



**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**DANIEL LURIE  
MAYOR**

**AMENDED**

**AGENDA  
Regular Meeting  
February 3, 2025**

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

**This meeting will be held in person at the location listed above. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id #2662 830 1096. Instructions for providing remote public comment are below.**

**LISTEN/PUBLIC COMMENT CALL-IN  
USA is (415) 655-0001 | Access Code: #2662 830 1096  
Press # twice to listen to the meeting via audio conference  
Dial \*3 when you are ready to queue**

***DANIEL LURIE, MAYOR***

**COMMISSIONERS**

**KATE FAVETTI  
President  
ELIZABETH SALVESON  
Vice President  
F.X. CROWLEY  
VITUS LEUNG  
JACQUELINE MINOR**

**SANDRA ENG  
Executive Officer**

The public is encouraged to submit comments in advance of the meeting by email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org), or by voicemail message at the CSC Office main line at 628-652-1100. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record. **Effective January 1, 2025, public comment received by email or voicemail at least three hours prior to the start of a meeting will be provided to the members of the Civil Service Commission and will be included in the record on the Civil Service Commission website. These public comments will no longer be read aloud at meetings.** During commission meetings, members of the public may use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code #2662 830 1096.

## Regular Meeting February 3, 2025

2:00 p.m.

### Agenda Language for In-Person or Partially In-Person Meetings

#### REMOTE ACCESS PROCEDURES

**Phone Number**  
**(415) 655-0001**

**Meeting ID #**  
**2662 830 1096**

- Enter the Phone Number above followed by the meeting ID = Then press #
- Press # again to be connected to the meeting (you will hear a beep)
- When you hear the beep
  - Stop and LISTEN to the meeting
  - Wait for Public Comment to be announced by Item #
- When the Clerk calls Public Comment, dial \*3 to be added to the speaker line.
- When you press \* 3, you will hear *“You have raised your hand to ask a question. Please wait to speak until the host calls on you”* – WAIT for your turn to speak.
- When you hear that *“your line has been unmuted”* – THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT

#### **BEST PRACTICES**

- Call from a quiet location
- Speak slowly and clearly
- Turn down any televisions or radios around you
- Address the Commission as a whole, do not address individual Commissioners

**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 (628) 652-1100. The fax number is (628) 652-1109. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sf.gov/civilservice/](http://www.sf.gov/civilservice/). 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 (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy 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 <https://sf.gov/civilservice> 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 (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

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/civilservice/](http://www.sfgov.org/civilservice/).

## **I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take in-person 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. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

## **J. Public Comment and Due Process**

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

## **K. 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**

\* **Temporary Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at the Goodlett Place/Polk Street is temporarily not available. After multiple repairs that were followed by additional breakdowns, the wheelchair lift at the Goodlett/Polk entrance is being replaced for improved operation and reliability.**

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 (628) 652-1100 or email [civilservice@sfgov.org](mailto:civilservice@sfgov.org) 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](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://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 <https://sfethics.org/>.

**ITEM NO.**

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

President Kate Favetti  
Vice President Elizabeth Salveson  
Commissioner F. X. Crowley  
Commissioner Vitus Leung  
Commissioner Jacqueline P. Minor

**(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 January 6, 2025 – 2:00 p.m.

**Recommendation:** Adopt the Minutes.

**(4) ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

Commissioner announcement of intent to sever items from the Ratification Agenda.

Commissioner announcement of intent to sever items from the Consent Agenda.

Public comment, including public comment on any additional Ratification or Consent items that the public would like severed from the agenda.

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

**EXECUTIVE OFFICER'S REPORT**

**(6) Annual Planning Calendar of Required Reports for Fiscal Year 2024-25.  
(File No. 0020-25-1) – Discussion and Possible Action Item**

**Recommendation:** Accept the report.

**(7) Fiscal Years 2025-26 and 2026-27 Mayor's Budget Instructions and Department Budget Preparation Schedule. (File No. 0363-24-1) – Action Item**

**January 6, 2025:** Direct Commission staff to prepare Fiscal Years 2025-27 Budget Request to maintain or improve the appropriate staffing level to meet ongoing and future service needs; continue to negotiate the budget necessary to achieve mission critical results; present Budget Request at the Commission meeting of February 3, 2025; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2025-27 Budget Request to the Controller and the Office of the Mayor by February 21, 2025.

