



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

**LONDON N. BREED
MAYOR**

**MINUTES
Regular Meeting
June 3, 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 #2664 910 7733. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: #2664 910 7733
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 #2664 910 7733.

CALL TO ORDER

2:00 p.m.

AND 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)

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of May 20, 2024 – 2:00 p.m.

Action: Adopt the Minutes.

ANNOUNCEMENTS (Item No. 4)

None.

0106-24-1 ELECTION OF OFFICERS (Item No. 5)

Action: Vice President Kate Favetti was elected as President for the term effective July 1, 2024 through June 30, 2025. (Vote of 5 to 0)

Action: Commissioner Elizabeth Salveson was elected as Vice President for the term effective July 1, 2024 through June 30, 2025. (Vote of 5 to 0)

0107-24-1 Commendation for David “Dave” Johnson, Assistant Director of Employment Services - Recruitment and Assessment Services, Department of Human Resources, for his dedicated service to the City and County of San Francisco. (Item No. 6)

Speakers: Vice President Kate Favetti
Dave Johnson
Anna Biasbas, Department of Human Resources

Action: Accepted the Commendation. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR’S REPORT (Item No. 7)

Carol Isen reported successfully completed negotiation for all of the labor contracts that expire 6/30/2024 under the direction of the Mayor. All agreements are going before the Board of Supervisors for committee hearing on Thursday and for two votes prior to June 30th. Key topics for this Commission – hiring and contracting out work were front and center in negotiations at several tables. Namely SEIU, Local 21, MEA are very interested in speedy pathways for current employees exempt or provisional to have an opportunity to become permanent employees, as well as expedite promotional opportunities for current employees. Unions seeking change to Civil Service Rule 111.7, to create an exempt to permanent status program similar to the program during the emergency declaration that expired in December 2022. DHR agreed to discuss and collaborate with the unions about possible rule changes and present potential rule changes to this Commission. Secondly, on the subject of contracting out, the Unions were pretty aggressive, they wanted to see arbitration substituted for this Commission’s judgement. That was a non-starter for the City but ultimately landed on a pilot project with SEIU and Local 21 separately that utilizes a fact finder where a dispute exists with a personal service contract up to five times a year.

EXECUTIVE OFFICER’S REPORT (Item No. 8)

None.

0100-24-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 9)

PSC	Department	Amount	Type of Service	Type of Approval	Duration
45238-23/24	Airport	\$9,000,000	The Contractor shall coordinate and manage airport/airline affairs between San Francisco International Airport ("Airport" or "SFO") and the airlines represented by the San Francisco Airline Airport Affairs Committee ("SFAAAC"). Activities include meeting and facilitating discussions with airlines and airline senior staff regarding airport/airline issues, managing SFAAAC meetings, conducting financial analysis for SFAAAC on the airlines' behalf, providing technical and operational expertise to SFAAAC and airlines on capital improvement projects, and facilitating negotiations on issues such as rates and charges to the airlines, proposed capital improvement projects and issues related to Lease and Use agreements.	Regular	06/30/2029
49604-23/24	Airport	\$50,000,000	Contractor will guide San Francisco International Airport ("Airport" or "SFO") project teams through all steps necessary to transition new construction and renovation projects from project inception through programming, construction, and into a fully operational Airport facility using the Commissioning, Activation, and Simulation (CAS) process. Contractor will plan, prepare and execute the best approach to commissioning and activating new or renovated Airport facilities, including planning and implementing simulations, developing test plans for systems commissioning, assisting with developing SFO's project requirements, and planning for aircraft test fits with use of aircraft guidance systems.	Regular	06/30/2029

