



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

**DANIEL LURIE
MAYOR**

**MINUTES
Regular Meeting
November 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 #2663 635 0583. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: #2663 635 0583
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, 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 #2663 635 0583.

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**

None.

APPROVAL OF MINUTES - Action Item

Regular Meeting of October 20, 2025 – 2:00 p.m.

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

ANNOUNCEMENTS

Sandra Eng, Executive Officer announced that:

Item #15 Report Back from HSA for PSC #DHRPSC0004099 v0.01 has been postponed to the meeting of March 2, 2026.

Item #1 Review of PSC #DHRPSC0005417 v0.01 from the Airport has been postponed to the meeting of November 17, 2025.

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)

None.

**0260-25-1 2026 Calendar of CSC Meeting Dates including deadlines for reports.
(Item No. 6)**

Speakers: None.

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

0261-25-1 Civil Service Commission Five-Year Strategic Plan. (Item No. 7)

Speakers: Lavena Holmes, Deputy Director

Action: Continued to the meeting of December 15, 2025. (Vote of 3 to 0)

**0262-25-1 Civil Service Commission Annual Priority Goals and Objectives.
(Item No. 8)**

Speakers: Sandra Eng, Executive Officer

Action: Accept the report and approved the Annual Goals and Objectives
(Vote of 3 to 0)

0270-25-1 Response to the Commission Streamlining Task Force Recommendations for the Civil Service Commission. (Item No. 9)

Action: No action taken.

Public Comment: **Naj Daniels, SEIU Local 1021** “I just wanted to commend the commission for responding to these outrageous recommendations so quickly, they scared me to death as a union representative, as a resident of this city. This is outrageous to just even have this on paper, the work that you do is exceptional. The protections that you offer to the merit system. The employees of this city are grateful. I am grateful, thank you.”

Jesse Stanton, “I also speak in favor of your response especially as Commissioner Leung called out the ironic nature of the board, the commission that oversees the merit system, it’s being questioned for cause, that just doesn’t make any sense on its face, I speak in favor of your response and hope to give public comment on Wednesday as well. Thank you.”

Kristen Hardy, SEIU 1021 Vice President, “I am also a city and county worker at San Francisco General. Just like my brother and sister before me, we are definitely in favor, and this is an awesome response President Favetti and Commissioner Leung, I’m definitely in full support and I know that - as me, being a public sector worker and a leader in of one of the largest unions that represents public sector workers here in San Francisco that we don’t usually work too closely with management, but you know just as I see in Carol, you always have been there for us and we always somehow able to talk, maybe not get along you know, these protections are protecting everyone and I think you did an awesome job. So Labor is in full support of the responses from the commission.”

0263-25-1 Commendation for Maria T. McKay, Training Officer, Department of Public Works, for her dedicated service to the City and County of San Francisco. (Item No. 10)

Speakers: Maria McKay
Karen Hill, Department of Public Works

Action: Accepted the Commendation. (Vote of 3 to 0)

**0264-25-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 11)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005523 - v0.01	Airport	\$6,000,000	The San Francisco International Airport (Airport) has a facilities support team that provides administration and management of maintenance and repair projects for multiple facilities including, but not limited to, buildings, terminals, systems, and equipment. Due to recent completion of several major capital improvement projects, the increased number of maintenance and repair projects exceed current staff workload capacity. Airport requires additional resources to assist with the transition and management of capital projects to maintenance and repair projects, and to assist with management of existing maintenance projects. Contractor support services include: 1) reporting on projects status, performance and compliance, 2) gathering data and analysis of technical specification and requirements, government regulations, and warranty documentation, 3) planning and management of projects, 4) providing cost estimates, and 5) administration and management of projects documentation and records.	New	60 months
DHRPSC 0005785 - v0.01	Municipal Transportation Agency	\$8,000,000	The Contractor shall provide professional services to support the design, development, test, and deployment of changes to a Computer-Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system. These services are essential to ensure efficient transit operations and system reliability. Services include, but are not limited to: System Design, Software Development, Testing & Validation, Project Management & Technical Oversight, Documentation, and Training. Services will be delivered in accordance with agency-issued task orders, which will define the scope, deliverables, schedule, and costs. Task orders will be negotiated with the San Francisco Municipal Transportation Agency (SFMTA).	New	84 months
DHRPSC 0005761 - v0.01	Police	\$300,000	Proposed work to include: - Removal of old engines and rigging - Replacement of fuel filters system - Installation of new engines - Installation of all new steering system, helm, hoses, power steering and tie bar - Installation of all new engine harness with controllers and key switch	New	24 months
DHRPSC 0005724 - v0.01	Public Utilities Commission	\$4,200,000	This contract is for a consultant to design and implement a new program that will provide rebates to eligible customers purchasing electric vehicles. Rebates will be applied at the point of sale through participating dealerships. Consultant is responsible for designing the program, marketing the program, and administering the program. Approximately 75% of the total contract value will be passed through as rebates to customers. The remaining amount will cover the consultant's services.	New	60 months

