

STAFF REPORT

DATE: May 22, 2023
TO: Sacramento Regional Transit Board of Directors
FROM: Lisa Hinz, VP, Security, Safety and Customer Satisfaction
SUBJ: POLICE SERVICES PERSONAL SERVICES CONTRACT EMPLOYEES

RECOMMENDATION

Adopt the Attached Resolutions.

RESULT OF RECOMMENDED ACTION

Approving the Second Amendment to the Amended and Restated Personal Services Contract with Security and Safety Administrator Mark Sakauye.

Approving the Second Amendment to the Personal Services Contract with Background Investigator Stephen Lau.

Approving the First Amendment to the Personal Services Contract with Social Work Supervisor Marylynn-Mimi Lewis.

Approving the Personal Services Contract with Police Services Administrator Douglas Voska.

FISCAL IMPACT

The total consideration for FY 23-24 for 1 Security and Safety Administrator, 1 Background Investigator, 1 Social Work Supervisor, and 1 Police Services Administrator will not exceed \$208,000 and encompasses sufficient budget to cover additional hours that may be required due to emergencies, special events, and/or crime series. The maximum total consideration excludes FICA. Funding for FY 2024 is included in the proposed FY 23-24 operating budget.

DISCUSSION

In May 2022, the Board approved the amended and restated Contract for Personal Services for Mark Sakauye and the First Amendment to the Contract for Personal Services Contract for Stephen Lau. Their contracts are set to expire and SacRT is still in need of their services.

Under the General Manager/CEO's authority, SacRT entered into a Personal Services Contract with Marylynn-Mimi Lewis on August 4, 2022. Marylynn-Mimi Lewis's contract also expires on June 30, 2023, and SacRT is still in need of her services.

Douglas Voska, is beginning as a Police Services Administrator under a Personal Services Contract on July 1, 2023 and a termination date of June 30, 2024.

With SacRT's strong emphasis on security and safety, SacRT needs the services of 1 Security and Safety Administrator, 1 Background Investigator, 1 Social Work Supervisor, and 1 Police Services Administrator.

Security and Safety Administrator, Mark Sakauye

Mark Sakauye retired as a Police Lieutenant from the Sacramento Police Department after twenty-nine years in law enforcement. Fifteen of those years were served at SacRT. Sakauye served as SacRT's Chief of Police Services during the latter part of his career at SacRT. Sakauye will perform the job functions listed below due to his in-depth knowledge of security administration and his familiarity with SacRT's operations.

- Oversee the administration of SacRT's System Security Program Plan including the performance of specific safety and security tasks as well as monitoring and providing support for the system security/safety activities and training throughout SacRT.
- Serve as the RTPS representative of the Safety and Security Committee and the liaison between the Security Committee and SacRT.
- Serve as the Project Manager on the U.S. Department of Homeland Security Transit Security Grant Program (TSGP).
- Research and identify applicable grant funding opportunities and work with SacRT's Chief of Police Operations and Finance Division in applying for funding for SacRT's safety and security projects, equipment, drills and exercises.
- Provide training for Transit Agents and Transit Officers on SacRT rules and laws, radio communications, professional communication and SacRT fare structure.
- Be the point of contact for both state and federal agencies in regards to security assessments and audits.
- Oversee the other security and safety personal services contractors.
- Design, develop, coordinate and conduct safety and security mandated emergency exercises.
- Create, update and maintain safety and security documents.
- Other security and safety duties as assigned.

Staff recommends entering into the Second Amendment to the Amended and Restated Contract for Personal Services with Security and Safety Administrator Mark Sakauye wherein the total consideration is increased by \$90,000 from \$427,500 to \$517,500, the hourly rate is increased from \$75 to \$80 effective July 1, 2023, and the term is extended to June 30, 2024.

Background Investigator: Stephen Lau

Stephen Lau retired as a Police Sergeant from the Sacramento Police Department after thirty years in law enforcement. Two of those years were served in SacRT.

