



September 5, 2014

The Honorable Cynthia Ming-mei Lee
Presiding Judge
Superior Court of California, County of San Francisco
400 McAllister Street
San Francisco, CA 94102

Dear Judge Lee:

Pursuant to Penal Code sections 933 and 933.05, the following is in reply to the 2013-2014 Civil Grand Jury report, *Survey of San Francisco Commission Websites*. We would like to thank the members of the Civil Grand Jury for their interest in the operations and transparency of the commission process.

The various boards, commissions, task forces, and committees that develop and approve policy are a core part of San Francisco government. The City has thousands of citizens that share in our commitment to solving problems and crafting a local government that better serves its citizenry.

As noted in the original report, the Jury found "that the commissions reviewed did well complying with open meeting standards. We noted consistent practices, with advance notice and scheduling of meetings, preparation of agenda, invitation of public comment, and posting of meeting minutes." While these practices exhibit San Francisco's culture of open and inclusive government, the Jury has correctly noted room for improvement. Providing greater access to annual reports and commission attendance would improve public transparency and knowledge of the commission process.

The Mayor's Office response to the Civil Grand Jury's findings and recommendations is as follows:

Accountability

Finding 2:

Fewer than 50% of the commissions post an annual report as required.

Response: *Agree.* City Charter section 4.103 mandates that, "each board and commission of the City and County shall be required by ordinance to prepare an annual report describing its activities, and shall file such report with the Mayor and the Clerk of the Board of Supervisors." However, while posting an annual report should be considered a best practice, this specific language does not specifically *require* posting on a website.

Recommendation 2:

The Mayor should ensure that each commission posts its annual report on the commission website and provides a URL link to the SFPL, promptly.

Response: *Recommendation will be implemented in the future.* By the end of the current fiscal year, a letter will be issued to all boards and commissions encouraging them to post their annual report on their website as well as send an e-copy of the report to the Library and the Board of Supervisors.

Attendance

Finding 3:

Commissioner attendance records are not readily available to the public. To discover this information after the fact is difficult.

Response: *Disagree.* Attendance records for Mayoral appointees are posted online on the Mayor's website. The "Mayoral Appointments" page links to quarterly attendance reports for boards and commissions.

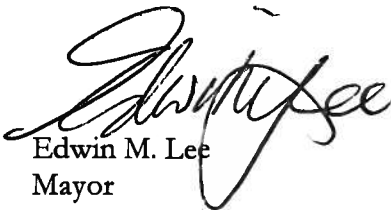
Recommendation 3:

All commissions should keep and post to their website a record of commissioner attendance. Maintenance of an ongoing record should be required.

Response: *Recommendation will not be implemented, not warranted.* While boards and commissions should keep and post to their website a record of attendance, this recommendation must be implemented by the individual entities themselves and not the Mayor's Office.

Thank you again for the opportunity to comment on this Civil Grand Jury report.

Sincerely,



Edwin M. Lee
Mayor