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

Speakers: Quoc Truong, from the Airport spoke on PSC #DHRPSC0005523 - v0.01

Action: 1) Approved PSC # DHRPSC0005523 - v0.01 with the condition to reduce the duration of the contract to three (3) years and report back to the Commission with an update on the 0923 and 182X series hiring process on November 2, 2026. (Vote of 3 to 0)
2) 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 3 to 0)

0265-25-8 Additional Information as Requested by the Civil Service Commission for Personal Services Contract (PSC) #DHRPSC0004951, Project Management Support Services and Design Services Related to the Wayfinding Enhancement Program Phase 2. (Item No. 12)

Speakers: Rick Thall, Airport

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

0266-25-8 Additional Information as Requested by the Civil Service Commission for Personal Services Contract (PSC) #DHRPSC0005223 for Project Delivery Partners and Design-Build Services for the Boarding Area F Refresh Project. (Item No. 13)

Speakers: Rick Thall, Airport

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

0267-25-8 Additional Information as Requested by the Civil Service Commission for Personal Services Contract (PSC) #DHRPSC0005350 for Project Delivery Partners and Design-Build Services for the Airport Security Infrastructure Program (ASIP) Phase II. (Item No. 14)

Speakers: None.

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

0214-24-8 Report Back from the Human Services Agency for Proposed Personal Services Contract Number DHRPSC0004099 v0.01. (Item No. 15)

October 28, 2024: Continued PSC #DHRPSC0004099 v0.1 from the Human Services Agency to the meeting of November 4, 2024, for the department and SEIU Local 1021 to continue the conversations on this PSC.

November 4, 2024: Adopted the report. Approved Personal Services Contract DHRPSC0004099 v0.01 for two (2) years with the condition of the Human Services Agency to engage the Department of Human Resources in a feasibility study to explore whether the end-to-end array of substance abuse treatment can be done by existing Civil Service classifications in the Human Services Agency, including having discussions with SEIU Local 1021 and a report back in twelve (12) months. Notify the Office of the Controller and the Office of Contract Administration.

Speakers: None.

Action: Postponed to the meeting of March 2, 2026, at the request of the Human Services Agency due to insufficient data to make a determination. (Vote of 3 to 0)

**0268-25-8 Review of Request for Approval of Proposed Personal Services Contract
Number DHRPSC0005417 v0.01 from the Airport. (Item No. 16)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005417 - v0.01	Airport	\$30,000,000	The Airport seeks Project Delivery Partners (PDP) and design-build (DB) services for the Superbay Renovation Project (Project). The PDP consultants will provide overall management expertise and oversight for the Project, including design management and construction management services, project controls, contract administration, cost estimating services, scheduling services, and field inspections. The design-build contractor will provide design and construction services for the Project.	New	72 months

September 15, 2025: Postponed PSC #DHRPSC0005417 – v0.01 from the Airport to the meeting of November 3, 2025, to give the Airport time to provide a staffing plan to the Commission.

Speakers: None.

Action: Postponed to the meeting of November 17, 2025, at the request of the Airport. (Vote of 3 to 0)

**0269-25-8 Review of Request for Approval of Proposed Personal Services Contract
#DHRPSC0002006 v1.01 from the Airport. (Item No. 17)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0002006 - v1.01	Airport	Current Approved Amount \$9,000,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$13,000,000	Contractor will provide the engineering conceptual design to upgrade the San Francisco International Airport's (Airport) two main 115 kilo volt (kV) electrical substations to improve redundancy for power scenarios outside normal operations and increase capacity to meet the anticipated electrical capacity demand growth. The transformers are owned by the San Francisco Public Utilities Commission (SFPUC), and SFPUC Power Enterprise is funding 80% of the proposed work. The proposed work includes: 1) specialized design on 115kV high voltage and 12kV medium voltage electrical systems, 2) provide expertise in the regulations, policies, procedures, and standards of Federal Energy Regulatory Commission (FERC), California Independent System Operator (CAISO) and 3) develop conceptual design alternatives that will be then selected for project environmental review and clearance.	Amendment	Increase months 36 Total months 84

Speakers: Rick Thall, Airport
Rinaldi Wibowo, Airport

Action: 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)

