



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED
MAYOR**

**MINUTES
Regular Meeting
December 18, 2023**

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

This meeting will be held in person at the location listed above. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id # 2660 066 9780. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: # 2660 066 9780
Press # twice in order to listen to the meeting via audio conference
Dial *3 when you are ready to queue**

LONDON N. BREED, MAYOR

COMMISSIONERS

JACQUELINE MINOR

President

KATE FAVETTI

Vice President

F.X. CROWLEY

VITUS LEUNG

ELIZABETH SALVESON

SANDRA ENG

Executive Officer

The public is encouraged to submit comments in advance of the meeting by email at civilservice@sfgov.org, or by voicemail message at the CSC Office main line at 628-652-1100. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record. During commission meeting use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code # 2660 066 9780.

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Jacqueline P. Minor	Excused Absence
Vice President Kate Favetti	Present
Commissioner F. X. Crowley	Present
Commissioner Vitus Leung	Present
Commissioner Elizabeth Salveson	Present

Vice President Kate Favetti presided.

(2) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) **APPROVAL OF MINUTES - Action Item**

Regular Meeting of December 4, 2023 – 2:00 p.m.

Action: Adopted the Minutes. (Vote of 4 to 0)

(4) **ANNOUNCEMENTS**

None.

(5) **HUMAN RESOURCES DIRECTOR'S REPORT**

Carol Isen, reported on two items: 1) De-Identification report, DHR determined that the program did have some success in some areas however diminishing availability of data since last implementation, there is no substantive evidence of increasing diversity in the workforce. Redacting adds time without getting results of the program, it takes longer to hire. DHR staff will take a closer look at the de-identification program to identify any areas where a targeted use may be of benefit in relation to increasing diversity of our workforce and see if there are ways to apply this concept. 2) E2P Program, as of December 15, 2023, all of the eligible lists are expired; there were 560 permanent appointments made, and about 90 active referrals remain; 50 to 60 TEX CAT 18 employees on E2P lists were appointed through other processes; 700 eligibles of 1100 were transitioned, it was a positive outcome.

EXECUTIVE OFFICER’S REPORT

0248-23-1 Fiscal Years 2024-25 and 2025-26 Mayor’s Budget Instructions and Department Budget Preparation Schedule (Item No. 6)

Speakers: Lavena Holmes, Civil Service Commission

Action: Directed Commission staff to prepare Fiscal Years 2024-26 Budget Request to maintain appropriate staffing levels to meet ongoing and future service needs; continue to negotiate amounts necessary to achieve optimal results; present Budget Request at the Commission meeting of February 5, 2024; incorporate changes made by the Commission by the Budget Request submission deadline; and approve to submit the Fiscal Years 2024-26 Budget Request to the Controller and the Office of the Mayor by February 21, 2024. (Vote of 4 to 0)

0243-23-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC	Department	Amount	Type of Service	Type of Approval	Duration
48621-23/24	Airport	\$15,000,000	Contractor will provide complex environmental analysis, assessments, compliance monitoring and reporting tasks including but not limited to: obtaining regulatory permits and approvals, assisting with consultations with other public agencies and performing outreach, producing environmental studies and specialized natural resource investigations, preparing wildlife hazard assessments and triggering strike evaluations, and monitoring of construction sites and project mitigation sites in accordance with appropriate federal, state, and local environmental regulations.	Regular	12/31/2028
44165-23/24	City Administrator	\$7,000,000	This contract is for as-needed Citywide pathogen-positive site cleaning services. Contractors will provide cleanup services in settings that are confirmed to be exposed/contaminated by harmful infectious agents or pathogens, including, but not limited to, COVID-19 and Ebola. Contractors will also be available 24 hours a day, seven days a week, to provide on-call emergency response services for infectious agent cleanup in a variety of settings and situations including but not limited to: residences, emergency housing, mobile homes, hotel rooms, emergency response vehicles, public transportation vehicles, and hospitals/clinics.	Regular	1/30/2029
<i>Withdrawn</i>					
45162-23/24	City Administrator	\$4,000,000	Work to be performed is as-needed maintenance and repair services for the City’s fleet of small and medium boats for departments such as PUC, Recreation and Park, Port, the San Francisco Police Department, and the San Francisco Fire Department. Proposed work to include (but not limited to): Hauling and launching of vessels; High-pressure washing and hand/mechanical scraping of underwater hull and jets to remove hard fouling; Removal and installation of hull, engine/jet anodes; Repair of all fiberglass cracks, holes, or other damage; Diagnosis of engine operation faults, error codes, and failures, and repairs to all electronic and mechanical systems as needed; Removal and replacement of engine and related control systems as needed.	Regular	3/31/2029