PSC	Department	Amount	Type of Service	Type of Approval	Duration
47979-23/24	Department of Emergency Management	\$2,250,000	This request is to contract with San Francisco Fleet Week Association to help coordinate Fleet Week activities, which will include large-scale event production, facilitation and overall management of a multi-day set of events. The partnership with the San Francisco Fleet Week Association will sustain coordination with external private sector, non-profit and Federal Government partners, including members of the Department of Defense (U.S. Navy and Marines). This request will be for five years.	Regular	12/31/2028
40224-23/24	Human Services	\$775,000	The contractor will collaborate with HSA to conduct training in these two specific areas: (1) Training of Social Work and Related Skills focused on social work intervention skills, risk assessment and case management, deep crisis intervention, and clinically-focused field experiences. Participants will include HSA trainers and to San Francisco City employees and social workers across several departments (HSA, DPH, Dept. of Child Support, OECE) who support the Families Rising program whose mission is to disrupt the intergenerational transfer of poverty by supporting parents prenatally through kindergarten. There will be a total of 30 full training days on-site in San Francisco with up to 35 HSA staff per training session. (2) Training for Welfare Fraud Detection and Prevention Techniques to HSA staff in eligibility and welfare investigators roles. Participants will include approximately 600 SF HSA eligibility workers and 100 non-eligibility staff/investigators who administer, review, and investigate public benefits across programs. Trainings are conducted via online modules in 4-hour training session. Welfare Fraud trainings are annual compliance requirements as mandated by the State.	Regular	06/30/2028
45863-23/24	Juvenile Probation	\$900,000	The department seeks Intensive Services Foster Care (ISFC) placements, licensed by the California Department of Social Services, and associated comprehensive case management and services, for youth ordered to out of home placement, both pre- and post-adjudication, by the San Francisco Juvenile Court With a contract in place, clients will receive adequate and timely programming and services.	Regular	06/30/2027
48956-23/24	Municipal Transportation Agency	\$1,500,000	The San Francisco Municipal Transportation Agency (SFMTA) provides customers receiving parking and transit violations in the City and County of San Francisco the option to perform community service in lieu of payment of parking and transit citation fines and late penalties, subject to certain limits. Based on current enrollment, the SFMTA projects approximately 1,750 plans to be enrolled per year. The SFMTA is seeking a third-party vendor to administer this program, including managing enrollment, agreements, and oversight of community service providers; maintaining a public office within one mile of the SFMTA Customer Service Center; providing participants with information regarding community service requirements; verifying participant documentation and approving community service; providing timely electronic records to SFMTA and complying with all.	Regular	12/31/2030 <i>Any approval will be conditioned on a status report to the Commission in year 4 of the PSC.</i>
44710-23/24	Police	\$4,000,000	Contractors will provide pre-employment polygraph screening on an as-needed basis during hiring periods for entry level police officers, lateral police officers (transfers from other jurisdictions), police reserve officers, and police service aides. Polygraph examinations will cover general information about employment candidates to include employment history, prior police history, criminal activity, military service, employment theft, financial issues, gambling, internet use, illegal drug use, drinking habits and incidence of domestic violence. Contractors shall provide business sites and adequate interrogation facilities.	Regular	08/31/2030 <i>Any approval will be conditioned on a status report to the Commission in year 4 of the PSC.</i>

PSC	Department	Amount	Type of Service	Type of Approval	Duration
46421-23/24	Public Utilities Commission	\$8,000,000	Emergency Firefighting Water System (EFWS), historically referred to as the Auxiliary Water Supply System (AWSS), is an independent high pressure water supply system dedicated to fire protection. It was installed in 1913 in response to the Great Earthquake and Fire of 1906 and consists of a 135-mile-long pipeline network, a high elevation reservoir with two large capacity tanks, two pumping stations, three fireboats and underground water storage tanks (cisterns). The selected Consultant will work under the direction of the SFPUC to provide planning and engineering design services for the EFWS and City’s Water Distribution System pipelines. Some assignments may require SFPUC engineering staff to be integrated into the consultant project team. The Consultant’s work objective will be to perform planning and engineering design services applying all applicable codes and SFPUC Procedures and regulatory requirements/guidelines administered by the State Water Resources Control Board, Division of Drinking Water. Projects are expected to pertain to pipelines, pump stations and fireboat manifold systems.	Regular	05/06/2033 <i>Any approval will be conditioned on a status report to the Commission in year 4 of the PSC.</i>
47586-23/24	Public Utilities Commission	\$800,000	Pumping out of sewer waste from the Alameda Creek Watershed Center below-grade holding tank.	Regular	05/31/2029
41064-20/21	Airport	Current Approved Amount \$36,000,000 Increase Amount Requested \$0 New Total Amount Requested \$36,000,000	San Francisco International Airport (Airport) plans to implement upgrades to the existing Sewer Treatment Plant with components that are considered immediate needs to the plant’s processes. A contracted design-build team, with knowledge and experience in sanitary waste treatment processing will design and procure the bid trade packages for the direct construction work when the design is complete. The Sewer Treatment Plant Improvements Project includes four district scopes: 1) replacement of existing headworks for primary screening; 2) replacement of existing electrical load center and motor control equipment; 3) replacement of the dewatering systems; and 4) in-kind replacement of existing process equipment. The design portion of the contracted work will be 6.5% percent of the total PSC amount.	Modification	12/31/2025