**Recommendation:** Direct Executive Officer to prepare Fiscal Years 2025-27 Budget Request to meet the Mayor's budget instructions to permanently reduce General Fund spending by 15% potentially eliminating FTE(s); while continuing to negotiate a budget that maintains appropriate staffing levels amounts necessary to achieve the increasing operational needs of the Civil Service Commission as well as continues to serve the employees, applicants and labor partners of the City and County of San Francisco; incorporate changes made by the Commission prior to the Budget Request submission deadline; and approve to submit the Fiscal Years 2025-27 Budget Request to the Controller and the Office of the Mayor by February 21, 2025.

**(8) Civil Service Commission Advisers on Seniority, Out-of-Class Assignment, Minimum Qualifications, and Contemporaneous and Non-Contemporaneous Documentation. (File No. 0364-24-1) – Action Item**

**January 6, 2025:** Discussed and continued to a future meeting to allow for review by City Attorney and Department of Human Resources.

**Recommendation:** Accept Advisers.

**(9) Civil Service Commission Mid-Year Report for Fiscal Year 2024-25. (File No. 0021-25-1) – Action Item**

**Recommendation:** Accept the 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.

**(10) Review of Request for Approval of Proposed Personal Services Contracts.  
(File No. 0022-25-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004951 v 0.01	Airport	\$135,000,000	The Airport seeks to award two contracts: one for program management support services that include design management and construction management services, project controls, contract administration, cost estimating services, and field inspections; and one for design and construction of various projects under the Wayfinding Enhancement Program.	New	66 months
DHRPSC 0005001 v 0.01	Airport	\$750,000	Consultant will assist the Airport with Airport Concession Disadvantaged Business Enterprise (ACDBE), Disadvantaged Business Enterprise (DBE), and Small Business Enterprise (SBE) certifications; compliance reporting; goal setting; and ensuring alignment with 49 Code of Federal Regulations (CFR) Parts 26 and 23 which promote fair access to contracting for disadvantaged business. Contractor will also support Airport staff with performing reviews of joint venture agreements to assess compliance with ACDBE, and perform market area utilization reviews to analyze availability of disadvantaged businesses that could participate in contracting opportunities.	New	60 months
DHRPSC 0004796 v 0.01	Public Health	\$11,000,000	Contractor will create and administer a program designed to provide and improve behavioral health services offered to adults aged 18-65, who are enrolled in the San Francisco Human Services Agency's "Personal Assisted Employment Services" (PAES) program. PAES is one of four programs administered under the City's "County Adult Assistance Programs" (CAAP) ordinance. PAES provides low-income San Franciscans, with no dependent children, the necessary education, training, and supportive services to gain employment and become self-sufficient. The program will include the following: 1. Behavioral Health Services 2. Drop-in Clinic 3. Linkage to Care 4. American Psychological Association (APA) Accredited Internship Program 5. Consultation and Reporting	New	48 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004912 v 0.01	Public Health	\$30,500,000	<p>Contractor will operate a Crisis Stabilization Unit (CSU) in a City-owned building located at 822 Geary Street. This CSU will provide voluntary (non-5150) services to people experiencing behavioral health crisis, with an objective of meeting their critical mental health, substance use, and minor physical health needs, sufficient to resolve their acute behavioral health crisis, prevent psychiatric hospitalization and incarceration, and effectively engage and link them to follow-up care.</p> <p>CSU services will include mental health crisis stabilization, substance use withdrawal management, and triage and intervention for presenting urgent medical conditions. The CSU will provide these high-impact interventions, stabilization, engagement, and linkage to follow-up care services. The CSU will treat and facilitate clients moving through behavioral health crisis to resolution.</p> <p>The program will be Medi-Cal site-certified to deliver CSU services 24 hours per day, 7 days per week, to a maximum of 16 clients at a time. Each client served will stay at the CSU for no longer than a maximum of 23 hours, consistent with the Medi-Cal specialty mental health services definition of Crisis Stabilization. The CSU will serve approximately 1,500 unique unduplicated clients annually. The contractor will collaborate closely with the neighborhood community and first responders (including the Street Crisis Response Team, the San Francisco Local Emergency Medical Services Agency ("LEMSA"), and the police).</p>	New	60 months
DHRPSC 0004879 v 0.01	Public Works	\$12,000,000	<p>Provide special inspection and testing services on construction and building materials for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services.</p>	New	60 months
