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## Report Summary Information

**Name** Annual Surveillance Report - Unmanned Aerial Vehicles (aka UAVs, Drones)

**Respondent** Amanda Higgins

**Date Completed** 10/31/2022 12:39 PM

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## Report Question Responses

### 1 Change in Authorized Use Cases

- 1.1 **In the last year, did your department have use cases which differed from your “approved use cases” in your BOS-approved policy?**

**Response**

No

### 2 Change in Authorized Job Titles

- 2.1 **Does the list of “authorized job titles” in your BOS-approved policy need to change? (i.e. Do you need additional job titles to be authorized to access the data, or do you need to remove any current job titles?)**

**Response**

Yes

- 2.2 **Please provide an updated list of authorized job titles.**

**Response**

1770 Photographer, 1774 Head Photographer, 5241 Engineer, 5203 Assistant Engineer, 5211 Senior Engineer, 5212 Principal Engineer, 5508 Project Manager IV, 5201 Jr. Engineer, 5130 Sewage Treatment Plant Superintendent, 0943 Manager VIII, 1824 Principal Admin Analyst, 7252 Chief Stationary Engineer, Sewage Plant, 0942 Manager VII, 5506 Project Manager III, 0933 Manager V, 1844 Senior Management Assistant, 6319 Senior Construction Inspector, 0955 Deputy Director V, 0941 Manager VI, 0932 Manager IV, 1446 Secretary II

- 2.3 **Why have the job titles changed?**

**Response**

The 1774 Head Photographer and 1770 Photographer in SFPUC's Infrastructure Division use drones to create records of documentation for infrastructure capital projects.

The remaining above job titles have access to drone footage related to SFPUC's Southeast Treatment Plant (750 Phelps St). This site is currently undergoing construction as part of an extensive Biosolids Sewer System Improvement Project. MWH Constructors/Webcor Builders, Malcolm Drilling Co. are the SFPUC contractors awarded this Capital Project. These contractors decided to hire Multivista, a company providing UAV services, to help monitor their own construction progress for this project.

Additionally, SFPUC WasteWater Enterprise uses Minilab Factory LLC / SF Drone School for documenting construction progress at SFPUC Southeast Treatment Plant (750 Phelps St).

### 3 Change in Number and/or Type of Technology

- 3.1 **Sections 4-6 cover changes in the number or type of technology addressed by the Surveillance Technology Policy.**

*Please review and respond according to your department's current situation.*

### 4 Replacement of Old Technology

- 4.1 **Has any technology listed in the policy been replaced?**

**Response**

No



## 5 Addition of New Technology

5.1 Has any technology been added which is not listed in the policy?

**Response**

Yes

5.2 Why has the technology been added?

**Response**

SFPUC continues to only own one DJI Phantom 4 Pro unit that was purchased on 10/31/18.

Multivista uses DJI Phantom 4 Pro V2.0, DJI Inspire 2, DJI Mavic 2 Pro Model L1P, and DJI Phantom 4.

Minilab Factory LLC / SF Drone School uses DJI Phantom 3 Pro, DJI Mavic Pro, DJI Matrice M 100, and DJI Matrice M 600.

5.3 Please list technology which was added (include manufacturer and model information).

**Response**

see above

5.4 Please list how many units have been added.

**Response**

n/a

## 6 Ceased Operation of Technology

6.1 Is any technology listed in the policy no longer in use?

**Response**

No

## 7 Services or Equipment Sources

7.1 List any and all entities, companies or individuals which provide services or equipment to the department which are essential to the functioning or effectiveness of the Surveillance Technology (list "N/A" if not applicable):

**Response**

Minilab Factory LLC / SF Drone School and Multivista are entities that provide drone services related to SFPUC's Biosolids Improvement Project at Southeast Treatment Plant.

## 8 Surveillance Technology Goals

8.1 Has the surveillance technology been effective at achieving its identified purpose?

**Response**

Yes



8.2 **In 3-5 sentences, please explain how the technology has or has not been effective**

*Provide quantitative data to support your response. This should include crime statistics for the radius where the technology operates if that was a motivating factor in acquiring the surveillance technology.*

**Response**

Since August 2021, 188 drone flights have been made. 113 were for construction management. 58 were for environmental monitoring and documentation. 13 were for inspection, and 4 were for disaster relief.

Drones are flown within the confines of SFPUC property and not over residential zones. SFPUC property includes Southeast and Oceanside Treatment Plant located within San Francisco and the Peninsula, Alameda and Hetch Hetchy Watersheds.

As noted in the Business Justification Section of our Policy, SFPUC continues to find that using drones offers significant time and financial savings; it is much more cost effective to capture data aerially versus on the ground.

Additionally, using drones to document construction progress at capital projects, such as the Southeast Treatment Project Biosolids Sewer System Improvement Project, keeps staff out of safety-compromising situations.

Drones also improve data quality as locations (such as large watersheds or construction sites) can be difficult to canvas/access on the ground. The drone footage can even provide video and stills of areas that cannot be reached at street level.

