

File No. 101228

Committee Item No. 4  
Board Item No. 24

### COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: October 27, 2010

Board of Supervisors Meeting

Date 11/2/2010

#### Cmte Board

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|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget Analyst Report                        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Analyst Report                   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ethics Form 126                              |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Contract/Agreement *                         |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER

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Completed by: Victor Young

Date: October 22, 2010

Completed by: Victor Young

Date: \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

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FILE NO. 101228

RESOLUTION NO.

1 [Contract Modification - Human Services Agency - Hamilton Family Center - \$180,000]

2  
3 **Resolution concurring with the Human Services Agency's Declaration of Emergency to**  
4 **modify the contract between the City and County of San Francisco and Hamilton**  
5 **Family Center to provide emergency elevator repairs for the family shelter in the**  
6 **amount of \$180,000.**

7  
8 WHEREAS, The Human Services Agency (Agency) contracts with Hamilton Family  
9 Shelter to provide a family shelter located at 260 Golden Gate Avenue in a building consisting  
10 of living space on four floors;

11 WHEREAS, The aged, deteriorating condition of the only elevator serving the four story  
12 building has failed and is in dire need of overhaul and upgrades; the elevator is the main  
13 means of transporting families and children to the dining room located on the fourth floor three  
14 times per day and is the main means of transporting large quantities of food and supplies to  
15 the kitchen/dining area daily; and

16 WHEREAS, The Agency desires to keep this family shelter operational with no  
17 disruption in essential services to the families that live there, and the ~~Department of Real~~  
18 Estate <sup>Division</sup> could not accommodate this emergency repair in its citywide elevator maintenance  
19 contract with Thyssenkrupp Elevator, the company that maintains the elevator; and

20 WHEREAS, Since Thyssenkrupp Elevator currently holds the maintenance contract  
21 with Hamilton Family Center for this elevator, the Agency and the Human Services  
22 Commission authorized Hamilton Family Center to contract directly with Thyssenkrupp  
23 Elevator to accomplish the emergency overhaul of this elevator; and

1           WHEREAS, the Human Services Commission's Declaration of Emergency, on file with  
2 the Clerk of the Board of Supervisors in File No. 101228, is hereby declared to be a part of  
3 this resolution as if set forth fully herein; now, therefore, be it

4           RESOLVED, That recognizing the need for the emergency overhaul of this elevator is  
5 critical to the daily operation of Hamilton Family Shelter and to ensuring the flow of essential  
6 services to the families that live there, the Board of Supervisors does hereby concur with the  
7 Human Services Commission's Declaration of Emergency and approves the contract  
8 modification between the Human Services Agency and Hamilton Family Center to accomplish  
9 the emergency overhaul of this elevator.

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**CITY AND COUNTY OF SAN FRANCISCO**  
**BOARD OF SUPERVISORS**  
**BUDGET AND LEGISLATIVE ANALYST**

1390 Market Street, Suite 1150, San Francisco, CA 94102 (415) 552-9292  
 FAX (415) 252-0461

October 21, 2010

**TO:** Budget and Finance Committee  
**FROM:** Budget and Legislative Analyst  
**SUBJECT:** October 27, 2010 Budget and Finance Committee Meeting

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**Item 4**  
**File 10-1228**

**Department(s):**  
Human Services Agency (HSA)  
Real Estate Division

## EXECUTIVE SUMMARY

### Legislative Objective

- The proposed resolution would (a) concur with the Human Services Agency's Declaration of Emergency on August 12, 2010, and (b) amend the agreement between the HSA and the Hamilton Family Center, a non-profit organization, by increasing the agreement by \$180,000, from \$1,748,519 to \$1,928,519 for FY 2010-2011, to fund (i) the temporary construction lift and garbage chutes (estimated at \$10,000) and (ii) the complete overhaul of the elevator at the shelter located at 260 Golden Gate Avenue (estimated at \$170,169).