DHRPSC 0004828 v 0.01	Environment	\$2,038,600	<p>SF Environment Department expects the Contractor to deliver the following scope of work:</p> <p>I. Measure and verify the amount of energy saved. Since incentives amounts are determined by data from the utility meters, Environment needs to hire a data analytics company to measure the data and calculate eligible incentive amounts based on the collected results. Therefore, the Contractor's scope of work includes:</p> <ul style="list-style-type: none"> <li>Securely intake energy data from the utility company, PG&amp;E, and prepare the date for measurement and verification.</li> <li>Measure energy use (in kilowatt-hours of electricity and therms of natural gas) for all projects enrolled in the Program using proprietary software.</li> <li>Adjust measurements based on external factors, such as weather conditions and other variables approved by the state regulator.</li> <li>Calculate rebate amounts based on the adjusted measurements and notifying ENV to issue payments to the project installation contractors.</li> <li>Conduct monthly and quarterly reporting of measured and verified energy savings.</li> <li>Operate and maintain a Customer Relationship Management database to manage and analyze customer interactions and data throughout the project lifecycle.</li> <li>Operate and maintain an Energy Savings database, with an interactive dashboard, that shows Environment-directed metrics at both project- and program-levels.</li> </ul> <p>II. Recommend rebate amounts to ENV. Once the amount of energy saved is determined in a project, the Contractor will recommend an incentive amount to ENV to pay the construction contractor.</p>	New	84 months
DHRPSC 0004442 v 0.01	Fire	\$2,500,000	Perform physical fitness evaluations on new hires and current uniformed Fire Department personnel as needed, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004939 v 0.01	Human Services Agency	\$684,723	The contractor will provide license and maintenance support for instant messaging in text, voice, and video formats among HSA employees, partners, and clients. This solution is supported on mobile devices (smartphones, tablets, etc.) and computer workstations. The contractor will also provide as-needed software customization and system improvements to this proprietary software.	New	36 months
DHRPSC 0005039 v 0.01	Human Services Agency	\$1,000,000	The Contractor shall provide a safe and secure placement and supportive personal care services available on a 24-hour basis for Adult Protective Services (APS) clients. The APS program will have access to placement and care to at least two clients, during any given month. The placement will be consistent with licensing requirements set by California's Community Care Licensing Division and will include shelter, food, and assistance with personal care and Activities of Daily Living, as needed, for up to 60 days. Placement must be available on a short notice emergency, for a short-term, and to any APS client whether or not they are in need of medical care.	New	48 months
DHRPSC 0004834 v 0.01	Municipal Transportation Agency	\$9,800,000	Selected contractors will provide specialized, as-needed services for the Streets Division in the areas of: 1.) Environmental analysis and documentation services (CEQA and NEPA); 2.) Transportation analysis and engineering services; 3.) Transportation data collection and analytics; and 4.) Sustainability data analysis for transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/ publishing findings when required by CEQA and NEPA; before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.	New	59 months
DHRPSC 0004945 v 0.01	Port	\$3,600,000	The Port proposes to improve the seismic stability of the Pier 94/96 Marine Terminal, a key terminal in the Port's Piers 80 to 96 Maritime Eco-Industrial Center. This project will address the aging seawall and wharf and inadequate soil conditions of Pier 94/96. The conditions pose risks of liquefaction and lateral spreading in a significant seismic event. The wharf will be repaired/replaced to meet appropriate geotechnical standards and the upland soils will be strengthened to adequately support the weights required by future tenant or emergency response demands. The Port will also use this completed design project to support future FEMA grant requests for construction funding and completion of the permitted design.	New	36 months
DHRPSC 0004551 v 0.01	Public Utilities Commission	\$5,000,000	The PUC is seeking a professional service consultant to provide professional services supporting technical and engineering functions related to electric distribution facilities. Support services broadly fall within the following functional areas: 1) Electric Infrastructure Planning; 2) Design and Engineering; and 3) Job Site/Field Support. These services are needed for five years. The scope of the project is \$5,000,000 for a duration of five years with possibility of extension for an additional three years. The primary role of the Consultant will be to provide planning, engineering design, and field support services. The Consultant may perform engineering planning and/or design for a portion of a project or for an entire project. Specifically, the time dedicated to each task would be as such: Utility Infrastructure Planning - 20% Design and Engineering - 40% Job Site/ Field Support - 20% Other Specialized Services - 20%	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004530 v 0.01	Public Utilities Commission	\$900,000	1. Support SFPUC in identifying the material environmental, social and governance (ESG) issues for the organization, building an integrated strategy framework, and defining KPIs, targets and a roadmap to achieve impact across SFPUC's value chain. Translate strategic ESG goals into actionable roadmaps and clear implementation plans that are grounded in SFPUC's internal and external stakeholder expectations, business processes and policies, as well as industry best practices. 2. Conduct ESG data collection, benchmarking, industry analysis, and support SFPUC staff to produce initial ESG report and disclosures.	New	54 months

