

AGENDA Regular Meeting May 6, 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 817 6390. Instructions for providing remote public comment are below.

LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: # 2664 817 6390
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 817 6390.

Regular Meeting May 6, 2024

2:00 p.m.

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

REMOTE ACCESS PROCEDURES

Phone Number (415) 655-0001

Meeting ID # 2664 817 6390

- 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
 - o 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 (4^{th}) 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 Salveson

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

(3) <u>APPROVAL OF MINUTES</u> - Action Item

Regular Meeting of April 15, 2024 – 2:00 p.m.

Recommendation: Adopt the Minutes.

(4) <u>ANNOUNCEMENTS</u>

Announcement of changes to the agenda.

Other announcements.

(5) <u>HUMAN RESOURCES DIRECTOR'S REPORT</u>

(6) EXECUTIVE OFFICER'S REPORT

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. 0088-24-8) – Action Item

| PSC | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|--|---------------|---|---------------------|------------|
| 40995-23/24 | Airport | \$250,000,000 | Project Management Support Services (PMSS) and Design-Build services for the Boarding Area G Gate Enhancements Project (Project) at San Francisco International Airport (Airport or SFO). The Project will replace the passenger boarding bridges at each gate in Boarding Area G, replace the preconditioned air system, install automated aircraft guidance systems, upgrade the fire hydrant infrastructure, and repair damaged pavement. Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural, engineering, and environmental services, and construction of the Program. Of the \$250M total Project cost, PMSS portion of the work is estimated to be \$6M, and design portion of work are estimated to be \$8M. | Regular | 05/31/2029 |
| 42122-23/24 | Airport | \$6,000,000 | Contractor will be responsible for the ongoing maintenance and software support of the Intergraph Computer Aided Dispatch System (CAD) for public safety dispatching used by multiple divisions at the San Francisco International Airport (Airport). Software support will include upgrades to new software versions of the proprietary CAD system, providing additional licenses, incorporating new interfaces with other Airport systems, mapping services, and other services necessary to maintain system functionality. | Regular | 06/30/2029 |
| 43039-23/24 | City Administrator | \$500,000 | The City's Contract Monitoring Division (CMD) oversees the 14B Local Business Enterprise (LBE) program, which promotes equity in the City's procurement processes and aims to lower barriers to accessing contracting opportunities for the City's certified local businesses. In order to better serve the LBE community and to increase program effectiveness, CMD will partner with one or more contractors to conduct a utilization study to understand the current state of LBEs' participation on City contracts, an availability study to understand potential LBE participation, and an evaluation of the 14B program to understand how the program can be improved. The selected contractor(s) will provide research, evaluation, and technical assistance to the City, including but not limited to: • Designing and implementing study methodologies • Cleaning, aggregating, and analyzing key program data and conducting statistical analysis • Conducting community and stakeholder engagement and user research • Synthesizing study results and providing improvement recommendations to City leaders. | Regular | 12/31/2027 |
| 40897-23/24 | Department of Emergency Management | \$1,503,423 | Provide stakeholder engagement, facilitation and training services for community-based organizations and service providers for crisis response and emergency preparedness programs. | Regular | 06/04/2027 |
| 49801-23/24 | Human Resources | \$1,200,000 | Provide expert test development consultation for the Q050 Police Sergeant, Q060 Police Lieutenant, Q080 Police Captain, H020 Fire Lieutenant, H030 Fire Captain, H040 Battalion Chief, and H050 Assistant Chief, selection process and defense of selection process (if necessary), provide testimony, preparation, and consultation against legal challenges. | Regular | 04/30/2029 |