### Key Points

- The Human Services Agency entered into an agreement with the Hamilton Family Center to provide family shelters at the Hamilton Family Residences and Emergency Center (Center), at 260 Golden Gate Avenue from July 1, 2009 through June 30, 2013 for a total of \$7,014,628. The agreement for FY 2010-2011 is \$1,748,519, which is funded through the City's General Fund and the State's Food Stamp and Training (FSET) Program.
- The elevator located at 260 Golden Gate Avenue stopped functioning in August 2010 and requires a complete overhaul. On October 4, 2010, a temporary construction lift and garbage chutes were installed on the outside of the Center to transport laundry, food, and supplies up to the fourth floor and to remove garbage from the upper floors. Families that could not use the stairs to reach the upper floors were relocated to nearby shelters.
- Under the normal City's competitive procurement process, a period of approximately six months is needed, with up to an additional three months to repair the elevator, such that the Center would be without an operational elevator for an estimated nine months.
- On August 12, 2010, the President of the Human Services Commission declared an emergency to completely overhaul the elevator on an expedited basis, or within three months. Repairs on the elevator are scheduled to commence October 27, 2010 and finish in late December 2010.

### Fiscal Impacts

- Approval of the proposed resolution would result in \$180,000 of additional expenditures. HSA was able to draw down more Federal and State funds than anticipated for various programs, resulting in \$180,000 of available General Fund savings to pay for the proposed expenditures.

### Recommendation

- Amend the proposed resolution on page 1, lines 15 and 16 to delete "Department of Real Estate" and insert "Real Estate Division".
- Approve the proposed resolution, as amended.

**MANDATE STATEMENT / BACKGROUND****Mandate Statement**

City Administrative Code Section 21.15 allows City departments to declare an emergency in order for the impacted City department to immediately procure commodities or services, to safeguard lives or property of the City or to maintain public health or welfare caused by the breakdown of equipment, without undergoing the City's normal competitive process. In order to respond to such an emergency, Section 21.15 allows City departments to execute contracts in the most expeditious manner, but states that if the emergency permits, the department head must first secure the written approval of the president of the board or commission concerned. In addition, Section 21.5 provides that the purchaser or department impacted by the emergency should attempt to obtain at least three bids for the emergency contract. If the emergency contract exceeds \$100,000, in accordance with Section 21.15, it is subject to approval by the Board of Supervisors.

**Background**

Based on the results of a Request for Proposal (RFP) process in November 2008, the Human Services Agency (HSA) entered into a four-year agreement with the Hamilton Family Center, a nonprofit organization, from July 1, 2009 through July 30, 2013, to provide shelter, eviction prevention assistance, rapid re-housing, youth programming, and support services for homeless families at the Hamilton Family Residences and Emergency Center (Center), located at 260 Golden Gate Avenue. That four-year agreement is for a total of \$7,014,628<sup>1</sup>, funded from the (a) City's General Fund (approximately 95 percent) and (b) the State's Food Stamp and Training (FSET) Program (approximately five percent). For FY 2010-2011, this agreement is funded for \$1,748,519 out of the total four-year agreement cost of \$7,014,628.

According to Mr. David Curto, Director of Contracts at the Human Services Agency, until 1999, the Hamilton Family Residences and Emergency Center at 260 Golden Gate Avenue formerly served as the headquarters for the San Francisco Fire Department. According to Mr. Curto, in early 2000, the City decided to use the building at 260 Golden Gate Avenue as a family shelter and the Fire Department subsequently transferred the property to the HSA for such use. The building currently has four floors, including 46 rooms with 186 shelter beds on the first three floors and a kitchen, dining room, laundry room, and children's play area on the fourth floor.

In early August 2010, the sole elevator that services the Center at 260 Golden Gate Avenue ceased functioning correctly. According to Mr. Curto, the elevator is 48 years old and has required frequent repairs over the past several years. However, Mr. Curto now advises that the elevator can no longer operate with temporary fixes and a complete overhaul is required.

Without an operational elevator, residents of the four-story Center must rely on the stairs to access the various floors. Mr. Curto advises that the elevator is the main means of transporting

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<sup>1</sup> The agreement was not subject to Board of Supervisors approval because the agreement was under \$10,000,000 and the term was under ten years.

(a) families and children to the dining room on the fourth floor, three times per day, (b) residents to do their laundry on the fourth floor, and (c) bulk food and supplies to the kitchen/dining area on the fourth floor every day.

