



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

**DANIEL LURIE  
MAYOR**

**MINUTES  
Regular Meeting  
December 15, 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 #2663 868 5175. Instructions for providing remote public comment are below.**

**LISTEN/PUBLIC COMMENT CALL-IN  
USA is (415) 655-0001 | Access Code: #2663 868 5175  
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Dial \*3 when you are ready to queue**

**DANIEL LURIE, MAYOR**

**COMMISSIONERS**

**KATE FAVETTI  
President  
JACQUELINE MINOR  
Vice President  
VITUS LEUNG  
ADAM WOOD**

**SANDRA ENG  
Executive Officer**

**CALL TO ORDER**

2:00 p.m.

**ROLL CALL**

President Kate Favetti	Present
Vice President Jacqueline P. Minor	Present
Commissioner Vitus Leung	Present
Commissioner Adam Wood	Present

President Kate Favetti presided.

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

**APPROVAL OF MINUTES**

Regular Meeting of December 1, 2025 – 2:00 p.m.

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

**ANNOUNCEMENTS**

Sandra Eng announced that PSC #DHRPSC0005809 - v0.01 from the Public Utilities Commission has been withdrawn.

Items severed from the Ratification Agenda:

PSC # DHRPSC0005827 - v0.01 from the Department of Public Health

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

None.

**0293-25-1      Commendation for Janie White, Assistant Director Employee Leave and Reasonable Accommodation Programs, Department of Human Resources for her dedicated service to the City and County of San Francisco. (Item No. 5)**

**Speakers:**      Janie White  
                          Jeanne Kypy Hogg

**Action:**      Accepted the Commendation. (Vote of 4 to 0)

**0299-25-1** **Recognition to Commissioner Elizabeth Salveson for her dedicated service to the City and County of San Francisco as a Civil Service Commissioner from March 5, 2018 through June 30, 2025; and her leadership as President of the Civil Service Commission from July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021. (Item No. 6)**

**Speakers:** Elizabeth Salveson

**Action:** Approved. (Vote of 4 to 0)

**HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 7)**

None.

**0300-25-1** **Fiscal Years 2026-27 and 2027-28 Mayor's Budget Instructions and Department Budget Preparation Schedule. (Item No. 8)**

