



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

**DANIEL LURIE  
MAYOR**

**MINUTES  
Regular Meeting  
November 17, 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 548 8573. Instructions for providing remote public comment are below.**

**LISTEN/PUBLIC COMMENT CALL-IN  
USA is (415) 655-0001 | Access Code: #2660 548 8573  
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 548 8573.

**CALL TO ORDER**

2:00 p.m.

**ROLL CALL**

President Kate Favetti	Present
Vice President Jacqueline P. Minor	Present
Commissioner Vitus Leung	Excused Absence
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 November 3, 2025 – 2:00 p.m.

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

**ANNOUNCEMENTS**

None.

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.

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

Sandra Eng, Executive Officer also thanked Labor Council, SEIU 1021, and Local 21 for their support to the Civil Service Commission, understanding that our employees and union representatives are very clear in what the Civil Service Commission represents, our role as a policy and appellate body, and how important transparency is to our department. We continue to have waiting lists for our trainings so we're trying to expand that as much as possible. Departments also would like us to return to their departments to conduct trainings for their hiring managers, so we're going to work out into the calendar year for 2026.

**0274-25-8      Review of Request for Approval of Proposed Personal Services Contracts.  
(Item No. 7)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005726 - v0.01	City Administrator	\$4,500,000	Services for the washing (and decontamination of emergency vehicles) of City-owned vehicles including motorcycles, cars, pickups, vans, SUVs, and larger trucks and equipment. Exterior and interior surfaces will be cleaned and wiped down. Services will be performed via mobile wash vendors and automated wash centers in buildings.	New	60 months
DHRPSC 0005810 - v0.01	Assessor	\$550,000	<p>The project is a multi-phase, joint endeavor between the Office of the Assessor-Recorder (ASR), the Treasurer &amp; Tax Collector (TTX), and Office of the Controller (CON) to secure and modernize the City's property tax functions by replacing legacy systems that enable the assessment and collection of approximately \$4.1 billion in annual property tax revenues.</p> <p>Selected Resource will perform the following:</p> <ol style="list-style-type: none"> <li>1. Requirements Gathering: Facilitate requirements sessions as necessary, and review deliverables for accuracy. Ensure traceability of all requirements to other artifacts.</li> <li>2. Business Process Mapping: Collaborate with other BAs and testers to ensure effective execution and support of UAT, with a focus on preparing for each round of testing.</li> <li>3. System Design: Work with BAs, product team, QA, developers and other system consultants to design and implement the system. Produce design artifacts (mock up, wireframes, user stories).</li> <li>4. UAT Management: Lead the project through the UAT phase, coordinating multiple testing rounds and managing related documentation, including the creation and review of test cases and user guides; facilitate execution with project and business testers.</li> <li>5. Vendor Collaboration: Work closely with the external vendor resources and ensure deliverables are met according to the project timeline.</li> <li>6. Documentation: Ensure all project-related documentation (test cases, user guides, workflows, functional designs) is current and comprehensive.</li> <li>7. Production Support: Work with L1, L2 or business teams to support users in the system. Answer user questions and triage tickets.</li> <li>8. Reporting: Provide regular updates to the ASR Lead, highlighting risks, issues, and progress.</li> <li>9. Stakeholder Communication: Coordinate with internal stakeholders to ensure clear communication, project alignment, and timely delivery.</li> </ol>	New	18 months
DHRPSC 0005796 - v0.01	Public Health	\$4,500,000	The contractor will provide supportive housing and case management services to adults with HIV/AIDS, co-occurring mental health, and substance use disorders who are very low income and under/uninsured. Services include counseling, linkage to primary and specialty care, medication and benefits support, housing navigation, rental subsidies, and peer-based recovery supports. These services reduce reliance on crisis care, prevent relapse and health complications, and promote long-term housing stability and recovery.	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005811 - v0.01	Public Health	\$6,000,000	<p>The contractor will provide comprehensive maintenance, support, and enhancement services for the Department of Public Health's electronic Contract Management System (eCMS), a vendor-hosted software platform developed and owned by the contractor. This system is a critical tool for managing DPH's contracting operations and will serve as a centralized, department-wide solution to streamline and standardize contract-related processes.</p> <p>As part of this engagement, the contractor will be responsible for ensuring the ongoing stability and performance of the eCMS platform. This includes performing daily backups of both the application and its data to safeguard against data loss, as well as hosting the application in a secure and reliable environment. The contractor will provide helpdesk assistance. The contractor will address software bugs, conduct browser compatibility testing to ensure accessibility across different platforms, and implement general code optimizations to enhance system performance and user experience. Security monitoring will also be a key component of the contractor's responsibilities, ensuring that the system remains protected against unauthorized access and potential vulnerabilities.</p> <p>As part of the implementation, the contractor will provide training for DPH staff, and project management to implement the system, convert historical data into the new solution and configure the solution to meet DPH needs.</p> <p>The contract will also support the ongoing evolution of the eCMS platform through system enhancements. These may include minor additions to data collection fields (which will be supported by DPH staff over time), customizations to meet emerging departmental needs, and the development and implementation of new features that improve functionality, usability, or compliance.</p>	New	60 months
