



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

**DANIEL LURIE  
MAYOR**

**MINUTES  
Regular Meeting  
October 6, 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 #2660 517 9856. Instructions for providing remote public comment are below.**

**LISTEN/PUBLIC COMMENT CALL-IN  
USA is (415) 655-0001 | Access Code: #2660 517 9856  
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  
JACQUELINE MINOR  
Vice President  
VITUS LEUNG  
ADAM WOOD**

**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 (415) 655-0001, Access Code #2660 517 9856.

**CALL TO ORDER**

2:00 p.m.

**ROLL CALL**

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

Vice President Jacqueline P. Minor presided.

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

None.

**APPROVAL OF MINUTES**

Regular Meeting of September 15, 2025 – 2:00 p.m.

**Action:** Adopted the Minutes. (Vote of 3 to 0)

**ANNOUNCEMENTS**

Sandra Eng, Executive Officer announced that:

Item #16 PSC #DHR PSC0005440 – v0.01 from Department of Public Health has been postponed to a future meeting at the request of the department.

Items severed from the Ratification Agenda:

- PSC #DHRPSC0005673 – v0.01 from the Department of Public Health
- PSC #DHRPSC0005514 – v0.01 from the Department of Public Health
- PSC #DHRPSC0005610 – v0.01 from the Department of Public Works
- PSC #DHRPSC0005443 – v1.01 from the Fire Department

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

None.

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

Carol Isen, Human Resources Director, reported that October is National Disability Employment Awareness Month and DHR is engaging in a series of activities, there are four or five workshops throughout the month aimed toward both existing city employees and job seekers to talk about opportunities in the City's, reasonable accommodation and how the requests work, some of these workshops are available on Zoom as well.

**EXECUTIVE OFFICER'S REPORT (Item No. 6)**

Sandra Eng, Executive Officer, updated the Commission - trainings provided by staff are extended at the request of the departments, the CSC has received valuable feedback from employees regarding the PSCs trainings.