PSC	Department	Amount	Type of Service	Type of Approval	Duration
49543-23/24	City Administrator	\$8,000,000	Proposed work includes performing manual cleaning tasks in public buildings, facilities, and surrounding areas that engage in specialty services such as COVID hotels, vaccine sites, homeless and supportive housing as specified by the specialty needs of the department requesting the service and where existing civil service or temporary as-needed employees are unavailable to perform the work. The services are as needed, infrequent and small in scope and as such, the frequency of service varies and is up to the department to establish with the contractor. The frequency of service may range from daily, weekly, monthly, quarterly, or annually but are always small in scope and specialty in nature. The scope of work includes but is not limited to: sweeping, mopping, and spot-cleaning hard floors, vacuuming rugs and carpets, dusting and polishing cabinets and furniture, and emptying and cleaning waste receptacles limited to the aforementioned facilities. Additional services, such as cleaning after water floods and removing hazardous waste, may be required of the contractor.	Regular	1/30/2029
41020- 23/24	Department of Emergency Management	\$1,500,000	Year round 24/7/365 software maintenance with 1 hour response for priority 1 issues. Includes periodic software updates or modifications as necessary.	Regular	11/30/2029
49798 – 23/24	Human Services Agency	\$1,400,000	The work is Social Security Administration benefits advocacy, screening, maintenance, administration and management assistance for children and youth involved with the San Francisco Foster Care system. The proposed work covers three main areas: Supplemental Security Income (SSI) advocacy, screening and eligibility, county and systems coordination, and information technology for children and youth For SSI services, the tasks include: provide staff daily to review hard copy and electronic child welfare files to identify those that may be eligible to receive SSI benefits, create and maintain options for referrals, coordinate and implement screening on behalf of foster children, provide support options to facilitate the completion of the application, collect and copy information needed to support SSI application and re-assessments, process payee changes, maintain records on each child, provide direction for over and under payments, provide legal support, review all denied cases, provide advocacy and provide recommendations to the County and research and problem solve to ensure accurate benefits. For County and System coordination, the tasks include: assist county to design, implement, coordinate, prioritize and maintain application reviews, maintain and develop system to monitor all youth turning 18 and youth in care at 16.5 for screening, create and implement annual rescreening, provide clear accounting of benefits from SSI, ensure financial integration with County financial and social service programs, monitor all SSI accounts, monitor and research emerging Social Security benefit and related child welfare regulations, policies and procedures, conduct annual full system review to ensure optimal alignment, accuracy and efficiency. For Information Technology (IT) tasks, provide IT tools and data maintenance techniques and solutions to assist in the continual improvement in identifying, maintaining and monitoring benefits.	Regular	6/30/2029
40706 – 23/24	Public Health	\$5,800,000	Contractor will create a Community Assistance, Recovery and Empowerment (CARE) Court program that will provide comprehensive clinical case management to severely mentally ill adults who have been court ordered or entered into a CARE Agreement through CARE Court. The goal of this program is to provide intensive outpatient services to consumers in order to improve their quality of life and support them with connecting to the appropriate level of care to prevent further psychiatric hospitalizations and incarcerations.	Regular	12/31/2025

