CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DANIEL LURIE
MAYOR

MINUTES
Regular Meeting
October 5, 2026

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 #2664 872 6591. Instructions for providing remote public comment are below.

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DANIEL LURIE, MAYOR

COMMISSIONERS

KATE FAVETTI
President
JACQUELINE MINOR
Vice President
THERESA M. LEE
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 posted 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 # 2664 872 6591.

CALL TO ORDER

2:24 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Jacqueline P. Minor	Present
Commissioner Theresa M. Lee	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 (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Special Meeting of September 25, 2026 – 2:00 p.m.

Action: Adopted the minutes. (Vote of 3 to 0); President Kate Favetti and Commissioner Vitus Leung recused from voting on the minutes. (Vote of 5 to 0)

Note: Vice President Minor presided for Item #3

ANNOUNCEMENTS (Item No. 4)

Announcement of changes to the agenda.

None.

Other announcements.

Vice President Minor requested the Municipal Transportation Agency meet with the Executive Officer because the information on the agenda far exceeds what's necessary for the agenda.

Items severed from the Ratification Agenda:

- PSC #DHRPSC0006480 v0.01 from the Airport
- PSC #DHRPSC0006569 v0.01 from the Municipal Transportation Agency

Items severed from the Consent Agenda:

- Item #11 Biennial Report on the City and County of San Francisco Pre-Employment Conviction History Program for Fiscal Years 2024-2025 and 2025-2026
- Item #12 Report on Proportion of Appointments Exempt Under Charter Sections 10.104-1, 2, and 4 through 12
- Item #13 Report on Exempt Appointments, Position Requests, and Expired Appointments under Charter Sections 10.104-16 through 10.104-18 for the period of July 1, 2025 to June 30, 2026

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 provided an update on the Human Resources Professionals Day celebration and mini conferences held on Tuesday, September 29th at 49 South Van Ness. The event was very well attended, there was over 400 HR professionals from across the city attending.

There were employees at all levels of their careers, departmental personnel officers and staff from the Department of Human Resources in collective bargaining, EEO, all the leadership team, including personnel clerks, payroll clerks and many others. There were ten different training sessions that were self-led on EEO, career development, performance management, salary setting, workers' compensation, and human resources tools and data analytics.

DHR put a lot of effort into promoting this and building tools and improving their offerings and to hear the people were interested in using them was great. We got a lot of positive feedback, 95 % of survey respondents said they would like to see an event like this offered again soon and they'd be happy to attend. They are going to look for more opportunities to support citywide learning and networking.

A comment from a relatively new employee, said, "As a new employee with the City hired post COVID, I really enjoyed being able to network with others from different departments and the opportunity to meet others within the city. Today I had conversations with folks who guided me to connect with specific people they knew on a specific topic. This is how we change the culture and continue being involved in our departments."

It was very positive, and she thanked the whole DHR team, Kate Howard who spearheaded the event and everybody involved.

(0202-26-1) Proposed Amendments to Civil Service Adviser No. 8 Selection from Civil Service Eligible List (Item No. 6)

September 25, 2026: Postponed to the meeting of October 5, 2026.

Speaker: Sandra Eng, Civil Service Commission

Action: No action.

(0200-26-1) Civil Service Commission FY 2025 – 2026 Year End Report. (Item No. 7)

Speaker: Sandra Eng, Civil Service Commission

Action: Adopted the report; directed the Executive Officer to schedule departments with overdue appeals who have not yet provided an explanation for the delay to appear before the Commission and report on the status of these appeals. (Vote of 5 to 0)

(0203-26-1) Role of the Civil Service Commission in Approving Personal Service Contracts and Overview of the Personal Service Contract Database – (Item No. 8)

Speakers: Sandra Eng, Civil Service Commission
Mike Cotter, Department of Human Resources
Lavena Holmes, Civil Service Commission

Action: Adopted the report. (Vote of 5 to 0)

Public Comment: Emily Wallace, IFPTE Local 21,
Daniel Sanchez, Public Utlities Commission

(0195-26-8) Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 9)

