



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

**LONDON N. BREED
MAYOR**

**AGENDA
Regular Meeting
July 17, 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 #2661 849 7476. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: #2661 849 7476
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

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 #2661 849 7476.

Regular Meeting July 17, 2023

2:00 p.m.

Agenda Language for In-Person or Partially In-Person Meetings

REMOTE ACCESS PROCEDURES

Phone Number
(415) 655-0001

Meeting ID
#2661 849 7476

- Enter the Phone Number above followed by the meeting ID = Then press #
- Press # again to be connected to the meeting (you will hear a beep)
- When you hear the beep
 - Stop and LISTEN to the meeting
 - Wait for Public Comment to be announced by Item #
- When the Clerk calls Public Comment, dial *3 to be added to the speaker line.
- When you press * 3, you will hear “*You have raised your hand to ask a question. Please wait to speak until the host calls on you*” – WAIT for your turn to speak.
- When you hear that “*your line has been unmuted*” – THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT

BEST PRACTICES

- Call from a quiet location
- Speak slowly and clearly
- Turn down any televisions or radios around you
- Address the Commission as a whole, do not address individual Commissioners

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). A staff report in pdf format and one (1) copy on 8 1/2-inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sf.gov/CivilService, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, remote participation, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email civilservice@sfgov.org to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Jacqueline P. Minor
Vice President Kate Favetti
Commissioner F. X. Crowley
Commissioner Elizabeth Salvesson

(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 July 3, 2023 – 2:00 p.m.

Recommendation: Adopt the Minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

**Processing and Scheduling of Appeals Before the Civil Service Commission.
(File No. 0096-23-1) – Possible Action Item**

May 1, 2023: Continued to the meeting of June 5, 2023.

June 5, 2023: Postpone to the meeting of July 17, 2023.

Recommendation: Postpone to the meeting of August 7, 2023.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0142-23-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
46560 - 22/23	Airport	\$1,500,000,000	Design-Build (DB)/Project Management Support Services (PMSS) teams with demolition, parking garage, AirTrain, airport cargo facilities, airport ground service equipment maintenance facilities, office tower, and underground utility management expertise are required to manage the design, construction, activation, and commissioning of the new infrastructure as part of the West Field Area Projects ("Projects"). The Projects may include the construction a new 1,100 stall parking garage, upgrades to the West Field Road AirTrain station, construction of two new airport cargo facilities, construction of a new airport ground service maintenance facility, construction of a new 11-story office building, demolition of Airport Buildings 660, 676 , 624, and 730 (including hazmat abatement), and upgrades and/or replacement of all major utilities on West Field Road. Contractor may also provide partnering, stakeholder engagement, and project coordination to support the Projects. The total \$1,500,000,000 PSC Amount includes the full construction budget for the DB contract for the Projects, of which design and PMSS will be approximately \$200,000,000.	Regular	8/31/2028
41550 - 22/23	City Administrator	\$4,600,000	Contractors shall provide towing, roadside assistance services, and storage for City-owned vehicles including light duty (Type I), medium duty (Type II), and heavy duty (Type V) for the City and County of San Francisco (the City), on behalf of Central Shops. These services shall be provided as-needed, 24/7, 365 days/year.	Regular	6/4/2028
41669 - 22/23	Department of Homelessness and Supportive Housing	\$3,000,000	The awarded contractor/s will provide transportation services for unhoused adults and families using emergency shelter services with the Department of Homelessness and Supportive Housing (HSH) Homelessness Response System (HRS). Transportation services include shuttle services to and from shelter sites and other HRS support services sites. Transportation services are available to clients intermittently available during non-business hours.	Regular	6/30/2028
47575 - 22/23	Department of Homelessness and Supportive Housing	\$300,000	Contractor will provide maintenance and repair services for recreational vehicles (RV) and trailers at an HSH emergency shelter site. These trailers were provided by the state of California to the City as temporary shelter for the City's most vulnerable populations at the beginning of the COVID-19 pandemic. The Contractor will provide maintenance and repairs to electrical and lights, heater and air conditioning, doors/locks, appliances, leaks, etc. The current shelter site is expected to close in December 2023 as HSH winds down it's COVID-19 response, however HSH needs the trailers temporarily beyond the close date until clients are permanently rehoused.	Regular	6/30/2024