**Speakers:** Lavena Holmes, Deputy Director

**Action:** No action taken.

**0294-25-8** **Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 9)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005389 - v0.01	City Administrator	\$650,000	Contractor will provide manufacturer-certified technicians to evaluate, troubleshoot, and repair the City's Variable Frequency Drives (VFDs). These on-site services include the start-up and commissioning of new VFD installations, ensuring correct parameter settings and wiring. VFDs are used to regulate air circulation in HVAC systems, provide smooth control over water treatment processes, and control motor speeds and torque in electro-mechanical drive systems.	New	48 Months
DHRPSC 0005779 - v0.01	Airport	\$3,000,000	The Contractor will serve as San Francisco International Airport's (SFO or Airport) representative in Washington, D.C., advocating on federal matters related to aviation legislation, regulatory compliance, security mandates, and funding opportunities. Acting on behalf of SFO, the Contractor will engage with key federal entities including Congress, the U.S. Department of Transportation, the Federal Aviation Administration, and the U.S. Department of Homeland Security to advance the Airport's interests.	New	108 months
DHRPSC 0005812 - v0.01	Emergency Management	\$250,000	A cleaning and maintenance program for the Data Center Rooms at 1011 Turk, San Francisco	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005827 - v0.01	Public Health	\$8,000,000	Contractor will provide 24-hour support, supervision, and treatment to individuals with serious mental illness through Mental Health Transitional Residential Treatment Programs (TRTP). Services will include therapeutic support (such as individual and group therapy, symptom management, and medication monitoring), case management (including care coordination with outpatient providers, linkage to essential services, and referrals to other appropriate services indicated by the client's treatment plan goal), and general life skill training (such as cooking, budgeting, social relationship building, and vocational skill building) to foster independence. Services will be provided in homelike community environments to mimic independent living and allow participants to practice strategies that improve functioning and maintain long-term stability. All participants will receive a behavioral health assessment, treatment plan, interventions to meet treatment plan goals, and discharge planning. Treatment will be evidence-based and monitored annually by the Department of Health Care Services (DHCS) in alignment with California Code of Regulations Title 9 §532.2. Participants will be referred by various mental health providers and must receive prior authorization from Behavioral Health Services Central Utilization Management (BHS Central UM) division. Services are generally authorized for 90 days, with extensions granted if medical necessity criteria continue to be met. The program will prioritize care for individuals with an HIV or AIDS diagnosis.	New	60 months
DHRPSC 0005816 - v0.01	Library	\$1,000,000	The Contractor will review and analyze the Library's telecommunications service accounts (including voice, data, internet, cloud, and mobility) to identify cost recovery opportunities, eliminate unnecessary services, and recommend cost reductions. The Contractor will present findings to the Library, implement selected recommendations, and prepare a complete telecommunications inventory. Upon completion, the Contractor will conduct an industry benchmark analysis comparing the Library's telecommunications spending and audit results against peer organizations. Compensation is contingent upon verified cost savings achieved through the Contractor's implementation efforts.	New	36 months
DHRPSC 0005849 - v0.01	Public Utilities Commission	\$12,000,000	Consultants will perform as-needed geotechnical engineering services to support the SFPUC's infrastructure projects. Services include performing field exploration and hazard assessment, field and laboratory testing, engineering analysis, development of geotechnical design criteria and hazard mitigation, preparation of geotechnical interpretation reports and specifications, construction observations and monitoring, technical reviews, and other related geotechnical and geological services. Highly specialized services such as soil-structure interaction analysis, fault-crossing mitigation design, and tunnel and dam design expertise are also required. Geotechnical services are also needed to support repairs for emergencies such as pipe breaks and landslides. The maximum term will be 5 years per contract.	New	78 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005809 - v0.01	Public Utilities Commission	\$4,500,000	The work is for the planning, designing, and implementation of complex relocations of San Francisco Public Utilities Commission (SFPUC) staff, equipment, inventory, fleet vehicles, and archival materials from outdated corporation yards, comprised of administration facilities, industrial shops, warehouse, life sciences laboratories, libraries, to newly constructed corporation yards in San Francisco and San Mateo Counties. The complex relocations shall be executed without disruption to the agency's 24/7 water supply and delivery operations and emergency response responsibilities. The planning, design, and execution of the work shall include development of relocation strategies and plans; communication materials for managers and staff; inventory and condition assessments of existing furniture, fixtures, and equipment; assistance with development of requests for proposals for specialty vendors (e.g. move companies, IT disconnect/connect, Records Management vendor, decommissioning of vacated facilities); developing Move-Day schedules; managing and supervising all Move-Day activities; on-site supervision of all vendors performing specialty services; and set-up and management of Post-Move Day support services (e.g. Welcome Center, Move-In Support). For each relocation, the planning and design work is estimated to require 18 to 24 months, and the execution of the relocation work on Move-Day is estimated to require 72 to 48 hours.	New	96 months
DHRPSC 0005855 - v0.01	Public Utilities Commission	\$500,000	Scope of services include providing staff with support for Request for Proposal configuration aligned with operationalizing workflow processes; Lean Construction; Target Budget Design and Cost Modelling; Target Milestone Scheduling; and Decision Making Governance. The contractor will be as-needed advisor in best practices for progressive design build delivery, training the SFPUC team for successful implementation of projects for Water, Power and Sewer portfolios.	New	36 months
DHRPSC 0002390 - v1.01	Airport	Current Approved Amount \$500,000 Increase Amount Requested \$300,000 New Total Amount Requested \$850,000	The San Francisco International Airport ("Airport") requires specialized support/maintenance, and custom programming for the Airport's Operating Budget System (OBS). The OBS proprietary financial software system was implemented to develop the annual operating budget submittal and submit the request electronically to the Controller's and Mayor's Office.	Amendment	Increase months 0 Total months 60

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0001561 - v1.01	Public Utilities Commission	Current Approved Amount \$5,500,000 Increase Amount Requested \$0 New Total Amount Requested \$5,500,000	The San Francisco Public Utilities Commission (SFPUC) intends to award the full amount of \$5.5 million to provide professional construction management (CM) services to support SFPUC staff on the Westside Pump Station (WSS) Reliability Improvements Project. As part of the SFPUC's Sewer System Improvement Program (SSIP), the WSS Project is located at the southeast corner of the intersection of the Great Highway and Sloat Boulevard in the Lakeshore District of San Francisco, just west of the main parking lot for the San Francisco Zoo and right next to the Great Highway. The existing WSS facility is the SFPUC's main wastewater pump station for the west side of San Francisco. Its continued service and reliability are vital to 1) maintain full compliance with State and Federal regulatory requirements applicable to the treatment and disposal of sewage and storm water and 2) ensure critical infrastructure functions are provided with redundancy to protect public health for the people of San Francisco. The new WSS Project will improve the reliability of the existing pump station by providing redundant electrical power service feeds, replacing essential wastewater process mechanical and electrical equipment, and providing ventilation, plumbing, and instrumentation and control improvements. The WSS Project also includes site civil work, street curb ramp work, landscape and architectural facility work, structural cast-in-place concrete vaults, foundation and facility modification work, shoring work, construction of a new electrical building, pipeline replacement, corrosion protection, and security improvements. The CM staff augmentation services required for the WSS project include, but are not limited to, construction contract administration, construction inspection, construction contracts management, and project controls.	Amendment	Increase months 18 Total months 77