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0006542 - v0.01	City Administrator	$600,000	The scope is to develop and deliver outreach services that improve paid sick leave (PSL) access and protections for the approximately 10,000 domestic workers in San Francisco. By providing outreach, education, and support to workers and employers, the contract will focus on creating and implementing an outreach program that provides educational materials and trainings explaining PSL rights, accrual, and use, and also inform workers about other applicable employee rights to help ensure they understand the full range of protections available to them.	New	36 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0006480 - v0.01	Airport	$9,500,000	The Airport's Design & Construction Division's Architecture staff lead and manage a broad portfolio of construction projects across the Airport campus under the Airport's Capital Improvement Program and Facility Maintenance Projects. The Project Delivery Partners will provide overall project management expertise and oversight of the architecture and construction projects. The services will supplement Architecture staff resources and support the delivery of projects within scope, budget, and schedule. Services include: - Program & Project Management: Planning, scheduling, budgeting, risk management, project reporting, and multi-phase coordination - Stakeholder & Design Management: Integration of airport systems, electrical, mechanical, plumbing, and low-voltage system designs; coordination with Airport operations to avoid service disruptions and coordination management with other active projects - Design Management: Planning and scheduling of the design team, and ensuring milestone deliveries are met - Construction Management: Oversight of installation, system integration, field testing, progress reporting, and operational continuity, including coordination with stakeholders involved - Project Controls & Contract Administration: Management of cost, schedule, reporting, procurement support, contract compliance, and change management - Cost Estimating: Preparing independent estimates for various project scopes - Project Scheduling: Review and coordination of construction schedules - Sustainability Coordination: Support, coordination, and ensure compliance with environmental sustainability requirements for the projects - Commissioning, Activation & Simulation (CAS): Coordination of commissioning of airport special systems— safety & security, fire alarm, smoke control, electrical, mechanical, plumbing, and low-voltage—and developing test plans, inspections, and software/hardware activation for projects	New	72 months

DHRPSC 0006569 - v0.01	Municipal Transportation Agency	$1,000,000	1. Introduction This Scope of Work defines the requirements for an On-Call Contract for professional transit consulting services. The primary objective is to secure assistance in two critical areas: (A) Transit Scheduling, Analysis, and Efficiency, and (B) Strategic Service Planning, Design, and Optimization. Consultants awarded this contract must demonstrate the ability to execute services within contractual set terms, timelines, and budget constraints, providing technical expertise to improve operational efficiency, maximize resource utilization, and enhance service quality and equity. 2. Scope of Work — Task Area A: Transit Scheduling and Operational Analysis The Consultant shall provide specialized expertise in the development, analysis, and optimization of transit schedules, encompassing both vehicle and crew movements. • Schedule Development and Optimization The Consultant must possess knowledge of scheduling principles and Computer-Aided Scheduling (CAS) software to perform the following core tasks: • Schedule Building: Development of efficient base schedules, including capacity and running time calibration and optimization. • Vehicle Scheduling (Blocking): Optimization of vehicle blocks (trip linking/hooking), block interlining, division assignment, and analysis of non-revenue service (pull-out/deadhead) requirements, including assessment of new or reconfigured division locations. • Operator Scheduling (Run cutting) and Rostering: Skilled application of run cutting principles to efficiently divide vehicle blocks into optimal crew shifts (runs) and development of equitable and efficient operator rosters and bid preparation materials. • Labor Contract Alignment: Reviewing the transit agency's collective bargaining agreements and applying all relevant labor rules, constraints, and policies during the scheduling and rostering process. • Scheduling Efficiency and Cost Reduction Analysis The Consultant shall perform a detailed analysis of current schedules to identify opportunities for significant operational cost savings and productivity improvement. • Travel Time and Recovery Time Analysis: Through analysis of scheduled travel times and recovery times (layover) across all routes and modes to ensure reliability while identifying and eliminating excess non-revenue time. • Operational Key Performance Indicator (KPI) Review: Evaluation of performance metrics (e.g., span of service, service speed, revenue miles/hours per vehicle, etc.) to determine areas for "lean" scheduling strategies to maximize output with existing resources. • "What If" Scenario Testing: Modeling and simulation of potential scheduling changes to quantify resulting operational impacts, including changes to total revenue hours, crew requirements, and associated labor costs. • Best Practice Review: Conducting performance analytics and technology tool optimization reviews to ensure the unit is leveraging scheduling technology effectively. • Specialized Scheduling Support • Fallback Operations: Development and documentation of fallback schedules for Bus, rail, and CC operations. • Diverse Scheduling Forms: Providing expertise across different types of scheduling, including fixed-route, express, demand-response, and specialized services. 3. Scope of Work — Task Area B: Strategic Service Planning and Optimization The Consultant shall provide comprehensive service	New	36 months