**0230-25-8      Review of Request for Approval of Proposed Personal Services Contracts.  
(Item No. 7)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005546 - v0.01	Airport	\$225,000,000	Contractor will provide, manage, and operate an off-site distribution center for all concessions at San Francisco International Airport (Airport or SFO), as well as other deliveries for the Airport and for Airlines operating at SFO. Contractor will accept deliveries, provide Transportation Security Administration (TSA) approved screening equipment such as x-rays and/or other scanning devices, as well as security staffing, consolidate products and deliver to tenants at SFO.	New	132 months
DHRPSC 0005677 - v0.01	City Planning	\$3,000,000	SF Planning wishes to obtain professional services to address the California State Senate Bill 272 (2023), which requires local governments to prepare adaptation plans to address sea level rise. Additionally, SB 272 requires that these plans comply with requirements set out by the San Francisco Bay Conservation and Development Commission (on the bay side) and the California Coastal Commission (on the ocean side). The SF Planning Department, in collaboration with ClimateSF and its sister agencies, will prepare an adaptation plan to meet these requirements. This work will include: Identify areas of vulnerability for sea level rise Analyze exposure levels and potential consequences Develop and evaluates adaptation strategies Prepare a funding strategy and implementation plan	New	60 months
DHRPSC 0005673 - v0.01	Public Health	\$9,000,000	Provide ongoing maintenance and upkeep of the fire alarm systems at all Department of Public Health (DPH) facilities, including but not limited to Laguna Honda Hospital (LHH) and Zuckerberg San Francisco General (ZSFG). Contractor shall inspect, test, maintain, and repair 100% of all the fire alarm and fire suppression system devices in accordance with National Fire Protection Association (NFPA) and Joint Commission (JC) requirements. Services will include testing all devices such as smoke detectors, heat detectors, manual pull stations, audible/visual notification appliances, control panels, and communication links. Documentation of all test results and immediate reporting of deficiencies are required to maintain regulatory compliance (e.g., NFPA 72, local fire codes, and healthcare accreditation standards).	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005667 - v0.01	Public Health	\$2,553,000	The contractor will provide job training and interns to enhance public health programs at schools, clinics, and community settings in San Francisco. Interns will support oral health interventions, food pharmacy programs, value-based care initiatives, and services addressing substance use, homelessness, and communicable disease prevention. Services will include patient navigation, care coordination, health education, data collection, and program evaluation to strengthen service delivery. These efforts will reduce barriers to participation, expand access to care, and strengthen the delivery of health services in schools, clinics, and community settings.	New	60 months
DHRPSC 0005514 - v0.01	Public Health	\$28,000,000	The Department of Public Health (DPH) Office of Overdose Prevention seeks to implement a Treatment Connections and Safer Use Supplies Distribution Program that will consist of three components: 1) treatment connections and safer use supply distribution at service locations in priority neighborhoods 2) a drop-in service location in the Tenderloin/SOMA neighborhood and 3) syringe litter removal services throughout San Francisco. All service locations will provide proactive counseling, health education, and connections to treatment services; maintain trained program staff; distribute naloxone and safer use supplies; remove litter in the vicinity of the service location; and collect and report program data to DPH. The drop-in service must also provide space for low-threshold activities, connection with on-site or warm handoff to testing, treatment, and care for HIV, Hepatitis C, and sexually transmitted infections (STI), and secure lockers for participants to store medications and supplies. Syringe litter removal will include daily efforts in designated neighborhoods and a rapid response team to address real-time public requests for litter removal across San Francisco.	New	60 months
DHRPSC 0005610 - v0.01	Public Works	\$23,000,000	Consultants will perform highly specialized structural engineering tasks that may include, but need not be limited to, structural design and analysis of buildings and structures, soil-structure interaction, non-linear analysis, condition assessment reports, field investigations, peer reviews, forensic engineering, bridge engineering, corrosion engineering, value engineering, cost estimating, construction engineering, and consultation for various types of structures in high seismic regions.	New	84 months
DHRPSC 0005720 - v0.01	Human Services	\$1,500,000	Contractor(s) will serve the needs of the high risk and/or medically frail adults served by the Office of the Public Conservator needing transportation to medical appointments, placement, and/or legal proceedings. This service will also be provided to high-risk older adults and adults with disabilities who are served by the Adult Protective Services program needing transportation to meet with medical, legal, or social services providers.	New	46 months
DHRPSC 0005668 - v0.01	Municipal Transportation Agency	\$6,000,000	Perform specialized structural inspections of the Twin Peaks Tunnel in accordance with San Francisco Municipal Transit Agency (SFMTA's) adopted Standard Operating Procedure (SOP) entitled "Tunnel Structural Inspection Procedures". Perform a detailed seismic analysis and risk assessment of the Twin Peaks Tunnel. Perform engineering services to support implementation of recommended repairs and mitigations at the Twin Peaks Tunnel. Provide support in creating an improvement plan for the Twin Peaks Tunnel to prioritize and implement recommended inspections and repairs/mitigations. Provide project management and other administrative support as needed.	New	72 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005565 - v0.01	Public Utilities Commission	\$1,500,000.00	Crane inspections and repair in accordance with CalOSHA ANSI standards in compliance with Plate V title 8 Federal code including OSHA 1810.179, ASME, and ANSI. Scope of services will include, but is not limited to the following main services on equipment located within SFPUC-WWE system wide: <ul style="list-style-type: none"><li>• Quarterly Maintenance and Inspections</li><li>• Mandatory Partial Load Testing,</li><li>• Proof Load and Operational Testing,</li><li>• Mandatory Annual Inspection, Maintenance, Certification</li><li>• Quadrennial Inspection, Maintenance, Certification,</li><li>• Troubleshooting and</li><li>• "As-needed Repairs"</li></ul>	New	84 months