On August 12, 2010, the President of the Human Services Commission declared an emergency in a letter to the Executive Director of the Human Services Agency, stating that the "operation of the elevator is critical to the families served" at the Center. The Center relocated families who were unable to climb multiple flights of stairs several times per day, to other nearby shelters. In addition, Mr. Curto advises that on October 4, 2010, a temporary construction lift and garbage chutes were installed on the outside of the Center to transport laundry, food, and supplies up to the fourth floor and to remove garbage from the upper floors. According to Mr. Curto, HSA has rented the construction lift and garbage chutes from Cresco Rentals from October 4, 2010 through January 15, 2011, by which time the overhaul of the elevator is projected to be completed.

The costs associated with installing and renting the construction lift and garbage chutes are approximately \$10,000, and are included in the requested \$180,000 increase to the existing agreement with the Hamilton Family Center.

According to Mr. Curto, the existing four-year agreement between the HSA and the Hamilton Family Center pays for minor maintenance services, but not major repairs such as the subject needed complete overhaul of the elevator. Mr. Curto notes that the Hamilton Family Center currently has an elevator maintenance contract with ThyssenKrupp to service the elevator, at the Center for a cost of \$6,600 per year. Additionally, while the Real Estate Division<sup>2</sup> currently oversees several elevator maintenance contracts for other HSA properties, the Real Estate Division does not have an elevator maintenance contract with ThyssenKrupp on the building at 260 Golden Gate Avenue.

HSA obtained an estimate of \$170,169 from ThyssenKrupp in August 2010 for a complete overhaul of the elevator at the Hamilton Family Residences and Emergency Center, with such work to extend from October 27, 2010 through late December 2010. The \$170,169 cost includes overhauling the elevator to modern operating standards and in compliance with the Americans with Disabilities Act (ADA).

The proposed resolution would amend the agreement between the HSA and the Hamilton Family Center to increase the Hamilton Family Center FY 2010-2011 agreement by \$180,000, from \$1,748,519 to \$1,928,519 to fund (i) the estimated \$10,000 for the installation and rental of the temporary construction lift and garbage chutes and (ii) the estimated \$170,169 for the complete overhaul of the elevator.

Mr. Curto advised that the City's normal competitive procurement process, including reviewing bids and selecting a firm, takes approximately six months, with up to an additional three months to complete the overhaul the elevator, for a total of nine months without elevator service.

<sup>2</sup> The Board of Supervisors approved an ordinance in November 2008 that authorized the Real Estate Division (referred to in the proposed resolution as the "Department of Real Estate") to award public works contracts under Section 6.65 of the City's Administrative Code for the maintenance and repair of elevators, escalators, security systems, and fire protection systems (File 08-1286).



Pursuant to Section 21.15 of the City's Administrative Code, the President of the Human Services Commission submitted a letter to the Executive Director of the Human Services Agency in which the President declared an emergency on August 12, 2010, so that the elevator could be completely overhauled on an expedited basis in order to avoid the estimated additional six months required to conduct the City's normal competitive procurement process for the overhaul of the elevator.

### DETAILS OF PROPOSED LEGISLATION

The proposed resolution would (a) concur with the President of the Human Services Commission's Declaration of Emergency on August 12, 2010, and (b) authorize an amendment to the existing agreement between the Human Services Agency and the Hamilton Family Center for an increase to the agreement of \$180,000, from \$1,748,519 to \$1,928,519 for FY 2010-2011. The Hamilton Family Center would then use the \$180,000 to fund (a) the installation and rental costs of the temporary construction lift and garbage chute (estimated at \$10,000) and (b) the complete overhaul of the elevator (estimated at \$170,169).

As discussed above, Section 21.15 of the City's Administrative Code allows the HSA to declare an emergency when it becomes necessary to immediately procure commodities or services to make repairs to safeguard lives or property of the City or to maintain public health or welfare as a result of the breakdown of equipment, without undergoing the City's normal competitive process for awarding contracts. According to Mr. Curto, the lack of an elevator created an immediate hardship on the families living at 260 Golden Gate Avenue, and would have resulted in a greater public health and welfare issue if the HSA had followed the City's normal competitive procurement process, which would have taken an additional estimated six months, to restore elevator service.