PSC	Department	Amount	Type of Service	Type of Approval	Duration
43586 - 22/23	Juvenile Probation	\$200,000	The Juvenile Probation Department (JPD) wishes to procure consulting services from qualified individuals to support the implementation of Phase II of its Racial Equity Action Plan (attached for reference). Consulting services shall include Training, Coaching, Facilitation, Technical Services, and Organizational Equity Development. Phase II of the Racial Equity Action Plan will provide a more granular review of the intersection of department-specific employment decisions and race as well as gender, namely for hiring, promotions, professional development, terminations, exit interviews, and compensation decisions for department employees. The contracted consultant will provide assistance in operationalizing these goals, as well as provide JPD with tools to help foster inclusion and racial equity across the department. The contracted consultant will also provide coaching and support actions plans that address barriers to hiring, develop supplemental questionnaires, and review minimum qualifications for positions at the department. All staff will benefit from these services - with some services focused deliberately on leadership staff. Services will be provided in-person and virtually, with hybrid options.	Regular	10/31/2024
43002 - 22/23	Municipal Transportation Agency	\$250,000	To provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency.	Regular	1/31/2029
45886 - 22/23	Public Utilities Commission	\$4,985,000	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 Proposer to provide construction management (CM) staff augmentation services for the Harrison and Treat Box Sewer Project ("Project"). As part of the SFPUC's Sewer System Improvement Program (SSIP), and more specifically as a part of the Folsom Area Stormwater Improvements, the Project's primary goal is to mitigate flooding in the 17th Street and Folsom Street neighborhood area in San Francisco. The Project work focuses on improvements to over 12,000 linear feet of the area's existing sewer system, including deepening an existing reinforced concrete and brick box sewer, installing new reinforced concrete box sewers, upsizing existing pipe sewers, and installing new auxiliary pipe sewers and junction structures. The CM staff augmentation services required for the Project include, but are not limited to, construction administration, construction inspection, construct contracts management, and project controls (construction scheduling and cost estimation). The SFPUC will manage the staff augmentation team during construction for the Project for approximately 3 years and 4 months.	Regular	8/31/2027

