



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

**Regular Meeting
April 19, 2021**

2:00 p.m.

Meeting held by teleconference pursuant to the Governor's Executive Order N-29-20 and the Eighth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: 187 313 6740**

LONDON N. BREED, MAYOR

COMMISSIONERS

**ELIZABETH SALVESON
President**

**JACQUELINE MINOR
Vice President**

**DOUGLAS CHAN
F.X. CROWLEY
KATE FAVETTI**

**SANDRA ENG
Executive Officer**

During the Coronavirus Disease (COVID-19) emergency, the Civil Service Commission's regular meeting room, City Hall, Room 400 is closed. Commissioners and Civil Service Commission staff will convene remotely. The public is encouraged to submit comments in advance of the meeting in one of three ways: (1) email civilservice@sfgov.org, (2) leave a voicemail message in the CSC Office main line at 628-652-1100 or (3) use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code 187 313 6740. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record.

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Elizabeth Salveson	Present
Vice President Jacqueline P. Minor	Present
Commissioner Douglas S. Chan	Present
Commissioner F. X. Crowley	Present
Commissioner Kate Favetti	Present

President Elizabeth Salveson presided.

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

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of April 5, 2021 – 2:00 p.m.

Action: Adopted the minutes with the condition

ANNOUNCEMENTS (Item No. 4)

None.

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

Carol Isen, Human Resources Director reported that by the end of this week the application period for the Equal Employment Opportunities Director position at the Department of Human Resources (DHR) will close. DHR will be working with Alliance Resource Consulting, recruitment agency to review the applicant pool as the next step of the selection process.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Sandra Eng, Executive Officer informed the Commissioners that the Civil Service Commission (CSC) office is slowly planning to reopen. Staff is preparing so that virtual meetings can continue in the office. CSC staff has also been getting feedback from union representatives and City employees of how they appreciate the convenience of virtual meetings and feel safer.

**0056-21-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PCS	Department	Amount	Type of Service	Type of Approval	Duration
40725-20/21	City Administrator	\$900,000	This is a reimbursement program. The City collects fees from individuals who seek to adopt a cat or a dog from the Animal Care & Control (ACC) shelter. The vendor performs the surgeries, and the City forwards the funds received from the individual to the vendor. There is no cost to the City. The dollar value of the contract represents the funds collected from individuals and forwarded to the vendor.	Regular	12/31/2026
49538-20/21	Mayor	\$5,000,000	Property Management of a residential commercial property located at 1415 Scott Avenue, commonly known as Midtown Park Apartments, and property management of several vacant sites located at 967 Mission Street, 730 Stanyan Street, 1515 South Van Ness Avenue, and 180 Jones Street. Mayor's Office of Housing and Community Development anticipates additional sites will be acquired by the Mayor's Office of Housing and Community Development and added to this PSC during the duration of the PSC period.	Regular	1/18/2026
40271-20/21	Public Utilities Commission	\$6,250,000	Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises—including, but not limited to, the issuance of commercial paper, loans, private placements, bonds, and issuance of new and amended credit facility agreements, financial forecasting and modeling, rate setting and administration, asset management, risk management, power generation, transmission, distribution and trading, and related capital financing activities.	Regular	3/31/2026
42480-20/21	Public Utilities Commission	\$245,000	SFPUC WWE CSD - Sewer Operations is seeking services from Jack Doheny Co. to provide technical support, parts, training, repair and services for their IBak sewer camera inspection equipment. Jack Doheny Co. is the sole distribution and service provider of IBak camera equipment in California. This equipment is highly technical and requires mechanical, specialized instrumentation and electronic skills to properly diagnose and repair. There are two aspects to this equipment. There is the computer and software side and robotic hardware side. Most often in order to properly diagnose problems within the robotic cameras they are required to be disassembled and connected to diagnostic software to help identify problems. The camera equipment can take hours to disassemble and diagnose due to its sophisticated design. Video and computer software diagnostics are also required to solve problems with the systems.	Regular	5/1/2023
41287-20/21	Public Utilities Commission	\$255,000	SFPUC maintains an extensive fuel break system within the Peninsula watershed for the protection of water quality, infrastructure and natural resources. This system is supported and monitored by CalFire with the premise that in the event of a large wildland fire access and defensible space will allow CalFire to effectively contain a fire prior to a rapid spread outside of the watershed. Mastication is also done as part of a vegetation management program for the SFPUC power line maintenance. Mastication is used to maintain the brush and fuels levels within the fuel breaks. A masticator changes the composition of the fuels from high brush that will allow a fire to pass through at a high intensity to a small wood chip that will decompose on the ground. In areas that are masticated fire will pass through at a low intensity allowing CalFire to extinguish the fire prior to further spread.	Regular	12/31/2021