Lau will perform the job functions listed below due to his qualifications, skills, and experience:

- Perform background checks on potential Security Operations Center employees.
- Coordinate community outreach events such as Community Education on Transit Safety and Personal Safety.
- Coordinate Emergency Preparation (E-Prep) and Crime Prevention through Environmental Design (CPTED), and transit safety/security and evaluate threat and vulnerability of SacRT's facilities.
- Teach operational skills and communication skills to SacRT's Customer Service Division.
- Provide training for current and incoming SacRT Police Officers and Deputies as well as allied law enforcement agencies, in the following training areas; researching and teaching applicable transit related legal codes, statutes and regulations; Transit Terrorist and Tactics (T4); Train the Trainer for System Security Awareness for Transit Employees; Train the Trainer for Terrorist Activity Recognition; VTT presenter and Response for Transit employees.
- Analyze intelligence information for numerous government entities as it relates to transit.
- Provide training for Transit Agents and Transit Officers on SacRT rules and applicable laws, radio communications, professional communication and SacRT's fare structure.
- Design, develop, coordinate and conduct safety and security emergency exercises.
- Draft exercise plans and after-action reports for SacRT's exercises and drills.
- Give monthly presentations during New Employee Orientations in the following areas:
 - Summary of RTPS
 - System Security
 - Professional Communication Skills
 - Community Safety Programs
 - Identify Operating Procedures for suspicious person and packages
 - Active Shooter
 - Personal Safety
 - Violence in the Workplace
- Provide security related informational topics to SacRT employees when requested.
- Create, update and maintain safety and security documents.
- Other security and safety duties as assigned.

Staff recommends entering into the Second Amendment to the Personal Services Contract with Background Investigator Stephen Lau, wherein the scope of services is amended, the total consideration is increased by \$30,000 from \$103,000 to \$133,000, the place, time and hours of employment is amended, the notices provision is updated, and the term is extended to June 30, 2024.

Social Work Supervisor: Marylynn-Mimi Lewis

Marylynn-Mimi Lewis has been in social work for over 20 years. She received her Licensed Certified Social Worker status in 2001. Lewis is overseeing SacRT's Social Work Program that includes overseeing SacRT's Social Services Practitioner and outreach for the unhoused population that utilize SacRT's bus and light rail system.

Lewis's primary job duties are described below:

- Supervise in a counseling collaborative with SacRT's Social Services Practitioner
 - California law and The Behavioral Board of Sciences (BBS) requires 3,000 hours of supervised-post degree professional experience in order to qualify for Licensed Clinical Social Worker (LCSW) Licensure.
 - Each hour of supervision equals 10 hours of the Social Services Practitioner's field work, so about 300 supervised visits in total.
 - Per the Social Services Practitioner job description, they have 12 months to begin this license process.
 - The meetings will be once per week.
 - A supervised week is a week in which the Social Services Practitioner meets with a Licensed Clinical Social Worker for one hour of individual supervision.
- The Licensed Clinical Social Worker Supervisor will be responsible for:
 - Performing ongoing assessments of the Social Services Practitioner based on their ability to learn and practice within the scope of practice.
 - Signing off supervised hours and other forms.
 - Maintaining a current and active CA license that is in good standing and not under suspension or probation.
 - Immediately notifying the Social Services Practitioner of any disciplinary action taken against their license or any lapse in licensure that affects their ability to right to practice or supervise as specified in law.
 - Ensuring they meet the 'supervisor qualifications' per the Board of Behavior Sciences.
 - Knowing and understanding the laws and regulations pertaining to supervision and the experience required for licensure.
 - Being informed about developments in the profession for which the supervisee is pursuing licensure and in CA law governing its practice.
 - Being competent in the areas of clinical practice and techniques that are being supervised.
- The Licensed Clinical Social Worker Supervisor will also assist the Social Services Practitioner with:
 - Developing assessment skills.
 - Increasing engagement and intervention skills.
 - Building confidence in using the Diagnosis and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5).
 - Engaging in self-reflection and self-care.
 - Increasing awareness of law/ethics and making use of an ethical decision-making model.

Staff recommends entering into the First Amendment to the Personal Services Contract with Social Work Supervisor Marylynn-Mimi Lewis, wherein the total consideration is increased by \$10,000 from \$10,600 to \$20,600 and the term is extended to June 30, 2024.

Police Services Administrator, Douglas Voska

Douglas Voska retired as a Police Lieutenant from UC Davis after forty-two years in law enforcement. Thirteen of those years were served at SacRT as an officer and then a sergeant with the Sacramento Police Department. Voska was hired by UC Davis after he retired from the Sacramento Police Department.

Federal and State Regulators have mandated SacRT to enact numerous security program changes and enhancements since the September 11, 2001 attacks. Failure to meet these mandates would put SacRT at risk of losing funding and/or having operations suspended by regulatory agencies on both the state and federal level.

