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Civil Service Commission

Civil Service Commission - March 4, 2019 - Minutes

Meeting Date:

March 4, 2019 - 2:00pm

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Location:

City Hall - Room 400

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

MINUTES

Regular Meeting

March 4, 2019

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:01 p.m.

ROLL CALL

President F. X. Crowley	Present
Vice President Elizabeth Salvesson	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	Present (Left at 5:12 p.m.)

President F.X. Crowley presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of February 4, 2019

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

Michael Brown, Executive Officer announced that a correction was made to the Agenda but posted and distributed in the material timely. No other changes have been made.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan, Human Resources Director, stated that they are deeply involved in labor negotiations. They are also in the process of issuing the RFP for a new job applicant tracking system. These activities have put them behind in submitting their regular reports before the Civil Service Commission. DHR will be working with the Executive Officer on scheduling them when they are ready.

The Department of Public Health has done a great job in resolving some of the concerns of labor that arose with respect to the EPIC Implementation of the electronic medical records. Karen Hill, Department of Public Health provided a brief report on "schedgistration". In discussion with SEIU 1021, DPH addressed concerns of affected employees around the implementation of the Epic program. "Schedgitation" is the scheduling and registration of clients together in a more efficient way. The effected employees will have a chance to be appointed to temporary positions in a new classification for which they will qualify after receiving appropriate training. There will be no loss of jobs or no deskilling. They actually are upskilling and DPH is happy to give long term employees an opportunity to promote. They are in the process of working on appointing employees to temporary positions and are hoping to have all of them appointed by March 23, 2019.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0056-19-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49666-18/19	Airport	\$500,000	San Francisco International Airport (SFO) requires the assistance of National Aeronautics and Space Administration (NASA) Ames Research Center (ARC) for the purpose of analyzing and modeling the causes of congestion on the airfield. Tasks require SFO and NASA ARC to conduct a data-driven analysis of airfield operations to identify, quantify and interpret the extent of potential inefficiencies that may limit the capacity of the Airport and result in avoidable delays.	Regular	6/30/2024
42645-18/19	Economic and Workforce Development	\$240,000	Contractor will assist with the implementation of Healthy Retail SF, a City ordinance-mandated technical assistance program designed to increase access to healthy, affordable food. Contractor will be the lead consultant, supporting small businesses with space design, produce consulting, equipment needs, physical improvements and related activities. Contractor will also assist with client identification, conduct assessments of businesses, help create an individual development plan (IDP), provide individualized technical support to business clients based on the IDP, help with tracking progress, and follow up with the client and modify the approach to best suit the client's needs. Contractor will provide direct and focused technical assistance, in individual and group settings if needed. Contractor will also provide equipment, materials, and supplies as outlined in the IDPs to the small businesses.	Regular	6/30/2021

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
45429-18/19	Human Resources	\$130,000	Provide expert test development consultation for the Q060 Police Lieutenant and Q080 Police Captain selection processes and defend those selection processes against legal challenge as necessary.	Regular	12/31/2022
46105-18/19	Human Resources	\$190,000	Provide expert test development consultation for the Q050 Police Sergeant selection process and defend that selection process against legal challenge as necessary.	Regular	12/31/2022
48019-18/19	Municipal Transportation Agency	\$350,000	Contractor will identify a suite of programs and services that will be most likely to significantly reduce Single Occupancy Vehicle (SOV) trips by SFMTA employees at all facilities. "SOV" trips refer to trips taken by automobile, with only one person in the car; the SFMTA has a goal to reduce these "SOV" trips in favor of trips such as public transit, bicycling, walking, or carpooling which have a reduced impact on the environment and the transportation system. Contractor will assess existing conditions, conduct stakeholder outreach, develop strategy proposals and recommend operations and evaluations plans for implementing those strategies.	Regular	12/31/2022
41712-18/19	Port	\$1,500,000	The contractor shall provide all services, personnel, labor, materials, and equipment necessary to package, remove, transport, and dispose of hazardous waste from Port properties. Contractor shall also provide all services, personnel, labor, materials, and equipment necessary to salvage, transport, and dispose of sunken and abandoned marine vessels from waters within Port jurisdiction.	Regular	2/29/2024
45798-18/19	Port	\$1,000,000	The services that will be provided under this contract are the environmental review and analysis of the proposed amendments to updates the Port of San Francisco Waterfront	Regular	1/31/2023

Land Use Plan ("Project") and advice on the impact and implications.

The contractor works with ranchers and farmers to use biosolids as a fertilizer. The contractor secures all necessary permitting required for the use of biosolids as a fertilizer. Annual fees for permitting are paid by the biosolids so that nitrogen added to fields does not exceed crop uptake needs. When sufficient biosolids have been added to a field to meet its nitrogen needs, the contractor moves the application operation to a new field. When moving to a new field, the contractor is responsible for coordinating with the trucking contractor for the transportation of biosolids to the new location. The contractor is responsible for ensuring the all county ordinances are followed during the course of operations at each field. This includes the posting of signs, flagging of buffer areas where biosolids are not to be applied, setting up a mobile weather station, a portable toilet and a washdown station for trucks. The contractor is responsible for the spreading and discing (incorporation) of the biosolids on each field. Co-ordination with the ranchers, farmers, and county is the responsibility of the contractor.

44486-18/19 Public Utilities Commission \$2,100,000

Regular 3/31/2023

40732-18/19 Recreation and Park \$150,000

The Recreation and Park Department is seeking the services of a landscape architecture firm to develop a schematic design concept plan for Buena Vista Park that reflects the Capital Improvement plan, community needs and operation maintenance needs. Schematic design will consider the circulation and hardscape, erosion control and water management, and woodland management. The scope will include outreach and community engagement.

Regular 2/1/2020

44727-18/19 Sheriff \$3,600,000

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via

Regular 4/30/2024

radio frequency to land line telephone or via cellular transmission to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40844-18/19	Public Health	\$1,000,000	In order to modernize and improve responsiveness and user friendliness of the Department's websites, the contractor(s) will provide website design, Search Engine Optimization (SEO), administration, testing, training, and support services, which may also include development of website pages focused on e-commerce for the Department's Vital Records office (birth and death records).	Regular	12/31/2022
42517-18/19	Public Health	\$1,750,000	The contractor(s) will provide fully hosted, web-based software and its support to enable credentialing and privileging of medical services providers and employees for the Department of Public Health (DPH). Support will include project management, design, programming, testing, documentation, and system integration services.	Regular	1/31/2024
49622-18/19	General Services Agency – Technology	\$500,000	Vendor will install a Jail Management System (JMS) and to work with San Francisco Sheriff's Department Information Technology Support Services Staff (ITSS) to configure a prototype of the Inmate Booking Module in JMS. This service shall include a subscription to use the JMS software in conjunction with the San Francisco Sheriff's Department existing Microsoft Dynamic CRM licenses. The prototype would be used by San Francisco Sheriff's Department in a non-production environment for the duration of the subscription (12 months) in order to confirm that Vendor's JMS will meet the jail	Regular	3/31/2022

management system needs of San Francisco Sheriff's Department.

The scope, assumptions, and costs presented in this SOW represent Vendor proprietary experience and knowledge

A. Project Scope

Vendor will work with San Francisco Sheriff's Department to install Offender360 JMS and all technology components associated with the software in a non-production San Francisco Sheriff's Department environment on their server hardware. Vendor will conduct a series of training workshops with San Francisco Sheriff's Department to make configuration changes to the standard JMS Booking module and develop a non-production prototype that meets the specific business requirements of San Francisco Sheriff's Department for the booking process. Vendor will include in the services a 12 month subscription of the Offender360 JMS software to allow San Francisco Sheriff's Department users to test the application in a non-production environment for up to 12 months. The result of this project will provide a prototype that will enable San Francisco Sheriff's Department to validate and confirm that Offender360 will meet the jail management system needs of San Francisco Sheriff's Department.

30382-17/18	Economic and Workforce Development	Current Approved Amount	The Office of Economic and Workforce Development (OEWD) is seeking to contract with an individual or firm that can serve as the department's One-Stop Operator (OSO), a lead coordinator of services delivered to San Francisco's workforce system. The workforce system is designed to establish services for a variety of San Francisco jobseekers that include unskilled, semi-skilled and high skilled individuals. The OSO will play a leadership role in coordinating the four (4) core mandated partners – the California Employment Development Department (EDD), California Department of	Modification	6/30/2021	
		\$100,000				
		Increase Amount Requested				
		\$200,000				
		New Total Amount Requested				
		\$300,000				

Rehabilitation (DOR), City College of San Francisco (CCSF) Career Technical Education and Adult Education programs, and the San Francisco Human Services Agency (HSA)/Temporary Assistance for Needy Families (TANF) programs – and ensuring that appropriate services are delivered to customers through the workforce system. The role includes establishing Memorandums of Understanding (MOU) with the core partners, providing training and technical assistance and facilitating the successful implementation of services. Additional responsibilities may be determined by OEWD or suggested by the OSO or service providers to fulfill the OSO’s role of system coordination and quality assurance.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
		Current Approved Amount			
		\$500,000			
43857-14/15	General Services Agency – Public Works	Increase Amount Requested \$0	Provide specialized services in Acoustical engineering to support DPW design staff on an as-needed basis. The City intends to award two (2) contracts for \$250,000 each, and contract duration of two (2) years each.	Modification	6/30/2022
		New Total Amount Requested			
		\$500,000			
47395-17/18	Public Utilities Commission	Current Approved Amount \$8,000,000 Increase Amount Requested \$11,500,000	The San Francisco Public Utilities Commission (SFPUC) intends to award a \$8 million agreement to support SFPUC civil, structural, electrical, process, mechanical engineering staff, and for other specialized engineering services needed to assist in the design and support during construction of a new raw water ozonation system at SFPUC’s Sunol Valley Water Treatment Plant (SVWTP) to address long-	Modification	10/1/2026

New Total Amount Requested \$19,500,000	term taste and odor issues. Design scope includes new cryogenic oxygen tanks, liquid oxygen vaporizers, ozone generators, ozone injectors, an ozone contractor, an ozone building, an ozone destruct system, electrical power facilities, associated piping/appurtenances, associated automatic controls (I&C), related facilities, and power generation consisting of solar panels atop the Treated Water Reservoir and nearby SVWTP facilities to offset the increased power load. The Sunol valley power supply and usage will need to be analyzed and upgraded at San Antonio Pump Station and the Calaveras Substation to accommodate the new plant power loads. The contract will also address identified plant process limitations and make modifications to improve the plan reliability.
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Scope Change:

The San Francisco Public Utilities Commission (SFPUC) intends to award a \$19.5 million agreement to support SFPUC civil, structural, electrical, process, mechanical, and other specialized engineering services in the design and support during construction of a new raw water ozonation system, flocculant aid polymer system, and various needed upgrades at SFPUC's Sunol Valley Water Treatment Plant (SVWTP) to address long-term taste and odor issues and plant reliability. The scope also includes an upgrade to the Calaveras high voltage substation to accommodate increasing power needs brought on by the new ozonation system and solar panels at the SVWTP to offset the large ozonation power demand. Major plant upgrades includes new cryogenic oxygen tanks, liquid oxygen vaporizers, ozone generators, ozone injectors, an ozone contractor, an ozone building, an ozone destruct system, electrical power facilities, backup power facilities, polymer mixing skids, polymer aging tanks, transfer pumps, polymer building, associated piping/appurtenances, and associated automatic controls (I&C).

41501-14/15	Recreation and Park	Current Approved Amount \$800,000 Increase Amount Requested \$600,000 New Total Amount Requested \$1,400,000	The Recreation and Park Department (RPD) is seeking the services of engineering firms with marina and coastal engineering expertise that can deliver a Criteria Package for the waterside improvements to the Marina Yacht Harbor, East Harbor, which RPD intends will be performed under separate contract by a design-builder. This consultant shall be tasked with providing preliminary design services for marina, coastal and general civil engineering, and consulting support services during the design/build process. Landside improvement designs will be prepared by the City and County of San Francisco's Department of Public Works (DPW).	Modification	12/31/2021
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PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4918-13/14	Recreation and Park	Current Approved Amount \$2,000,000 Increase Amount Requested \$6,017,719 New Total Amount Requested \$8,017,719	Provide full Landscape Architectural, Architectural, Engineering, and Outreach services for the Portsmouth Square Renovation. This includes all services necessary for all phases of project delivery: conceptual design, schematic design, design development, complete construction documents for permitting, bid, construction administration, and closeout. Scope will also include facilitation of broad community and stakeholder outreach process in multiple languages. A/E firm shall also provide cost estimating services during the course of the project.	Modification	2/10/2024
44536-18/19	General Services Agency – Technology	Current Approved Amount \$9,500,000 Increase Amount Requested \$20,500,000	The Department of Technology has projects underway in the areas of: upgrading Wide and Local Area Networks, migrating Telephony systems to the City's new Cisco Call Manager, and moving Departments to new office spaces. The Department of Technology will also begin a project to migrate approximately 15 separate Contact Centers to a unified Enterprise Contact Center system. The awarded Supplier	Modification	12/31/2027