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PCS	Department	Amount	Type of Service	Type of Approval	Duration
47806-20/21	Public Utilities Commission	\$170,000	SFPUC Peninsula watershed has an integrated roads system of over 90 miles, dam faces and fuel breaks that need to be maintained annually to reduce flashy fuels and ignition sources to reduce fire risk within the watershed and along its Wildland Urban Interface. This contract is to maintain 40 miles of the northern section of the watershed roads. This work incorporates mowing the roadsides to reduce brush encroachment and flashy fuels along the roadside, maintains pullouts for safety vehicles and passings for emergency vehicles.	Regular	12/31/2021
43997-20/21	Public Works	\$9,000,000	Consultants to be selected in the pre-qualified pool will provide architectural and multi-discipline design services involving renovation, relocation, adaptive re-use of existing health facilities, installation of specialized medical equipment, modifications to life safety systems and other infrastructure, and new health facilities. Selected firms shall have extensive knowledge of, and experience with general acute care facilities under jurisdiction of the Office of Statewide Health and Planning (OSHHPD).	Regular	2/28/2027
44144-20/21	Rec and Park	\$300,000	As-needed assessment of the health and structural condition of trees located through the Recreation and Park Department park system. Assessment should utilize accepted urban forestry techniques such as a hazard rating system including site by site recommendations for remediation. Provide management plans that includes a set of recommendations for the healthy and sustainable long term management for sites assessed. Required skills include: <ul style="list-style-type: none"> • Certified Arborist • ISA Qualified Tree Risk Assessor • Registered Consulting Arborist 	Regular	2/1/2024
4021-10/11	City Administrator	Current Approved Amount \$224,000,000 Increase Amount Requested \$185,000,000 New Total Amount Requested \$409,000,000	The Risk Management Division of the Office of the City Administrator seeks to reestablish a pool of as-needed insurance brokers and to place insurance and provide specialized support and independent analysis (e.g., act as independent insurance advisor, proactively analyze the City’s insurance programs and identify risk transfers and risk financing options), risk analysis and Enterprise Risk Management consultant services (e.g., assess risks and propose an enterprise solution to mitigate/measure/improve the City’s risk profile), insurance services (e.g., design policies and programs most advantageous to the City for coverage of exposures), and claims support services (e.g., represent the City in policy interpretation and negotiations with carriers.) The pool will be utilized by multiple departments including the Airport, SFMTA, SFPUC, and Port. During the six year period, approximately \$53 million will be for insurance premiums and approximately \$7 million for risk management consultant services. Vendors will also train City managers on new international standards for Enterprise Risk Management. Scope Change: Delete from original PSC Scope the following: During the six year period, approximately \$53 million will be for insurance premiums and approximately \$7 million for risk management consultant services. Vendors will also train City managers on new international standards for Enterprise Risk Management.	Modification	11/25/2026