Voska's primary job duties are described below:

- Maintaining SacRT's System Security Plan (SSP). The SSP is mandated by the California Public Utilities Commission (CPUC) under General Order 164-E and by the Federal Transit Administration (FTA) / Transportation Security Administration (TSA) under 49 CFR 659.19.
- Regularly updating and maintaining SacRT's Threat and Vulnerability Assessments (TVA). The TVA's are also mandated by CPUC General Order 164-E and by the FTA/TSA under 49 CFR 659.23. TVA's are required for all aspects of operations and must be integrated with the safety certification process.
- Responsibility for regulatory security audits. This includes the yearly CPUC internal audits, the CPUC triennial audits, the FTA/TSA biennial BASE audit and any other audits to which SacRT is subject.
- Performing the security portion of Preliminary Hazard Analysis projects as required by regulation for all extensions. Also, performing Crime Prevention through Environmental Design (CPTED) assessments for SacRT, whether in response to regulations for new/renovation projects or to address criminal issues existing within the current system.
- Grant writer for security and safety related grants.
- Drafting exercise plans and after-action reports for SacRT's exercises and drills as well as assisting in the execution of the exercises as exercise staff.
- Drafting departmental Standard Operating Procedures (SOP) to address audit and exercise related issues as they arise.
- Producing monthly crime statistic reports. Acting as SacRT's Police Services' Crime Analyst. Continuing to be responsible for SacRT's monthly entries into the FTA's National Transit Database (NTD) as required by Federal regulation. This task requires access to the controlled databases of local law enforcement.
- Assist in security training and producing training materials as needed.
- Create, update and maintain safety and security documents.

- Other security and safety duties as assigned.

Staff recommends entering into the Personal Services Contract with Douglas Voska as the Police Services Administrator, wherein the total consideration is \$78,000, the hourly rate is \$70.00, and the Contract termination date is June 30, 2024.

Each temporary employee has unique experience with security in public transportation. Contracting these positions will help the Security and Safety Division with its mission of addressing all aspects of security and safety. Staff recommends that the Board approve each of the agreements described herein above and authorize the Chair and General/Manager to execute each agreement incorporating all previous amendments.

RESOLUTION NO. 2023-05-049

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

May 22, 2023

APPROVING THE SECOND AMENDMENT TO THE AMENDED AND RESTATED PERSONAL SERVICES CONTRACT WITH MARK SAKAUYE

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Second Amendment to the Amended and Restated Contract for Personal Services between Sacramento Regional Transit District, therein referred to as "RT," and Mark Sakauye, therein referred to as "TEMPORARY EMPLOYEE," whereby the total consideration is increased by \$90,000 from \$427,500 to \$517,500, the hourly rate of pay is increased from \$70 to \$80 effective July 1, 2023, and the term is extended to June 30, 2024, is hereby approved.

THAT, the General Manager/CEO and Board Chair are hereby authorized and directed to execute the Agreement herein approved.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

RESOLUTION NO. 2023-05-050

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

May 22, 2023

APPROVING THE SECOND AMENDMENT TO THE PERSONAL SERVICES CONTRACT WITH STEPHEN LAU

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Second Amendment to the Personal Services Contract between Sacramento Regional Transit District, therein referred to as "SacRT," and Stephen Lau, therein referred to as "TEMPORARY EMPLOYEE," whereby the scope of services is amended, the total consideration is increased by \$30,000 from \$103,000 to \$133,000, the place, time and hours of employment is amended, the notices provision is updated, and the term is extended to June 30, 2024, is hereby approved.

THAT, the General Manager/CEO and Board Chair are hereby authorized and directed to execute the Agreement herein approved.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

RESOLUTION NO. 2023-05-051

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

May 22, 2023

**APPROVING THE FIRST AMENDMENT TO THE PERSONAL SERVICES
CONTRACT WITH MARYLYNN-MIMI LEWIS**

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the First Amendment to the Contract for Personal Services between Sacramento Regional Transit District, therein referred to as "SacRT," and Marylynn-Mimi Lewis, therein referred to as "TEMPORARY EMPLOYEE," whereby the total consideration is increased by \$10,000 from \$10,600 to \$20,600 and the term is extended to June 30, 2024, is hereby approved.

THAT, the General Manager/CEO and Board Chair are hereby authorized and directed to execute the Agreement herein approved.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

RESOLUTION NO. 2023-05-052

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

May 22, 2023

APPROVING THE PERSONAL SERVICES CONTRACT WITH DOUGLAS VOSKA

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Personal Services Contract between Sacramento Regional Transit District, therein referred to as "SacRT," and Douglas Voska, therein referred to as "TEMPORARY EMPLOYEE," whereby the total consideration is \$78,000, the hourly rate of pay is \$70, and the term is July 1, 2023 to June 30, 2024, is hereby approved.

THAT, the General Manager/CEO and Board Chair are hereby authorized and directed to execute the Agreement herein approved.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary