

From: [The Civil Service Commission](#)
To: [Henderson, Karen \(MYR\)](#); [Heavens, Cindy \(MYR\)](#)
Subject: MYR [DHRPSC0004683] was approved by CSC on 2024-12-02
Date: Tuesday, December 3, 2024 10:20:35 AM
Attachments: [image](#)
[image](#)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF CIVIL SERVICE COMMISSION ACTION

Hello Karen Henderson,

At its meeting on **2024-12-02 14:00:00 PST**, the Civil Service Commission had for its consideration the MYR PSC [DHRPSC0004683].

The Civil Service Commission, APPROVED PSC [DHRPSC0004683] on 2024-12-02.

CSC Approval Type: Approval Granted

Relevant Comments:

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.

NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.

CIVIL SERVICE COMMISSION

Sandra Eng | Executive Officer

PSC Summary

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Record Number: DHRPSC0004683 v 1.0

Description of Proposed Work: Over the next five years, the Mayor's Office of Housing and Community Development or its property management agent, would like to repair or replace failing systems. Depending on available funds, the Mayor's Office of Housing and Community Development or its property management agent and the property management's vendors would repair or replace failing systems over five years.

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: MYR

Dept PSC Coordinator: Karen Henderson

Dept PSC Coordinator Email: karen.henderson@sfgov.org

DHR Admin/Reviewer: Suzanne Choi
CSC Admin/Reviewer: Lavena Holmes
PSC Amount: \$9,800,000.00
PSC Duration (months): 60
Funding Source(s): City Funds

Scope of Work: Midtown Park Apartments ("Midtown") is a 140-unit multifamily rental housing development in Western Addition owned by the City and County of San Francisco. Midtown was built in 1962 and contains 140 units in six (6) buildings. In 2014 or thereafter, one (1) unit was turned into a property management office and community room, which changed the residential units from 140 residential units to 139 residential units. There are laundry rooms in two buildings. Of the 139 units (140 units excluding the property management office and community room), 105-units are currently occupied. Since Midtown's initial construction, no major renovation has occurred, and major systems are failing. Some key health and safety items are in violation of the current code. Because of lack of adequate fire safety, buildings are becoming difficult to insure. Failure of one system could be catastrophic with death, injury and/or large displacement. Extremely low rents of existing tenants cause an annual operations gap, and this operations gap is filled by Mayor's Office of Housing and Community Development ("MOHCD"). Over the next five years, the Mayor's Office of Housing and Community Development or its property management agent, would like to repair or replace failing systems. Depending on available funds, Mayor's Office of Housing and Community Development or its property management agent and the property management's vendors would repair or replace failing systems over five years. All six (6) building will undergo repairs or replacement the following systems: • Fire Alarm • Fire Sprinklers • Heaters/Hot Water • Structural upgrades • Roof • Windows • Balcony • Paint of exterior and interior units In addition to the above and if Mayor's Office of Housing and Community Development has funds, a proposal to add a laundry room at one building and another between 2 buildings could occur. The City and County of San Francisco working through the Mayor's Office of Housing and Community Development has three goals it hopes to achieve with the repair and replacement plan for Midtown. The goals are (1) bring Midtown to code and mitigate risk from health and safety issues; (2) rent vacant units after repairs at or near market rates to eliminate ongoing City and County of San Francisco operating subsidy through the Mayor's Office of Housing and Community Development to Midtown, and (3) discourage, through lease enforcement, new tenants from installing and using in-unit washers and dryers. Mayor's Office of Housing and Community Development is requesting that any and all repair work be done by the property management company that the Mayor's Office of Housing and Community Development - MOHCD previously received Civil Service Commission ("CSC") approval in April 2021 (PSC Number 49538-20/21) for a property management contract, or the property management company's vendors and/or consultants, if needed. All proposed work is work that a property management agent could perform and has experience working with occupied residential tenants. Also, the ability to complete these repairs and other necessary repairs is critical to operate and maintain Midtown in manner consistent with state property management laws and reduce the City and County of San Francisco liability. The property management company Mayor's Office of Housing and Community Development - MOHCD selected and working with the Mayor's Office of Housing and Community Development - MOHCD must have the ability to coordinate the appropriate vendors and consultants to assist with all necessary and required work that cannot be performed by the property managers maintenance staff, and all necessary and required work must be completed in a timely manner.

PSC Justification(s)

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- ✔ Services required on an as-needed, intermittent, or periodic basis
- ✔ Services requiring specialized expertise, knowledge experience

[Take me to the PSC Record](#)

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