



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Minutes

Regular Meeting June 1, 2020

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
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LONDON N. BREED, MAYOR

COMMISSIONERS

ELIZABETH SALVESON

President

KATE FAVETTI

Vice President

DOUGLAS CHAN

F.X. CROWLEY

JACQUELINE MINOR

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 two ways: (1) email civilservice@sfgov.org, or record a message on the Civil Service Commission's dedicated public comment line (888)808-6929, Access Code 1533400. 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 Kate Favetti	Present
Commissioner Douglas S. Chan	Present
Commissioner F. X. Crowley	Present
Commissioner Jacqueline P. Minor	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 (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Special Meeting of May 18, 2020

Action: Adopted the minutes with the condition anonymous is corrected to unanimous. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

0124-20-1 ELECTION OF OFFICERS (Item No. 5)

Action: President Elizabeth Salveson was reelected as President for the following term effective July 1, 2020 ending June 30, 2021.
(Vote 4 to 0; President Salveson abstained.)

Commissioner Jacqueline Minor was elected Vice President for the following term effective July 1, 2020 ending June 30, 2021.
(Vote 4 to 0; Commissioner Minor abstained.)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

Micki Callahan, Human Resources Director announced the Department of Human Resources (DHR) and the City Administrator's Office has issued guidance to departments on reopening requirements if they wish to bring people into the workplace. It includes a strong preference for telecommuting through Fiscal Year 2021. The policy also includes a maximum of twenty percent of the workforce at the worksite at a time. It also includes requirements on how unscheduled employees can come into the office because we do not want people showing up unexpectedly. DHR is also in the middle of producing guidance on how to return to work after close contact of COVID-19 exposure with our new Departmental Physician, Dr. Fiona Wilson. She has joined DHR's Workers Compensation division to provide clinical guidance to departments who do not have their own physician. DHR is also providing guidance on how one would take the temperature of employees if that is done at the worksite, however per the guidance of the Department of Public Health temperature checking is an unreliable indicator in determining if someone is infectious. DHR is primarily relying on the self-screening. Temperature checking will likely occur in departments where social distancing is difficult, such as a machine shop, or the Department of Emergency's Dispatch Center, or a Fire House. DHR is also continuing to deploy disaster service workers. There are three (3) main areas of how City employees are being deployed. The main sources are the people who are on paid furlough. These are people who have no work because their operations have not opened. First, these individuals are being deployed to assist in the feeding programs some of the nonprofit organizations are working at. Second, individuals are being deployed to work as contact tracers for the Department of Public Health. Third, the largest deployment is for people who are working as site monitors at the alternate housing sites which have been put up for the unsheltered who are vulnerable to COVID-19 disease. Hopefully by mid-August City employees can be transitioned out of disaster service roles as site monitors and be available to return to their departments.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

Sandra Eng, Executive Officer announced that department heads were recently informed that budget reductions will need to occur in the current year and in the next fiscal year. We have been asked to reduce by \$102,000 for Fiscal year 2020-2021 and to reduce by \$153,000 in Fiscal year 2021-2022. As you may recall from our budget proposal, we do not have any item that reaches that dollar amount, except for salaries of employees. The Mayor's Office was clear that reductions must be made, or they will step in to make the reductions for us. We have been understaffed since November 2019. Beginning next fiscal year, we will have one employee on a leave of absence. We are actively thinking of what we can do and utilize as many resources as possible. Recently, we have put in a request with the Department of Technology for five (5) laptop computers since there are limitations with conducting virtual meetings on Chromebooks. I do want to prepare the Commissioners because there is a rush to have this submitted since this will need to be approved by the Mayor before we go before the Board of Supervisors. At the next Commission meeting of June 15, 2020, I will

provide the Commission what will be submitted to the Mayor’s Office for further discussion.

