find us a meeting room at 101 Grove.

Thanks,

Jacque
554-2609

Brook Demmerle
<Brook.Demmerle@S
EIU1021.ORG>

09/24/2012 12:25
PM

"Jacque.Hale@sfdph.org"
<Jacque.Hale@sfdph.org>

To

cc

Subject
PSC 2000-03-04 Supportive Housing

Ms. Hale:

I would appreciate if you could schedule this meeting asap as according to your previous e-mail, it is scheduled to be heard at Civil Service on October 15, 2012. I have had to schedule a couple of meetings since I sent my last e-mail. My availability is now:

Tuesday, October 2nd, 11:30 to 1:30 PM (not until 3 PM) Wednesday, October 3rd, same time as above Thursday, Oct. 4th, 11:30 to 2:30 PM

Brook Demmerle
Field Representative, SEIU 1021
350 Rhode Island
San Francisco, CA 94103
415-848-3622

Jacquie Hale/DPH/SFGOV
09/21/2012 05:10 PM

To Brook Demmerle <Brook.Demmerle@SEIU1021.ORG>
cc "Barbara.Garcia@sfdph.org" <Barbara.Garcia@sfdph.org>
bcc Marc Trotz/DPH/SFGOV@SFGOV; Margot
Antonetty/DPH/SFGOV; Terence
Peneda/DPH/SFGOV@SFGOV; Irene Carmona
Subject Re: FW: PSCs for Methadone Maintenance (planned for May
7, 2012 CSC meeting)

Brook,

We're prepared to meet with you, we've just been trying to find a good date. Could you please let me know if you'll be available next Friday morning, and if not, what times might be good for you next week and the following week?

Thanks,

Jacquie
554-2609

Brook Demmerle <Brook.Demmerle@SEIU1021.ORG>



Brook Demmerle
<Brook.Demmerle@SEIU1021.ORG>
09/21/2012 05:02 PM

To "Jacquie.Hale@sfdph.org" <Jacquie.Hale@sfdph.org>
cc "Barbara.Garcia@sfdph.org" <Barbara.Garcia@sfdph.org>
Subject FW: PSCs for Methadone Maintenance (planned for May 7,
2012 CSC meeting)

Ms. Hale,

Third and final request for a response on this issue. See original e-mail and questions sent on July 24th and the follow-up below sent on September 10, 2012.

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

From: Brook Demmerle
Sent: Monday, September 10, 2012 2:20 PM
To: Jacquie.Hale@sfdph.org
Cc: Pattie Tamura (Pattie.Tamura@SEIU1021.ORG)
Subject: FW: PSCs for Methadone Maintenance (planned for May 7, 2012 CSC meeting)

Ms. Hale:

On July 24, 2012 I sent you an e-mail (see below). I have not yet received a response from this e-mail. Please respond so that we may receive necessary information that may settle our concerns short of an appearance at the Civil Service to protest this PSC.

Brook Demmerle
Field Representative, SEIU 1021
350 Rhode Island
San Francisco, CA 94103

415-848-3622

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

From: Brook Demmerle
Sent: Tuesday, July 24, 2012 4:04 PM
To: 'Jacquie Hale'
Cc: Pattie Tamura (Pattie.Tamura@SEIU1021.ORG)
Subject: RE: PSCs for Methadone Maintenance (planned for May 7, 2012 CSC meeting)

Ms. Hale:

Regarding the PSC for supportive housing referenced below in your e-mail, SEIU 1021 would like to meet to discuss this matter before you move forward on the Civil Service calendar date. We note that it is a multiple year contract that has grown in amount since the original RFP of 2003-4. Initially, I would like to address at minimum the following issues:

What was the federal/state requirement(s) that were cited in the original PSC?
What is the past and current justification for the PSC?
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Please provide copies of job descriptions and explain why it was determined that current Civil Service classifications such as the Social Worker classification could not perform these job duties.
Please provide an organizational chart showing the no. of employees and their associated FTE status and physical location of all employees hired under the PSC.

Please contact me to schedule a meeting at your earliest convenience. Thank you.

Regards,

Brook Demmerle
Field Representative, SEIU 1021
350 Rhode Island
San Francisco, CA 94103
415-848-3622

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

From: Jacquie Hale [mailto:Jacquie.Hale@sfdph.org]
Sent: Friday, July 20, 2012 4:05 PM
To: Pattie Tamura; Ed Warshauer; Brook Demmerle; l21pscreview@ifpte21.org
Subject: PSCs for Methadone Maintenance (planned for May 7, 2012 CSC meeting)

Please find attached the a draft of the following personal services contract summary, which we plan to request for calendaring on the October 15, 2012, Civil Service Commission meeting agenda:

Supportive housing and property management services for various residential sites

(See attached file: PSC 2000-03-04 Supportive Housing.pdf)

Please let us know if you need further information. Thank you.