DHRPSC 0005689 - v0.01	Public Works	\$18,000,000	<p>As-Needed Geotechnical Engineering Services - Consultants will perform highly specialized geotechnical engineering tasks that include conducting geotechnical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, seismic refraction profiling, and corrosion testing and evaluation; preparing reports for new and existing building/bridge foundations; recommendations for designing foundation systems, excavation support and underpinning systems, retaining wall systems, embankments, and ground improvements such as grouting, deep soil mixing, and dewatering; and other geotechnical/geological consultation related work on as-needed basis.</p>	New	84 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005791 - v0.01	Environment	\$1,200,000	<p>Contractor may work on projects focused on a variety of sustainability issues, including but not limited to climate action, energy efficiency, building decarbonization, greening businesses, electrifying equipment, maintaining equipment, zero waste, clean transportation, urban forestry, biodiversity and reducing toxic exposures through less toxic alternatives. The description of services is not intended to be a complete list of all work that may be necessary to perform the contract. The Department may call upon the contractor for other services within its expertise that are not mentioned here. As directed by SF Environment, via Task Order, contractor agrees perform the following functions:</p> <ul style="list-style-type: none"> <li>•Service Area 1 - Community Engagement               <p>Spread awareness of Environment Department's programs, policies and incentives to specific communities in the City:</p> <ul style="list-style-type: none"> <li>-Plan events (e.g., acquire materials, permits, vendors; audio-visual technology coordination and set-up; develop agendas; secure venue, speakers, childcare, food, address language and accessibility needs, handle all logistics, etc.).</li> <li>-Schedule and Implement events (e.g., day-of facility coordination, setup, and breakdown, provide materials, record footfalls and impressions, book performers, etc.).</li> <li>-Reach out to audience(s) via phone calls, emails, social media, presentations, etc. and share materials and communications.</li> <li>-Report on the communications and transactions with participants and tracking performance metrics.                   <ul style="list-style-type: none"> <li>o Recruit participants for programs, events, meetings, advisory committees or other bodies to inform projects, programs, or policies. Program participants can be residents, businesses, community organizations, or other target audiences.</li> <li>o Provide in language support for meetings and technical assistance.</li> </ul> </li> </ul> </li> <li>• Service Area 2 – Administration               <ul style="list-style-type: none"> <li>o Administer participant stipends.</li> <li>o Administer incentives for SFE programs.</li> <li>o Provide wrap around services and technical assistance to vendors and participants to complete program requirements as needed.</li> </ul> </li> </ul>	New	72 months
DHRPSC 0005747 - v0.01	Ethics Commission	\$3,000,000	<p>The Ethics Commission currently contracts with the private vendor to provide an electronic filing system to file state and local forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) campaign finance and Statement of Economic Interests forms, local campaign finance and lobbyist forms, and the application process for the City's public financing program. In addition, the vendor maintains the platform for City officials and designated employees to take mandatory ethics and Sunshine Ordinance training and electronically file required training certifications.</p> <p>The Ethics Commission will contract with vendors that are on the Secretary of State's list of vendors and service providers approved for electronic filing of campaign forms in California. The FPPC's approval and certification is required for filing systems that submit electronic Statement of Economic Interest filings. The Ethics Commission requires a service that includes web-based filing software for filers, training platform, back-office administration system, database, and search engine for online public disclosure. This system must be hosted by the vendor's server infrastructure. This personal services contract will include developing additional components for the Ethics Commission's existing electronic filing system, technical support, and system maintenance. The new contract will also provide flexibility to add additional forms and functionality to the system when new legislation is passed during the contracting period.</p>	New	36 months
DHRPSC 0005679 - v0.01	Rec and Park	\$600,000	<p>Staff is needed to run zero waste sorting stations at Dolores Park and provide education to park visitors on the weekends during the busy summer season. Park visitors interact with Eco-Pop-Up staff by bringing their compost, recycling, and trash to the designated areas, where they are helped by Eco Pop-Up staff to sort their waste in the appropriate bins. Full compost &amp; recycling totes are then emptied into large Recology debris boxes, to be serviced by Recology on a weekly basis. Waste diversion metrics are collected daily on the weekends to track usage and measure the season's overall waste diversion success.</p>	New	48 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005753 - v0.01	Technology	\$4,500,000	The vendor will assess, design, migrate, implement, and document enterprise-class networking, Virtual Private Network (VPN), firewall, Domain Name System (DNS)/Dynamic Host Configuration Protocol (DHCP)/Network Time Protocol (NTP), and datacenter solutions. Services are intended to modernize the City's infrastructure, improve resiliency, enhance security, and align with industry best practices. The vendor is expected to train City employees and deliver the following Enterprise Architecture Roadmap & Design Documents: Virtual Private Network (VPN) Migration Plan & Post-Migration Report, Routing, Firewall, and Wireless Configuration Standards, Cisco Migration Roadmap & Risk Assessment, INFOBLOX Configuration & Validation Reports, Security Compliance Gap Analysis & Recommendations, F5 Global Traffic Manager (GTM) / Local Traffic Manager (LTM) Implementation Guides, Datacenter & Cloud Migration Execution Report, Automation Playbooks (Infrastructure-as-Code), Final As-Built Documentation and Training Materials & Knowledge Transfer Sessions.	New	108 months