DHRPSC 0005648 - v0.01	Public Utilities Commission	\$1,200,000	<p>Aquarium Support Services - Scope of Work</p> <p>Overview</p> <p>Contractor will conduct regular, ongoing maintenance of the Alameda Creek Watershed Center Aquarium systems, including the trout stream aquarium and four quarantine/holding systems and other associated systems. Contractor will be on site for three visits per week, approximately seven hours per visit. All visits would be set on a predetermined regular service schedule during the Monday – Friday work week.</p> <p>Weekly Ongoing Maintenance Tasks</p> <ul style="list-style-type: none"> <li>• Window maintenance and detailing of interior window surfaces to remove algal growth on windows. All acrylic window surfaces will be maintained with acrylic safe tools to reduce the potential for scratching the window surfaces.</li> <li>• Cleaning tank bottom/substrate as needed.</li> <li>• Cleaning tank interior surfaces to help reduce/mitigate algal growth on rockwork. Rockwork is all shotcrete surfaces with integral color. Stiff bristled brushes may be required to reduce algal growth on rock surfaces.</li> <li>• Animal quarantine care to ensure animals are healthy with no sign of disease, good body condition and eating properly before adding them to the display tank. Depending on the source and state of the animals when received, quarantine period could require 60 days or longer before animals are ready to move to the display aquarium.</li> <li>• Moving animals from quarantine systems to display tank once animals appear healthy with no sign of disease, good body condition and eating properly. It is recommended to start to add animals at a minimum of 45 to 60 days prior to opening the opening of the facility to the public.</li> <li>• Visually inspect filtration equipment.</li> <li>• Test water quality parameters. Contractor can test a wide range of water quality parameters in house. Typical water tests required for monitoring water quality for fish health include: <ul style="list-style-type: none"> <li>o Temperature – Target 55-59 F.</li> <li>o pH - Target 7.0-7.5 – Some variability outside of this range is acceptable. pH of source water will determine final pH target range.</li> <li>o Ammonia – Target 0ppm once tank is fully cycled.</li> <li>o Nitrite – Target 0 ppm once tank is fully cycled. Calibrate pH and ORP probes as needed.</li> </ul> </li> <li>• Backwash sand filters and bead filters as needed for both the display aquarium and the large round quarantine tank.</li> <li>• Manual backwash of the activated carbon filters for incoming water to the rooms for top off and make up water to the various aquarium and quarantine systems.</li> <li>• Cleaning and any service required for the surface skimmer on the display aquarium.</li> <li>• Clean bag filters on quarantine systems.</li> <li>• Remote system monitoring through Apex monitoring system during business hours.</li> <li>• Staff training on feeding and basic system observation for days Contractor is not on site.</li> <li>o Nitrate – Target 80 ppm or less.</li> <li>o Chlorine – Target 0 ppm.</li> <li>o Additional test we can perform if needed include: Alkalinity and Phosphate.</li> <li>• Calibrate pH and ORP probes as needed.</li> <li>• Backwash sand filters and bead filters as needed for both the display aquarium and the large round quarantine tank.</li> <li>• Manual backwash of the activated carbon filters for incoming water to the rooms for top off and make up water to the various aquarium and quarantine systems.</li> <li>• Cleaning and any service required for the surface skimmer on the display aquarium.</li> <li>• Clean bag filters on quarantine systems</li> <li>• Clean pump basket strainers</li> <li>• Perform partial water changes as needed – Partial water changes will be part of the regular weekly maintenance. Water change volume will be dependent on sand filter backwash durations. Tenji targets 10-20% of tank volume weekly for partial water changes. Replacement water is filtered through the activated carbon to remove residual chlorine and other impurities.</li> </ul>	New	96 months
------------------------------	--------------------------------	-------------	--	-----	-----------