**0271-25-8 Review of Request for Emergency Approval of Proposed Personal Services
Contract Number DHRPSC0005867 v0.01 from the Human Services
Agency. (Item No. 18)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005867 - v0.01	Human Services Agency	\$9,100,000	Contractor shall provide the following services during the term of this contract: <ul style="list-style-type: none"> • Receive and manage contracted funds from Crankstart and the City (via SFHSA) • Have a gift card policy that ensures separation of duties as well as secure and safe holding to prevent theft or loss • Complete GiveCard's Know Your Customer (KYC) onboarding form (approximately 15 minutes) to verify organizational identity for compliance purposes. • Authorize GiveCard to open a dedicated custodial bank account at Sutton Bank "on behalf of SFMFB" to hold and distribute funds. This means that while the account belongs to SFMFB as do the funds within the account, GiveCard is authorized to be an agent of the account, allowing GiveCard to transfer funds out of the account (when GiveCard transfers funds onto the cards of recipients). • Partner with GiveCard to issue prepaid gift cards to individuals identified by the City. • Coordinate with the City on timelines and public communication alignment. • Include the program in financial statements and audit as restricted income and program pass-through expense (pending auditor confirmation). • Review periodic transaction and reconciliation reports from GiveCard. • Support reporting to Crankstart. 	New	2 months

Speakers: Cathy Huang, Human Services Agency

Action: Adopted the report. Approved the requests for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0239-25-5 Proposed Amendments to Civil Service Commission Rules 212 Eligible Lists – Police Department and 213 Certification of Eligibles – Police Department to Support the San Francisco Police Department Hiring of Lateral and External Police Academy Graduate Candidates. (Item No. 19)

September 15, 2025: Continued to the meeting of October 20, 2025.

October 20, 2025: Adopted the staff report, amended the proposed rules, and directed the Executive Officer to post the amended proposed rule amendments.

Speakers: Sarah Fabian, Office of the City Attorney
Carol Isen, Department of Human Resources
Anna Biasbas, Department of Human Resources
Sandra Eng, Civil Service Commission
Lavena Holmes, Civil Service Commission
Lizzette Henríquez, Civil Service Commission

0239-25-5 Continued

Action: Accepted the report and adopted the proposed amendments to Rule 212 Eligible Lists – Police Department and Rule 213 Certification of Eligibles – Police Department. (Vote of 3 to 0)

0147-25-4 Appeal by Wailin Myat appealing the disqualification for 7329 Electronic Maintenance Technician Assistant Supervisor (CBT-7329-T00127). (Item No. 20)

Speakers: Shivani Nath, Municipal Transportation Agency
Wailin Myat, Appellant
William Miles II, Municipal Transportation Agency

Action: Adopted the report and denied the appeal by Wailin Myat. (Vote of 3 to 0)

0221-25-4 Appeal by Donald Anderson appealing the disqualification for the Q080 – Captain, Police Department examination. (Item No. 21)

Speakers: Jen Lo, Department of Human Resources
Donald Anderson, Appellant
Anna Biasbas, Department of Human Resources

Action: Granted the appeal on a non-precedential basis; and advised the Department of Human Resources to accept the application of appellant, Donald Anderson, allow appellant to take the examination, and be placed under general waiver until such time as the appellant's experience has been validated through police records by the Human Resources Director to allow the general waiver to be lifted. (Vote of 3 to 0)

0222-25-4 Appeal by Carla Hurley appealing the disqualification for the Q080 – Captain, Police Department examination. (Item No. 22)

Speakers: Jen Lo, Department of Human Resources
Carla Hurley, Appellant
Anna Biasbas, Department of Human Resources

Action: Granted the appeal on a non-precedential basis; and advised the Department of Human Resources to accept the application of appellant, Carla Hurley, allow appellant to take the examination, and be placed under general waiver until such time as the appellant's experience has been validated through police records by the Human Resources Director to allow the general waiver to be lifted. (Vote of 3 to 0)

0226-25-4 Appeal by Nicholas Chorley appealing the disqualification for the Q080 – Captain, Police Department examination. (Item No. 23)

Speakers: Jen Lo, Department of Human Resources
Nicholas Churley, Appellant
Anna Biasbas, Department of Human Resources

Action: Granted the appeal on a non-precedential basis; and advised the Department of Human Resources to accept the application of appellant, Nicholas Chorley, allow appellant to take the examination, and be placed under general waiver until such time as the appellant's experience has been validated through police records by the Human Resources Director to allow the general waiver to be lifted. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 24)

Commissioner Vitus Leung asked if we have a replacement for Commissioner Salveson.

ADJOURNMENT (Item No. 25)

5:53 p.m.