| PSC | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|--------------------------------|-------------|--|---------------------|---|
| 47230-23/24 | Human Services | \$3,178,516 | Provides comprehensive, high-quality, culturally-responsible State-mandated training to Child Welfare workers, using Federal dollars, to increase Child Welfare workers knowledge and skills in the practice of public child welfare. These trainings increase the knowledge and skills of Child Welfare workers, thereby improving outcomes for children and families. Trainings cover complex case management and have both clinical and legal implications, providing Child Welfare workers updates on State laws, regulations and standards. | Regular | 06/30/2029 |
| 44510-23/24 | Juvenile Probation | \$300,000 | The department wishes to contract with organizations that specialize in transitional housing programs and supportive services for young people, ages 18-25, re-entering the community from a secure commitment term in San Francisco's Juvenile Justice Center. Supportive services provided by transitional housing programs shall include: a. Case management, b. Mental Health services or linkage to mental health services, c. Linkage to vocational services such as vocational support, job readiness skills, etc., d. Ability to promote family reunification, e. Independent living skills, f. Financial education, including money management, how to pay bills, etc., g. Basic needs support, h. Regular check-ins and ability to support young person to meet court mandates and orders,including stay away orders from people and locations, no weapons clauses, no substance use clauses, etc., i. Confidentiality for young person to ensure safety and successful return to community, and j. Ability to support reentry and transition goals. | Regular | 11/30/2028 |
| 43395-23/24 | Public Health | \$4,000,000 | The selected contractor(s) will provide substance use residential services at American Society of Addiction Medicine (ASAM) Level 3.1, clinically managed low-intensity residential services, for youth up to the age of 18 years old experiencing high level of substance use and meeting the ASAM criteria for residential services. | Regular | 06/30/2029 |
| 41323-23/24 | Public Utilities Commission | \$4,000,000 | This PSC is to provide specialized, short-term staff to provide construction management services for an approximately \$20M Power Enterprise construction project to construct underground electrical duct bank and vaults, Emergency Firefighting Water System (EFWS) pipeline, San Francisco Water Department (SFWD) pipeline, installation of electrical cable and switches, inter-connection to high-voltage switch gear, and roadway and sidewalk work. The construction management services required under this PSC would include, but are not limited to, construction contract administration, construction inspection, construction contracts management, and project controls. | Regular | 06/30/2027 |
| 45763-2324 | Public Works | \$7,000,000 | The consultant and their joint venture partners will provide the following services: Mechanical design, electrical design, plumbing design, structural design, civil (underground utility), security & technology, sustainability, energy modeling, daylighting, LEED (Leadership in Energy and Environmental Design) coordination and documentation, audio-visual and lowvoltage design, fire protection, acoustic design, vertical transportation, building management systems integration, façade maintenance, wind consulting, signage and environmental graphic design, and waterproofing. | Regular | Any approval will be conditioned on a status report to the Commission in year 4 of the PSC. |

| PSC | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|-------------------------|--|--|---------------------|------------|
| 41297-23/24 | City Administrator | \$500,000 | Contractor will sell City-owned surplus assets (with the exception of City-owned fleet vehicles that will be publicly auctioned pursuant to a separate personal services contract), including seized, found, unclaimed, stolen, recovered, and retired property, to the general public. Public auctions will be conducted online through the contractor's online auction application. The auction services will generate revenue for the City. The cost to the City for the services will be paid from the net proceeds of each sale for the services performed by the contractor. Contractor was selected pursuant to Solicitation Number 012821 conducted by a service cooperative established by Minn. Stat Sec. 123A.21 to provide a Cooperative Purchasing Program to participating entities, of which City is one. Solicitation Number 012821 was publicly posted on December 8, 2020, and the contractor was ranked 1. | Regular | 07/01/2026 |
| 43590-22/23 | Board of Supervisors | Current Approved Amount \$540,000 Increase Amount Requested \$460,000 New Total Amount Requested \$1,000,000 | The Office of the Clerk of the Board (COB) seeks a vendor to enhance or replace the current aging and costly LMS with a state-of-the-art solution to effectively address mandated requirements, streamline legislative workflow, and meet stakeholder expectations. The COB will adopt a legislative system that will streamline the process of 1) drafting, submitting, and accessing status of legislation, 2) developing and managing public meeting agendas and minutes, 3) ensuring the integrity and retention of legislative records, 4) providing a legislative drafting tool for city departments, and 5) providing a public portal accessible to the public for tracking legislation. The LMS would not only support the core business of the Board of Supervisors, but all City Departments and agencies that submit and recommend legislation and/or amendments. The technology solution will be developed, implemented, and supported through a software development and support agreement with the Contractor and internal COB IT staff. | Modification | 8/31/2028 |

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.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission 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 Consent 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 Consent Agenda.