PSC	Department	Amount	Type of Service	Type of Approval	Duration
			<ul style="list-style-type: none"> <li>• Remote system monitoring through Apex monitoring system during business hours.</li> <li>• Staff training on feeding and basic system observation for days Contractor is not on site.</li> </ul> Additional Scope Yearly Equipment Replacement Over time equipment will require serviceable part replacement and/or full replacement. Yearly Labor by Fabrication Team / LSS Installer Labor to replace serviceable parts including Contractor overseeing an HVAC technician to service all chiller units per O&M. Animal Procurement and Replacement Contractor will procure the initial animals for the aquarium and as needed thereafter. Consumable Products Including but not limited to fish food, algacide, beneficial bacteria, algae cleaning pads, and other consumable products. Equipment Replacement Major equipment replacements will be quoted on a case-by-case basis. Labor by Fabrication Team / LSS installer Labor to replace or repair major equipment. Emergency Maintenance Visits Any visit deemed necessary outside of standard scheduled visits.		
DHRPSC 0002578 - v1.01	Public Health	Current Approved Amount \$500,000 Increase Amount Requested \$0 New Total Amount Requested \$500,000	For access to a Software as a Service Application (SaaS) (web-based) application used by the Department of Public Health (DPH). The application provides for evidence-based clinical decision support criteria, to make appropriate care management decisions, to ensure the medical necessity of inpatient stays (acute or not), use of resources, and appealing billing denials. In addition, the contractor will also provide assistance in the upgrade process from the on premise hosted version of their software to the SaaS version of their propriety application.	Amendment	Increase months 62 Total months 120
DHRPSC 0005443 - v1.01	Fire	Current Approved Amount \$1,000,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$2,000,000	Provide mobile hearing screening tests for all firefighters to determine if they meet NFPA (National Fire Protection Association) Standard 1582 Section 6.5.1. to be able to perform effectively as firefighters. Additionally, to provide mobile Tuberculosis (TB) screening (using Quantiferon gold TB blood test or equivalent) to ensure members have not been exposed to TB.	Amendment	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0003076 - v1.01	Juvenile	Current Approved Amount \$300,000 Increase Amount Requested \$180,000 New Total Amount Requested \$480,000	<p>The department anticipates procuring as-needed professional services for dietary &amp; nutritional technical support, in-service training, and compliance monitoring for food service operations for the Juvenile Justice Center (JJC). Key areas for technical support and training will include:</p> <ul style="list-style-type: none"> <li>i. Menu and nutrient development &amp; analyses</li> <li>ii. Therapeutic diets and accommodation requests</li> <li>iii. Food service staffing and operations</li> <li>iv. Staff in-service training needs</li> <li>v. Food service policies and documentation</li> </ul> <p>Under the guiding principle of encouraging young people at the JJC to make healthier nutritional choices in their daily lives, the selected Contractor shall assist the department's food operations team with determining current gaps and needs, developing a staff development/training plan, and preparing summary date reports for relevant audits and inspections, all in accordance with California's Title 15 Minimum Standards for Juvenile Facilities. The selected Contractor shall plan menus at least one month in advance of their use. Menus shall be planned to provide a variety of foods considering the cultural and ethnic makeup of young people at the JJC, thus, preventing repetitive meals. Menus shall be approved by the selected Contractor before being used. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production worksheet. Menus, as planned and including changes, shall be retained for one year and evaluated by a registered dietitian at least annually. Additionally, the selected Contractor shall implement nutritional and caloric requirements found in the most currently published: a) Dietary Reference Intakes (DRI) of the Food and Nutrition Board, b) Institute of Medicine of the National Academies, c) California Food Guide, and the d) Dietary Guidelines for Americans. Essential duties of the selected Proposer may include:</p> <ul style="list-style-type: none"> <li>i. Menu planning and approval</li> <li>ii. Completing nutrition assessments tailored to young people at JPD and developing nutrition tracking plans for young people at the JJC.</li> <li>iii. Providing community and/or partnership referrals as needed to assist with linkage as necessary.</li> <li>iv. Participating in departmental meetings to provide expertise as needed.</li> <li>v. Monitoring and tracking nutritional services at the JJC to ensure compliance with government rules and regulations including California's Title 15.</li> <li>vi. Developing training plans to meet compliance requirements.</li> <li>vii. Preparing required reports that align with internal policies and procedures.</li> <li>viii. Maintaining nutrition assessment information and making recommendations for strengthening the Food Services Program at the JJC</li> <li>ix. Researching, collecting, and developing scientifically based nutrition materials.</li> <li>x. Reviewing and screening nutrition data for accuracy and use within the department.</li> </ul>	Amendment	Increase months 36 Total months 96



PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0001321 - v1.01	Police	Current Approved Amount \$400,000 Increase Amount Requested \$320,000 New Total Amount Requested \$720,000	To comply with the Federal Bureau of Investigations (FBI) requirement of physical media disposal to minimize risk of sensitive information compromise by unauthorized individuals, the San Francisco Police Department (SFPD) is seeking a contractor to provide service to all SFPD locations (10 district stations, headquarters, academy, crime lab, and other divisions). The contractor will use a mobile shredding truck to provide on-site shredding and disposal approximately twice a month and destruction and disposal of other physical media on an as-needed basis. Other physical media may include, but not be limited to, body worn cameras, smartphones, computer disks, film, magnetic disks, magnetic tapes, transparencies, and video cassettes. An assigned SFPD employee (sworn officer, facilities coordinator, Public Service Aide or Police Cadet) at each location must physically witness shredding process of contents of confidential bins and destruction of other physical media by contractor employees.	Amendment	Increase months 48 Total months 120