### FISCAL IMPACT

The proposed resolution would result in additional estimated expenditures of \$180,000 from the City's General Fund. If the proposed resolution is approved, HSA would amend the existing agreement between the Human Services Agency and the Hamilton Family Center by authorizing an additional \$180,000, to increase the agreement from \$1,748,519 to \$1,928,519. According to Mr. Curto, HSA has an additional \$180,000 of General Fund monies available to fund this increase in the Hamilton Family Center agreement because HSA was able to draw down more Federal and State funds than anticipated for various HSA programs, which resulted in such offsetting General Fund savings.

**POLICY CONSIDERATIONS****No Attempts To Obtain Three Bids**

The Budget and Legislative Analyst notes that the HSA did not attempt to obtain at least three bids for the emergency elevator services, as provided in Section 21.15 of the City's Administrative Code. Mr. Curto states that ThyssenKrupp is already under contract with the Center to provide elevator maintenance services. Furthermore, because ThyssenKrupp also has an existing contract with the City to provide elevator maintenance services, a contract that was competitively bid, Mr. Curto felt there was no need to separately obtain three competitive bids. Mr. Curto also states that the competitive bid process is the reason why the HSA declared an emergency: to expedite the repair process such as to minimize the hardships and disruptions to the families receiving the shelter services at the Hamilton Family Residences and Emergency Center.

**Amendment to Language in Resolution**

As noted in footnote 2 above, the proposed resolution references the "Department of Real Estate" instead of the accurately titled "Real Estate Division" on page 1, lines 15 and 16. Therefore, the Budget and Legislative Analyst recommends that the proposed resolution be amended to reflect the correct reference.

**RECOMMENDATIONS**

1. Amend the proposed resolution on page 1, lines 15 and 16 to delete "Department of Real Estate" and insert "Real Estate Division".
2. Approve the proposed resolution, as amended.

**FORM SFEC-126:  
NOTIFICATION OF CONTRACT APPROVAL**  
(S.F. Campaign and Governmental Conduct Code § 1.126)

<b>City Elective Officer Information</b> <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, SF Board of Supervisors	City elective office(s) held: Members, SF Board of Supervisors

<b>Contractor Information</b> <i>(Please print clearly.)</i>	
Name of contractor: Hamilton Family Center	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i> <i>Board of Directors list attached</i>	
Contractor address: 1631 Hayes St. San Francisco, CA 94117	
Date that contract was approved: May 22, 2009	Amount of contract: \$6,751,715
Describe the nature of the contract that was approved: Hamilton Family Residences -GF To provide the homeless family population with emergency shelter and support services.	
Comments:	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves San Francisco Board of Supervisors  
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

<b>Filer Information</b> <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: ( 415 ) 554-5184
Address: 1 Dr. Carlton B Goodlett Pl, SF CA 94102	E-mail: board.of.supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

S:\ALL FORMS\2008\Form SFEC-126 Contractors doing business with the City 11.08.doc



Hamilton  
Family Center

## Board of Directors – July 2009

**David Seward – President**  
Board Member since 2003

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**Ken Woods**

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**Beth Stokes, Ex Officio**

Since November 2007

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[bstokes@hamiltonfamilycenter.org](mailto:bstokes@hamiltonfamilycenter.org)

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# CITY AND COUNTY OF SAN FRANCISCO

## SECOND AMENDMENT TO THE GRANT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND HAMILTON FAMILY CENTER

THIS AMENDMENT (this "Amendment") is made as of August 1, 2010, in San Francisco, California, by and between Hamilton Family Center, 1631 Hayes St. San Francisco, CA 94117, hereinafter referred to as "Grantee", and the City and County of San Francisco,

### RECITALS

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

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to increase the grant to add \$180,000 for elevator repairs and,

WHEREAS, Grantee represents and warrants that it is qualified to perform the services required by City as set forth under this Grant and Modification Agreement;

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

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

a. **Agreement.** The term "Agreement" shall mean the Agreement dated July 1, 2009 between Grantee and City.