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

**Speakers:** My Lan Do Nguyen, from the Department of Public Health spoke on PSC #DHRPSC0005827 - v0.01

**Action:**

- Approved PSC #DHRPSC0005827 - v0.01 from the Department of Public Health. (Vote of 4 to 0)
- Adopted the report. Approved the requests for the remaining proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

#### 0261-25-1 Civil Service Commission Five-Year Strategic Plan. (Item No. 10)

**November 3, 2025:** Continued to the meeting of December 15, 2026.

**Speakers:** None.

**Action:** Postponed to the meeting of January 26, 2026. (Vote of 4 to 0)

**0295-25-8 Follow-up Report on Personal Services Contract Number DHRPSC0005091  
v.01 from the Department of Public Health. (Item No. 11)**

**Speakers:** None.

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

**0067-25-8      Update on Proposed Personal Services Contract #DHRPSC0005086 v 0.01  
from the Human Services Agency. (Item No. 12)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005086 v 0.01	Human Services Agency	\$15,000,000	<p>The service provider will develop, provide and case manage all service activities in a manner consistent with the current Wraparound philosophy adopted by the state of California, and in the best interests of the child and family (service examples: skill building strategies, home based services, and any other services required to meet the family's needs). The service provider will be responsible for ensuring community-based interventions, including the delivery of tiered, highly coordinated, and highly individualized no reject/no eject services to achieve positive outcomes in the life of the child and his/her family.</p> <p>The service plan is individualized, with strategies that reflect the child and family's culture and preferences. California Wraparound is intended to allow children to live and grow up in a safe, stable, permanent family environment. For children and families in the foster care system, the Wraparound process can:</p> <ul style="list-style-type: none"> <li>§ Enhance strengths by creating a strength-based intervention plan with a child and family team;</li> <li>§ Promote youth and parent involvement with family voice, choice, and preference;</li> <li>§ Use community-based services;</li> <li>§ Create independence and stability;</li> <li>§ Provide services that fit a child and family's identified needs, culture, and preferences;</li> <li>§ Create one plan to coordinate responses in all life domains; and</li> <li>§ Focus on achieving positive goals.</li> </ul>	New	48 months

**March 3, 2025:** Continued PSC #DHRPSC0005086 v 0.01 to the meeting of April 7, 2025.

**April 7, 2025:** Adopted the report and approved PSC #DHRPSC0005086 v 0.01 from the Human Service Agency with the condition of working with the Department of Human Resources and SEIU Local 1021 to conduct a feasibility study to create a position or add special condition to an existing classification with the goal of having the requested work done in-house in the future. The Human Service Agency must also report back to the Civil Service Commission by December 15, 2025, with an update. Notify the Office of the Controller and the Office of Contract Administration.

**Speakers:** None.

**Action:** Postponed to the meeting of April 20, 2026, at the request of the Department. (Vote of 4 to 0)

**0296-25-8    Review of Request for Approval of Proposed Personal Services Contract  
#DHRPSC0005938 - v0.01 from the Police Department. (Item No. 13)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005938 - v0.01	Police	\$3,900,000	Scope includes the following: -- Planning an 18-month project that involves numerous stakeholders who are directly impacted by operational change of reporting incidents and arrests. -- Design and build through system configuration the Records Management System (RMS) that meets the requirements of the 120+ page Statement of Work with the vendor. -- Work with the RMS vendor to deliver enhancements according to the SOW and discovery process during implementation. -- Build 12+ interfaces that transfer data via export, import, or both bi-directional which requires working with multiple vendors. -- Build 2 data conversions where one is via documents and the other is via table fields. -- Validate the completion of design and build, interfaces, and data conversions via 3 phases of testing: functional acceptance testing, integration and conversion testing, and user acceptance testing. -- Develop and execute training plans that will train 2000+ officers and civilians for the new RMS that will replace the existing incident reporting system. -- Prepare cutover plans for Go-Live that will include a 60-day stabilization period of rapid support. -- Achieve California DOJ CIBRS certification which is required for crime data submittals to the FBI.	New	60 months

**Speakers:**

James Shields, SF Police Department  
Will Sanson-Mosier, SF Police Department  
Vincent Lee, SF Police Department

**Action:**

Adopted the report. Approve the request for proposed Personal Services Contract #DHRPSC0005938 - v0.01; Notify the Office of the Controller and the Office of Contract Administration.  
(Vote of 4 to 0)

