

BOARD of SUPERVISORS




City Hall
1 Dr. Carlton B. Goodlett Place
Room 244
San Francisco, CA 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

MEMORANDUM

Date: March 13, 2023

To: The Honorable Members, Board of Supervisors

From:  Angela Calvillo, Clerk of the Board

Subject: Campaign and Governmental Conduct Code - Permit Prioritization
(Permit Prioritization Task Force)

Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating and establishing, or reauthorizing, new bodies (boards/commissions/task forces/advisory bodies) and requires the Clerk of the Board to advise the Board on certain matters. In order to fulfill these requirements, the following is provided:

File No. 230167 Campaign and Governmental Conduct Code - Permit Prioritization

- Does a current body address the same or similar subject matter?

No. There are no other bodies that perform the same function as the Permit Prioritization Task Force.

- Language requiring the body to meet at least once every four months

No. Section 5.48-7, entitled "Meeting and Procedures," states the following: "(b) Following the inaugural meeting, and not counting the inaugural meeting, the EIFD Public Financing Authority No. 1 shall hold a regular meeting not less than one time per year."

- Language indicating members serve at the pleasure of the appointing authority

Yes. The Section, entitled Periodic Review and Coordination of Permit," states: "All such appointees shall be City employees and shall serve at the pleasure of their appointing authority."



- Language establishing attendance requirements

No. There are no attendance requirements listed in the Ordinance. This requirement may not apply as all members are appointees of City departments and are City employees.

- Number of seats and qualifications

There are a total of five seats appointed as follows:

- *Four members of the Task Force shall be appointed by the Director of the Department of Building Inspection, the Planning Director, the Public Works Director, and the President of the Board of Supervisors, respectively. All such appointees shall be City employees and shall serve at the pleasure of their appointing authority; the appointee of the President of the Board of Supervisors shall be an employee or official of the Board of Supervisors.*
- *The Director of the Permit Center or the Director's designee shall also be a member of the Task Force and shall serve as chair of the Task Force.*

- Term limits (i.e., commencement date? staggered terms?)

No. Term limits are not addressed, but this requirement may not apply as all members are appointees of City departments and are City employees.

- Administering department

Yes. The Permit Center shall provide administrative support to the Task Force.

- Reporting requirements

The Task Force shall recommend permit prioritization guidelines for the Department of Building Inspection, the Planning Department, and the Department of Public Works to the respective department heads and oversight commissions. The Task Force shall endeavor to align the respective departments' guidelines to achieve a common Citywide list of the types of permits each department will prioritize. Each department shall have discretion to designate department-specific priority permits. The permit prioritization guidelines shall include a goal for the amount of time required for the department's review of each priority permit type.

The Department of Building Inspection, the Planning Department, and the Department of Public Works shall collect data on the processing time for each permit type included in their



respective permit prioritization guidelines. On an annual basis at least 60 days prior to the reporting deadline to the Mayor and Board of Supervisors specified in this subsection (c)(5), such departments shall each transmit to the Director of the Permit Center data concerning the department's average processing time for each prioritized permit type in the previous calendar year. The departments may separately report the average time the department is awaiting a response from the permit applicant per prioritized permit type, where such data is available. Where data is available, such departments shall also include data concerning the impact of prioritization on permit types that are not prioritized.

The Director of the Permit Center shall compile such data and transmit an annual report to the Mayor and the Board of Supervisors no later than June 30, 2024, and every year thereafter no later than June 30.

▪ **Sunset date**

No. A sunset date is not indicated. It is suggested that the following language and sunset date be included:

- *Unless the Board of Supervisors, by ordinance, extends the term the Committee shall terminate on _____.*