

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

AGENDA Regular Meeting December 15, 2014

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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 (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

PUBLIC NOTICE:

The Commission will hold its holiday luncheon on Monday, December 15, 2014 at 12:00 p.m. at the Boxing Room Restaurant (located at 399 Grove Street). No Commission business will be discussed or actions taken. Members of the public may attend solely to hear and observe the luncheon.

Order of Business

CALL TO ORDER & ROLL CALL

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

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

CLOSED SESSION AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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 (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. 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 (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies 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.sfgov.org/Civil_Service, 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 (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

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/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take 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.

J. 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, 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 (415) 252-3254 or (415) 252-3247 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/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 15, 2014
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President E. Dennis Normandy
Vice President Douglas S. Chan
Commissioner Kate Favetti
Commissioner Scott R. Heldfond
Commissioner Gina M. Rocanova

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

(3) **APPROVAL OF MINUTES** - Action Item

Regular Meeting of December 1, 2014

Recommendation: Adopt the minutes.

(4) **ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

(5) **HUMAN RESOURCES DIRECTOR'S REPORT**

(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. 0264-14-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43672-14/15	Airport Commission	\$1,000,000	To provide San Francisco International Airport (SFO) with general investment advisory services on an as-needed basis. This includes review of the investment policy and best practice recommendations for \$680 million of debt service reserve funds; advisory service on portfolio structure, security selection and periodic re-balancing of the portfolio; and preparation of detailed holding, activity or market condition reports on a daily, monthly or quarterly basis.	Regular	6/30/2020
44959-14/15	Airport Commission	\$200,000,000	Project Management Support Services (PMSS) and Design Build (DB) service teams with hotel and transportation experience are required to manage the design and construction of the Airport Hotel Program. Services to be provided include project controls, scheduling, document control, design management, contract management, and architectural and engineering design services. The Airport Hotel Program encompasses three separate projects which require planning and coordination which are: the Airport Hotel, Air Train Station, and the Roadway Realignment project. The Airport Hotel and Air Train Station will require PMSS and DB services. The Roadway Realignment Project will require PMSS services only and will be overseen by Airport Civil Engineering staff. The Roadway Realignment project will relocate South McDonnell road, relocate underground utilities, and create a new road leading to the Airport hotel.	Regular	6/30/2019
45026-14/15	Airport Commission	\$1,000,000	Provide customer survey data regarding the quality of the San Francisco International Airport's (SFO) Food and Beverage and Retail Services, Parking, and other facilities and services, using the global survey product and methodology associated with the Airport Service Quality (ASQ) Program. ASQ is the only airport survey and services benchmarking program with global reach. The ASQ Program will include conducting 5,600 annual (1400 quarterly) on-site customer interviews. Contractor will use the ASQ Program to produce, execute, and analyze the data, producing results and recommendations to SFO.	Regular	6/30/2021
41436-14/15	Department of Emergency Management	\$250,000	The selected vendor will perform required psychological evaluations and provide written summary and assessment reports for all selected candidates as part of their final selection process for hiring positions in the Department of Emergency Management's Division of Emergency Communication (DEC).	Regular	6/30/2020