PCS	Department	Amount	Type of Service	Type of Approval	Duration
44335-18/19	City Administrator	Current Approved Amount \$2,000,000 Increase Amount Requested \$3,000,000 New Total Amount Requested \$5,000,000	Successful Contractors will provide routine maintenance, diagnosis and repair of primarily new scientific and medical equipment at the Office of the Chief Medical Examiner. This equipment consists of I. Medical Imaging equipment including one x-ray full body unit, and one Siemens CT scanner. II. Forensic Toxicology analytic equipment of less than 10 custom configured mass spectrophotometer (mass spec) units each manufactured by Agilent and Sciex (also with Qtof and Qtrap), and a single BioChip analyzer from Randox, in addition to biochemistry and other analyzers and histology microtome sectioning and staining. Finally III. Base equipment consisting of temperature controlled and monitored coolers, gas generating and dispensing equipment (e.g. hydrogen, and nitrogen) to perform testing.	Modification	6/30/2026

Speakers:

Shawndrea Hale, Public Utilities Commission spoke on PSC #42480-20/21.

Shawndrea Hale and Johnathan Perrin, Public Utilities Commission spoke on PSC #41287-20/21.

Johnathan Perrin, Public Utilities Commission spoke on PSC #47806-20/21.

Joan Lubamersky and Matt Hansen, Office of Contract Administration spoke on PSC #4021-10/11.

Action:

1. Approved PSC #42480-20/21 with the condition the PSC Form 1 is amended to remove the specific contractor named in the PSC submission. (Vote of 5 to 0)
2. Approved PSC #4021-10/11 with the condition the scope of work is clarified to outline the new training component. (Vote of 5 to 0)
3. Adopted the report. Approved the remaining requests for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0057-21-8 Personal Services Contract 49662-20/21 with the Human Services Agency; Pursuant to Mayor's 35th Supplemental Emergency Proclamation - Omit Posting. (Item No. 8)

Speaker: None.

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

0058-21-5 Request to Extend 8216 Sr Parking Control Officer List CBT-8216-M00211. (Item No. 9)

Speaker: William Miles II, Municipal Transportation Agency

Public Comment: Trevor Adams, SEIU Local 1021

Action: Adopted the report and approved SFMTA’s request for three-month extension of CBT-8216-M00211. (Vote of 5 to 0)

0059-21-5 Request to Extend 9131 Station Agent Eligible List CBT-9131-M00189. (Item No. 10)

Speaker: William Miles II, Municipal Transportation Agency

Public Comment: Jason Thompson, SEIU Local 1021

Action: Adopted the report and approved SFMTA’s request for one-year extension of CBT-9131-M00189. (Vote of 5 to 0)

0016-21-4 Appeal by Carmela M. Beltran-Brion of the rejection of her application for 1241 Human Resources Analyst (CBT-1241-901144). (Item No. 11)

Speakers: Verilyn Radford-Bellamy, Department of Human Resources
Anna Biasbas, Department of Human Resources
Carmela Beltran-Brion, Appellant

Action: Adopted the staff report and denied appeal by Carmela M. Beltran-Brion. (Vote of 5 to 0)

0060-21-4 Report on Meet and Confer Meetings with IBEW Local 6 regarding 7366 Transit Power Line Workers. (Item No. 12)

Speakers: William Miles II, Municipal Transportation Agency
Osha Ashworth, IBEW Local 6
John Doherty, IBEW Local 6

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

0010-21-7 Request for Hearing by Yao Ming (Simon) Li, former 2727 School Custodian Supervisor I, on his Future Employment Restrictions with the City and County of San Francisco. (Item No. 13)

Speakers: Swen Ervin, San Francisco Unified School District
Stephanie Bealby, San Francisco Unified School District
Hari Subramanian, Appellant’s Union Representative
Yao Ming Li, Appellant
George Ming Li, Appellant’s Son
Doony Aoieong, SEIU Local 21
Rafael Picazo, SEIU Local 21

Public Comment: Cliff Hsiong, Custodial Supervisor

Action: Take the item off calendar until arbitration has been resolved. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

None.

ADJOURNMENT (Item No. 15)

The meeting adjourned at 4:23 p.m.