			planning expertise to design, evaluate, and implement service changes that align with community needs, equity goals, and fiscal responsibility. • Service Design and Delivery • Transit Service Planning Principles: Applying foundational principles of transit service planning, including route structure design, network connectivity, crowding standards, and service frequency determination. • Comprehensive Service Analysis: Performing technical evaluations, Comprehensive Operations Analyses (COA), and system-wide service reviews to assess current network performance and identify service gaps. • Budgetary Scaling and Optimization: Assisting the agency in analyzing existing service and developing service expansion or reduction scenarios that work within strict budgetary and funding constraints, ensuring maximum value from available capital. • Equity, Access, and Crowding Analysis • Service Equity: Utilizing data to analyze and report on service distribution, specifically focusing on placing service in areas of the city where crowding is magnified or where transit dependency is highest, supporting the agency's commitment to equitable access. • Demand Analysis: Employing transportation demand analysis to estimate passenger flows, ridership projections, and service needs for both existing corridors and proposed expansion areas. 4. Deliverables (Typical Tasks) The Consultant shall deliver task-specific work products, which may include, but are not limited to: • Optimized Crew and Vehicle Files (compatible with agency CAS software). • Detailed Schedule Analysis Reports (including efficiency scores and cost savings quantification). • Service Planning Reports and Communication Materials using agency brand standards (i.e. memos, maps, graphics, dashboards, etc.) with phased implementation strategies (short-range, long-range). • Documentation of fallback/contingency service plans. 5. Required Consultant Qualifications Key personnel must possess demonstrable experience in: • Transit Scheduling Software Proficiency: Expertise in industry-standard Computer-Aided Software (CAS) platforms (e.g., Hastus-GIRO, Trapeze). • Labor Contract Interpretation: Proven ability to translate complex Collective Bargaining Agreements into scheduling rules. • Data Analysis: Strong capability in utilizing Geographic Information System (GIS)/ Aeronautical Reconnaissance Coverage Geographic Information System (ArcGIS) Online, Automatic Vehicle Location (AVL)/Automatic Passenger Count (APC) data, programming languages (Python, R, etc.), Tableau/Power BI, and performance indicators (KPIs) to drive analytical conclusions for both scheduling and service planning. • Mapping & Graphics: Strong capacity in utilizing Adobe Creative Suite products to create maps and other collateral to illustrate analytical conclusions for use with internal and external audiences. • Implementation Track Record: Experience in successfully implementing recommended schedule changes and service plans in large- or medium-sized transit agencies. • Training Capabilities: Ability to provide on-site or remote training in basic and advanced scheduling and service analysis techniques to agency staff.		

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0006402 - v0.01	Public Utilities Commission	$3,800,000	The proposed work will modernize audio-visual systems in conference rooms, training rooms, and collaboration spaces across Public Utilities Commission facilities. Services include room assessments, site verification, system design, equipment procurement, delivery, installation, integration, configuration, programming, cable management, testing, commissioning, staff training, documentation, warranty support, and ongoing technical support. Work may include displays, cameras, microphones, speakers, control systems, scheduling panels, conferencing systems, software licensing, and remote monitoring. Services will be performed as needed through authorized purchase orders for specific rooms, locations, and project phases. The total estimated value of services in this contract is $3.8 million, the amount for which this PSC approval is being requested. If any inside electrical work is needed, the Department of Technology will be engaged. The PUC has alerted the Department of Technology regarding the intent and scope of this project and potential identification of need for DT's services in electrical, network cabling, and/or conduit services. We confirm that during the execution of the scope of work for this project, any activities involving network cabling, electrical wiring, and/or conduit have been identified and communicated to the appropriate in-house facilities and IT departments. In accordance with site policy, these departments will coordinate and engage qualified union contractors to perform all eligible work to ensure compliance with safety standards, building codes, and labor requirements. The contractor will not perform electrical, network cabling, conduit, or other work reserved for City staff or separately contracted union trades unless specifically authorized through the appropriate City processes and agreements.	New	24 months
DHRPSC 0006557 - v0.01	Recreation and Park	$1,000,000	Design and construction administrative services for the Portsmouth Square Improvement Project. This is a continuation of original project (PSC# 44918-13/14) - additional professional services have been required to respond to evolving project requirements, regulatory and permitting coordination, owner-initiated changes, and changes to the project schedule and construction delivery.	New	36 months
DHRPSC 0006545 - v0.01	Recreation and Park	$2,500,000	The Recreation and Park Department is undertaking a wholescale renovation of Kezar Pavilion and replacement of the annex building, located at 755 Stanyan Street, San Francisco, CA. The project is funded in part by the Earthquake Safety and Emergency Response Bond. This PSC is for structural engineering services only for the project. The Public Works-Bureau of Architecture will serve as project lead and provide architectural services from concept design through construction documentation and construction administration of the project. In addition, other City and private consultants have been retained to provide design and engineering services for the project.	New	60 months
DHRPSC 0006037 – v1.01	Library	Current Approved Amount $1,725,000 Increase Amount Requested $0 New Total Amount Requested $1,725,000	BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.	Amendment	Increase months 36 Total months 185

