



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

**DANIEL LURIE  
MAYOR**

**MINUTES  
Special Meeting  
August 11, 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 #2664 569 9152. Instructions for providing remote public comment are below.**

**LISTEN/PUBLIC COMMENT CALL-IN  
USA is (415) 655-0001 | Access Code: #2664 569 9152  
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 #2664 569 9152.

**CALL TO ORDER**

2:09 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**

Larry Jacobs, thanked and praised the Civil Service Commission for their decision taken at the June 6, 2022, regarding the MQs for the H-6 Arson Investigator position. He is forever grateful that his appeal was granted.

Cheryl Thornton, commented about an employee who has not been able to have a Civil Service Commission appeal hearing because there is another complaint open in which EEO has not completed the investigation. She feels DHR and DPH have different views about procedural processes.

**APPROVAL OF MINUTES - Action Item**

Regular Meeting of July 21, 2025 – 2:00 p.m.

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

**ANNOUNCEMENTS**

None.

**HUMAN RESOURCES DIRECTOR'S REPORT**

Carol Isen, announced the passing of Najeeb Nabil Khoury, Executive Director, City of Los Angeles Employee Relations Board; Commissioner, County of Los Angeles Employee Relations Commission. Arbitrator Khoury was a remarkable individual whose contributions to the City and County of San Francisco were invaluable. Arbitrator Khoury served as our city's interest arbitrator at both the Service Employees International Union, Local 1021 and International Federation of Professional and Technical Engineers, Local 21 tables. He was the mediator architect of the personal services contract pilot program that we devised during our last round of bargaining that will advise this commission. His dedication to justice and fairness left a lasting impact on all who had the privilege of working with him. His wisdom, integrity, and commitment will be remembered and cherished by many.

**EXECUTIVE OFFICER'S REPORT**

None.

