



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

**LONDON N. BREED
MAYOR**

**MINUTES
Regular Meeting
April 15, 2024**

**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 #2662 016 0364. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: #2662 016 0364
Press # twice 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 meetings use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code #2662 016 0364.

CALL TO ORDER

2:00 p.m.

ROLL CALL

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

President Jacqueline P. Minor presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of April 1, 2024 – 2:00 p.m.

Action: Adopted the Minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

**0070-24-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
41060-23/24	Airport	\$600,000	Contractor shall provide software and transportation services to support the San Francisco International Airport's ("SFO" or "Airport") food recovery program. The software will provide comprehensive food donation tracking, scheduling, and reporting capabilities. Transportation services will include pickup of food donations from the Airport's centralized food collection rooms and delivery to non-profit charitable organizations.	Regular	03/18/2029
44729-23/24	Airport	\$5,500,000	The San Francisco International Airport (Airport) requires financial consulting services for: 1) economic impact, workforce analysis, and wage studies, 2) grant management, 3) capital plan management, and 4) air traffic analysis. The economic impact and wage studies work includes providing economic models and trends, providing airline route analysis and business profile of international airports, and reporting of the Airport financial impact to the communities. The grant management work includes federal/state/local grant research, assessment, funding reimbursement, compliance, and passenger facility charge (PFC) program guidance. The capital plan management work includes evaluation of projects for federal grants, providing independent analysis to meet government and regulatory requirements, preparing financial models, analysis of operating budget and capital planning processes, and providing advice on the Airport's financing program. The air traffic analysis work includes analysis of policy and regulatory issues that pertain to airport funding, U.S Department of Transportation (DOT) and Federal Aviation Administration (FAA) regulations, and various policies on rates setting, allocation of gates, and financial analysis to maximize Airport infrastructure usage with airlines.	Regular	04/15/2029
42465-23/24	Arts Commission	\$182,000	On-site market management for the Embarcadero Plaza art market. A liaison between the Arts Commission and currently licensed artists, provide event management support between permitted events and artists, provide security and de-escalation services for artists and other members of the public, and assist with the general set-up and take-down of the market on Saturdays.	Regular	06/30/2031 <i>Any approval will be conditioned on a status report to the Commission in year 4 of the PSC.</i>
41063-23/24	City Administrator	\$2,000,000	Contractor shall provide as-needed graffiti abatement services for private properties located in San Francisco. The services involve multi-surface graffiti removal processes including sanding, scraping, priming, power washing, color matching, painting and the application of environmentally safe chemical removers and cleaning agents. These services are for private properties and include sidewalks, facades, masonite, pull-down grates, granite, brick, concrete, retaining walls, rooftops, iron gates, street level building areas, and all painted surfaces.	Regular	06/30/2029

PSC	Department	Amount	Type of Service	Type of Approval	Duration
46213-23/24	Department of Early Childhood	\$1,600,000	The contractor will continue to help plan and implement a robust and comprehensive communications strategy for the new Department of Early Childhood (DEC), formed by the San Francisco Children and Families First Commission, dba First 5 San Francisco (F5SF) and the San Francisco Office of Early Care & Education (OECE). As DEC increased its staffing, it anticipates that the consultant will play a more direct role with the implementation during the initial phase of this project, and DEC staff members will increase their responsibilities for the communications plan implementation accordingly. Key deliverables include, but are not limited to: 1. Perform comprehensive assessment of existing OECE, First 5 SF, and DEC communications content and infrastructure including collaboration with former communications consulting firm as needed to create a smooth transition. 2. Develop and implement a multi-stakeholder planning process culminating in a comprehensive plan for communications and community engagement for DEC. 3. Assist ongoing launch of DEC brand identity through electronic, print, and other media and communications and development. 4. Increase DEC communications capacity in identified areas of need.	Regular	06/30/2026
46649-23/24	Department of Early Childhood	\$10,000,000	This request is for professional training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs. Technical assistance and capacity building will be provided broadly to address issues of program quality, administrative capability, and fulfillment of state and local early care and education requirements.	Regular	06/30/2026
42294-23/24	Public Utilities Commission	\$10,720,500	The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco (“City”), seeks to retain the services of a qualified firm to provide construction management (CM) staff augmentation services for the New City Distribution Division (CDD) Campus Project (“Project”) located at 2000 Marin Street, San Francisco. The Project will replace CDD’s aging facilities with more efficient facilities to alleviate departmental overcrowding, address building code and safety issues, eliminate inefficiencies such as decentralized locations, and accommodate CDD’s current and future operational needs for the City’s water distribution system. The new facilities will reflect a total build-out of approximately 400,000 gross square feet to support approximately 500 employees and will include a four-story administrative office building, warehouse, industrial shops, parking structure/garage, fueling station, and a landscaped plaza and other green areas. The CM staff augmentation services required for the Project include, but are not limited to, construction administration, construction inspection, construction contracts management, and project controls (construction scheduling and cost estimation).	Regular	12/31/2028