New Total Amount Requested	\$30,000,000	will provide project services for the upgrade, move, and migration project areas utilizing following phased structure: 1) Discovery and Analysis, 2) Planning, 3) Upgrade/Migration, 4) Post Go-Live support and training for handoff to City staff. Supplemental services include reviewing current systems and environments, designing new networks and systems, developing migration plans, configuring, installing, and testing new systems, moving and installing networks in new locations, providing support and training City staff on how to maintain and operate new systems.
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Speakers:

Christina Brusaca and Dave Johnson, Department of Human Resources spoke on PSC #45429-18/19 and PSC #46105-18/19.

Ryan Fitzgerald, Public Utilities Commission spoke on PSC #47395-18/19.

Action:

1. Approved PSC #45429-18/19. (Vote of 5 to 0)
2. Approved PSC #46105-18/19. (Vote of 5 to 0)
3. The Commission instructed the Public Utilities Commission to resubmit PSC #47395-17/18 as a *new* contract for approval. (Vote of 5 to 0)
4. Adopt the report. Approved the remaining requests for proposed Personal Services Contracts; Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0053-19-1 Report of Future Employment Restrictions and Probationary Releases from July 1, 2018 to December 31, 2018. (Item No. 8)

Action: Adopted the report. (Vote of 5 to 0)

0054- Report of Expired Exempt Appointments for the period of July 1, 2018 –
19-1 December 31, 2018. (Item No. 9)

Speakers: Shawn Sherburne, Department of Human Resources

Micki Callahan, Department of Human Resources

Tammy Wong, Representing Department of Technology and Department of Public Works

Kristin Kogure, Adult Probation Department

Anna Biasbas, Department of Human Resources

Justin Hinderliter, Public Utilities Commission

Suzette Love, Port of San Francisco

Public
Comment: Gregory Pitts, TWU Local 200

Jasmine Charles, TWU Local 200

Action: Adopted the report as amended. Departments to report back to the Commission on the next Commission meeting of March 18, 2019.

0055- Report of Appointments Exempt from Civil Service under Charter Sections 10.104-16 through
19-1 10.104-18. (Item No. 10)

Speaker: Shawn Sherburne, Department of Human Resources

Action: Adopted the report as amended. Report back to the Commission on the status of
Temporary Exempt Category 16 Appointments.
(Vote of 5 to 0)

0057- Report on Recent Police Promotions. (Item No. 11)
19-1

Speakers: Dave Johnson, Department of Human Resources

Action: Adopted the report. (Vote of 5 to 0)

Public comment on all matters pertaining to Items #14, #15 and #16, including Item #13, whether
to hear each item in closed session. (Item No. 12)

None.

Vote on whether to hold Items #14, #15, and #16 in closed session, including whether to invoke the attorney-client privilege as to Item #16. (S.F. Admin. Code § 67.10(d))
(Item No. 13)

Action: The Commission voted to conduct Items #14, #15, and #16 in closed session. (Vote of 5 to 0)

0361-
17-6 Update on the Appeal by Deonte Walker of the Transportation Director's Finding that there was Insufficient Evidence to Sustain His Complaint of Harassment and Discrimination Due to Race.
Basis for closed session: Personnel Exception (Gov't Code § 54957(b)(1), S.F. Admin Code § 67.10 (b)); constitutional right to privacy (California Constitution art. I, § 1). (Item No. 14)

March 5, 2018: Postpone to the meeting of March 19, 2018 by mutual agreement between the appellant and the Department of Human Resources.

March 19, 2018: Postponed to April 2, 2018 so that the item can be held in Closed Session at the request of the Department of Human Resources.

April 2, 2018: The Commission continued the item to a future meeting after the Municipal Transportation Agency meets with the appellant to discuss the make whole remedy.