0123-20-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 8)

PCS	Department	Amount	Type of Service	Type of Approval	Duration
48540-19/20	Airport	\$3,000,000	Support and maintain the Automated Passport Control (APC) kiosk system proprietary software on 80 kiosks with connectivity to the U.S. Customs and Border Protection (CBP) data system. Each APC kiosk has a full range passport reader with the-Passport capability, a fingerprint scanner and digital camera to capture the user’s picture. All kiosks must be maintained in compliance with CBP’s APC requirements. Kiosks will serve passengers arriving on international flights by capturing travel data and electronically transmitting the information to CBP for processing mandated entrance formalities.	Regular	6/30/2024
49706-19/20	Airport	\$500,000	The San Francisco International Airport (“SFO”) is seeking a contractor to act as the Trustee and Issuing and Paying Agent in connection with its SFO Subordinate Commercial Paper Notes, Series A, B, and C (the “Notes” or “CP Program”). The contractor will establish and maintain the necessary accounts relating to the CP Program and serve as its trustee. The Paying Agent is required to establish and maintain the funds and accounts relating to the Notes. Additional funds and accounts may be required if the Airport Commission authorizes other series of Subordinate Bonds in the future. The CP Program plays a key role in financing the Airport’s Capital Improvement Plan. The Airport Commission established the CP Program in 1997 to provide short-term financing for Airport capital improvements and intends to continue issuing notes from time to time to finance capital projects.	Regular	12/31/2029
44950-19/20	Municipal Transportation Agency	\$2,750,000	The SFMTA seeks a contractor to provide maintenance and repair services for the Automated Fare Collection (AFC) equipment at its metro rail subway stations, one-time training services to transition first-line maintenance to SFMTA staff, and optional services to update ticket vending machines with credit card zip code authentication. AFC equipment consist of Ticket Vending Machine (TVM), Reversible Fare Gates, and Station Operations Control Unit. Hardware maintenance must include maintenance strategy; corrective maintenance; preventive maintenance; configuration monitoring to comply and communicate with NextFare software; spares inventory; systems monitoring; and Maintenance Help Desk (METRIX) implementation and management. The contractor will also be required to submit weekly maintenance reports as outlined by SFMTA. Contractor, per the agreed schedule and timeline, is responsible to train SFMTA personnel for First Line Maintenance tasks of TVM’s and Fare Gates, work that was previously done by Cubic personnel under contract with the Metropolitan Transportation Commission. The contractor is also required to maintain an agreed-upon service level availability and response and repair time. If repair services are out of scope, upon authorization by SFMTA for work, the contractor is responsible to provide necessary personnel, support equipment, and all tools and materials.	Regular	6/30/2023

