

BOARD of SUPERVISORS



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MEMORANDUM

TO: Carol Isen, Director, Department of Human Resources
FROM: Victor Young, Assistant Clerk, Rules Committee *Victor Young*
Board of Supervisors
DATE: May 28, 2024
SUBJECT: LEGISLATION INTRODUCED – MEET AND CONFER DETERMINATION

The Board of Supervisors’ Rules Committee has received the following Charter Amendment. This matter is being **referred** to you as it may require the Department of Human Resources to fulfill **“Meet and Confer”** requirements. Please review, assess the impact and provide proper noticing as required and report back to on the status of the “Meet and Confer” requirement.

File No. 240547 (ver1)

Charter Amendment (First Draft) to amend the Charter of the City and County of San Francisco to establish the Commission Streamlining Task Force charged with making recommendations to the Mayor and the Board of Supervisors about ways to modify, eliminate, or combine the City’s appointive boards and commissions to improve the administration of City government; require the City Attorney to prepare a Charter Amendment to implement the Task Force’s recommendations relating to Charter commissions, for consideration by the Board of Supervisors; and authorize the Task Force to introduce an ordinance to effectuate its recommendations relating to appointive boards and commissions codified in the Municipal Code, which ordinance shall go into effect within 90 days unless rejected by a two-thirds vote of the Board of Supervisors; at an election to be held on November 5, 2024.

If you have any questions or concerns, please call me at (415) 554-7723 or email: victor.young@sfgov.org. To submit documentation, please email or forward to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

RESPONSE FROM THE DEPARTMENT OF HUMAN RESOURCES - Date: _____

_____ **Meet and Confer requirement has been fulfilled.**

_____ **Meet and Confer requirement not applicable.**

_____ **Additional information attached.**

Department of Human Resources

c: Mawuli Tugbenyoh, Department of Human Resources
Aliya Chisti, Department of Human Resources

LEGISLATIVE DIGEST

[Charter Amendment - Commission Reform]

Describing and setting forth a proposal to the voters at an election to be held on November 5, 2024, to amend the Charter of the City and County of San Francisco to establish the Commission Streamlining Task Force charged with making recommendations to the Mayor and the Board of Supervisors about ways to modify, eliminate, or combine the City’s appointive boards and commissions to improve the administration of City government; require the City Attorney to prepare a Charter Amendment to implement the Task Force’s recommendations relating to Charter commissions, for consideration by the Board of Supervisors; and authorize the Task Force to introduce an ordinance to effectuate its recommendations relating to appointive boards and commissions codified in the Municipal Code, which ordinance shall go into effect within 90 days unless rejected by a two-thirds vote of the Board of Supervisors.

Existing Law

Currently, there are over 100 appointive boards and commissions (hereinafter referred to collectively as “commissions”) that perform work on behalf of the City or provide non-binding guidance to City officials and departments. The Charter establishes most of the commissions in San Francisco government that exercise the City’s sovereign powers and have decisionmaking authority. But there also are several bodies created in the Charter that are purely advisory. Under state law, a locality’s Charter may only be amended by a vote of the electors. Therefore, Charter-created commissions may not be eliminated, revised, or consolidated with other bodies without voter approval.

The Board of Supervisors also has the authority, by ordinance, to create boards and commissions that exercise the City’s sovereign powers. There are a few boards and commissions created by ordinance that exercise the City’s sovereign powers. But it is more common for ordinances to create advisory bodies, which lack the authority to set policy for the City. Where a commission is created by ordinance, the Board of Supervisors has the authority to eliminate, revise, or consolidate it with other bodies by ordinance.

Under the Charter, only the Mayor, members of the Board of Supervisors, and City departments may introduce ordinances.

Amendments to Current Law

The proposed Charter Amendment would establish a Commission Streamlining Task Force (“Task Force”) charged with making recommendations to the Mayor and the Board of

Supervisors about ways to modify, eliminate, or combine the City's appointive boards and commissions to improve the administration of City government. The Task Force, which would be convened by no later than February 1, 2025, would be comprised of five members, including the City Administrator, or their designee, the Controller, or their designee, the City Attorney, or their designee, a representative of organized labor, appointed by the Board of Supervisors, and a person with expertise in open and accountable government, appointed by the Mayor.