February 4, 2019: Postpone to the meeting of March 4, 2019 by mutual agreement between the appellant and the Municipal Transportation Agency.

The Closed Session started at 3:38 p.m. in City Hall, Room 400 and the following individuals were present:

F.X. Crowley, President, CSC

Elizabeth Salvesson, Vice President, CSC

Douglas Chan, Commissioner, CSC

Kate Favetti, Commissioner, CSC

Scott R. Heldfond, Commissioner, CSC

Michael Brown, Executive Director, CSC

Sandra Eng, Deputy Director, CSC

Elizabeth Aldana, CSC

Matthew Lee, Deputy City Attorney

Micki Callahan, Department of Human Resources

Linda Simon, Department of Human Resources

Derek Kim, Municipal Transportation Agency

James Cerenio, Municipal Transportation Agency

Cherylynn Norona, Municipal Transportation Agency

Matthew Barravecchia, City Attorney Worker's Comp

Tamara Reed, Appellant's Representative

Deonte Walker, Appellant

Action: Adopt the report and deny Mr. Walker's appeal. (Vote of 5 to 0)

0379- Closed Session – Appeal of the Human Resources Director's Finding of Insufficient Evidence to
17-6 Sustain the Complaint of Harassment. Basis for closed session: Personnel Exception (Gov't Code
§ 54957(b)(1), S.F. Admin. Code § 67.10(b)); peace officer confidentiality statutes (Penal Code
§§ 832.5, 832.7, 832.8)). (Item No. 15)

February 4, Postpone to the meeting of March 4, 2019 by mutual agreement between the appellant
2019: and the Department of Human Resources.

The following individuals were present:

F.X. Crowley, President, CSC

Elizabeth Salvesson, Vice President, CSC

Douglas Chan, Commissioner, CSC

Kate Favetti, Commissioner, CSC

Scott R. Heldfond, Commissioner, CSC

Michael Brown, Executive Director, CSC

Sandra Eng, Deputy Director, CSC

Elizabeth Aldana, CSC

Matthew Lee, Deputy City Attorney

Micki Callahan, Department of Human Resources

Linda Simon, Department of Human Resources

Matthew Valdez, Department of Human Resources

Rebecca Cox, Department of Human Resources

Department Representative

Department Representative

Russell Robinson, Counsel for Appellant

Appellant

Action: Adopted the report and denied the appeal. (Vote of 4 to 1; Commissioner Chan dissents)

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Basis for closed session:
Pending Litigation Exception (Gov't Code § 54956.9(a), (d)(1); S.F. Admin. Code § 67.10(d))

Matter: Boreen v. City and County of San Francisco, No. CPF-18-516450, San Francisco Superior Court, filed December 17, 2018. (Item No. 16)

The following individuals were present:

F.X. Crowley, President, CSC

Elizabeth Salvesson, Vice President, CSC

Douglas Chan, Commissioner, CSC

Kate Favetti, Commissioner, CSC

Michael Brown, Executive Director, CSC

Sandra Eng, Deputy Director, CSC

Elizabeth Aldana, CSC

Micki Callahan, Department of Human Resources

Rafal Ofierski, Deputy City Attorney

Discussion

Reconvene in Open Session. Vote to elect whether to disclose any or all discussions held on Items #14 , #15 and #16 in closed session (San Francisco Administrative Code Section 67.12 (a)) (Item No. 17)

Action: The Commission voted to disclose its actions for items #14, and #15 but not the discussions conducted in Closed Session in items #14, 15 and #16. (Vote of 4 to 0; Commissioner Heldfond left at 5:12 p.m.)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 18)

Commissioner Favetti requested that the report on Police promotions be added to the regular reports to the Commission and we should discuss with the Department of Human Resources the best times to calendar. Also, she requested to explore current and possibly new rules that may address the issues of exempt appointments that appear to go beyond their limitation by the Charter. Lastly, she requested to include the Fire Department report on their promotions to the regularly calendared reports as well.

Commissioner Salveson requested the report on the exempt appointments in categories 16, 17, and 18 include a reporting on exempt categories coming up due to expire within an appropriate period, such as six (6) months.

The Commission adjourned the meeting in memory of Jeff Adachi, Public Defender of the City and County of San Francisco from 2003 – 2019.

ADJOURNMENT (Item No. 19)

5:26 p.m.