PCS	Department	Amount	Type of Service	Type of Approval	Duration
47724-19/20	Public Utilities Commission	\$15,000,000	The SFPUC has a long standing partnership with the Alameda County Resource Conservation District (ACRD) to work cooperatively to protect and improve the natural resources of the Alameda Creek watershed. The ACRD provides specialized services with a unique perspective as a trusted ally with the agricultural community and local and State government when it comes to natural resource conservation and watershed education and outreach programs. The SFPUC seeks to retain the services of the ACRD to work closely with SFPUC staff to assist with coordinating natural resource protection and management projects and education programs and meet monitoring requirements for permits related to Water System Improvement Program (WSIP) projects. These project categories include: Watershed Restoration Projects; Watershed Resources Monitoring and Management; Data Management and Analytical Services, Watershed Planning and Regulatory Compliance Support and Education and Outreach. ACRD staff will assist specialized, scientific, biological, educational and other technical expertise to implement coordinated resource management projects. The ACRD will assisting the planning and design of variety of watershed restoration projects, environmental monitoring, surveys and studies, lead research and assessments, and development of education programs to enhance public awareness of watershed resources, their protection and restoration. These technical services will used to perform highly specialized and technical expertise that staff does not possess.	Regular	6/30/2030
49373-19/20	Public Utilities Commission	\$5,000,000	The City seeks to retain the services of a qualified Proposer to design, code, implement, and manage a new Stormwater Data Management System and make modifications to the CC&B system and provide integration services to implement the Stormwater charge.	Regular	6/30/2027
46201-15/16	City Administrator	Current Approved Amount \$2,000,000 Increase Amount Requested \$0 New Total Amount Requested \$2,000,000	Provide sporadic, as-needed specialized services in conceptual planning, existing street and utility systems, mapping, land transfers, infrastructure improvements, open space and parks plan review, infrastructure construction and vertical construction interface, to support the Treasure Island Redevelopment Program. Work will include providing professional engineering architectural and technical services related to the development and facilitation of submittal reviews. For example, work to be performed includes TIDA's responsibility for Sea Level Rise monitoring and provide noise, wind and vibration monitoring in order to prevent adverse impacts on the islands natural habitat, both plants and animals. City employees will be the preferred provider for non-specialized services.	Modification	1/29/2021
32406-18/19	Treasurer/Tax Collector	Current Approved Amount \$50,000 Increase Amount Requested \$450,000 New Total Amount Requested \$500,000	The Office of the Treasurer & Tax Collector requires fiscal sponsor services to facilitate grant fundraising for its Office of Financial Empowerment (OFE) and Financial Justice Project (FJP). The OFE and FJP receive private grants to fulfill their respective missions. OFE's mission is to leverage the power of City Hall to strengthen the economic security and mobility of low income families. FJP's mission is to assess and report how fees and fines impact the City's most vulnerable residents. The role of the fiscal sponsor, as an independent nonprofit organization, is primarily to receive funds from philanthropic sources on behalf of OFE and FJP and secondarily to disburse funds on behalf of OFE and FJP on a case-by-case basis. Funds received are from philanthropic sources that are unwilling or unable to provide donations directly to the City but are able to make donations to a non-profit fiscal sponsor on behalf of OFE and FJP.	Modification	6/30/2024

PCS	Department	Amount	Type of Service	Type of Approval	Duration
36604-19/20	Public Works	Current Approved Amount \$9,999 Increase Amount Requested \$175,000 New Total Amount Requested \$184,999	As part of the legislation to develop a City-wide Office of Racial Equity, each department must develop a racial equity action plan by Dec. 2020. Racial equity refers to when race does not determine the distribution of public services, health care, education, economic opportunities, housing and other resources. To do this, we need to hire a racial equity consultant as we do not have internal expertise to complete this project. The consultant will work with a team of staff to develop the plan, through offering trainings, analyzing need, gathering necessary data, prioritizing actions and outlining leadership, process, benchmarks and timelines for implementation.	Modification	6/7/2021
41211-14/15	Public Works	Current Approved Amount \$4,000,000 Increase Amount Requested \$0 New Total Amount Requested \$4,000,000	Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Traffic Company & Forensic Services Division (TC&FSD) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and LEED/sustainable building construction management.	Modification	12/31/2022
35031-13/14	Treasurer/Tax Collector	Current Approved Amount \$100,000 Increase Amount Requested \$100,000 New Total Amount Requested \$200,000	Research the title on parcels of real property subject to sale at tax auction due to defaulted property taxes. The research would locate all lien holders and/or parties of interest for each parcel subject to the Tax Collector's power to sell.	Modification	6/30/2022
36741-19/20	Treasurer/Tax Collector	Current Approved Amount \$100,000 Increase Amount Requested \$100,000 New Total Amount Requested \$200,000	The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach and meet the unique financial needs of at-risk transitional age youth (TAY), aged 16-24, including TAY experiencing homelessness. Smart Money Coaching will support TAY to build towards financial security through a number of strategies including repairing and building their credit, accessing bank accounts with no hidden fees or overdraft, utilizing direct deposit and bill payment to manage their funds, and accessing safe, affordable credit.	Modification	6/30/2021
39672-19/20	Treasurer/Tax Collector	Current Approved Amount \$100,000 Increase Amount Requested \$150,000 New Total Amount Requested \$250,000	The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach and meet the unique financial needs of employees of the City and County of San Francisco. The Financial coaching service provider will offer Smart Money Coaching as part of the development of financial well-being resources for San Francisco Health Service System (HSS) members. (Service Area 1 of attached RFQ)	Modification	6/30/2022

Speakers:

William Irwin from the Public Utilities Commission spoke on PSC #47727-19/20.
 Beth Rubinstein from the Department of Public Works spoke on PSC #36604-19/20.
 Amanda Wentworth from Office of the Treasurer and Tax Collector spoke on PSC #36741-19/20.