Jacquie Hale
Director
Office of Contract Management and Compliance Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102
(415) 554-2609
(415) 554-2555 (fax)
Jacquie.Hale@SFDPH.org



Brook Demmerle
<Brook.Demmerle@SEIU1021.ORG>

09/10/2012 02:19 PM

To "Jacquie.Hale@sfdph.org" <Jacquie.Hale@sfdph.org>

cc Pattie Tamura <Pattie.Tamura@SEIU1021.ORG>

bcc

Subject FW: PSCs for Methadone Maintenance (planned for May 7, 2012 CSC meeting)

History: This message has been forwarded.

Ms. Hale:

On July 24, 2012 I sent you an e-mail (see below). I have not yet received a response from this e-mail. Please respond so that we may receive necessary information that may settle our concerns short of an appearance at the Civil Service to protest this PSC.

Brook Demmerle
Field Representative, SEIU 1021
350 Rhode Island
San Francisco, CA 94103
415-848-3622

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From: Brook Demmerle
Sent: Tuesday, July 24, 2012 4:04 PM
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Cc: Pattie Tamura (Pattie.Tamura@SEIU1021.ORG)
Subject: RE: PSCs for Methadone Maintenance (planned for May 7, 2012 CSC meeting)

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Regards,

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Field Representative, SEIU 1021
350 Rhode Island

San Francisco, CA 94103
415-848-3622

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Sent: Friday, July 20, 2012 4:05 PM
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Office of Contract Management and Compliance Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102
(415) 554-2609
(415) 554-2555 (fax)
Jacquie.Hale@SFDPH.org

RECEIVED
SEIU LOCAL 1021
SAN FRANCISCO OFFICE

2012 OCT 16 PM 4:23

Demmerle

**OFFICE OF CONTRACT
MANAGEMENT AND COMPLIANCE (OCMC)**

City and County of San Francisco
Department of Public Health
101 Grove Street, Room 307 San Francisco, CA 94102

TO:

**Brook Demmerle
Field Representative
SEIU Local 1021
350 Rhode Island, Suite 100 South
San Francisco, CA 94103**

Prior DHR Administrative Approval – Modification #3

PSC #2000-03/04

City and County of San Francisco

Department of Public Health



Edwin M. Lee
Mayor

Barbara A. Garcia, MPA
Director of Health

MEMORANDUM

DATE: June 24, 2011
 TO: Maria Ryan, PSC Analyst, Department of Human Resources (Dept. 33)
 FROM: Jacquie Hale, PSC Coordinator, Department of Public Health
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No:	<u>2000-03/04</u>	Approval Date:	<u>07/07/08</u>
Description of Service(s):	Contractor and partner agencies will work together to provide supportive housing services and direct access to housing services including property management services for chronically homeless adults, and individuals affected by HIV/AIDS in San Francisco. Contractor will be responsible for property management and/or support services at various multi-unit residential sites in targeted neighborhoods. This PSC reflects grant funds for Federal and State agencies and recent RFP terms. All services were approved through an RFP solicitation process of an approved Sole Source.		
Original Approved Amount:	<u>\$51,875,000</u>	Original Approved Duration:	<u>07/01/04-06/30/09</u> [CSC approved]
Mod #1 amount:	<u>\$75,125,000</u>	Mod #1 duration:	<u>07/01/07 - 06/30/12</u> [CSC approved]
Mod #2 amount:	<u>- 0 -</u>	Mod #2 duration:	<u>07/01/12- 6/30/13</u> [DHR approved, 11/09/09]
Mod #3 amount:	<u>- 0 -</u>	Mod #3 duration:	<u>07/01/13 - 06/30/16</u> seeking DHR approval
Modification Amount:	<u>- 0 -</u>	Modification of Duration:	<u>07/01/13-06/30/16</u>
Total Amount as Modified:	<u>\$127,000,000</u>	Total Duration as Modified:	<u>07/01/04-06/30/16</u>

Reason for the modification:

This PSC supports current and continuing SFDPH Housing Services supported through various Federal, State, and local Grants. The term change is a reflection of a continuation of services.

Attachment: Copy of Approved PSC Summaries, DHR approvals (DPH CMS #7059)

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 6/24/11

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