Civil Service Commission Meeting Agenda

Regular Meeting of December 15, 2014

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
44337-14/15	Department of Emergency Management	\$200,000	Contractor will provide web design services to support the execution of an upgraded website to better promote the Urban Areas Security Initiative (UASI) program and its regional projects. The enhanced website will be easy to navigate, provide for a grants management system for partner jurisdictions to perform fiscal grants management activities, and have enough capacity to allow for the addition of audio/video presentations, webinars, and other multi-media needs.	Regular	12/31/2017
43826-14/15	Municipal Transportation Agency	\$2,000,000	The contractor(s) will provide financial, planning, debt management, financial analysis and other financial services on an as-needed basis including, but not limited to, the following: <ul style="list-style-type: none"> •Review and update the SFMTA's financial plan for future financing transactions after a thorough review and analyses of the existing financial resources, cash flows, bond indebtedness and legal structure of the SFMTA. •Provide as-needed financial advice regarding market conditions and trends, financial products, credit and credit analysis, third party alternative financing and special facility financing. •Review and evaluate financing options, financial feasibility studies, legal documents, and structure and pricing of any financing and any escrow. •Participate in credit rating agency presentations and preparation of official statements. •Assist with the selection of underwriters, escrow agent, verification agent, trustee and any other members required for a financing team. •Participate in preparing or providing financial analyses for projects and for the preparation of grant proposals. 	Regular	1/13/2020
47260-14/15	Police	\$600,000	The vendor will provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.	Regular	6/30/2019
40297-14/15	Recreation and Park Commission	\$500,000	The Priority Conservation Area (PCA) Grant will fund park planning for 900 Innes, a property recently acquired by the City, which is adjacent to India Basin Shoreline Park and India Basin Shoreline Open Space. 900 Innes consists of 3 acres, 1.9 of which are on land. Innes Avenue and neighboring areas have been included for planning purposes in the Bayview Hunters Point Area Plan and the India Basin Shoreline SubArea Plan, in addition to the San Francisco Bay Trail Plan and the Port of San Francisco's 13-mile Blue Greenway Plan. On this site, the Recreation and Park Department (RPD) plans to develop a new full service park for the community, providing residents local access to open space and parkland resources as well as new recreational opportunities. RPD will contract with a consultant to do the following: public outreach to the community and stakeholders; site analysis and preparation of environmental studies and documents for compliance with the California Environmental Quality Act (CEQA); and a conceptual park plan with cost estimates and strategies for the implementation future park improvements.	Regular	1/30/2019
44508-14/15	General Services Agency	\$2,800,000	The primary objective of this project is to implement a citywide Web content Management (WCM) solution that is sufficiently scalable to address the growing needs of the City's websites while offering the flexibility required to satisfy City departments' unique needs. The project envisions the vendor working with City staff to setup and support the WCM cloud environment that will enable the City to build custom websites using a more sophisticated software development system, the Drupal system. This more sophisticated and flexible solution will replace the City's current low-cost solution offered by our incumbent Web content management vendor, Vision Internet, a vendor procured through the Technology Store.	Regular	6/30/2019

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-13/14	Department of Public Health	Current Approved Amount \$250,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$1,250,000	Contractor will provide specialized sexual reassignment surgeries (SRS), such as genital-related surgeries, nor provided at San Francisco General Hospital for uninsured male-to-female and female-to-male transgender clients eligible for the Department's Sliding Scale and Healthy San Francisco Programs	Modification	Current Approved Duration 12/31/2018
4072-07/08	Public Utilities Commission	Current Approved Amount \$38,000,000 Increase Amount Requested \$32,000,000 New Total Amount Requested \$70,000,000	Provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the Calaveras Dam Replacement Project on behalf of the SFPUC. The work includes inspection oversight and enforcement of contract requirements for construction protocols, seismic safety design and environmental mitigation measures. See Supplemental Attachment A.	Modification	Current Approved Duration 5/24/2019
4054-10/11	Police	Current Approved Amount \$347,100 Increase Amount Requested \$671,900 New Total Amount Requested \$1,019,000	Contractor will provide maintenance on the Level II Message Switching Computer system. Modification is to renew maintenance contract for five years (3/10/15 – 3/9/20) and expand coverage for a total of 2500 licenses. Previous maintenance contract covered 3 years (3/10/12-3/9/15) of service for 1500 licenses.	Modification	Current Approved Duration 3/9/2020

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

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 and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Department's Fiscal Years 2015-16 and 2016-17 Budget Preparation Schedule. (File No. 0268-14-1) – Action Item

Recommendation: Direct Commission staff to prepare Fiscal Years 2015-16 and 2016-17 Budget Request at current service and staff levels; continue to negotiate amounts; present budget request at the Commission meeting of January 5, 2015; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit Fiscal Years 2015-16 and 2016-17 Budget Request to the Controller's Office and the Mayor's Office by February 23, 2015.

(9) Appeal by Carey Dall on behalf of Emily A. Meneses of the Department of Human Resources Rejection of Appeal regarding the 2930 Psychiatric Social Worker Written Examination. (File No. 0226-14-4) – Action Item

Recommendation: Deny the appeal and adopt the report.

SEPARATIONS AGENDA

- (10) **Request for Hearing by George Dugan, Sewer Repair Supervisor (Job Code 7246) on his Future Employment Restrictions with the City and County of San Francisco. (File No. 0162-12-7) – Action Item**

November 17, 2014: Postpone to the meeting of December 15, 2014 at the request of Mr. Dugan.

Recommendation: Uphold the SFPUC’s decision to restrict the future employment of George Dugan with the City and the SFPUC, and deny Mr. Dugan’s appeal.