The measure would require the Budget and Legislative Analyst to prepare a report by no later than September 1, 2025, analyzing the cost of the City's current system of boards and commissions, as well as the projected financial impact of eliminating or consolidating commissions.

The measure would require the Task Force to prepare and submit to the Mayor and the Board of Supervisors by no later than February 1, 2026, recommendations about ways to modify, eliminate, or combine the City's appointive boards and commissions to improve the administration of City government. The City Attorney would be required to prepare a Charter Amendment to implement the Task Force's recommendations relating to commissions established in the Charter. The Board of Supervisors would be required to hold a hearing by not later than April 1, 2026 on the Task Force's recommendations and the draft Charter Amendment.

The measure would also authorize the Task Force to introduce ordinances to effectuate its recommendations relating to appointive boards and commissions codified in the Municipal Code, other than those bodies that may only be rescinded or amended by the voters, which ordinances would go into effect within 90 days unless rejected by a two-thirds vote of the Board of Supervisors.

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1 [Charter Amendment - Commission Reform]

2
3 **Describing and setting forth a proposal to the voters at an election to be held on November**
4 **5, 2024, to amend the Charter of the City and County of San Francisco to establish the**
5 **Commission Streamlining Task Force charged with making recommendations to the**
6 **Mayor and the Board of Supervisors about ways to modify, eliminate, or combine the**
7 **City’s appointive boards and commissions to improve the administration of City**
8 **government; require the City Attorney to prepare a Charter Amendment to implement the**
9 **Task Force’s recommendations relating to Charter commissions, for consideration by the**
10 **Board of Supervisors; and authorize the Task Force to introduce an ordinance to effectuate**
11 **its recommendations relating to appointive boards and commissions codified in the**
12 **Municipal Code, which ordinance shall go into effect within 90 days unless rejected by a**
13 **two-thirds vote of the Board of Supervisors.**

14
15 **SECTION 1. FINDINGS.**

16 (a) The City and County of San Francisco has long been a place that values public
17 service, creativity, political activism, and civic engagement. And the City’s system of
18 participatory government reflects those values. San Francisco is led not only by elected officials
19 and professional City staff, but also by hundreds of City residents who volunteer their time to
20 serve on City boards and commissions (together referred to in this Section as “commissions”),
21 such as the Planning Commission, the Disability and Aging Services Commission, and the
22 Human Rights Commission.

23 (b) San Francisco’s commissions leverage the perspectives, lived experiences, and
24 expertise of the City’s residents, and ensure that important policy decisions are not made behind
25 closed doors by a powerful few, but through a public and participatory process that is informed
by the very people whom those decisions will impact.

1 (c) San Francisco's commissions have been in existence as long as the City has had a
2 Charter. The first commission – the Police Commission – was established in 1878, followed by
3 the Civil Service Commission in 1900, and the Public Utilities Commission in 1932. Since then,
4 the voters have amended the City Charter numerous times to establish policy and oversight
5 bodies that have helped shape city policies and programs.

6 (d) In addition to providing policy guidance, many commissions perform essential
7 government functions that are required by law. For example, the Historic Preservation
8 Commission acts as the City's local historic preservation review commission for the purposes of
9 the federal Certified Local Government Program; the Health Commission serves as the
10 governing body of General Hospital and Laguna Honda Hospital; the Board of Appeals affords
11 due process to permit applicants wishing to appeal a permit decision; and the Building Inspection
12 Commission helps to craft and enforce the safety standards of the Building Code. These and
13 other functions performed by commissions cannot be summarily eliminated without creating
14 significant uncertainty and disorder.

15 (e) Currently, there are over 100 commissions that perform work on behalf of the
16 City or provide non-binding guidance to City officials and departments. Many of these bodies
17 have existed for decades, without review or evaluation of their efficacy, or updates to maximize
18 their utility. Some commissions have fulfilled their original mandate; some have outlived their
19 useful purpose; and others perform work that duplicates the efforts of other City bodies. As the
20 City enters a period in which it will have to make difficult budget choices, it is time to undertake
21 a comprehensive, evidence-based review of the City's commissions to identify those bodies that
22 add value to the City, those that can be consolidated, streamlined, or improved, and those whose
23 time has passed.