**0188-25-8      Review of Request for Approval of Proposed Personal Services Contracts.  
(Item No. 7)**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005511 - v0.01	City Administrator	\$350,000	Digital & Data Services requires comprehensive translation services and translation technology, including but not limited to translation proxy, connectors and multilingual content management systems to provide translated content for the City's websites. There are currently over 300 agencies on SF.gov, the City's website platform, and Digital & Data Services anticipates onboarding a handful more in 2025. All City websites require human translations of vital information in the Core Languages (Traditional Chinese, Filipino, Spanish, Russian and Vietnamese) to deliver cultural adaptation of city websites, translating content elements in a culturally appropriate way, and providing a clear message. Translation must also include localization, adapting and customizing the sites to be easily understood and navigated by Limited English Proficient (LEP) constituents. The desired website localization skillset revolves around rendering content for our user interface, as well as cultural adaptation. Translators, reviewers, and localization project managers should possess the knowledge necessary to appropriately localize content from SF.gov and San Francisco's housing portal, DAHLIA. Localization teams must have expertise in localization tools and technology including translation management systems, translation memory and glossary development tools.	New	24 months
DHRPSC 0004985 - v0.01	Airport	\$29,000,000	The Contractor will provide as-needed airport planning work to support core aviation operations and capital projects at San Francisco International Airport (SFO). The scope of work includes, but is not limited to (1) conduct aviation demand analysis and forecasting, (2) assist in developing airfield and aircraft capacity management programs, (3) plan passenger terminals, aprons, servicing infrastructure, and airport access systems in compliance with regulations, (4) conduct simulation modeling to assess passenger, baggage, airfield, airspace, and ground access system performance, (5) collect and analyze airspace data according to Federal Aviation Administration (FAA) regulations and update the Airport Layout Plan, (6) provide planning support for airport land use, (7) assist in the development of project or program implementation and phasing plans, (8) perform technical noise analysis and evaluate operational impacts, according to relevant federal and state regulations, (9) perform system planning and technical evaluation for the Airport's AirTrain automated people mover, (10) collaborate with stakeholders and government entities to conduct regional aviation system planning, (11) analyze new aviation technologies, and (12) coordinate with the FAA on regulatory implementation.	New	60 months
DHRPSC 0005362 - v0.01	Airport	\$2,200,000	The Contractor will design, implement, and facilitate the Airport-wide guest and staff surveys at the San Francisco International Airport (Airport), to assess passenger and staff satisfaction, as well as the quality of Airport's facilities and services. The Contractor shall be responsible for fieldwork planning, data collection, questionnaire management, analysis, and presenting the objective results to Airport senior staff. In addition, the Contractor will perform all fieldwork services in accordance with a leading global recognized program that helps airports measure and improve passenger satisfaction and service quality, including specific guidelines for fieldwork frequency, weekday surveying, distribution of surveys and completion rate.	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005326 - v0.01	Public Works	\$16,000,000	Provide independent professional consulting services for Green Building, Leadership in Energy and Environmental Design (LEED) certification of building projects on As-needed basis. Services may include: circular construction, deconstruction, building energy engineering and design, as well as post-construction services, such as building monitoring, commissioning, retro-commissioning, and performance optimization for City projects.	New	84 months
DHRPSC 0005496 - v0.01	Public Works	\$1,650,000	Software implementation, hosting/licensing and support services for cloud-based permit and inspection system. Implementation includes, customization/ configuration of the solution, integration with existing systems, data migration, and training.	New	108 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005564 - v0.01	Office of Economic & Workforce Development	\$1,000,000	<p>Areas of service will vary under each contract awarded under this authorization, and may include, but are not limited to:</p> <p><b>SERVICE AREA 1: FISCAL ANALYSIS</b>            Work analyzing the expected revenue, employment, or overall spending impact of alternative state or local tax, fee, and/or other types of public financing; or            Performing tax or fee revenue forecast for local governments. Revenues forecasted may include but are not limited to property taxes, business taxes, sales taxes, impact fees and/or other local taxes or fees.</p> <p><b>SERVICE AREA 2: REAL ESTATE ANALYSIS</b>            Identifying potentially appropriate uses for a given parcel, based on a review of market conditions and trends, knowledge of development, financing practices and conditions, public benefit and infrastructure requirements, and/or other relevant parameters; or            Estimating the costs of development, operation, and/or maintenance associated with proposed development projects; or            Performing pro-forma analysis of a development scheme, including multi-year cash flow analysis or land residual analysis; or            Reviewing development proposals and advised in the selection of a developer; or            Reviewing and analyzing business terms and developed counter-proposals for complex real estate transactions; or            Researching and analyzing market conditions and trends; or            Determining the fiscal impacts of alternate development proposals; or            Performing nexus studies for impact fees; or            Performing economic analysis of urban housing markets; or            Assessing the feasibility of different development finance tools or structures; or            Performing stakeholder research that was used to inform the evaluation of a proposed development project or development tool's feasibility, and/or informing the evaluation of an ownership structure, potential partnership, proposed tenant/user, or organizational structure's feasibility.