(8) San Francisco Health Service System's Hiring Progress in the Member Services Division. (File No. 0090-24-1) – Action Item

Recommendation from the Department of Human Resources:

Accept the report.

(9) Follow-Up Report on PSC Number 43506- 21/22 from the Department of Public Health. (File No. 0089-24-8) – Action Item

Recommendation from the Department of Human Resources:

Adopt the report.

(10) Appeal by Irene Seddon of Human Resources Director's determination that investigative findings did not establish Appellant's complaint of harassment and retaliation.

(File No. 0176-22-6) – Action Item

Recommendation: Postpone to the meeting of May 20, 2024, at the request of the appellant.

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.

(11) Follow-Up Report on PSC Number 49798- 23/24 from the Human Service Agency. (File No. 0086-24-8) – Action Item

December 18, 2023: 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.

Recommendation from the Department of Human Resources:

Adopt the report. Approve PSC #49798-23/24 from the Human Services Agency.

(12) Review of PSC Number 40625-23/24 From the Municipal Transportation Agency. (File No. 0087-24-8) – Action Item

| PSC | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|---------------------------------|--------------|---|---------------------|-----------|
| 40625-23/24 | Municipal Transportation Agency | \$20,000,000 | The scope of this project is to purchase roughly \$14.5M of custom manufactured brake parts required for the Light Rail Vehicles (LRV4) proprietary brake system then also perform roughly \$6M of professional overhaul services for a planned overhaul program in accordance with recommended maintenance interval established by the manufacturer. This overhaul will be for the hydraulic brake systems on 68 Phase 1 Siemens LRV4 light rail vehicles for the San Francisco Municipal Transportation Agency. This overhaul conforms to the scheduled maintenance recommended by the Brakes Manufacturer. Maintenance intervals on the brakes system are every 6 years. This will be the first major system overhaul on LRV4 vehicles, the oldest of which are coming out of their 5-year base warranty period. Performing this overhaul is in keeping with SFMTA's commitment to remain up-to-date on scheduled maintenance to maximize life and minimize lifecycle costs for the LRV4 fleet. The overhaul program includes brakes subsystems including the Hydraulic Power Unit (HPU), Accumulator, and Brake Discs. Motor Truck (MT) calipers and Center Truck (CT) calipers in this overhaul program will be included in the necessary standard overhaul activities as well as upgrading parts (to improve reliability and address known warranty issues) to optimize the performance of these products. \$14.5M of this project will be used for the purchase of proprietary custom-manufactured parts. The parts are to be sold as a packaged overhaul kit as part of this contract. In delivering the overhaul, the Contractor shall provide all parts, materials, tools, labor, inspections, facilities, and equipment required to complete this work, which includes removal and replacement (R&R) of the brake system, shipment of the system to the site of original manufacture in Duncan, South Carolina, disassembly of the existing brakes systems, disposal of used parts, cleaning, inspecting for wear and damage, overhaul and remanufacture to original specifications, quality inspection, shipping b | Regular | 9/30/2026 |

April 1, 2024: Postpone PSC #40625-23/24 from the Municipal Transportation Agency to the meeting of May 6, 2024, at the request of the department.

Recommendation from the Department of Human Resources:

Adopt the report. Approve the requests for proposed Personal Services Contract Number 40625-23/24; Notify the Office of the Controller and the Office of Contract Administration.

(13) Appeal by Machinists Local 1414 on PSC Number 40625-23/24 from the Municipal Transportation Agency. (File No. 0085-24-8) – Action Item

Recommendation from the Department of Human Resources:

Adopt the report and deny the appeal. Approve the request for the proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration.

(14) Appeal of Rejection of Application by Abraham Mohamed for 9520 Transportation Safety Specialist (CBT-9520-T00087). (File No. 0027-24-4) – Action Item

Recommendation from the Municipal Transportation Agency:

Adopt the report and deny the appeal by Mohamed.

(15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(16) ADJOURNMENT