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MEMORANDUM

TO: Commission Streamlining Task Force
FROM: Jon Givner
Chief Assistant City Attorney
DATE: January 22, 2026
RE: First Draft of Charter Amendment and Ordinance

Charter Section 4.100.1 requires the City Attorney to prepare a draft Charter amendment to implement the Commission Streamlining Task Force's recommendations regarding appointive policy bodies in the Charter, and to submit the draft to the Clerk of the Board of Supervisors by March 1, 2026. Section 4.100.1 also authorizes the Task Force to introduce ordinances to implement its recommendations regarding appointive policy bodies in the Municipal Code.

The Task Force plans to propose a number of changes to bodies in both the Charter and the Municipal Code. The City Attorney's Office has prepared a draft Charter amendment and a draft ordinance to implement those proposals. Accompanying this memorandum, I am attaching five documents:

- (1) The first draft of a Charter amendment implementing the Task Force's decisions;
- (2) The first draft of an ordinance implementing the Task Force's decisions;
- (3) A section-by-section summary of the draft Charter amendment;
- (4) A section-by-section summary of the draft ordinance; and
- (5) A chart describing where each of the bodies in the ordinance will be codified when the ordinance is enacted.

The Charter amendment and ordinance are both first drafts, subject to additional review and modifications by the City Attorney's Office. We anticipate receiving feedback on the draft Charter amendment and the draft ordinance from our colleagues in the next few weeks, and we will make edits and share them with the Task Force.

Both the Charter amendment and the ordinance are long, so we recommend that you use the section-by-section summaries as a guide while you read the legislation.

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As you review the Charter amendment, it may be helpful to consider a few points about its structure and content:

- We have implemented the Task Force's templates by codifying a set of default rules for decisionmaking bodies and advisory bodies on pages 9-18. Because the Charter amendment includes those default rules, we have deleted a number of duplicative or inconsistent existing rules that the current Charter establishes for specific bodies. For example, because the new default rules establish four-year terms for commissioners at the bottom of page 12, the Charter amendment deletes duplicative language on page 27 stating that Fire Commissioners serve four-year terms.
- The Task Force has decided to modify several bodies in the Charter and move them to the Administrative Code. We have made amendments to those bodies in the Charter amendment and added sections directing the City Attorney to remove the bodies from the Charter after the Charter amendment passes. One example is the Public Utilities Commission Rate Fairness Board on pages 94-95.
- The Task Force's report does not propose removing any departments from the Charter, so the draft Charter amendment does not remove departments from the Charter. For example, in the sections removing the Building Inspection Commission (pages 39-43) and the Commission on the Environment (pages 36-37) from the Charter, we have not removed the accompanying departments.
- For governance commissions that the Task Force is proposing to move to the Administrative Code, the draft Charter amendment includes a restriction that the Board of Supervisors cannot by ordinance modify those commissions' appointment structure. An example is the Sheriff's Department Oversight Board on pages 65-68, where the draft measure moves the SDOB to the Administrative Code but maintains a 4-3 split in appointment authority.
- Consistent with the templates, the draft measure includes two important new definitions ("Commission" and "Advisory Body"). Because the Charter amendment proposes these new defined terms, we have added those terms in several sections for consistency throughout the Charter. For example, the measure amends Section 2.114 on pages 4-5 solely to add the newly defined terms, not to make any substantive changes.
- We have also proposed several commission-related cleanup amendments in the Charter. For example, the draft Charter amendment modifies Section 3.104 (the City Administrator section on page 7) only to correct the name of the MTA Board of Directors.

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The draft ordinance follows a similar model:

- As with the Charter amendment, the ordinance implements the Task Force's templates by including a set of default rules for decisionmaking bodies and advisory bodies in Administrative Code Sections 5.1-1 through 5.1-8, on pages 5-9 of the ordinance. Those default rules apply to all commissions and advisory bodies in the code unless a specific code section creates a different rule for a particular body. Because the default rules in the templates apply to most bodies, we have deleted a number of inconsistent or duplicative existing rules that the current code establishes for specific bodies.
- The ordinance deletes existing bodies that the Task Force has voted to eliminate, and the ordinance also amends several sections just to remove stray cross-references. For example, the ordinance deletes the Urban Forestry Council on pages 265-274, and it also amends other sections to delete references to that Council on pages 304-308.
- With a few exceptions, the ordinance moves most commissions and the advisory bodies in the code into Chapter 5 of the Administrative Code. The first half of the ordinance (through page 149) amends bodies that are already in Chapter 5 of the Administrative Code. And the second half of the ordinance amends sections outside of Chapter 5, and renumbers most of those bodies to move them into Chapter 5 going forward.