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0003901 – v2.01	Recreation and Park	Current Approved Amount $450,000 Increase Amount Requested $650,000 New Total Amount Requested $1,100,000	As-needed assessment of the health and structural condition of trees located through the Recreation and Park Department park system. Assessment should utilize accepted urban forestry techniques such as a hazard rating system including site by site recommendations for remediation. Provide management plans that includes a set of recommendations for the healthy and sustainable long term management for sites assessed. Required skills include: • Certified Arborist • ISA Qualified Tree Risk Assessor • Registered Consulting Arborist	Amendment	Increase months 24 Total months 96

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

Speakers: Rick Thall from the Airport and Emily Wallace, IFPTE Local 21 spoke on PSC #DHRPSC0006480 v0.01.
Marilou Perez and Travis Richard from the Municipal Transportation Agency spoke on PSC #DHRPSC0006569 v0.01.

Action: 1. Approved PSC #DHRPSC0006480 v0.01 with the condition to report back in three (3) years on the specific use of the contract for the Commission to review. (Vote of 4 to 1; Commissioner Leung dissented)
2. Approved PSC #DHRPSC0006569 v0.01 with the condition to report back in one (1) year to present a hiring plan and a knowledge transfer plan. (Vote of 5 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 5 to 0)

(0196-26-8) Additional Information as Requested by the Civil Service Commission for Personal Services Contract #DHRPSC0006041 with the Human Services Agency. (Item No. 10)

Action: Adopted the report. (Vote of 5 to 0)

(0197-26-1) Biennial Report on the City and County of San Francisco Pre-Employment Conviction History Program for Fiscal Years 2024-2025 and 2025-2026. (Item No. 11)

Speakers: Anna Biasbas, Department of Human Resources
Chris Lee, Department of Human Resources

Action: Adopted the report. (Vote of 5 to 0)

(0198-26-1) Report on Proportion of Appointments Exempt Under Charter Sections 10.104-1, 2, and 4 through 12. (Item No. 12)

Action: Adopted the report. (Vote of 5 to 0)

(0199-26-1) Report on Exempt Appointments, Position Requests, and Expired Appointments under Charter Sections 10.104-16 through 10.104-18 for the period of July 1, 2025 to June 30, 2026. (Item No. 13)

Speakers: Giano Bito, Department of Human Resources
Anna Biasbas, Department of Human Resources
Carol Isen, Department of Human Resources

Action: Adopted the report. (Vote of 5 to 0)

Public Comment on all matters pertaining to Item 16 including public comment on whether to hold Item 16 in closed session. (Item No. 14)

None.

Vote on whether to hold Item 16 in closed session. (Item No. 15)

Action: The Commission voted to go into Closed Session. (Vote of 5 to 0)

(0201-26-1) CLOSED SESSION PERSONNEL EXCEPTION - Public Employee Performance Evaluation – Executive Officer - San Francisco Administrative Code Section 67.10(b) and California Code Section 54957 (b)(1). (Item No. 16)

Closed Session started at 4:54 p.m. and the following were present:

President Kate Favetti, Civil Service Commission
Vice President Jacqueline P. Minor, Civil Service Commission
Commissioner Therese Lee, 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 5:42 p.m.

Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Item 16 in closed session. (S.F. Admin. §67.12 (a)) (Item No. 17)

The Commission reconvened in Open Session at 5:45 p.m.

Action: The Commission voted not to disclose any discussions in closed session. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 18)

Vice President Minor informed the Commission that she is not available for the CSC meeting of October 19, 2026.

President Favetti asked if the MTA report on the Selection and Hiring Process will be presented on November 2, 2026.

ADJOURNMENT (Item No. 19)

5:47 p.m.