

BOARD of SUPERVISORS



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MEMORANDUM

Date: June 27, 2024

To: The Honorable Members, Board of Supervisors

From: *see* Angela Calvillo, Clerk of the Board

Subject: Commission Streamlining Task Force
Charter Amendment - Commission Reform
(File No. 240547)

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. To fulfill these requirements, the following is provided:

File No. 240547 Charter Amendment - Commission Reform

- Does a current body address the same or similar subject matter?
(Pursuant to Board Rule 2.21, the Clerk of the Board shall advise the Board if there is a current body that addresses the same or similar subject matters.)

No. There are no other bodies similar to the Commission Streamlining Task Force (Task Force).

- Language requiring the body to meet at least once every four months:
(Pursuant to Board Rule 2.21, the enabling legislation shall include language requiring the subordinate body to meet at least once every four months.)

No. The proposed measure does not contain a requirement for the Task Force to meet at least once every four months.

Pursuant to Rule 2.21, the Board shall include the following language requiring the body to meet at least once every four months.



- Language indicating members serve at the pleasure of the appointing authority:
(*Past practices have shown the need to ensure the appointing authority may remove an appointee at any time.*)

Yes. Section 5.201(c) states members in seats 4 and 5 shall serve at the pleasure of the appointing authority. All other members are department heads or their designees.

- Language establishing attendance requirements:
(*Past practices have shown the need to ensure a process is in place to address attendance concerns and quorum issues.*)

No. There are no attendance requirements listed. It is recommended that language be added to establish attendance requirements as done for other bodies.

- Number of seats and qualifications:
(*Pursuant to Board Rule 2.21, the enabling legislation shall include a description of the qualifications for each member.*)

Yes. Section 4.100.1(b) states the Task Force shall consist of five (5) members, as follows:

- *Seat 1 shall be held by the City Administrator or the City Administrator's designee, who must be an employee of the Office of the City Administrator.*
- *Seat 2 shall be held by the Controller or the Controller's designee, who must be an employee of the Office of the Controller.*
- *Seat 3 shall be held by the City Attorney or the City Attorney's designee, who must be an employee of the Office of the City Attorney.*
- *Seat 4 shall be held by a representative of organized labor representing the public sector, appointed by the President of the Board of Supervisors.*
- *Seat 5 shall be held by an individual with expertise in open and accountable government, appointed by the Mayor. The Mayor's appointment shall not be subject to rejection by the Board of Supervisors under Charter, Section 3.100(18).*

Members in seats 4 and 5 shall serve at the pleasure of their appointing authority.

- Term limits (i.e., commencement date? staggered terms? Length of term of appointments.)
(*Pursuant to Board Rule 2.21, the enabling legislation shall include the commencement date and length of term of appointments.*)



Yes. The terms commencement date is listed as no later than February 1, 2025.

No. There are no term limits or length of terms provided; however, the members are expected to sit for the entirety of the body's existence since the sunset date for the Task Force is December 31, 2026. The proposed measures have two different sunset dates referenced; this discrepancy must be addressed.

- **Administering department**

(Pursuant to Board Rule 2.21, the enabling legislation shall identify the City Department that will provide administrative services to the subordinate body.)

Yes. Section 4.100.1(a) states the City Administrator shall provide administrative support to the Task Force.

- **Reporting requirements**

(Past practices have shown the need to detail and codify the reporting requirements of a body.)

By no later than February 1, 2025, the Task Force shall convene for the purpose of advising the Mayor and the Board of Supervisors on ways to eliminate, consolidate, or limit the powers and duties of appointive boards and commissions for the more effective, efficient, and economical administration of City and County government, and introducing one or more ordinances to effectuate its recommendations. The Task Force shall have the powers and duties set forth herein and shall expire by operation of law 24 months after its first meeting.

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

- **Sunset date**

(Pursuant to Board Rule 2.21, the enabling legislation shall include a sunset clause not to exceed three years.)

The Task Force shall sunset on December 31, 2026, and shall be removed from the Charter after such date. The proposed measures have two different sunset dates referenced; this discrepancy must be addressed.