



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

**DANIEL LURIE
MAYOR**

**MINUTES
Regular Meeting
October 20, 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 #2661 970 5962. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: #2661 970 5962
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 #2661 970 5962.

CALL TO ORDER

2:05 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

Regular Meeting of October 6, 2025 – 2:00 p.m.

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

ANNOUNCEMENTS

Lavena Holmes, Deputy Director announced that:

Item #6 under Executive Officer's report Year End Report FY 2024 – 2025 may be heard but could not vote on.

Item #12 Request for Status Grant has been postponed to a future meeting.

Items severed from the Ratification Agenda:

- PSC # DHRPSC0005722 - v0.01 from the Department of Public Health
- PSC # DHRPSC0005635 - v0.01 from the Public Utilities Commission

Items severed from the Consent Agenda:

- Item #10 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco.

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 thanked the Commission and staff for attending the dedication of the Bayview Room at 1 South Van Ness on the 4th Floor in memory of CS Commissioner F.X. Crowley, it was a nice event, Commissioner Crowley's family was there and several labor officials that he worked with over the years, including Eddie Powell, who appointed him originally to work at the Stagehands Union. We really appreciate the time we had with FX. The Bayview Room, which it doesn't look like much, anybody who's worked in labor employment over the years in the city knows that a lot happens in that room, a lot of agreements are reached, a lot of arguing, a lot of mediation takes place, and so for us it's kind of a nerve center and it's just a privilege to be able to rename it in his honor.

EXECUTIVE OFFICER'S REPORT (Item No. 6)**Civil Service Commission FY 2024 – 2025 Year End Report. (File No. 0218-25-1) – Action**

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

Action: No action taken.

Public Comment: Cheryl Thornton, "I am here to comment about these appeals, I know of a case that we have been waiting since the end of March, the employee was terminated, and they cannot have their hearing for some reason I guess because of all the administrative stuff that is happening with the Commission, but this is really concerning because if they ever do an investigation, oftentimes the people they need to talk to are no longer there on site, and so, I don't understand how somebody has to wait months and months and maybe even years to get a hearing just to have due process; that's just something fundamentally wrong with this and I hope that you guys can rectify this situation some kind of way. I really don't understand all the steps, but I do know that it seems to be undue harm to somebody who's been waiting if they had restrictions placed and they cannot get employment. It just cannot go on for years and years. Thank you."

**0238-25-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005722 - v0.01	Public Health	\$920,000	Provide removal of the Heston cookline front manifold gas supply and disassembly of the heated kitchen appliances at Zuckerberg San Francisco General (ZSFG) and Laguna Honda Hospital (LHH), including 4 griddles, 3 fryers, 3 spreader tables, and an oven, to allow them to be moved away from the wall. This will enable thorough cleaning and inspection of the back wall and appliance sections, followed by pressure washing of the floor and wall. Additionally, the work will involve reassembly, reconnection, welding, and testing of equipment to ensure proper functionality for kitchen production. Preventive maintenance will also be completed, including degreasing and cleaning the equipment's open compartments and components to address fire hazards and prevent excessive grease buildup on heated and temperature-neutral surfaces.	New	36 months
DHRPSC 0005635 - v0.01	Public Utilities Commission	\$45,000,000	This contract provides support to HHWP for engineering planning and design of HHWP projects under five million dollars. The contractor may perform work on a portion of a project, for an entire project or work as part of a project team to deliver the project. The scope of the work is divided into two categories: Category I, Engineering Planning and Design Services; and Category II, Staff Augmentation. No construction management services may be requested under this contract. The only services that are allowed during construction phase are engineering design support during construction. Construction management and construction work, as well as design services for Capital Projects greater than five million dollars, will be supported by other SFPUC contracts. The Engineering Planning and Design Services consist of providing planning, and/or detail design and analysis for multidiscipline work as described below. Staff Augmentation consists of providing personnel to support this work, including coordination and staff engineers. Each task and schedule will be determined by HHWP when engineering services are needed.	New	60 months
DHRPSC 0005604 - v0.01	Rent Board	\$845,000	This project will focus on design, development, and implementation of an entirely new case management system for the Rent Board. The Rent Board performed numerous business process discovery and optimization efforts internally and drafted an RFP which went live on SF City Partner Portal on 7/15/2024, the sourcing event ID is 0000009574. The selected Contractor shall deliver a fully functional, production-ready software solution, including user interfaces, administrative dashboards, and backend infrastructure necessary to support features and capabilities such as Online Registration and Role Management, Online Petition Filing, Case Management, and Petition Tracking, Document Capture and Management, Date and Time Stamping and Users' Log Management, Customizable Search Features, Mass Notice Generation, Hearing Scheduling and Hearing Calendar Management, Customizable Data Access Management, Task Assignment and Notification Management, Reminders and Calendar Management, Commenting and Note Taking, Contacts Management, Text Message and Email Notifications, Customizable Reporting, API with Other City Departments, Integration with Microsoft Office Suite, and Integration with Microsoft Active Directory.	New	18 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0002029 – v2.01	City Administrator	Current Approved Amount \$3,200,000 Increase Amount Requested \$4,800,000 New Total Amount Requested \$8,000,000	Repair, maintenance, and testing of emergency generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or need repairs and basic maintenance, the City's mission to provide Emergency Operations Centers and continue supplying City services is compromised by any failure of this equipment.	Amendment	Increase months 0 Total months 60
DHRPSC 0002019 - v1.01	Library	Current Approved Amount \$345,298 Increase Amount Requested \$454,702 New Total Amount Requested \$800,000	Contractor shall build and maintain a Local Music Collection Site for San Francisco Public Library that provides streams and downloads of music content in multiple digital formats. Contractor shall provide means for the authentication of Library cardholders for downloading or streaming content according to Library's licensing agreements with artists, and provide interfaces for the export of and access to MUSIC@MARC records for Library's catalog. Contractor shall provide administrative tools through MUSIC@ that support and streamline Library's implementation of and processes for collection development, licensing, and promotion, as well as displaying usage statistics and providing administrative and technical support for Library's staff and community of users. Contractor shall serve as payor to musicians that the Library contracts with for the non-exclusive use of their recordings, and will charge the Library \$20 service fee per \$200 payment.	Amendment	Increase months 36 Total months 115
DHRPSC 0001851 - v1.01	Port	Current Approved Amount \$79,992,357 Increase Amount Requested \$500,000 New Total Amount Requested \$80,492,357	Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.	Amendment	Increase months 0 Total months 120