CLOSED SESSION

- (11) **Filling the vacancy of the position of Executive Officer – Personnel Matter. (File No. 0181-14-1) – Discussion and Possible Action**

- A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.
- B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Executive Officer. – Action Item
 - 1) PERSONNEL MATTER - Public Employee Appointment – Executive Officer (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)
- C) Reconvene in open session:
 - 1) Vote to elect whether to disclose any or all discussions held in closed session.
(San Francisco Administrative Code Section 67.12(a). (Action Item)
 - 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

Closed Session
August 22, 2014:

Cont.

The Commission agreed on the following actions:

1. Allocated a budget not to exceed \$15,000 for a recruitment firm that will undertake the majority of the work under the joint direction of Ted Yamasaki and a Subcommittee/Task Force working together.
2. Commissioner Favetti will assist Commission President Normandy in screening who to interview, with the agreement that as the process is shaped it will be reported to the Commission. And once the finalists are chosen, the Commission will conduct interviews.
3. The Subcommittee and Mr. Yamasaki will determine the appropriate scope of the recruitment, with the initial preference being the Bay Area and then the State of California in light of concerns to limit costs, as a suggestion for the recruiter to consider.
4. Request the Executive Officer to review interview questions, provide input on the selection process and regularly update the Civil Service Commission on the recruitment process at these meetings.
5. Adopt the staff report subject to the above resolutions, and adopt recommendations 3, 4 and 5 of the Executive Officer's staff report: the Subcommittee is to update the Executive Officer announcement, including amendments to the minimum and desirable qualifications with the advice of the recruiter to ensure a healthy pool of candidates; and schedule closed session hearings of the Commission when appropriate in recognition of the interest of confidentiality of applications and applicants.

October 20, 2014:

The Commission voted not to disclose any and all discussions held in Closed Session.

November 3, 2014:

The Commission voted not to disclose any and all discussions held in Closed Session.

November 17, 2014:

The Commission voted not to disclose any and all discussions held in Closed Session.

December 1, 2014:

The Commission voted unanimously to select a candidate for the position of Executive Officer and will disclose name when negotiations are final.

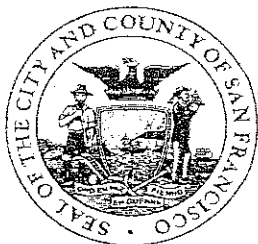
Recommendation: Open for discussion.

(12) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(13) ADJOURNMENT

CALL TO ORDER
&
ROLL CALL

**REQUESTS TO SPEAK
ON ITEMS WITHIN THE JURISDICTION
OF THE CIVIL SERVICE COMMISSION
BUT NOT ON TODAY'S AGENDA**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

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VICE PRESIDENT

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COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

SANDRA ENG
ACTING EXECUTIVE OFFICER

MINUTES
Regular Meeting
December 1, 2014

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Helffond	Present (Missed items 1 thru 10; Arrived for item 11 at the beginning of Closed Session)
Commissioner Gina M. Rocanova	Present

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 - Action Item

Special Meeting of November 17, 2014

Action: Adopted the minutes. (Vote of 4 to 0)

Regular Meeting of November 17, 2014

Action: Adopted the minutes. (Vote of 4 to 0)

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 3

ANNOUNCEMENTS

None.

HUMAN RESOURCES DIRECTOR'S REPORT

0252-14-1 Department of Human Resources' Report on Promotive-Only Announcements.
(Item No. 5)

Speakers: Micki Callahan, Department of Human Resources

Action: Adopted the report. (Vote of 4 to 0)

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0253-14-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40119-14/15	Airport Commission	\$80,000,000	Design-Build services teams with specialty design experience at airports to provide design and construction of the Terminal 1 Redevelopment Program (T1 Program) for the: Terminal 1 Center Renovation Project, New Boarding Area B Reconstruction, and Terminal 1 Baggage Handling System Projects. Work will include a full range of planning, programming, architectural design, engineering, and construction management services necessary to develop and construct the functional and conceptual aspects for the following elements: 1) new interior spaces; 2) construction of a program-wide common use Baggage Handling System; 3) relocation and/or installation of new Passenger Loading Bridges; 4) site work to include pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, and Ground Services Equipment (GSE) charging stations; 5) installation of a new hydrant fueling facility, fueling pits, and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and other systems; 7) passenger amenities; and 8) construction of temporary barricades, walls, and pedestrian corridors.	Regular	4/30/2020
45299-14/15	Children, Youth and Their Families	\$350,000	The Department of Children, Youth and Their Families (DCYF) is seeking one or more consultants to provide technical assistance to conduct a mandated community needs assessment (C.N.A.) and services allocation plan (SAP). Starting in FY15/16 DCYF will be required to conduct an equity and resources analysis as part of its C.N.A. and SAP, which must include community input from all supervisory districts. The equity and resource analysis will require technical expertise in quantitative methods of developing an equity analysis that represents the need for services based on existing needs and resources. It will also require expertise in conducting community focus groups to gather qualitative input from all supervisory districts and analyzing the data to provide a representative assessment of the community-identified service needs for children, youth and family services.	Regular	12/31/2018