PSC	Department	Amount	Type of Service	Type of Approval	Duration
49897 – 23/24	Public Works	\$30,000,000	Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	Regular	6/30/2030
44459 – 23/24	Rec & Park	\$250,000	This service will provide community education and outreach to city residents interested in urban gardening. A .4FTE Master Gardener Program Coordinator from University of California Cooperative Extension (UCCE) will facilitate highly trained volunteers to provide education and outreach services in support of demonstration, community, home, and school gardens.	Regular	10/31/2025
48829 – 23/24	Technology	\$15,000,000	<p>This request is for UP TO 5 contractors to be awarded each a \$3M contract (total for Personal Services Contract is to cover all possible 5 vendors awarded). This is to create a Pool of contractors to select from to ensure that a firm is available if and when the need arises to obtain additional staffing to complete projects on time. In 2017 a \$10M approval was granted, but only a total of \$1.5M was actually utilized from the 3 vendors selected.</p> <p>The Department of Technology (DT) performs telecommunications-related work for City departments. As part of these duties, the Department of Technology performs cabling installation, inbuilding and outdoor cable installation and security systems. The Department of Technology will contract for additional cabling installation, inbuilding and outdoor cable installation and security systems personnel for special projects or in times of extraordinary workload. This Request for Proposal solicits qualifications for the cabling installation, communication systems and safety systems portion of DT’S work.</p> <p>All work performed by the Contractor will be under the direct supervision of the Department of Technology staff. Work is performed within new or existing City buildings that are either City-owned or City-occupied. Work required of the Contractor will be industry communication systems installation and telecommunications industry standard cabling, including but not limited to:</p> <ul style="list-style-type: none"> • installation of conduit, copper and fiber related wiring to all communication systems; • installation of Local Area Network (LAN) cable; • installation of data cable (cable only, no data transport services); • installation of underground or feeder cable utilizing both micro trenching and traditional trenching methods; • installation of fiber optic cable; • installation of video and coaxial cable; • installation of overhead copper and fiber cable; • installation of wireless systems; • installation and maintenance of shared Wi-Fi and Fiber to Affordable Housing components 	Regular	1/31/2029