DHRPSC 0004862 v 0.01	Public Utilities Commission	\$300,725	<p>This scope of Service will provide access to a Backflow Management Solution Platform and consist of: professional services to configure a database server and convert existing data into the required data format, training for end users, core users, and system administrator, and support through User Acceptance Testing, Go-Live, and Post-Implementation support period: access to a Backflow Management Core Application, Vendor Contractor Information Portal, Customer Information Portal, CC&amp;B Interface, and Reporting Tools modules; Post-Implementation Support.</p> <p><b>Location of Work :</b> City and County of San Francisco (End Users, System Administrators) San Mateo County, CA (End Users, System Administrators) Alameda County, CA (End Users) San Joaquin County, CA (End Users) Tuolumne County, CA (End Users)</p> <p><b>Project Deliverables:</b></p> <p>The Contractor shall provide each of the following deliverables to City for review and approval to achieve the project objectives.</p> <p><b>Deliverable 1: Configuration &amp; Data Conversion</b> - This deliverable includes configuration of the system based on business analysis sessions and conversion of the Legacy system's data into the required data format. Prior to the data conversion, vendor will perform the initial configuration which includes customer account information from the customer care and billing import processing, migration of historical hazard assessment surveys from BFAT, legal property owner import processing, property class codes, backflow prevention assembly and test attributes, test company and tester management pick lists, delinquency, meter reading routes import processing, DPH enforcement process and ad-hoc queries. Vendor will work directly with SFPUC to determine a complete list of the data that will be converted and the mapping requirements for the conversion and publish these in a Data Conversion document.</p> <p><b>Deliverable 2: Software Installation</b> - Vendor will provide the software installation files and installation instructions to SFPUC IT for the initial installation of the software and data conversion. For the initial installation, vendor staff will work directly with SFPUC IT over a web meeting to walk through the installation and setup procedures. Software will be installed on production, staging, test and training environments.</p> <p><b>Deliverable 3: Core Team Training</b> - This deliverable focuses on training the Core Team in the functions and processes of the system. The purpose is to educate the Core Team to enable them to make sound setup and configuration decisions in preparation for go-live. This training can be delivered on-site or remotely, depending on preference and scheduling. If further assistance is needed, SFPUC IT may seek support from the Hotline Support.</p> <p><b>Deliverable 4: Final Configuration and Testing</b> - This deliverable includes final configuration of the system to meet the proposed business processes and business requirements of the implementation. Report and data comparison testing will also be performed, to ensure that the migrated data match SFPUC's legacy system or that any discrepancies are explained and addressed.</p> <p><b>Deliverable 5: Interface and Report Development</b> - This deliverable includes the analysis, requirements documentation and development of the integration(s) and reports required for the solution. vendor will develop the specifications and requirements for the interfaces and design, develop, and troubleshoot them.</p> <p><b>Deliverable 6: End User Training</b> - This deliverable focuses on preparing users to use the software for daily operations. This course will cover the basics and key components of the software, focusing on tasks that the end users need to perform. Class sizes will be no larger than 12 participants at a time. Training sessions will be broken up by different functional areas and tailor them to specific user groups like customer service, administration, external users, etc. as needed. If there are more than 12 participants per functional area, vendor will conduct multiple training sessions as needed.</p> <p><b>Deliverable 7: User Acceptance Testing</b> - This Deliverable is defined as the consultation and support provided by vendor during the User Acceptance Testing (UAT)</p>	New	90 months
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PSC	Department	Amount	Type of Service	Type of Approval	Duration
			<p>Period: User Acceptance Testing will be conducted throughout the project lifecycle as configuration, conversion and interfaces are developed and implemented.</p> <p><b>Deliverable 8: Go-Live –</b></p> <p>This Deliverable is defined as the official date in which vendor's products go live for production usage and can involve onsite and/or remote support. This date will be agreed to by vendor and SFPUC at a later time.</p> <p><b>Deliverable 9: Post-Implementation Support</b></p> <p>This is defined as vendor support immediately following Go-Live. This remote support will be for TruePoint to identify and address issues during the two-week period following Go-Live, typically through the first notice and testing cycle. During the post-implementation support period, vendor will maintain resource assignments for the project to assist in transitioning SFPUC to the Hotline support desk. This assures a smooth transition for SFPUC staff to work through any business practice issues and receive direct support from implementation staff with specific understanding of SFPUC business practices.</p>		