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
18087-14/15	District Attorney	\$150,000	The District Attorney's Office (SFDA) received a U.S. Department of Justice, Bureau of Justice Assistance Smart Prosecution Initiative grant in support of Predictive Analytics for Strategic Prosecution. The goal of the project is to ensure community safety by preventing and reducing crime through the creation, implementation, and establishment of a Crime Strategies Unit (CSU) to identify both violent and nonviolent chronic crime locations and chronic offenders in San Francisco. This grant requires SFDA to partner with an outside research firm (Justice & Security Strategies, Inc. - JSS) to identify and analyze the problem, validate the data, and identify chronic locations and chronic offenders. Together, CSU and JSS will develop a comprehensive predictive model for San Francisco, enabling SFDA to more effectively allocate resources, conduct investigations and prevent crime.	Regular	12/31/2016
46624-14/15	Public Health	\$8,000,000	Healthcare reform and the San Francisco General Rebuild project have led to the need for specialized limited term projects for the Department of Public Health. The contractor(s) will provide as-needed project management, Clinical Nurse Informaticists (CNI's), technical services program support, and staffing services for specialized limited term projects and Department programs that will focus on a variety of new and existing information technology projects, system of care integration projects, facilities reprogramming, the San Francisco General rebuild project, bond and capital planning initiatives, and program and project support for innovative new and existing projects in the areas of delivery of services, telemedicine, patient experience and process improvement. Clinical Nurse Informaticists and other specialists are needed to assist nursing with designing and integrating daily work activity with new technology in a safe and controlled environment. This is especially critical for technology in the rebuild. As needed CNIs are needed to fill the rebuild technology work design and to assist SFGH in building an internal CHI program to manage ongoing needs.	Regular	6/30/2019
47199-14/15	Environment	\$5,000,000	Conduct technical assistance and consulting for City Departments engaged in developing building codes, financing programs, and the design, construction and operation of new buildings, major renovations, tenant improvements and existing buildings where subcontractors for specific areas of expertise are required; research, economic, technical and environmental analyses, energy modeling, green building, LEED (Leadership in Energy and Environmental Design) and GreenPoint Rated consulting, post-occupancy evaluation, policy and program design and implementation support.	Regular	5/31/2020
43303-14/15	Municipal Transportation Agency	\$9,500,000	The Real Estate Consultants will provide specialized predevelopment investigative work to determine the feasibility of commercial retail space development within the Central Station Union Square-Market Street (UMS) Station site. This service would involve, but is not limited to the following: urban retail district market analysis/feasibility; business attraction and retention; site specific design concept plans; and, complementary underground cityscape designs themes. The scope of work will focus on the UMS Concourse retail area, Chinatown Station and Plaza, but will also include the other two new subway stations to be built, certain parking garages and other potential retail facilities owned by the San Francisco Municipal Transportation Agency (SFMTA). A final proposal for underground retail implementation will be developed and presented to the SFMTA.	Regular	12/31/2018