Speakers: Sung Kim and Anthony Bernheim, Airport spoke on PSC #49604-23/24
 Thomas Chen and Scott Kaplan, Department of Emergency Management spoke on 47979-23/24
 Leslie Lau, Human Services Agency spoke on PSC #40224-23/24

- Action:**
- 1) Approved PSC# 49604-23/24 from the Airport with the condition of reporting back to the Commission on whether the Project Manager 3 or Project Manager 4 classifications can do some of the work required by the contract in the Fall 2024. (Vote of 5 to 0)
 - 2) Approved PSC# 47979-23/24 from Department of Emergency Management with the condition that the vendor provide knowledge transfer to San Francisco City and County staff with the goal of becoming in-housework. Also update the Personal Service Contract to include 0931 and 0932 Classifications and remove contractor name from scope of work. (Vote of 5 to 0)
 - 3) Approved PSC# 40224-23/24 from Human Services (HSA). (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)

0102-24-3 Salary Setting for the City and County of San Francisco Board of Supervisors for a Five (5) Year Cycle, Effective July 1, 2024, through June 30, 2029, in Accordance with Charter Section 2.100. (Item No. 10)

Speakers: Luz Morganti, Civil Service Commission
Angela Calvillo, Board of Supervisors
Edward De Asis, Board of Supervisors
Carol Isen, Department of Human Resources
Kate Kimberlin, Office of the City Attorney

Action: Continued to the meeting of June 17, 2024. (Vote of 5 to 0)

0103-24-3 Annual Salary Adjustment (3rd) Year of 5-Year Cycle of Salary for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2024-25. (Item No.11)

Speakers: Luz Morganti, Civil Service Commission

Action: Approved the proposed salary adjustments for Elected Officials effective July 1, 2024, for Fiscal Year 2024-2025 based on the CPI-U increase of 2.6%; and transmit your determination to the Controller for consideration of the Fiscal Year 2024-2025 budget. (Vote of 5 to 0)

0104-24-1 Annual Certification of Benefits for Elected Officials (Including Members of the Board of Supervisors) for Fiscal Year 2024-25 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (Item No. 12)

Speakers: Luz Morganti, Civil Service Commission

Action: Accepted the report; certify the benefits of elected officials (including Members of the Board of Supervisors) for Fiscal Year 2024-2025 in accordance with Charter Section A8.409-1 at the same level of benefits as those provided to covered employees of the Municipal Executive's Association (MEA) in effect on July 1, 2024. (Vote of 5 to 0)

0105-24-8 Review of Personal Services Contract Number 49585-23/24 from the Department of Emergency Management – Omit Posting. (Item No.13)

Speakers: Thomas Chen, Department of Emergency Management

Action: Adopted the report. Approved the request for proposed Personal Service Contract Number 49585-23/24; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0058-24-3 Appeal by Kegang Wu of the Denial of Battery Pay as a Transit Operator (9163) with the Municipal Transportation Agency. (Item No. 14)

Speakers: Ify Omokaro, Municipal Transportation Agency
Kegang Wu, Appellant

Action: Upheld the department's decision and denied Kegang Wu's request for battery pay in compliance with City policy. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 15)

Commissioner Kate Favetti requested revisions to Certification Rule

ADJOURNMENT (Item No. 16)

5:20 p.m.