DHRPSC 0004969 v 0.01	Sheriff	\$442,010	<p>The contractor will provide the following scope of work:</p> <ol style="list-style-type: none"> <li>1. All materials, engineering, coordination, installation, and project management required to complete our scope of work as listed herein.</li> <li>2. On-Site supervision and coordination as required and deemed necessary by contractor.</li> <li>3. All coordination drawings, shop drawings, engineering drawings, submittal drawings and other supplemental CAD drawings required to complete our scope of work as listed herein and coordinate with other trades.</li> <li>4. Required warranties on all workmanship as dictated by the specifications.</li> <li>9. This scope will only affect the current camera system management and video retention devices in the communication rooms. This will not cause any modifications or demolition to the current structure.</li> <li>10. Engineering/Drafting/Coordination/Programming</li> <li>11. Testing/Final Inspection/Certification</li> <li>12. Training</li> <li>13. Operation/Maintenance Manuals and As-Built Drawings</li> </ol> <p>Contractor will provide the below listed materials and all labor to replace the existing Closed Circuit Television Video Recording System head end equipment.</p> <ul style="list-style-type: none"> <li>• Six R108-D309-7T-D96-FC-S custom R450 archiver servers.</li> <li>• Two R108-D309-7T-D96-FC-S custom R450 failover servers.</li> <li>• Two R104-S436-D96-FC-S custom R360 directory appliance server.</li> <li>• One DDN SFA7990-FC16 active rack mount 90x drive slot appliance with 8xfc16 ports, with one year Data Direct Networks (DDN) support Security Management Appliance (SMA)</li> <li>• Ninety-one 20TB 7.2K -3 4k point-to-point serial protocol that transfers data between storage devices and a computer system hard disk drive module for SS9012 enclosure.</li> <li>• One Genetec five-year advantage plus support agreement.</li> <li>• All labor and materials needed to remove the existing system and install the new system</li> </ul>	New	3 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0001814 v 1.01	City Administrator	Current Approved Amount \$4,000,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$6,000,000	The Office of the Chief Medical Examiner (OCME) seeks to contract with two California Licensed Funeral Establishments to retrieve, transport, cremate, and store ashes at their facility. This will address the capacity strain at OCME and at hospitals as well as alleviate OCME staff time in facilitating indigent cases including removal, transportation, cremation, and storage. In addition, well over half of the PSR Amount would create a new "As Needed" capacity to respond to moderate to large mass fatality incidents of unpredictable size and duration. Currently, the Medical Examiner lacks this ability to quickly add removal and transportation labor.	Amendment	Increase months 36 Total months 84
DHRPSC 0004520 v 0.01	Airport	Current Approved Amount \$4,000,000 Increase Amount Requested \$10,000,000 New Total Amount Requested \$14,000,000	The San Francisco International Airport (Airport) requires assistance to achieve sustainability goals related to reducing energy usage and carbon emissions, solid waste diversion, resource-efficient buildings that focus on human well-being, and water conservation. The services are expected to include specialized expertise for each of the goals with work including: 1) assisting with strategic planning to provide frameworks, roadmaps, and benchmarks for sustainability related projects with carbon emissions, fleet and building electrification implementation, operational standards, and resource recovery; 2) provide recommendation for policy development including guidelines for Airport operational and project standards that conforms to applicable regulations and/or legislation; 3) producing technical reports, metrics, and feasibility studies; 4) developing project schedules, cost estimates, and other cost models; 5) providing clean technology assessment and case studies; 6) environmental compliance; and 7) producing media campaigns and content for the public, airport workers, and airlines to promote sustainability.	Amendment	60 months
DHRPSC 0004172 v 1.02	Public Health	Current Approved Amount \$700,000 Increase Amount Requested \$2,500,000 New Total Amount Requested \$3,200,000	The proposed work will provide services to members of San Francisco's transgender, gender-diverse (TGD) community, through three types of programming described below. The target population are TGD clients aged 18 and above who are experiencing homelessness, at risk of homelessness, or transitioning into supportive housing and are considering and/or in the process of engaging in medical or social transitions. 1) Behavioral health services expansion. 2) Navigation and Outreach for TGD seeking medical and social transition services, and specialized care for gender-affirming surgery. 3) Capacity building and training development of staff and community partners who work with TGD community.	Amendment	Increase months 31 Total months 55
DHRPSC 0001922 v 1.01	Public Utilities Commission	Current Approved Amount \$5,750,000 Increase Amount Requested \$7,000,000 New Total Amount Requested \$12,750,000	Professional engineering design, engineering construction support services, and geotechnical services for the coastal erosion management and engineering assessment of the Lake Merced Transport Tunnel (LMT) along South Ocean Beach as it runs from Sloat Boulevard to the Oceanside Water Pollution Control Plant. The project scope of work includes review of existing project engineering documents, engineering analysis of the current and potential coastal erosion, development of a long-term coastal protection measures and a management strategy using a multi-objective approach that both protects critical wastewater infrastructure and promotes environmental stewardship, development of the project conceptual engineering report, development of engineering construction bid documents including a geotechnical data report, geotechnical interpretive report, and engineering administration review of construction documents. The project is currently in the early alternatives analysis phase of planning, investigating a variety of alternatives that can address the ongoing erosion problem and provide added structural integrity for the LMT.	Amendment	Increase months 72 Total months 191

