



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

**LONDON N. BREED
MAYOR**

**AGENDA
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.

Regular Meeting December 18, 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 #
2660 066 9780

- 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 in-person 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. People who have received accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

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 Vitus Leung
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 December 4, 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

Fiscal Years 2024-25 and 2025-26 Mayor's Budget Instructions and Department Budget Preparation Schedule (File No. 0248-23-1) – Action Item

Recommendation: Direct 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.

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. 0243-23-8) – Action Item**

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
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

PSC	Department	Amount	Type of Service	Type of Approval	Duration
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
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

PSC	Department	Amount	Type of Service	Type of Approval	Duration
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
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. 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

PSC	Department	Amount	Type of Service	Type of Approval	Duration
42752 – 15/16	Airport	Current Approved Amount \$70,000,000 Increase Amount Requested \$0 New Total Amount Requested \$70,000,000	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.	Modification	12/31/2026
42629-20/21	Environment	Current Approved Amount \$372,300 Increase Amount Requested \$0 New Total Amount Requested \$372,300	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.	Modification	3/31/2026

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.

SEPARATIONS AGENDA

- (8) 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. (File No. 0010-21-7) – Action Item**

Recommendation of the Human Resources Director:

San Francisco Unified School District requests to uphold the District’s decision to impose a permanent Citywide future employment Restriction on Mr. Li.

- (9) **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. (File No. 0136-16-7) – Action Item**

Recommendation of the Human Resources Director:

Adopt the staff report and deny the appeal by Mr. Jackson.

- (10) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (11) **ADJOURNMENT**