First amendment, dated June 1, 2010

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) **Article 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

"In no event shall the amount of Grant Funds disbursed hereunder exceed \$7,014,628 (Seven Million, Fourteen Thousand, Six Hundred Twenty Eight Dollars)

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

"In no event shall the amount of Grant Funds disbursed hereunder exceed \$7,194,628 (Seven Million, One Hundred Ninety Four Thousand, Six Hundred Twenty Eight Dollars)

(b) **Appendix B.** Appendix B-1, Calculation of Charges, pp. 1-3 of the Aforesaid Agreement displays the original total amount of \$7,014,628.

Such section B-1 is hereby superseded in its entirety by Appendix B-2, Calculation of Charges, pp. 1-3, which displays the budget as herein modified to \$7,194,628

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

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

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

**CITY**

Recommended by:



Trent Rhorer  
Executive Director  
Human Services Agency

Approved as to Form:

Dennis J. Herrera  
City Attorney

By:



Jennifer Williams  
Deputy City Attorney

**CONTRACTOR**

Hamilton Family Center



Beth Stokes  
Executive Director  
1631 Hayes St.  
San Francisco, CA 94117  
415-409-2100

City vendor number: 08859  
Federal Employer ID number: 94-3055602



**HUMAN SERVICES AGENCY GRANT BUDGET SUMMARY  
BY PROGRAM**

Grantee's Name: Hamilton Family Center

	A	B	C	D	E	F
1						
2	Appendix B-2					
3	<b>HUMAN SERVICES AGENCY GRANT BUDGET SUMMARY</b>					
4	<b>BY PROGRAM</b>					
5	Grantee's Name: Hamilton Family Center					
6						
7	(Check One) <input type="checkbox"/> New <input type="checkbox"/> Renewal	Modification				
8	If modification, Effective Date of Mod. 7/1/09	No. of Mod. 2				
9	Program: Hamilton Family Residences					
10	Budget Reference Page No.(s)					
11	Program Term	7/1/09-6/30/10	7/1/10-6/30/11	7/1/11-6/30/12	7/1/12-6/30/13	Total
12	<b>Expenditures</b>					
13	Salaries & Benefits	\$1,184,139	\$1,168,449	\$1,184,139	\$1,184,139	\$4,720,866
14	Operating Expense	\$292,037	\$487,728	\$292,037	\$292,037	\$1,363,839
15	Targeted Case Management-TCM	\$60,591	\$60,591	\$70,867	\$70,867	\$262,916
16	Subtotal	\$1,536,767	\$1,716,768	\$1,547,043	\$1,547,043	\$6,347,621
17	Indirect Percentage (%)	14.3%	14.3%	14.3%	14.3%	15.0%
18	Indirect Cost (Line 16 X Line 17) exclude TCM	\$211,752	\$211,752	\$211,752	\$211,752	\$847,008
19	Capital Expenditure	\$0	\$0	\$0	\$0	\$0
20	Total Expenditures	\$1,748,519	\$1,928,519	\$1,758,795	\$1,758,795	\$7,194,628
21	<b>HSA Revenues</b>					
22	General Fund	\$1,748,519	\$1,928,519	\$1,758,795	\$1,758,795	\$7,194,628
23						
24						
25						
26						
27						
28						
29						
30	TOTAL HSA REVENUES	\$1,748,519	\$1,928,519	\$1,758,795	\$1,758,795	\$7,194,628
31	<b>Other Revenues</b>					
32						
33						
34						
35						
36						
37	Total Revenues	\$0				\$0
38	Full Time Equivalent (FTE)					
40	Prepared by: Rosa M. Castaneda					Telephone No.: 415 Date 4/5/2010