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0003688 v 1.01	Public Utilities Commission	Current Approved Amount \$30,000,000 Increase Amount Requested \$22,000,000 New Total Amount Requested \$52,000,000	PRO.0231 This PSC will be made up of four (4) contracts, each at a value of \$13 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, delivery, and monitoring; water treatment and waste water treatment services; power services (all systems, generation to transmission /substation /switchyard /distribution); management improvement services; workforce development and outreach; asset management services; inspections and condition assessments of all HHWP assets; land management services; security, asset control, and emergency response services; environmental and regulatory compliance; training; job inspection services; health and safety services, and customer services for the San Francisco Public Utilities Commission (SFPUC). Each team should be able to respond to the full scope.	Amendment	66 months
DHRPSC 0004137 v 1.01	Public Utilities Commission	Current Approved Amount \$10,000,000 Increase Amount Requested \$5,000,000 New Total Amount Requested \$15,000,000	The San Francisco Public Utilities Commission (SFPUC) intends to award a \$150 million (\$10 million design, \$140 million construction) Design-Build (DB) Agreement to support the SFPUC's Biogas Project. The Project shall assist in the execution and delivery of SFPUC's new Biogas Utilization Project at the Southeast Treatment Plant. The scope of work consists of designing, and constructing the biogas utilization facilities at the SEP, including but not limited to, the gas cleaning and separation, product gas compressors, de-ox system (if needed to meet quality) and the thermal oxidizer (abatement device to treat the tail gas that is generated in the upgrading system before its release to the atmosphere). The facilities will be designed and constructed to take raw biogas from SEP new digesters, cleaning and upgrading it to natural gas quality, compressing and injecting the product gas into an existing PG&E natural gas pipeline (in compliance with gas rules 21 and 29, established by the CPUC). The work includes meeting or exceeding the Bay Area Quality Management District (BAAQMD) air permit requirements, and the Inflation Reduction Act (IRA) requirements, including the compliance schedule. All these elements of the work are of responsibility of one entity, the Design-Builder, and are critical for the long-term success of the project.	Amendment	Increase months 120 Total months 169