- Action:**
1. Approved PSC #47724-19/20 with the condition the Public Utilities Commission report back in four (4) years by June 30, 2024 and report back again in eight (8) years by June 30, 2028. (Vote of 5 to 0)
 2. Approved PSC #36741-19/20 with the condition that the Office of the Treasurer and Tax Collector report back on the number of people in the program and how they are measuring the success of the program. (Vote of 5 to 0)
 3. Adopted the report and approved the remaining requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote 5 to 0)

0121-20-3 Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2020 – 2021. (Item No. 9)

Speaker: None.

Action: Adopted Report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the Six Bay Area Counties (Public & Private) in effect on April 15, 2020. (Vote of 5 to 0)

0122-20-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in All Cities of 350,000 More in the State of California (FY 20-21). (Item No. 10)

Speakers: Steve Ponder, Department of Human Resources

Action: Adopted Report; Transmit Rates to the Retirement System in Accordance with Charter Section A8.590.1 – A8.590-7; Provide Report to the Board Supervisors. (Vote of 5 to 0)

COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS (Item No. 11)

President Salvesson requested a presentation on how the City currently hires and promotes police and sheriff employees. The presentation should include a review of the process and the goals of the process. She asked, "is there any review or screening of applicants or candidates to screen out individuals who have abused, or likely to abuse power, or have endangered or likely to endanger people of color? Likewise, what effort do we make to identify potential recruits or candidates for promotion unlikely to abuse power or to endanger people of color? Also, have we made efforts to identify how other cities tried to accomplish appropriate hiring and promotion and to take advantage of other knowledge that may exist in other jurisdictions? What are the avenues for us to reach out to share our successful approaches to hiring and promotions with other cities? Have we done that?"

President Salveson also noted that the Civil Service Commission has recently adopted the Rules on de-identification. These do not apply to public protection hiring at this time. She questioned, "Are there changes we could make to the system to hiring and promotion in the public protection area that would reject perpetuation of racism in those departments? This is the kind of presentation I am looking for to springboard our efforts."

Commissioner Chan also requested to have information on departments ongoing compliance with the U.S. Department of Justice's recommendations that have affected the hiring process.

Commissioner Minor thanked President Salveson for initiating the conversation and asking Human Resources Director Micki Callahan to bring back information that could help the Commission better understand both the selection process, training process, and ongoing training for our sheriffs and police officers. Commissioner Minor stated, "I think one of the challenges that we have is that after each incident there is a commitment that things will be different. I am interested in understanding what trainings specifically has been offered by our police and sheriffs after particular incidents occur. Here locally we had Oscar Grant. Now that was Bart, but it was local and the Bart police are peace officers. Specifically, did our police and sheriff's department institute any changes after that? Also, very recently we had the incident with texts and social media being used to make derogatory comments about various people of color. What training did we offer, not to our new recruits, but existing police officers? Considering that, I think one of the things we need to commit to doing is not only respond when the incident occurs but also have a standard in place where by, we track the commitments we made to make institutional changes so we get comfortable that what we say is in fact, happening."

Commissioner Favetti also stated, "Often times there is a one-time training or general order. I am concerned if there is follow up after that. Instead of having a one-time training, is there regular training on an annual basis or bi-annual basis and to make sure that although the training is addressing one issue, the training is modernized for other issues that may occur."

ADJOURNMENT (Item No. 12)

The meeting adjourned at 3:24 p.m.