24 (f) This measure establishes a clear pathway for that review, starting with a study
25 conducted by the Budget and Legislative Analyst of the annual financial cost of supporting the

1 City’s commissions. The measure will also establish a Task Force of experts in City
2 management and operations. This Task Force will not only have the authority to make
3 recommendations to the Mayor and Board of Supervisors about how to change the current
4 commission system, but will also have the power to introduce legislation to effectuate those
5 recommendations.

6 (g) Making significant changes to a system of government is no easy feat. And it
7 cannot be done effectively by establishing arbitrary limits on the number of citizen-led
8 commissions. But it is time for San Francisco to make tough choices, which requires looking at
9 which parts of our current system of government work, and which don’t. This measure provides
10 a roadmap for that inquiry, and an expedited path to effective change.

11
12 **SECTION 2. CHARTER AMENDMENT.**

13 The Board of Supervisors hereby submits to the qualified voters of the City and County,
14 at an election to be held on November 5, 2024, a proposal to amend the Charter of the City and
15 County, to read as follows:

16 NOTE: **Unchanged Charter text is** in plain font.
17 **Additions** are *single-underline italics Times New Roman font*.
18 **Deletions** are ~~*strike-through italics Times New Roman font*~~.
19 **Asterisks** (* * * *) indicate the omission of unchanged Charter
20 subsections.

21 The Charter of the City and County of San Francisco is hereby amended by revising
22 Sections 2.105, 4.100, and adding new Section 4.100.1, to read as follows:

23 **SEC. 2.105. ORDINANCES AND RESOLUTIONS.**

24 The Board of Supervisors shall meet and transact its business according to rules which
25 it shall adopt.

1 The Board of Supervisors shall act only by written ordinance or resolution, except that
2 it may act by motion on matters over which the Board of Supervisors has exclusive jurisdiction.
3 All legislative acts shall be by ordinance. An ordinance or resolution may be introduced before
4 the Board of Supervisors by a member of the Board, a committee of the Board ~~or~~ the Mayor, or
5 the Commission Streamlining Task Force subject to the limitations set forth in Section 4.100.1,
6 and shall be referred to and reported upon by an appropriate committee of the Board. An
7 ordinance or resolution may be prepared in committee and reported out to the full Board for
8 action, consistent with the public notice laws of the City. Except as otherwise provided in this
9 Charter, passage of an ordinance or a resolution shall require the affirmative vote of a majority of
10 the members of the Board.

11 * * * *

12
13 **SEC. 4.100. GENERAL.**

14 In addition to the office of the Mayor, the executive branch of the City and County shall
15 be composed of departments, appointive boards, commissions, and other units of government
16 that perform the sovereign powers of the City and County. To the extent law permits, each
17 appointive board, commission, or other unit of government of the City and County established by
18 State or Federal law shall be subject to the provisions of this Article IV and this Charter.

19
20 **SEC. 4.100.1. COMMISSION STREAMLINING TASK FORCE.**

21 (a) Establishment of the Task Force. By no later than February 1, 2025, a
22 Commission Streamlining Task Force (“Streamlining Task Force”) shall be convened for the
23 purpose of advising the Mayor and the Board of Supervisors on ways to eliminate, consolidate,
24 or limit the powers and duties of appointive boards and commissions for the more effective,
25 efficient, and economical administration of City and County government, and introducing one or

1 more ordinances to effectuate its recommendations. The Streamlining Task Force shall have the
2 powers and duties set forth herein, and shall expire by operation of law 24 months after its first
3 meeting.

4 The City Administrator shall provide administrative support to the Streamlining Task
5 Force. The Controller and the City Administrator shall provide professional and technical
6 assistance to the Streamlining Task Force. All City and County officials, departments, and other
7 agencies, and all appointive boards and commissions, shall cooperate with the Streamlining
8 Task Force as it performs its responsibilities under this Section 4.100.1.

9 For purposes of this Section 4.100.1, an “appointive board” or “commission” includes
10 any body that meets the definition of a “legislative body,” under California Government Code §
11 54952, whether denominated a “board,” “commission,” “council,” “committee,” “task force,”
12 “advisory body,” or otherwise.