</p> <p>Work may be relative to any land use or product type, including but not limited to market rate and affordable housing, commercial, hospitality and other tourism-related land uses, special event-related land uses, athletic facilities, parks and other public spaces, industrial, civic, institutional, or infrastructure.</p> <p><b>SERVICE AREA 3: INCLUSIONARY HOUSING FEASIBILITY ANALYSIS</b>            Firms may be prequalified for work based on experience that:            a. Built residual land value models of market-rate housing pro-forma models to estimate project feasibility under different assumptions of inclusionary housing requirements.            b. Modeled the impact of changing inclusionary housing requirements on housing production levels.            c. Modeled the impact of changing inclusionary housing limits on the financial feasibility of market-rate housing prototypes.            d. Recommended inclusionary housing levels to a local government based on feasibility analysis.</p> <p><b>SERVICE AREA 4: ECONOMIC DEVELOPMENT STRATEGY</b>            Developing an economic strategy that analyzed neighborhood, city, or regional economic composition and performance, the structure and competitiveness of an industry or industry clusters, local factor conditions, and best practices in local economic development policy areas; or            Conducting retail sales surplus and leakage analysis; or            Performing quantitative or qualitative market research in neighborhoods to inform economic development strategy recommendations; or            Performing follow-up activities to implement recommended programs and strategies resulting from any of the three tasks listed above.</p> <p><b>SERVICE AREA 5: ECONOMIC RESEARCH</b> Preparing and implementing survey or interview research designs concerning business and consumer behavior; or            Performing econometric analysis of statistical data related to urban policy issues.</p>	New	24 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0005353 - v0.01	Public Utilities Commission	\$7,700,000	The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco ("City"), seeks to retain the services of a qualified Proposer to provide construction management (CM) staff augmentation services for the new SEP-7 Operations, Engineering, and Maintenance Buildings Project ("Project"). As part of the SFPUC's Sewer System Improvement Program (SSIP), a multibillion-dollar capital program, and more specifically as a part of the Southeast Water Pollution Control Plant (SEP), the SFPUC seeks to transform the SEP by developing adequate facilities to meet operating needs and creating a long-term plan to maximize the value of Wastewater Enterprise (WWE) assets. The Project work includes demolition of the existing building and temporary trailers, and within the footprint and the adjacent parking lot, construction of two new operations, engineering, and maintenance (OEM) buildings. The CM staff augmentation services required for the Project include, but are not limited to, expertise in construction management processes, contract claims and change order management, construction scheduling, cost estimation, construction sequencing, trade package sequencing, construction techniques such as hazardous material abatement, steel framework inspection, structural steel welding, concrete formwork and reinforced concrete inspections, building commissioning, construction safety, etc.	New	40 months
DHRPSC 0001915 - v2.01	City Administrator	Current Approved Amount \$2,250,000 Increase Amount Requested \$930,000 New Total Amount Requested \$3,180,000	Contractors shall provide set-up/installation and break-down services of barricades, fencing, and other crowd and traffic safety equipment that are rented, and at times, may be purchased by City departments, to ensure public safety during various special events (e.g., Pride Parade, Warriors championship parade, Fleet Week) and for other circumstances, including street/sewer paving and repair, vehicular accidents, etc. that require temporary crowd and/or traffic safety control measures.	Amendment	72 months
DHRPSC 0001978 - v1.01	Public Utilities Commission	Current Approved Amount \$15,900,000 Increase Amount Requested \$20,770,000 New Total Amount Requested \$36,670,000	This contract entails the processing of Class B biosolids into Class A biosolids. Class B biosolids have undergone a reduction in pathogen content to the point where they are safe for certain types of reuse while Class A biosolids have had pathogen content eliminated. There are several technologies which can be used to achieve this under Code of Federal Regulations Title 40 Part 503, the federal regulations which govern biosolids. Once the Class A biosolids product is produced, the contractor is responsible for the distribution of the product to farmers and ranchers. New regulations stemming from SB 1383 restrict the use of biosolids used as cover material in landfills. Alternative, non-landfill uses for biosolids are needed and Contract 63002 ensures there is a management option for biosolids during certain parts of the year.	Amendment	Increase months 21 Total months 84
DHRPSC 0003545 - v1.01	Public Utilities Commission	Current Approved Amount \$5,000,000 Increase Amount Requested \$2,640,422 New Total Amount Requested \$7,640,422	The City seeks to extend the services of a qualified Proposer Langan CA, Inc. to design, code, implement, and manage the existing Stormwater Data Management System that was built by Langan CA, Inc. under the contract and make modifications to the CC&B system and provide integration services to implement the Stormwater charge.	Amendment	Increase months 36 Total months 120