**0301-25-8      Review of Request for Approval of Proposed Personal Services Contract  
#DHRPSC0005960 - v0.01 from the Human Rights Commission.  
(Item No. 14)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005960 - v0.01	Human Rights Commission	\$7,000,000	The project will administer a specialized small-grant program designed to support small, emerging community-based organizations that face barriers to participating in traditional City funding processes. The selected partner will design and implement a competitive, transparent solicitation; manage the distribution of grant funds; and provide tailored technical assistance, mentorship, and fiscal guidance to strengthen grantee organizations. Services include external nonprofit-facing activities such as capacity-building workshops, leadership development support, financial health coaching, and guidance on operational best practices. The partner will also conduct structured monitoring and reporting to ensure alignment with City compliance standards and program goals. Finally, the project includes developing a transition plan to help organizations maintain stability and pursue future funding opportunities beyond the grant period.	New	24 months

**Speakers:** Samuel Thomas, Human Rights Commission

**Action:** Adopted the report. Approved the request for proposed Personal Services Contract #DHRPSC0005960 - v0.01; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

**0217-25-8      Review of Request for Approval of Proposed Personal Services Contract  
#DHRPSC0005440 - v0.01 from the Department of Public Health.  
(Item No. 15)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005440 - v0.01	Public Health	\$53,000,000	Provide residential services in a community setting for adults and older adults with serious and persistent mental illness or other behavioral health needs who may also have chronic medical conditions and/or cognitive impairments or dementia. Services include meals, assistance with activities of daily living, medication support, daily activities that may include social and vocational rehabilitation, housekeeping, access to medical care, and administration/program management. Facility operators will provide residential support for individuals who recently completed a treatment program and are waiting for independent housing, as well as individuals – including people experiencing homelessness – who need support, supervision, and/or socialization to maintain housing stability. The services must be provided in a facility that is licensed by the Department of Social Services Community Care Licensing in compliance with California Code of Regulations, Title 22, Division 6, Chapters 6 or 8.	New	36 months

**August 18, 2025:**      Continued to the meeting of September 15, 2025.

**September 15, 2025:**      Postponed to the meeting of October 6, 2025, at the request of the department.

**October 6, 2025:**      Postponed to a future meeting at the request of the department.

**November 17, 2025:**      Postponed to the meeting of December 15, 2025, at the request of the Department and the Union.

**Speakers:**      Kelly Kirpatrick, Department of Public Health

**Action:**      Adopted the report. Approve the request for proposed Personal Services Contract #DHRPSC0005440 - v0.01 by reducing the amount to \$43M and the Department is required to submit a copy of the memorandum memorializing the discussions with SEIU Local 1021 to the Executive Officer for the record; Notify the Office of the Controller and the Office of Contract Administration.  
(Vote of 4 to 0)

**Public Comment:**      Elizabeth Travelsight, SEIU Local 1021 confirmed that SEIU supports the revision of this PSC and thanked the Commission and DPH

**Public Comment on all matters pertaining to Items 17 and 18. (Item No. 16)**

None.

**Vote on whether to hold Item 18 in closed session. (Item No. 17)**

**Action:** The Commission voted to go into Closed Session. (Vote of 4 to 0)

**0202-25-1 PERSONNEL EXCEPTION – Appeal by Peace Officer of the Human Resources Director’s Determination to Administratively Close the Peace Officer’s Complaint. EEO File No. HRC0009913; (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8)). (Item No. 18)**

**Closed Session started at 4:04 p.m. and the following were present:**

President Kate Favetti, Civil Service Commission  
Vice President Jacqueline P. Minor, Civil Service Commission  
Commissioner Adam Wood, Civil Service Commission  
Commissioner Vitus Leung, Civil Service Commission  
Sandra Eng, Civil Service Commission  
Kate Howard, Department of Human Resources  
Sarah Fabian, Office of the City Attorney  
Debra Dulay, Department of Human Resources  
Amalia Martinez, Department of Human Resources  
Jennifer Burke, Department of Human Resources  
Linda Bui, Sheriff Department  
Appellant (remotely)  
Elizabeth Aldana, Civil Service Commission (remotely)  
Lizzette Henríquez, Civil Service Commission  
Shamika Gordon, Civil Service Commission

**Speakers:** Debra Dulay, Department of Human Resources  
Appellant  
Linda Bui, Sheriff Department

**Action:** Remand the matter back to the Department of Human Resources for further investigation.

**Closed Session ended at 5:00 p.m.**

**Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Item 18 in closed session (S.F. Admin. §67.12 (a)). (Item No. 19)**

The Commission reconvened in Open Session at 5:04 p.m.

The Commission voted not to disclose any discussions in closed session.

**COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS (Item No. 20)**

Commissioners wished everyone Happy Holidays and Happy New Year!

**ADJOURNMENT (Item No. 21)**

5:06 p.m.