**9 Data Sharing**

9.1 **Has data acquired through the surveillance technology been shared with entities outside of the department?**

**Response**

Yes

9.2 **Was the data shared with city and county departments or other entities associated with city and county government?**

**Response**

Yes

9.3 **List which departments received surveillance technology data from your department, what type of data was disclosed, under what legal standard the information was disclosed, and a justification for the disclosure.**

**Response**

The 1770 Photographer and 1774 Head Photographer in SFPUC Infrastructure Division upload the drone footage from SFPUC's one drone to SFPUC's photo collection/digital asset management system (DAM), viewable to all users with a 'sfwater.org' (SFPUC) email address. The SFPUC does not anticipate any privacy risks from using a drone. The SFPUC's Photographer and Head Photographer use professional editing software (e.g. Adobe Premiere) to edit and blur personal identifiable information before uploading to DAM.

9.4 **Was the data shared with entities outside of city and county government?**

**Response**

Yes

9.5 **List which non-city entities received surveillance technology data from your department, what type of data was disclosed, under what legal standard the information was disclosed, and a justification for the disclosure.**

**Response**

As mentioned previously, MWH Constructors/Webcor Builders, Malcolm Drilling Co. have used drone services from Multivista for construction management of the Biosolids Improvement Project at Southeast Water Treatment Plant. This footage from Multivista has been shared with the Improvement Project's Design Team (Jacobs, Brown and Caldwell, ENGE0, Structus), CM Consultants (Arcadis, ECS, Thier Group, Parsons, RDH Building Science), HDR, Subcontractors (DN Tanks, Sachs Electric, VMA Communications, Malcolm Drilling, Smartvid)

**10 Accidental Receipt of Face Recognition Data**



10.1 Did your department inadvertently or unintentionally receive, retain, access or use any information obtained from Face Recognition Technology?

**Response**

No

## 11 Complaints

11.1 Has your department received any complaints and/or concerns from community members about this surveillance technology?

**Response**

No

## 12 Violations

12.1 Were there any violations of the Surveillance Technology Policy or Surveillance Impact Report, reported through community members, non-privileged internal audits, or through other means in the last year?

**Response**

No

12.4 Has your department conducted any internal audits of the technology?

**Response**

Yes

12.5 Please provide general aggregate information about the result of your department's internal audits.

**Response**

SFPUC requires SFPUC personnel to document planned drone flights from both contractors and SFPUC employees using a "flight summary form" that is routed to our SFPUC Emergency Planning & Security Team (EPS). EPS ensures that the planned flight is in compliance with the SFPUC Drone Policy and then uploads the flight information into the COIT Open Data Portal. Since EPS reviews flight information for Policy compliance before a flight occurs, there are no Policy violations.

12.6 If the audits revealed violations, please list any actions taken in response to the violations.

**Response**

n/a

## 13 Statistics and Information about Public Records Act Requests

13.1 Has your department received any public records act requests for this surveillance technology?

**Response**

No

## 14 Total Annual Costs for the Surveillance Technology

14.1 List the number of FTE (new & existing).

**Response**

It collectively takes the 0931 Emergency Planning Director and 1820 EPS Jr. Admin Analyst about 2 hours a week to review planned flights and upload the info into the COIT Portal. The 1774 Head Photographer and 1770 Photographer operate drones on a as-needed basis throughout the year. The Number of FTE is approximately 4 employees at a collective 15-20 labor hours a month.



14.2 **Are there one-time costs for Fiscal Year 2022-23?**

**Response**

No

14.15 **Are there annual costs for Fiscal Year 2022-2023:**

**Response**

Yes

14.16 **Are there annual Salary and Fringe costs?**

**Response**

Yes

14.17 **List total annual Salary and Fringe costs for FY 2022-2023:**

**Response**

about \$31,882

14.18 **Are there annual Software costs?**

**Response**

No

14.20 **Are there annual Hardware/ Equipment costs?**

**Response**

No

14.22 **Are there annual Professional Services costs?**

**Response**

Yes

14.23 **List total annual Professional Services costs for FY 2022-2023:**

**Response**

SFPUC hires Minilab Factory LLC / SF Drone School for documenting construction progress at SFPUC Southeast Treatment Plant (750 Phelps St). The expense is expected to be \$7,664 this FY22-23. This expense may reoccur annually until project completion.

14.24 **Are there annual Training costs?**

**Response**

No

14.26 **Are there annual "Other" costs?**

**Response**

No

14.28 **What source of funding will fund the Surveillance Technology for FY 2022-2023?**

**Response**



The SFPUC funds this technology use and maintenance through its operating budget.

14.29 **Have there been any changes to the one-time costs from your department's approved Surveillance Impact Report?**

**Response**

Yes

14.30 **Why have the one-time costs changed?**

**Response**

One-time costs for Hardware/Equipment has decreased to \$1,500 in FY22-23. In comparison, the approved Impact Report has this cost at \$4,000. SFPUC has hardware and equipment in existing inventory that was purchased during prior fiscal years.

14.31 **Have there been any changes to the annual costs from your department's approved Surveillance Impact Report?**

**Response**

Yes

14.32 **Why have the annual costs changed?**

**Response**

Labor costs increased from \$30,364 in the Impact report to about \$31,882 due to annual SFDHR labor compensation CPI adjustment.

## **15 Annual Inventory Check**

15.1 **Note:**

*In 2019, all departments were asked to compile a list of surveillance technologies which their department uses. Since then, departments have been asked to contact COIT about new technologies for a surveillance technology review via the Surveillance Technology Ordinance Form in ServiceNow. Please feel free to reference the current Surveillance Technology Inventory for your department to help you answer the following questions.*

15.2 **Is the Surveillance Technology Inventory for your department current and accurate?**

**Response**

Yes

15.9 **You have completed the Annual Surveillance Report:**

*Congratulations and see you next year!*