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

Speakers:

1. Reanna Albert and Michael Jenkins, from the Department of Public Health spoke on PSC #DHRPSC0005722 - v0.01
2. Shawndrea Hale and Blake Rothfuss from the Public Utilities Commission spoke on PSC #DHRPSC0005635 - v0.01

0238-25-8 Continued

- Action:**
1. Approved PSC #DHRPSC0005722 - v0.01 from the Department of Public Health. (Vote of 4 to 0)
 2. Approved PSC #DHRPSC0005635 - v0.01 from the Public Utilities Commission with the condition that PUC reports annually beginning January 2027 on the as-needed contracts for the specialized work. (Vote of 4 to 0)
 3. 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)

0241-25-8 Follow-up Report on Personal Services Contract Number DHRPSC0004619 v0.01 from the Public Utilities Commission. (Item No. 8)

Speakers: None.

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

0242-25-8 Additional Information as Requested by the Civil Service Commission for Personal Services Contract (PSC) DHRPSC0004625 for Project Management Support Services for the Airfield Improvement Program. (Item No. 9)

Speakers: None.

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

0240-25-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City & County of San Francisco. (Item No. 10)

Speakers: Yordana Dejen, Office of Labor Standards Enforcement

Action: Adopted the report of the Office of Labor Standards Enforcement. (Vote of 4 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. 11)

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

Speakers: Kate Howard, Department of Human Resources
Anna Biasbas, Department of Human Resources
Lisa Pigula, Department of Human Resources
Jen Lo, Department of Human Resources
Lt. Joseph Clark, Police Department

Action: Adopted the staff report, amended the proposed rules, and directed the Executive Officer to post the amended proposed rule amendments. (Vote of 4 to 0)

0243-25-5 Request for Status Grant from Electrician Series (7345, 7238, 7276) to Utility Electrician Series (7385, 7288, 7289). (Item No. 12)

Speakers: None.

Action: Postponed to a future meeting at the request of the department. (Vote of 4 to 0)

Public Comment on all matters pertaining to Items 14 and 15. (Item No. 13)

None.

Vote on whether to hold Item 15 in closed session. (Item No. 14)

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

0245-25-1 Performance Evaluation – Executive Officer – PERSONNEL EXCEPTION – San Francisco Administrative Code Section 67.10(b) and California Code Section 54957 (b)(1). (Discussion and possible Action) (Item No. 15)

Closed Session started at 3:58 p.m. and the following were present:

President Kate Favetti, Civil Service Commission
Vice President Jacqueline P. Minor, Civil Service Commission
Commissioner Vitus Leung, Civil Service Commission
Commissioner Adam Wood, Civil Service Commission
Sandra Eng, Civil Service Commission
Sarah Fabian, Office of the City Attorney

Closed Session ended at 5:02 p.m.

Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Item 15 in closed session (S.F. Admin. §67.12 (a)) – (Item No. 16)

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

The Commission voted not to disclose any discussions in closed session. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 17)

Vice President Minor requested and update on PSC #5440 from the Department of Public Health.

ADJOURNMENT (Item No. 18)

5:06 p.m.