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42414-14/15	Human Resources	\$4,000,000	Vendor will provide a pharmacy benefit management program ("PBM") that can meet the following requirements: first fill program; pharmacy cards program; home delivery/mail order fulfillment program; generic substitution program; compound and repackaged drug bill review program; plan for inclusion of a workers' compensation-specific formulary with protocol for determination; pre-authorization process for prescriptions outside the standard formulary; eligibility/referrals protocol, including rules and workflow, e.g. how is eligibility determined, how are status changes handled, etc.; billing protocol, including rules, schedule, change requests and workflow, e.g. procedures if a claim is denied, etc.; proven outreach strategies and methods to support, maximize, and increase program awareness and penetration; a sufficiently large network that includes non-traditional pharmacy billers; effective strategies for managing third-party bills and program compliance, including clinical pharmacy services, with measurement and evaluation of outcomes; retrospective pharmacist and physician review services; and methods for identifying and addressing potential narcotic abuse.	Regular	12/31/2018
4098-11/12	Airport Commission	Current Approved Amount \$125,000,000 Increase Amount Requested \$60,000,000 New Total Amount Requested \$185,000,000	The cost exceeds the forecast primarily by updated Federal Aviation Administration (FAA) requirements that increased the mechanical, electrical, and special systems infrastructure costs, and by recent upward pricing pressure reflective of the upturn in the economy. The structural design was also upgraded which almost doubled the structural construction costs. In addition, that Airport is enhancing some design elements originally in the scope of the project that were going to be part of the Terminal 1 program.	Modification	Current Approved Duration 12/31/2018
44422-13/14	Airport Commission	Current Approved Amount \$3,000,000 Increase Amount Requested \$5,000,000 New Total Amount Requested \$8,000,000	Contractor will provide architectural and engineering support services for facilities improvements at San Francisco International Airport (SFO), including but not limited to maintenance tasks in the schematic, design, development, and construction support phases. Contractor will be required to work on time sensitive tasks initiated through the Design, Construction and Technology Division's Help Requests as approved by the Airport Deputy Director. A Contractor with airport expertise is needed to ensure proper and timely development and implementation of tasks.	Modification	Current Approved Duration 12/3
4008-12/13	City Planning	Current Approved Amount \$100,000 Increase Amount Requested \$30,000 New Total Amount Requested \$130,000	The SFPUC applied for and was awarded a grant from the Environmental Protection Agency (EPA) in September 2010 to develop the Civic Center Sustainable District Plan (Plan) that will evaluate opportunities for sustainable management of water, wastewater, stormwater and energy resources within the District and develop projects and strategies that will result in measurable reductions in water, wastewater and power demands over time. The Planning Department will develop background documentation and a cultural landscape survey of the Civic Center History District. The existing designation materials do not fully document the important landscape features that, together with the buildings, comprise the character of the District. The documentation is intended to update and consolidate all background information regarding the District into one information source and identify all character defining features that contribute to its significance.	Modification	Current Approved Duration 6/30/2015

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
33637-14/15	Department of Technology	Current Approved Amount \$100,000 Increase Amount Requested \$750,000 New Total Amount Requested \$850,000	Training for solutions and techniques for protecting, backing up and recovering physical server and virtual server files, applications, system images and remote offices and endpoint devices. These backup products provide features such as traditional backup to tape, backup to conventional disk or virtual tape library (VTL), data reduction, snapshot, heterogeneous replication, and continuous data protection (CDP). These solutions may be provided as software only, or as an integrated appliance that contains all or substantial components of the backup application, such as backup management server or a media server.	Modification	Current Approved Duration 5/31/18

Speakers: Brett Conner, Children, Youth and Their Families and Suzanne Choi, Department of Human Resources spoke on PSC #45299-14/15
 Jacquie Hale and Winona Mindolovich, Department of Public Health spoke on PSC #46624-14/15
 SinYee Poon, SEIU Local 1021 spoke on PSC #46624-14/15

Action:

- 1) Approved PSC #45299-14/15 with the condition that the Department of Children, Youth and Their Families amend the PSC form to show that the unions were notified; the Commission directed the Department of Human Resources to fix the problem in the PSC database program and provide an explanation to the Commission. (Vote of 4 to 0)
- 2) Approved PSC #46624-14/15 with the condition that the Department of Public Health amend the PSC form to show that the unions were notified and that training will be provided. (Vote of 4 to 0)
- 3) Adopted the report. Approve the request for the remainder proposed Personal Services Contracts. (Vote of 4 to 0)
- 4) Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0254-14-1 Annual Report on anticipated and actual numbers and classifications of “Promotive Only” examinations at the San Francisco Municipal Transportation Agency. (Item No. 8)

Action: Adopted the report. (Vote of 4 to 0)

0255-14-1 San Francisco Municipal Transportation Agency’s Report on Position-Based Testing. (Item No. 9)

Speakers: Clare Leung, Municipal Transportation Agency

Action: Adopted the report. (Vote of 4 to 0)

0216-14-5 Recommendation to Adopt Proposed Amendments to Civil Service Rule 412.30 Tenure of Eligible Lists; and Rule 412.31 Provision for Automatic Expiration of Eligible Lists. (Item No. 10)

October 6, 2014: Accepted the Acting Executive Officer's report; directed the Acting Executive Officer to post the proposed Rule 412.30 and 412.31 for adoption following meet and confer with the affected labor union.