**Note:** *New Personal Services Contracts start date may not exceed eighteen (18) months after approval/commission meeting date.*

#### Recommendation of the Human Resources Director:

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

#### CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission 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 Consent 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 Consent Agenda.

**(11) Follow-Up Report on PSC Number DHRPSC0004380 (Formerly PSC 49604-23/24 from the Airport. (File No. 0012-25-8) – Action Item**

**Recommendation:** Adopt the report.

**(12) Follow-Up Report on PSC Number 43672-18-19 from the Municipal Transportation Agency. (File No. 0013-25-8) – Action Item**

**Recommendation:** Adopt the report.

**(13) Follow Up to PSC #44155-23/24 Communications and Community Engagement Support from the Public Utilities Commission. (File No. 0019-25-8) – Action Item**

**Recommendation:** Adopt the report.

### **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.

**(14) Appeal by Nicholas Yong-Hyun Palm-Song Appealing the Rejection of their Application for the H020 Lieutenant, Fire Suppression Examination. (File No. 0217-24-4) – Action Item**

**Recommendation of the Human Resources Director:**

Adopt the report of the Department of Human Resources and deny the appeal by Palm-Song.

**(15) Public Comment on all matters pertaining to Items 17, 18, and 19 including public comment on whether to hold Items 17, 18, and 19 in closed session.**

**(16) Vote on whether to hold Items 17, 18, and 19 in closed session. (Action Item)**

### **CLOSED SESSION AGENDA**

**(17) Appeal by Peter Kreiden of the Human Resources Director's determination to administratively close Kreiden's complaint of harassment, retaliation, and denial of reasonable accommodation. (File No. 0196-23-6) – Action Item**

**February 5, 2024:** Postpone the hearing of the appeal to the Civil Service Commission Meeting of July 1, 2024, at the request of the appellant.

**October 21, 2024:** Postponed to the meeting of February 3, 2025, at the request of the Appellant; the Commission stipulated this is the last postponement granted and whether he is present or not they will proceed with the matter. (Vote of 4 to 0)

**Recommendation of the Human Resources Director:**

Adopt the report, uphold the decision of the Human Resources Director, and deny the appeal by Peter Kreiden.

**(18) Request for a Hearing by Jason Jurow former Electrical Line Helper (7432) on their Future Employment Restrictions with the City and County of San Francisco. (File No. 0124-24-7) – Action Item**

**October 7, 2024:** Postponed to the meeting of November 18, 2024, at the request of the appellant.

**November 18, 2024:** The meeting was cancelled due to lack of quorum.

**Recommendation of the Human Resources Director:**

The Department respectfully requests that the Civil Service Commission uphold the Department's decision to impose the permanent Citywide future employment restrictions on Jason Jurow and deny the appeal.

**(19) Mid-Year Performance Evaluation – Executive Officer – PERSONNEL EXCEPTION – San Francisco Administrative Code Section 67.10(b) and California Government Code Section 54957 (b)(1). (File No 0023-25-1) – Discussion and Possible Action**

**Recommendation:** Accept the Report.

**(20) Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Items 17, 18, and 19 in closed session (S.F. Admin. Code §67.12 (a)) – Action Item**

**(21) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

**(22) ADJOURNMENT**