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

**0188-25-8 Continued**

**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)

**0189-25-5 Request for Status Grant from Class 1934 Storekeeper to the 1939 Police Evidence Technician. (Item No. 8)**

**Speakers:** Benjamin Houston, San Francisco Police Department

**Action:** Adopted the staff report and granted status to 1939 to the affected incumbents in the SFPD Property Control Division.  
(Vote of 3 to 0)

**0033-25-5 Proposed Amendments to Volumes I (Miscellaneous Classifications) and IV (Service-Critical Classifications) Civil Service Commission Rule Series 02 Definitions, 010 Examination Announcements and Applicants, 011 Examinations, 011A Position-Based Testing, 012 Eligible Lists, and 013 Certification of Eligibles to Remove De-Identification. (Item No. 9)**

**March 3, 2025:** Continued to the meeting of April 7, 2025, for the Executive Officer to consult with the City Attorney and others to re-word rule proposal to be aligned with the commission's guidance - consistent and fair, open to public inspection, and transparent.

**June 2, 2025:** Accepted the Executive Officer's staff report; incorporate any changes made by the Civil Service Commission; and direct the Executive Officer to post the proposed revisions to remove de-identification in Volumes I (Miscellaneous Classifications) Rules 102 Definitions, 111 Examinations, 111A Position-Based Testing, 112 Eligible Lists, 113 Certification of Eligibles; and Volume IV (Service-Critical Classifications) Rules 402 Definitions, 410 Examination Announcements and Applicants, 411 Examinations, 411A Position-Based Testing, 412 Eligible Lists, and 413 Certification of Eligibles in accordance with the Charter and Civil Service Rules for adoption following meet and discuss with the affected labor unions and interested stakeholders.

**Speakers:** Sandra Eng, Executive Officer  
Anna Biasbas, Department of Human Resources

**0033-25-5 Continued**

**Action:** Accepted the Executive Officer's and DHR's staff reports; incorporate all changes made by the Civil Service Commission; and adopted the proposed amendments to Proposed Amendments to Remove De-Identification in Volumes I (Miscellaneous Classifications) Rules 102 Definitions, 111 Examinations, 111A Position-Based Testing, 112 Eligible Lists, 113 Certification of Eligibles; and Volume IV (Service-Critical Classifications) Rules 402 Definitions, 410 Examination Announcements and Applicants, 411 Examinations, 411A Position-Based Testing, 412 Eligible Lists, and 413 Certification of Eligibles.  
(Vote of 3 to 0)

**Public Comment:** Cheryl Thornton, stated that she was against the removal of De-ID, Thornton shared you cannot pretend that implicit bias will disappear on its own, Thornton sees how White managers are overrepresented in SF leadership ranks compared to Black people who are underrepresented despite of years of commitment to equity. Thornton has worked for the city for 30 years and does not see any improvement. Thornton asked why is the eligible list private, why not transparent?  
Brenda Barros, stated "Back when De-ID was implemented, I said it then, and I am going to say again, they (hiring departments) say they can't find a diverse pool of managers to be on the interview panels, you have a big problem; I am watching the hirings happening in my area too, on the 2903s within that group of 2903s there were 4 Asians, 1 Black person (selected) and he was only in because an "out of class" claim was filed. Barros shared that the Black person selected was being given a hard time by other employees since he was appointed to the position.

**Public Comment on all matters pertaining to Item 12 including public comment on whether to hold Item 12 in closed session. (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)



**0124-25-7 Request for a Hearing by Luca Dell Abbate, former 6230 Street Inspector with the San Francisco Department of Public Works on Their Conditional Future Employment Restrictions. (Item No. 12)**

**Closed Session started at 3:12 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  
Paul Zarefsky, Office of the City Attorney  
Sandra Eng, Civil Service Commission  
Carol Isen, Department of Human Resources  
Karen Hill, Department of Public Works  
Christine Cayabyab, Department of Public Works  
Luca Dell Abate, Appellant  
Emily Wallace, Local 21, Appellant's representative  
Anna Biasbas, Department of Human Resources  
Shawn Sherbourne, Department of Human Resources  
Lizzette Henríquez, Civil Service Commission

**Speakers:** Christine Cayabyab, Department of Public Works  
Luca Dell Abbate, Appellant  
Emily Wallace, Local 21, Appellant's representative  
Anna Biasbas, Department of Human Resources

**Action:** Adopted report. Upheld Department of Public Works' decision - conditional restriction on positions that require driving until such time that Appellant can furnish one year of satisfactory external employment that requires driving; denied the appeal by Luca Dell Abbate.  
(Vote of 3 to 0)

**Open Session ended at 3:59 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. Code §67.12 (a)). (Item No. 13)**

**Reconvened in Open Session at 4:00 p.m.**

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

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

None.

**ADJOURNMENT** (Item No. 15)

The Commission adjourned at 4:03 p.m. in memory of Najeeb Nabil Khoury, Executive Director, City of Los Angeles Employee Relations Board; Commissioner, County of Los Angeles Employee Relations Commission. President Kate Favetti shared “*Najeeb Nabil Khoury was an esteemed arbitrator who worked with the City and County of San Francisco, and who’s work improved the City’s operations. He was an exemplary and wise mediator and arbitrator and made a true difference in many people’s lives.*”