13 (b) **Composition of the Streamlining Task Force.** The Streamlining Task Force
14 shall consist of five members. Seat 1 shall be held by the City Administrator or the City
15 Administrator’s designee, who must be an employee of the Office of the City Administrator. Seat
16 2 shall be held by the Controller or the Controller’s designee, who must be an employee of the
17 Office of the Controller. Seat 3 shall be held by the City Attorney or the City Attorney’s
18 designee, who must be an employee of the Office of the City Attorney. Seat 4 shall be held by a
19 representative of organized labor representing the public sector, appointed by the President of
20 the Board of Supervisors. Seat 5 shall be held by an individual with expertise in open and
21 accountable government, appointed by the Mayor. The Mayor’s appointment shall not be
22 subject to rejection by the Board of Supervisors under Charter Section 3.100(18). Members in
23 seats 4 and 5 shall serve at the pleasure of their appointing authority.

24 (c) **Budget and Legislative Analyst Report.** The Streamlining Task Force shall
25 undertake a comprehensive review of the City and County’s appointive boards and commissions,

1 including those created by voter-approved ordinance. To inform that review, by no later than
2 September 1, 2025, the Budget and Legislative Analyst shall prepare and submit to the
3 Streamlining Task Force, the Mayor, and the Clerk of the Board of Supervisors a report that
4 assesses for each appointive board or commission established in the Charter (1) the annual
5 financial cost to the City to operate the body, including but not limited to the costs of City staff
6 time spent to support, brief, meet with, develop materials for, or otherwise enable the functioning
7 of the body; and (2) the projected financial impact of eliminating the appointive board or
8 commission, or consolidating it with another body. The report shall also include an estimate of
9 the average annual financial cost to the City of operating an appointive board or commission
10 that is established by ordinance for the purpose of providing non-binding advice to City officials
11 on a given topic.

12 (d) **Streamlining Task Force Report and Recommendations.** By no later than
13 February 1, 2026, the Streamlining Task Force shall prepare and submit to the Mayor and the
14 Clerk of the Board of Supervisors a report containing the Streamlining Task Force's
15 recommendations as to which existing appointive boards and commissions, if any, should be
16 eliminated in their entirety, consolidated, revised to limit their powers and/or duties, or revised
17 to expand their powers and/or duties as a result of a consolidation.

18 For each recommendation made pursuant to this subsection (d), the Streamlining Task
19 Force shall provide a rationale; analyze whether any function(s) performed by the appointive
20 board or commission that is recommended to be eliminated, consolidated, or revised are
21 required by law or essential to the effective operation of City and County government; and
22 identify the City and County officers, departments, or other units of government that could
23 assume responsibility for any legally required or essential function(s).

24 (e) **Effectuation of Recommendations.**
25

1 By no later than March 1, 2026, the City Attorney shall prepare a draft Charter
2 Amendment to implement the Streamlining Task Force's recommendations relating to
3 commissions established in the Charter, and shall submit such draft to the Clerk of the Board of
4 Supervisors. By no later than April 1, 2026, the Streamlining Task Force's report and
5 recommendations and the draft Charter Amendment shall be the subject of a hearing before the
6 Board of Supervisors. Any Supervisor(s) wishing to seek voter approval of the draft Charter
7 Amendment, or a modified version thereof, shall be required to introduce the Charter
8 Amendment for consideration by the Board of Supervisors, consistent with the process and
9 deadlines set forth in the Municipal Elections Code and the Board's Rules of Order at that time.

10 During its tenure, the Streamlining Task Force shall have the authority to introduce one
11 or more ordinances to effectuate its recommendations relating to the elimination, consolidation,
12 or revision of any appointive board or commission established by ordinance, other than any
13 appointive board or commission that was established or amended by the adoption of an
14 ordinance approved by the voters and cannot be amended or rescinded without voter approval.
15 Such ordinance(s) shall go into effect 90 days after the date of introduction unless before the
16 expiration of the 90-day period two-thirds of all members of the Board of Supervisors vote to
17 disapprove the ordinance.

18 (f) **Expiration.** This Section 4.100.1 shall expire by operation of law on December 31,
19 2026, and the City Attorney shall cause it to be removed the Charter thereafter.

20
21 **SECTION 3. SEVERABILITY.**

22 If any provision of this measure, or part thereof is for any reason held to be invalid or
23 unconstitutional, the remaining provisions shall not be affected, but shall remain in full force and
24 effect, and to this end the provisions of this measure are severable. The voters declare that this
25 measure, and each section, sub-section, sentence, clause, phrase, part, or portion thereof, would