PSC	Department	Amount	Type of Service	Type of Approval	Duration
39913-23/24	Police	Current Approved Amount \$525,000 Increase Amount Requested \$500,000 New Total Amount Requested \$1,025,000	The contractor will provide background investigation services for civilian and command-level San Francisco Police Department (SFPD) employment applicant positions. The contractor's services will include, but not be limited to, interviewing applicants, investigating records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contacting employers and references Scope Change: The Contractor previously only conducted pre-employment background investigations for civilian positions. The scope of work is being modified to include pre-employment background investigations for sworn law enforcement positions. Polygraph exams are included as part of the background investigations process for sworn positions. The SFPD currently has a huge backlog of candidates waiting for background investigations to be completed.	Modification	10/31/2026
44812-20/21	Sheriff	Current Approved Amount \$19,830,206 Increase Amount Requested \$14,905,123 New Total Amount Requested \$34,735,329	The San Francisco Sheriff's Office has made it a top priority to reduce recidivism and improve the outcomes of the incarcerated population and offering alternatives to incarceration while maintaining public safety. A key component of this effort is to provide effective pretrial programming with a continuum of pretrial supervision options. SFSO is seeking to contract with a provider experienced in providing such a continuum that upholds the presumption of innocence as outlined in federal law, while reducing incarceration and helping to maintain public safety. Components of this continuum will include: • Probable Cause review • Pretrial Risk Assessment • Alternatives to Pretrial Incarceration with Levels of Supervision Matched to Risk • Pretrial Diversion for persons charged with misdemeanors • Group Facilitation	Modification	06/30/2026

Speakers: Anne Trickery, Arts Commission spoke on PSC #42465-23/24
 Mario Valdez, Public Utilities Commission spoke on PSC #42294-23/24
 Patrick McCormick, Police Department spoke on PSC #39913-23/24

- Action:**
- 1) Approved PSC #42465-23/24 from the Arts Commission through July 1, 2024, subject to completion of technical improvements of the PSC database; if the applicable technical improvements are not completed by July 1, 2024, the PSC 42465-23/24 shall be calendared for further consideration by the Commission. (Vote of 5 to 0)
 - 2) Approved PSC #42294-23/24 from Public Utilities Commission (SFPUC) subject to report back from the SFPUC on discussions with the Department of Public Works about coordinating the use of pre-approved construction management funds (\$45 million contract – 45988 – 23/24). (Vote of 5 to 0)
 - 3) Approved PSC #39913-23/24 from the Police Department. (Vote of 5 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 5 to 0)

0071-24-3 Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2024-2025. (Item No. 8)

Recommendation from the Department of Human Resources:

Speakers: None.

Action: Adopted report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2024. (Vote of 5 to 0)

0073-21-6 Appeal by Brenda Donald of Human Resources Director’s finding that investigation did not substantiate Donald’s allegations of discrimination and retaliation. (Item No. 9)

Speakers: None.

Action: Postponed to the meeting of June 17, 2024, at the request of the appellant. (Vote of 5 to 0)

0072-24-5 Proposed Amendments to Civil Service Commission Rule Series 020 Leaves of Absence. (Item No. 10)

Speakers: Sandra Eng, Civil Service Commission
Lavena Holmes, Civil Service Commission
Janie White, Department of Human Resources

Action: Accepted the Executive Officer’s staff report; incorporate any changes made by the Civil Service Commission; and direct the Executive Officer to post the proposed revisions to Civil Service Rules Series 020 Leaves of Absence in accordance with the Charter and Civil Service Rules for adoption following meet and discuss with the affected labor unions and interested stakeholders. Effective after the ten (10) day posting and discussion period. (Vote of 5 to 0)

(11) COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS (Item No. 11)

None.

ADJOURNMENT (Item No. 12)

2:38 p.m.