**Salaries & Benefits Detail**

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	Appendix B-2										
5	Program Name: Hamilton Family Residences										
6	(Same as Line 9 on HSA #1)										
7											
8											
9											
10											
11											
12											
13	Program Director	\$74,000	100%	100%	100%	100%	\$74,000	\$70,000	\$74,000	\$74,000	\$292,000
14	Associate Program Director	\$45,000	100%	100%	100%	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$180,000
15	Director of Programs	\$75,000	100%	49%	49%	\$36,750	\$32,000	\$36,750	\$36,750	\$36,750	\$142,250
16	Program Assistant	\$32,240	100%	100%	100%	\$32,240	\$37,440	\$32,240	\$32,240	\$32,240	\$134,160
17	Shelter Coordinator	\$45,000	100%	23%	23%	\$10,263	\$46,250	\$10,263	\$10,263	\$10,263	\$77,038
18	Facilities Maintenance Coordinator	\$42,500	100%	67%	67%	\$28,475	\$32,180	\$28,475	\$28,475	\$28,475	\$117,595
19	Facilities Maintenance Assistant	\$33,114	100%	100%	100%	\$33,114	\$33,114	\$33,114	\$33,114	\$33,114	\$132,455
20	Residential Counselors	\$26,068	1350%	100%	1350%	\$351,916	\$314,228	\$351,916	\$351,916	\$351,916	\$1,369,976
21	Cooks	\$30,233	200%	100%	200%	\$60,466	\$60,466	\$60,466	\$60,466	\$60,466	\$241,864
22	Custodians	\$24,980	240%	100%	240%	\$59,904	\$63,877	\$59,904	\$59,904	\$59,904	\$243,589
23	Case Managers	\$36,177	400%	100%	400%	\$144,708	\$141,544	\$144,708	\$144,708	\$144,708	\$575,863
24	Children's Program Coordinator	\$38,000	100%	100%	100%	\$38,000	\$19,000	\$38,000	\$38,000	\$38,000	\$133,000
25	Children's Program Assistant	\$24,960	100%	100%	100%	\$24,960	\$24,960	\$24,960	\$24,960	\$24,960	\$99,840
26											
27											
28											
29											
30	TOTALS	\$527,251	30.90	11.39	29.29	\$939,794	\$920,039	\$939,794	\$939,794	\$939,794	\$3,739,420
31											
32	FRINGE BENEFIT RATE	28%				28%	27%	28%	28%	28%	
33	EMPLOYEE FRINGE BENEFITS	\$137,085				\$244,345	\$248,410	\$244,345	\$244,345	\$244,345	\$981,446
34											
35											
36	TOTAL SALARIES & BENEFITS	\$664,336				\$1,184,139	\$1,168,449	\$1,184,139	\$1,184,139	\$1,184,139	\$4,720,866
37	HSA #2										\$111,620

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Operating Expense Detail

11/15/2007

# City and County of San Francisco



Gavin Newsom, Mayor

# Human Services Agency

Department of Human Services  
Department of Aging and Adult Services

Trent Rhorer, Executive Director

August 12, 2010

Trent Rhorer  
Executive Director  
Department of Human Services

Sub. Emergency Declaration

Re; Elevator Overhaul at 260 Golden Gate Family Emergency Shelter

Dear Director Rhorer,

Please accept this letter as my declaration of emergency to move forward with emergency elevator overhaul at the 260 Golden Gate Family Shelter through the existing contract with Hamilton Family Centers. The operation of this elevator is critical to the families served at this facility.

This declaration is made in accordance with Section 21.15 of the San Francisco Administrative Code. It is my understanding that this declaration along with any resultant contract modification will be scheduled before the Board of Supervisors as soon as possible.

A handwritten signature in black ink that reads "Pablo Stewart".

Dr. Pablo Stewart  
President  
Human Services Commission



Gavin Newsom, Mayor

Trent Rhorer, Executive Director

September 24, 2010

*File 101228*

Ms. Angela Calvillo  
Clerk of the Board of Supervisors  
City and County of San Francisco  
#1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2010 SEP 24 PM 12:38  
BY *MC*

RE: Proposed resolution for the contract modification with Hamilton Family Center for the provision of emergency elevator repairs at the Family Homeless Shelter located at 260 Golden Gate Avenue.

Dear Ms. Calvillo:

Enclosed for the Board of Supervisors' consideration and approval, please find a proposed Board Resolution requesting approval of the contract modification with Hamilton Family Center for the provision of emergency elevator repairs at the Family Homeless Shelter located at 260 Golden Gate Avenue. Also please find the declaration of emergency letter from Dr. Pablo Stewart, President of the Human Services Commission

Attached please find the proposed resolution, David Curto, Director of Contracts (557-5581) can provide further information.

Thank you for your assistance.

Yours Truly,

Trent Rhorer  
Executive Director