PSC	Department	Amount	Type of Service	Type of Approval	Duration
49418 – 23/24	Technology	\$22,000,000	<p>The purpose of this 14-year enterprise agreement is to allow city depts to purchase Salesforce cloud-based licenses only at a negotiated volume discount. The agreement does not include any professional services.</p> <p>Salesforce product licenses enable City Departments to access customizable cloud-based software that can be used to quickly automate multiple business process. These products can deliver substantial value to the City at a relatively low cost because solutions can be built quickly simply by buying individual annual licenses in line with business needs rather than requiring the purchase of full software suites at a great cost. The scalability and flexibility of Salesforce software makes these products valuable to many City Departments as they are able to address the different needs of City agencies</p> <p>In 2016 when the enterprise agreement was first inked, CSC did not impose a requirement that cloud-based software was subject to CSC review and approval. To the extent that cloud-based software and proprietary software support are now subject to CSC review and approval, DT is seeking CSC approval at this time for this entire 14-year agreement and its contract value.</p>	Regular	6/30/2030
42752 – 15/16	Airport	<p>Current Approved Amount \$70,000,000</p> <p>Increase Amount Requested \$0</p> <p>New Total Amount Requested \$70,000,000</p>	<p>Project Management Support Services (PMSS) and Design-Build (DB) service teams will manage the design and construction of the Wayfinding Enhancement Program (The Program) at the San Francisco International Airport (SFO). Services include project controls, scheduling, document control, design management, contracts management, architectural, engineering, environmental and graphic design services, and construction. Services will include: -Development of airport-wide wayfinding plan, including improvements to virtual gateways, roadways, parking, curbside, terminal, dining and shopping, and gates -Development of airport-wide Signage Guideline Standards -Development of an airport-wide implementation plan for signage upgrades with phased and interim approaches -Graphic and environmental design services for ongoing airport campus requirements -Management of graphic design, industrial design, prototyping, use and experience studies, geographic information system (GIS) mapping, dynamic display technology and information and technology systems. Of the total \$55,000,000 PSC Amount, the current estimated construction cost is \$45,000,000.</p>	Modification	12/31/2026
42629-20/21	Environment	<p>Current Approved Amount \$372,300</p> <p>Increase Amount Requested \$0</p> <p>New Total Amount Requested \$372,300</p>	<p>The San Francisco Department of the Environment (ENV) is a member of Bay Area Regional Energy Network (BayREN). BayREN is a program administrator of California ratepayer funds under the auspices of the California Public Utilities Commission. ENV’s role in BayREN is to lead the administration, implementation, and marketing of the BayREN Business energy efficiency rebate program. BayREN Business gives cash rebates to contractors for the installation of energy efficient equipment in the nine counties Bay Area. As the lead, ENV must contract with a measurement and data-analytics company to track the effectiveness of the equipment over 24 months, and then calculate the eligible rebate amounts based on the tracking. 1) Measure energy consumption (in kilowatt-hour of and therms of natural gas) of the PG&E utility-meters for all projects enrolled in the BayREN Business energy efficiency rebate program. 2) Normalize the measurements against exogenous factors such as hourly weather conditions, and other factors approved as prescribed by CalTrack 2.0. 3) Calculate the rebate amounts based on the normalized measurements and notify ENV to issue payments to the project-installation contractors. 4) Provide ENV with energy savings reports. 5) Provide ENV with as-needed advice and support to recruit more participants into the BayREN Business program.</p>	Modification	3/31/2026

Speakers: Taraneh Moayed from the Office of Contract Administration and Naj Daniels from SEIU Local 1021 spoke on PSC #49543-23/24
Tara Alvarez and Brenda Williams from the Human Services Agency and Naj Daniels from SEIU Local 1021 spoke on PSC #49798-23-24
Olivia Lee from the Department of Public Works spoke on PSC #49897-23/24

Public Comment: Jesse Stanton, Sr. Eligibility Worker (2905) from the Human Services Agency

Action:

- 1) Approved PSC #49543-23/24 from the City Administrator’s office. (Vote of 4 to 0)
- 2) Approved PSC #49798-23/24 from the Human Services Agency with the condition that the department meets with SEIU Local 1021. If department and SEIU Local 1021 are unable to meet the contract will come back before the Commission on January 30, 2024. (Vote of 4 to 0)
- 3) Approved PSC #49897-23/24 from the Department of Public Works with the condition to report back information to the Commission on the \$9,000,000 dollars contract (42862-20/21) from the year 2022 to present. (Vote of 4 to 0)
- 4) Adopted the report. Approved the remaining requests for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0010-21-7 Request for a Hearing by Yao Ming Li, Former School Custodian Supervisor I (2727) San Francisco Unified School District on Their Future Employment Restriction with the City and County of San Francisco. (Item No. 8)

Speakers: Stephanie Bealby, Unified School District

Action: Upheld the San Francisco Unified School District’s decision to impose a permanent Citywide future employment restriction on Mr. Li. Appellant failed to appear. (Vote of 4 to 0)

0136-16-7 Request for a Hearing by Adrian Jackson, Fingerprint Technician II (8250) Sheriff Department on their Future Employment Restriction with the City and County of San Francisco. (Item No. 9)

Speakers: None.

Action: Adopted the staff report and denied the appeal by Mr. Jackson. Appellant failed to appear. (Vote of 4 to 0)

COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS (Item No. 10)

The Commissioners wished everyone Happy Holidays.

ADJOURNMENT (Item No. 11)

3:17