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

**Speakers:** My Lan Do Nguyen, AJ Hansra and David Kong from the Department of Public Health spoke on PSC # DHRPSC0005673 - v0.01  
My Lan Do Nguyen and Robb Hoffman from the Department of Public Health spoke on PSC #DHRPSC0005514 - v0.01  
Raymond Lui from the Department of Public Works spoke on PSC #DHRPSC0005610 - v0.01  
Mark Corso from the Fire Department spoke on PSC # DHRPSC0005443 – v1.01

**Action:**

1. Approved the PSC by reducing the amount to \$3 million and the duration to 3 years; report back to the Commission in three (3) years. (Vote of 3 to 0)
2. Approved the PSC with the condition that DPH submits a timeline to the executive officer whereby the Commission will be updated on the hiring of 2587 Health Worker III and 2588 Health Worker IV. (Vote of 3 to 0)
3. Approved with the condition that DPW provide annual reporting to the Commission. (Vote of 3 to 0)
4. Approved with the condition that the Fire Department report back to the Commission in April 2026. (Vote of 3 to 0)
5. Adopted the report. Approved the requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

**Public Comment:** **Jesse Staton**, a ranked file member of SEIU 1021 and 2905 Eligibility Worker with the Human Service Agency. “I'd just like to say repeatedly I have heard department management staff come in here and disparage civil service workers saying that we're not able to or somehow not as sensitive to the residents of San Francisco as nonprofit people, people employed by nonprofit agencies are or CBOs, and I just find that to be insulting, I find it to be a disgusting sentiment, and I think it's just really rude to hear it, in

testimony before the Civil Service Commission, I find it unreasonable, and I wish all the departments that do that would stop doing it. Thanks for your time.”

**Joe Duncan**, RN nurse at the San Francisco County jail, “I represent the nurses in the community and health workers in the community. CBOs are, should be applauded as a foundation. They can break barriers and initiate things before the general government agencies can. There are political barriers and cultural barriers that while they're able to start things off, doing the jobs that typically government services workers would be doing, but then time evolves, political barriers change, political goals change, and I think right now is a time for this commission to look at DPH workers taking on more of this responsibility as typically government healthcare workers would be doing this sort of work in the community. Again, CBOs are to be commended. I think we need to be working on plans that transition this work from CBOs who start the foundation. Thank you for that; but start progressing to reach the main goals. If the goal is to get people to these higher levels of care; well, we're the higher levels of care. We can cut out the middleman when needed and go directly to DPH and city workers. Thank you.

**Cheryl Thornton**, “I wanted to say, there was a report out that HIV has spiked it's on the rise and it's impacting black women here in San Francisco so whatever they (healthcare workers) have to do as soon as they can, they need to be giving out these clean needles because HIV which was on the decline, is now on the up-rise and we don't have enough primary care doctor to see all these patients. We are backlogged so we need to do whatever we can to prevent this. Thank you.”

**0215-25-5      Request for Changes to CSC Rule 114 and Status Grant from Class 8302 Deputy Sheriff I to Class 8504 Deputy Sheriff for Affected Employees. (Item No. 8)**

**September 15, 2025:** Adopted the Staff Report, implement rule change and grant status to 8504 to the affected employees.

**Speakers:** Sandra Eng, Civil Service Commission  
Sarah Fabian, Office of the City Attorney

**Action:** Rescinded the action taken at the September 15, 2025, meeting of “*adopted the staff report, implement rule change and grant status to 8504 to the affected employees*”. (Vote of 3 to 0)

**Action:** Accepted the report from the Executive Officer and adopted the proposed amendments to Rule 114 Article V Employment in Class 8304/8504 Deputy Sheriff and Class 8302 Deputy Sheriff I. (Vote of 3 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. 9)**

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.

**Speakers:** None.

**Action:** Postponed to a future meeting at the request of the department. (Vote of 3 to 0)

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 10)**

None.

**ADJOURNMENT (Item No. 11)**

3:31 p.m.