PSC	Department	Amount	Type of Service	Type of Approval	Duration
41495 - 22/23	Municipal Transportation Agency	\$500,000	<p>Contractor to provide budget support, financial reconciliation, and procedure documentation consulting services to the SFMTA's Finance & Information Technology Division's Budget, Financial Projections, and Analysis Section (BFPA). The Contractor shall support BFPA during the budget season, assist in clearing the backlog of financial analysis, and document existing roles, policies, and procedures.</p> <p>Budget Support: The Contractor shall conduct an analysis of the SFMTA's FY18-19 and FY21-22 operating budget sources and uses them to propose zero-base budgeting for each Division. The Contractor will provide each of the following Deliverables to the SFMTA for review and approval to achieve the Budget Support objectives. Each final Deliverable will be presented in the form of a report and presentation given at a meeting with SFMTA staff.</p> <p>Financial Reconciliation: The Contractor shall conduct the following financial reconciliation analysis services for the SFMTA. The Contractor will provide each of the following Deliverables to the SFMTA for review and approval to achieve the Financial Reconciliation objectives. Each final Deliverable will be presented in the form of a report and presentation given at a meeting with SFMTA staff.</p> <p>Policy and Procedure Documentation: The Contractor shall assist BFPA in developing, documenting, and refining BFPA-related policies and procedures. The Contractor will provide each of the following Deliverables to the SFMTA for review and approval to achieve the Policy and Procedure Documentation objectives. Each final Deliverable will be presented in the form of a report and presentation given at a meeting or training session with SFMTA staff.</p>	Regular	10/1/2025
46785 – 16/17	Airport	Current Approved Amount \$34,000,000 Increase Amount Requested \$12,000,000 New Total Amount Requested \$46,000,000	<p>The San Francisco International Airport ('Airport') is seeking to replace the existing Common Use Self Service ('CUSS') Passenger Processing system that was originally installed in 2000 and later upgraded in 2007 and 2015. CUSS Passenger Processing systems are specialized systems used solely by airports to allow airlines to share common airport resources used for passenger processing, such as passenger check-in, baggage processing, passenger boarding. The system consists of four tightly integrated core vendor-developed components: 1) virtualized Common Use application, 2) Self Service Kiosk application, 3) Resource Management application, and 4) Airport Operational Data Base. The services will also include supporting the Information Display Systems (IDS), which are used to display flight and baggage information. The Contractors will be responsible for designing, implementing and supporting the system. The total cost for the systems is \$13,000,000. Of that cost, \$6,000,000 is for the professional services maintenance and support of end user equipment, such as computers, printers, scanners and readers. The remainder of the money is anticipated for the purchasing of equipment.</p>	Modification	12/31/2031
41183 – 19/20	Public Health	Current Approved Amount \$85,000,000 Increase Amount Requested \$107,500,000 New Total Amount Requested \$192,500,000	<p>Contractor will provide check writing services for the Department's Behavioral Health Services (BHS) to enable the Department to provide the following services: Residential Care Facility services ('mom-and-pop' board and care homes); reimbursement to out-of-county mental health service providers when children and adolescents are placed outside of San Francisco; intermittent and as-needed reimbursements of providers who are members of the San Francisco Mental Health Plan's Private Provider Network (PPN); provision of wraparound services (occasional food, tutoring, and other services) for children and adolescents served in San Francisco; assistance with client stabilization in emergency housing, as needed; support of the Parent Institute's trainings, and other as-needed services such as one-time or limited consultation related to the needs of clients with mental health issues and/or substance use disorder diagnoses, as well as as-needed treatment related to eating disorders at Psychiatric Emergency.</p>	Modification	6/30/2028

PSC	Department	Amount	Type of Service	Type of Approval	Duration
44553 – 16/17	Public Utilities Commission	Current Approved Amount \$121,000,000 Increase Amount Requested \$0 New Total Amount Requested \$121,000,000	The San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) contracts ranging from \$15 million to \$35 million each to provide professional construction management (CM) services on an as-needed basis to support SFPUC staff on various Sewer System Improvement Program (SSIP) projects. These additional CM services will support existing staff on various SSIP projects including construction of the new headworks and biosolids digester facilities at the Southeast Water Pollution Control Plant (SEP) as well as major improvements and upgrades at other various wastewater treatment facilities. Additionally, as-needed CM staff may be required to support the SFPUC’s Construction Management Bureau’s organizational effort and may, for example, include adding on a short-term basis, Construction Engineer(s), Inspector(s), Safety Manager(s), and Cost Estimator(s).	Modification	6/30/2028

Recommendation of the Human Resources Director:

Adopt the report. Approve the requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting.

- (8) Appeal by Craig Banks of Human Resources Director’s finding of untimely allegations of harassment, administratively close one allegation of retaliation, and insufficient evidence to substantiate three allegations of retaliation. (File No. 0188-20-6) – Action Item.**

February 6, 2023: Postponed to the meeting of April 17, 2023, at the request of the appellant.

April 17, 2023: Postpone to the meeting of July 17, 2023, at the request of the appellant.

Recommendation of the Department of Human Resources:

Adopt the report, uphold the decision of the Human Resources Director, and deny the appeal by Craig Banks.

- (9) Appeal by Velma Gay of the Human Resources Director’s determination that investigative findings did not establish Appellant’s complaint of harassment and discrimination. (File No. 0004-23-6) – Action Item**

Recommendation of the Human Resources Director:

Adopt the report, uphold the decision of the Human Resources Director, and deny the appeal by Velma Gay.

- (10) COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS**

- (11) ADJOURNMENT**