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

**Speakers:** None.

**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)

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

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.

**November 3, 2025:** Postponed to the meeting of November 17, 2025, at the request of the Airport.

**Speakers:** None.

**Action:** Adopted the report. Approved the requests for proposed Personal Services Contract Number DHRPSC0005417v0.01; Notify the Office of the Controller and the Office of Contract Administration. 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)

**Recessed the meeting at 2:22 p.m. due to technical issues**

**Reconvened at 2:59 p.m. and all the previous actions were rescinded, voted again and took public comment.**

**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.

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

**Speakers:** My Lan Do Nguyen, Department of Public Health  
Luenna Kim, Department of Public Health  
Naj Daniels, SEIU Local 1021

**Action:** Postponed to the meeting of December 15, 2025, at the request of the Department and the Union. (Vote of 3 to 0)

**Public Comment on all matters pertaining to Items 11 and 12. (Item No. 10)**

None.

**Vote on whether to hold Item 12 in closed session. (Item No. 11)**

**Action:** The Commission voted to go into Closed Session. (Vote of 3 to 0)

**0245-25-1 Performance Evaluation – Executive Officer – PERSONNEL EXCEPTION – San Francisco Administrative Government Code Section 67.10(b) and California Code Section 54957 (b)(1). (Item No. 12)**

**Closed Session started at 3:19 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  
Sandra Eng, Civil Service Commission  
Sarah Fabian, Office of the City Attorney

**October 20, 2025:** The Commission voted not to disclose any discussions in closed session.

**November 17, 2025:** The Commission voted not to disclose any discussions in closed session.

**Closed Session ended at 3:53 p.m.**

**Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Item 12 in closed session (S.F. Admin. §67.12 (a)). (Item No. 13)**

The Commission reconvened in Open Session at 3:54 p.m.

The Commission voted not to disclose any discussions in closed session.  
(Vote of 3 to 0)

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)**

President Kate Favetti thanked on behalf of the entire Civil Service Commission, representatives from the Labor Council, SEIU 1021, Local 21, employees, and members of the public for coming to the Commission on Streamlining Taskforce in support of not only keeping the Civil Service Commission in the Charter, maintaining the Oath, maintaining the “for cause termination” and for the Commissioners and the Commission's authority over the nomination or the review and forwarding of candidates that are qualified for the position of Human Resources Director. The Commission Streamlining Task Force in the end did vote to add term limits to two term limits, two six year terms or twelve years and to indicate that Charter section 4.101c, supersedes the current seat requirements, and the Civil Service Commission recognizes this and the Commission Streamlining Task Force also approved that. But it is from the bottom, we really sincerely appreciate the support that we receive from labor, from employees and from members of the public, and so thank you.

Vice-President Minor wished everyone a Happy Thanksgiving.

**ADJOURNMENT (Item No. 15)**

3:55 p.m.