October 20, 2014: Partially accepted the staff report and adopted the amendments for the one year minimum duration to Civil Service Rules 412.30 Tenure of Eligible Lists and 412.31 Provision for Automatic Expiration of Eligibles Lists. However, the Commission continued to the next meeting of November 3, 2014 to further discuss reducing the maximum duration of the eligible list from four to three years.

Note: Commissioner Favetti noted three reasons she dissented in reducing the maximum duration from four to three years: 1) MTA currently has the authority to establish three year lists; 2) limits the flexibility in the authority of the MTA's Director; and (3) it is contrary to Citywide standards of eligible lists.

November 3, 2014: Postponed to the next available meeting to allow Civil Service Commission staff to meet with the Municipal Transportation Agency to discuss maximum duration.

Speakers: Sandra Eng, Civil Service Commission
Derek Kim, Municipal Transportation Agency
Simon Wong, Transport Workers Union Local 200
Gregg Pitts, Transport Workers Union Local 200

Action: Approved the remaining of the proposed amendment. (Vote of 3 to 1; Commissioner Favetti dissented.)

Note: Commissioner Favetti dissented for the following reasons:

1. MTA currently has the authority to establish 3 year eligible lists;
2. MTA has the authority to establish exams immediately in anticipation of the expiration of an eligible list;
3. The request restricts the flexibility and authority of the MTA Director of Transportation; and
4. The request is inconsistent with citywide standards.

Commissioner Favetti expressed that the one of the underlying principles in voter approved civil service reforms in 1991, 1993 and 1999 was to allow flexibility to the appointing officer, MTA Director and the Human Resources Director. The Rules currently allow the Director of Transportation to select from a minimum duration of 1 year and a maximum duration of 48 months for eligible lists. Commissioner Favetti reminded the Commissioners that in the past, MTA came forward to object to Position-Based Testing. After the Commission voted for Position-Based Testing for only the Miscellaneous Employees, MTA returned to the Commission to request Position-Based Testing because of the department's need for flexibility.

0181-14-1 Filling the vacancy of the position of Executive Officer – Personnel Matter.
(Item No. 11)

- A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

None.

- B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Executive Officer. – Action Item

Action: The Commission voted to conduct closed session. (Vote of 4 to 0)

The Closed Session started at 2:43 p.m. in City Hall Room 400. The following individuals were present:

E. Dennis Normandy, President, CSC
Douglas Chan, Vice President, CSC
Kate Favetti, Commissioner, CSC
Scott Heldfond, Commissioner, CSC
Gina Roccanova, Commissioner, CSC
Sandra Eng, Civil Service Commission
Lizzette Henríquez, Civil Service Commission
Ted Yamasaki, Department of Human Resources

- 1) PERSONNEL MATTER - Public Employee Appointment – Executive Officer (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)

Closed Session ended at 3:09 p.m.

- C) Reconvened in open session at 3:10 p.m.
- 1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
 - 2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

0181-14-1 Cont.

August 22, 2014:

The Commission agreed on the following actions:

1. Allocated a budget not to exceed \$15,000 for a recruitment that will undertake the majority of the work under the joint direction of Ted Yamasaki and a Subcommittee/Task Force working together.
2. Commissioner Favetti will assist Commission President Normandy in screening who to interview, with the agreement that as the process is shaped it will be reported to the Commission. And once the finalists are chosen, the Commission will conduct interviews.
3. The Subcommittee and Mr. Yamasaki will determine the appropriate scope of the recruitment, with the initial preference being the Bay Area and then the State of California in light of concerns to limit costs, as a suggestion for the recruiter to consider.
4. Request the Executive Officer to review interview questions, provide input on the selection process and regularly update the Civil Service Commission on the recruitment process at these meetings.
5. Adopt the staff report subject to the above resolutions, and adopt recommendations 3, 4 and 5 of the Executive Officer's staff report: the Subcommittee is to update the Executive Officer announcement, including amendments to the minimum and desirable qualifications with the advice of the recruiter ensure a healthy pool of candidates; and schedule closed session hearings of the Commission when appropriate in recognition of the interest of confidentiality of applications and applicants.

October 20, 2014:

The Commission voted not to disclose any and all discussions held in Closed Session.

November 3, 2014:

The Commission voted not to disclose any and all discussions held in Closed Session.

November 17, 2014:

The Commission voted not to disclose any and all discussions held in Closed Session.

Action:

The Commission voted unanimously to select a candidate for the position of Executive Officer and will disclose name when negotiations are final. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

None.

ADJOURNMENT (Item No. 13)

3:12 p.m.

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT