

Reminder: Tools to Make Decisions

3 tools to systematically answer 3 primary questions:

What should different types of bodies ideally look like? Tool **Templates** Description Standard functions, processes, and operations for the three primary types of public bodies What it does Standardize public bodies

(existing and/or future)

When should different types of bodies exist?



Questions for **determining** when the City should have a governance commission, appeals board, or advisory council.

Determine in what situations each type of body is appropriate.

Should we keep, modify, consolidate, or eliminate each current body?

Evaluation Criteria

Objective standards for assessing **value add** of each current public body.

Determines which bodies should be kept, modified, or eliminated.

Agenda

1. Evaluation Criteria (15 mins)

- All bodies
- Advisory-body specific criteria

2. Advisory Bodies (20 mins)

- Type Sorting Criteria
- Templates

3. Governance Bodies (35 mins)

- Type Sorting Criteria
- Templates

4. Staff Working Groups (10 mins)

Goals for Today's Meeting

- Finalize overall evaluation criteria and evaluation criteria specific to advisory bodies
- 2. Agree on **template components** for advisory and governance bodies
- 3. Determine in what situations governance bodies are appropriate
- 4. Agree on approach to **staff working groups**

Evaluation Criteria

15 minutes

Reminder: What is Evaluation Criteria?

- Set of **objective questions** that result in an **initial determination** whether you should keep, modify, consolidate, or eliminate a body.
- Most criteria is applicable to all bodies.
 - Will also discuss criteria applicable to only advisory bodies (no criteria solely applicable to governance bodies)

Evaluation Criteria

Previous draft proposed categories

Borderline inactivity

Policy Area – Overlapping Functions

Policy Area – Public Trust

Influence and Interests

Clarity of Purpose

Value Add to the City

Cost-Benefit Analysis

Body-Specific Criteria

Current proposed categories

Borderline inactivity

Policy Area – Overlapping Functions

Influence and Interests

Costs Analyst? – Still TBD

Body-Specific Criteria



Borderline Inactivity

Section questions include:

- 1. Did the body meet fewer than 4 times in the past year?
- 2. Are more than 25% of seats vacant?
- 3. Would these issues be addressed by applying templates to this body?

Discussion:

- This felt useful as long as it results in a reduction of the number of bodies we want to discuss.
- Are you fine with using staff-selected cut-offs (in yellow), or do you want to discuss further?

Borderline Inactivity

Impact of different criteria for borderline inactivity

Met < 4 times in CY24

Treasure Island/Yerba Buena Island Citizens Advisory Board

Sweatfree Procurement Advisory Group

Community Corrections Partnership

Treasury Oversight Committee

Commission Streamlining Task Force Justice Tracking Information System (JUSTIS) Committee Governance Council

Waterfront Design Advisory Committee Enhanced Infrastructure Financing District Public Financing Authority No. 1

Workers' Compensation Council

>50% Vacancy Rate

Treasure Island/Yerba Buena Island Citizens Advisory Board

Children, Youth and Their Families Oversight and Advisory Committee

Cannabis Oversight Committee

Bayview Hunters Point Citizens Advisory Committee

>25% Vacancy Rate	
Treasure Island/Yerba Buena	Citizens Committee on
Island Citizens Advisory Board	Community Development
	SOMA Community Stabilization
Sweatfree Procurement	Fund Community Advisory
Advisory Group	Committee
Children, Youth and Their	
Families Oversight and	Citizens' General Obligation
Advisory Committee	Bond Oversight Committee
Cannabis Oversight	Treasure Island Development
Committee	Authority Board of Directors
Bayview Hunters Point Citizens	Sheriff's Department Oversight
Advisory Committee	Board
South of Market Community	
Planning Advisory Committee	Shelter Monitoring Committee
	Commission on Aging Advisory
Behavioral Health Commission	Council

10

Policy Area – Overlapping Functions

Section questions include:

- 1. Are there other bodies that cover this same policy area or advice/oversee the same department?
- 2. Do those bodies that cover the same policy area provide similar functions?
- 3. Do those bodies that cover the same policy area have similar power or authority?
- 4. Does having this body separate from others in the same policy area add additional value that would not be retained if consolidated with another body?

Discussion:

- Added question about power and authority.
- Otherwise, general agreement that this section made sense.

Influence and Interests

Section questions include:

- 1. Is the body related to one specific funding source, niche interest, or small interest group? \checkmark
- 2. Is there a specific reason to retain a body related to the specific funding source or interest group, such as giving underserved groups or communities a voice in government? ?
- 3. Do any other bodies serve similar constituents/customers? ✓

Discussion:

- General agreements that 1) and 3) make sense
- Some disagreement in 2). If we eliminate 2), how else should we assess the equity implications of eliminating a public body?

Influence and Interests

Examples:

Specific Fund

SOMA Community Stabilization Fund Community Advisory Committee

Mission Bay Transportation
Improvement Fund Advisory Committee

Dignity Fund Oversight and Advisory Committee

Sugary Drinks Distributor Tax Advisory Committee

Our City, Our Home Oversight Committee

Small Interest Group

Treasure Island/Yerba Buena Island Citizens Advisory Board

Bayview Hunters Point Citizens Advisory Committee

South of Market Community Planning Advisory Committee

Market and Octavia Community Advisory Committee

Niche Topic Area

Shelter Grievance Advisory Committee

City Hall Preservation Advisory Committee

Bicycle Advisory Committee

Southeast Community Facility Commission

Food Security Task Force

Justice Tracking Information System (JUSTIS) Committee Governance Council

Ballot Simplification Committee

Cost Analysis

Section questions include:

- 1. What are the costs associated with this body, as outlined in the BLA report?
- 2. If the body were to be eliminated, what additional cost burden would that place on departments or other City staff?

Discussion:

How do you want to incorporate the BLA's cost analysis into the evaluation criteria?

Section questions on public participation include:

- 1. Are there other active pathways for public input regarding this policy area? \checkmark
- 2. Does this body increase representation in government, especially for underrepresented communities? Or, is the composition of this body generally reflective of the population it intends to represent? ?
- 3. Does this body effectively bring in outside expertise (either professional expertise or lived experiences) that would otherwise be missing from a discussion in that policy area? ✓

Discussion:

- General agreements that 1) and 3) make sense
- Some disagreement in 2). If we eliminate 2), how else should we assess the equity implications of eliminating a public body?

Do you want to add any specific criteria on when advisory bodies <u>are</u> or <u>are not</u> appropriate?

Examples:

- Should any specific **policy topics** be required to have advisory bodies? Any policy topics that **should not** have an advisory body?
- Should any specific departments have advisory bodies?

Discussion:

Without this, assumption is that evaluation criteria is sufficient to reach an initial determination on whether
an advisory body should be kept, modified, consolidated, or eliminated.

and Wellbeing
Name of Body
Immigrant Rights Commission
Youth Commission
Free City College Oversight Committee
Service Provider Working Group
Children, Youth and Their Families Oversight and Advisory
Committee
Our City, Our Home Oversight Committee
Early Childhood Community Oversight and Advisory
Committee
Child Care Planning and Advisory Council
Behavioral Health Commission
Food Security Task Force
Sugary Drinks Distributor Tax Advisory Committee
Local Homeless Coordinating Board
Shelter Grievance Advisory Committee
Shelter Monitoring Committee
LGBTQI+ Advisory Committee
Commission on Aging Advisory Council
Dignity Fund Oversight and Advisory Committee
Veterans' Affairs Commission
Family Violence Council

Housing and Economic Development		
Dept	Name of Body	
	Cannabis Oversight Committee	
ADM	Sweatfree Procurement Advisory Group	
ART	Street Artists and Craftsmen Examiners Advisory Committee	
CON	Inclusionary Housing Technical Advisory Committee	
	Bayview Hunters Point Citizens Advisory Committee	
	Market and Octavia Community Advisory Committee	
CPC	South of Market Community Planning Advisory Committee	
	Code Advisory Committee	
DBI	Structural Advisory Committee	
	Committee on City Workforce Alignment	
ECN	Workforce Investment Board	
	Citizens Committee on Community Development	
MYR	SOMA Community Stabilization Fund Community Advisory Committee	

Infrastructure, Climate, and Mobility		
Dept	Name of Body	
ENV	Urban Forestry Council	
	Bicycle Advisory Committee	
	Mission Bay Transportation Improvement Fund Advisory Committee	
MTA	Municipal Transportation Agency Citizens' Advisory Council	
	Public Utilities Citizen's Advisory Committee	
PUC	Public Utilities Rate Fairness Board	
	Joint Zoo Committee	
RPD	Park, Recreation, And Open Space Advisory Committee	
PRT	Waterfront Design Advisory Committee	

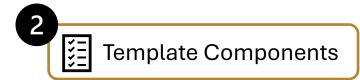
Public Safety	
Dept	Name of Body
	Community Corrections Partnership
APD	Reentry Council
JUV	Juvenile Justice Coordinating Council

General Administration and Finance		
Dept	Name of Body	
	City Hall Preservation Advisory Committee	
	Commission of Animal Control and Welfare	
	Treasure Island/Yerba Buena Island Citizens Advisory	
ADM	Board	
CON	Citizens' General Obligation Bond Oversight Committee	
REG	Ballot Simplification Committee	
TTX	Treasury Oversight Committee	

Advisory Bodies

20 minutes





Advisory Bodies

Draft Approach:

Reminder: type sorting criteria is for categorizing what type of body each body should be.

For advisory bodies, type sorting criteria is a broad definition.

Text from draft criteria

Criteria	If yes	If no	Information source
Does the body act in a purely advisory role	Categorize as	Continue with	✓ Workbook
where none of their recommendations or	advisory body	assessment	
decisions are legally binding to individuals or			
departments?			

Template Components Discussion

- Discuss components you do want or maybe want included in templates.
- Focus discussion on components where there is disagreement.

Templates

How can templates be applied to future bodies:

- Cannot restrict bodies created in the charter
- Can restrict bodies created by ordinance by adding restrictions to the charter

Template Components:

All Possible Components for Advisory Body Template

Commissioner Attributes and Processes	
Appointing Authority	Appointment Confirmations
Removal Process and Authority	Term Lengths and Term Limits
Commissioner Qualifications	Conflict of Interest Policy
Compensation and Benefits	

Commission Operations and Attributes	
Sunset dates Commission size	
Establishing authority	Ability to act independently
Meeting cadence	Setting meeting agendas

Required Outputs	
Annual statement of purpose	Annual reports
Other information	

Purpose	
Stated Purpose	Summary of Responsibilities

Additional Functions	
Facilitating public participation	Calling public hearings
Watching for fraud and corruption	Upholding and enforcing laws

Included

Maybe include

Removed

Template Components:

Today's Discussion for Advisory Body Template

Commissioner Attributes and Processes		
Appointing Authority	Appointment Confirmations	
Removal Process and Authority	Term Lengths and Term Limits	
Commissioner Qualifications	Compensation and Benefits	

Commission Operations and Attributes		
Sunset dates	Commission size	
Establishing authority		

Required Outputs	
Annual statement of purpose	Annual reports
Other information	

Purpose	
Stated Purpose	Summary of Responsibilities

Additional Functions	
Calling public hearings	

Appointing Authority

Key Questions:

Who should be appointing authorities?

Options:

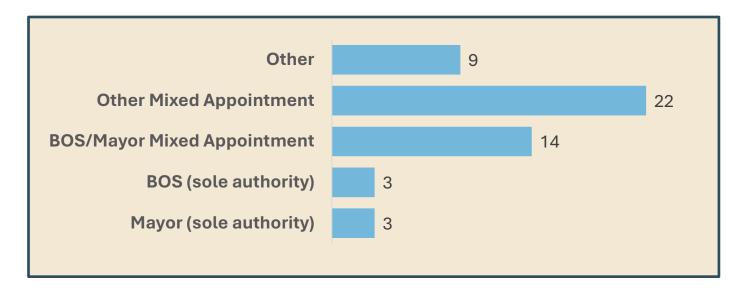
- Mayor or Other Entity Appointments Only
- Split Appointments

Draft Decision

Proposal that whoever creates the advisory body should appoint the members

Otherwise, **need to discuss current state** to develop an opinion

Current State



Appointment Confirmations

Key Questions:

Should there be confirmations from other branches of government?

Options:

- Confirmations are fine
- No confirmations; appointments should be automatic
- No confirmations, but allow for BOS to veto

Draft Decision

General agreement on no confirmations

Commissioner Removal Process and Authority

Key Questions:

How are commissioners removed from their role? What is the process? Who is able to remove them?

Options:

- At will (removal for any reason)
- For cause (removal only for certain reasons)

Decision

At-will

Term Lengths and Term Limits

Key Questions:

Should terms be limited to a certain length? Should there be term limits? What other considerations are there?

Options:

- Serve indefinitely
- Specific term lengths, no term limits
- Specific term lengths and term limits

Decision

Term lengths **match duration of advisory body** based on sunset date (i.e. 3 years).

Any staggering or limits on consecutive terms should be handled on a case-by-case basis if the body is re-authorized.

Commissioner Qualifications

Key Questions:

Where are minimum qualifications appropriate? Should they be at the seat or body level?

Options:

- Seat requirements OK
- Body requirements OK
- No requirements for body or seat

Draft Decision

Agreement that specific requirements are not appropriate for a template, but you may want to specify that any requirements must be body-level.

Proposal to require appointing authority to submit some information on why a candidate is qualified.

Staff Proposal: Templates should:

- Require specifics to be decided on an individual body basis (not in template)
- State that any specific requirements a body has must be body-level, not seat level
- State that if no specific qualifications are required, the appointing authority should submit some information on why a candidate is qualified

Compensation and Benefits

Key Questions:

What benefits should members get? Should they be paid more than a stipend?

Options:

- No compensation/benefits
- Continue current practice (benefits, minimal stipends)
- Meaningful compensations

Draft Decision

QUESTION: should this be part of the templates?

Staff Proposal: do not include in templates; keep current structure. Add importance of stipends as an equity consideration in final report.

Current State Information

- Youth Commission, Commission on Aging members have option to purchase into City health plan.
- Compensation:
 - Potential compensation ranges from \$25/meeting -\$300/meeting (for all types of bodies)
 - CAT advised that BOS can authorize stipends for advisory bodies; only done occasionally.

Establishing Authority

Key Questions:

Where should bodies be established in the charter? Where should they be in the admin code only?

Options:

- A body may or must exist in the charter
- A body may not live in the charter but can live in the code
- A body should live in neither the charter nor the code

Draft Decision

Agreement that advisory bodies not appropriate for charter.

To be decided:

- Should future bodies be established by ordinance?
- Should no future bodies be codified in either code or charter (only can be established by Department)?

Sunset Dates

Key Questions:

Should there be set and consistent sunset dates?

Options:

- No sunset dates
- Include sunset dates

Decision

3 years

Commission Size

Key Questions:

What should the maximum number of commissioners be?

Options:

Any odd number or range of odd numbers

Decision

15 maximum

Required Output and Activities

Key Questions:

What should be required?

Options:

- Annual statement of purpose
- Annual reports
- Anything else?

Draft Decision

QUESTION: should this be in the template?

Mixed opinions:

- Appetite for annual statement of purpose to affirm utility of body.
- One vote for requiring annual report

Staff Proposal: template requirement to include a statement of purpose upon launch of body; reaffirm if body re-authorized upon sunset date.

Current State:

- Annual statement of purpose and annual report required under Charter §§ 4.102 and 4.103
- Unclear if most bodies complete these requirements

Calling Public Hearings

Key Questions:

Should the body be bringing information to the public that otherwise would not be public?

Options:

- Yes
- No

Draft Decision

QUESTION: should this be in the template?

Limited appetite to include any "additional functions" in templates. Calling public hearings only component that seemed important.

Staff Proposal: If templates include a brief description of purpose and general responsibilities or activities for each body, add "calling public hearings" as an example.

Purpose & Responsibilities

Key Questions:

What is the purpose of having an advisory body?
What responsibilities should each have?
What should be in the template?

Options:

- Include the general purpose of advisory bodies in the template
- Include list of general responsibilities for advisory bodies in the template
- Include neither

Draft Decision

QUESTION: should this be in the template?

If yes, should the template include a standardized requirement for each body to develop their own purpose and summary of responsibilities? Or, should the template include a standard purpose and responsibilities list.

Minimal interest in including this for advisory bodies

Naming Conventions: Advisory Committee

Discussion:

- Is "committee" the right word?
- Do you want to propose re-naming existing groups to follow a convention?

Names of Advisory Bodies

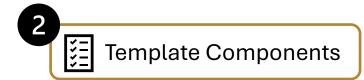
Name Type	Count
Board	8
Commission	5
Committee	40
Council	11
Group	1
Partnership	1
Task Force	2
Working Group	2

Examples of Bodies

Ballot Simplification Committee	
Behavioral Health Commission	
Family Violence Council	
Workforce Investment Board	
Food Security Task Force	
Service Provider Working Group	

40 minutes





Type Sorting Criteria (20 mins)

- Determines when governance bodies are appropriate.
- Question to keep in mind:
 - Do different departments need differently structured governance bodies?
 - E.g., should governance bodies over departments that need to be insulated from political pressures have different templates, or types?

Criteria

Does the body have decision-making authority?

Does this body oversee a specific department?

Is the department an enterprise department?

Does the department have to maintain and replace physical assets using earned revenue, or does it have other fiduciary duties?

Does the body make decisions that personally affect elected city leaders, such as elections or ethics?

Does the department have a budget over \$100 million ? (or over 150 FTEs? Or do over \$100 million in contracting?)

Does the body direct department staff members in areas that the public expects the Mayor to control/be accountable for?

If needed: criteria asking if governance body is appropriate in other situations

In what situations are governance bodies appropriate?

Three decisions to make:

Decision	How Much Deliberation Needed?
Should governance bodies have to oversee a department?	? Some Discussion Needed
2. Should department policy area , funding sources , or functions dictate whether a department should have a governance body?	➤ Significant Discussion Needed
3. Should department size dictate if it should have a governance body?	★ Significant Discussion Needed

Decision 1: should governance bodies only exist if they oversee a department?

Draft Approach:

- **General agreement YES** should only exist if they oversee a department
- Remaining questions:
 - Could a body oversee multiple departments?
 - Could a body oversee a division or agency within a department?

Governance Bodies: Bodies not Overseeing a Department

Decision 1: should governance bodies only exist if they oversee a department?

Examples:

Body Name	Purpose/Description
Disability and Aging Services Commission	Oversees Disability and Aging Services – a division of HSA.
Film Commission	Oversees Film SF – a division of OEWD. New budget is combining Arts Commissions and Film Commission
Small Business Commission	Oversees Office of Small Business – a division of OEWD
Southeast Community Facility Commission	Provides guidance to the PUC and BOS regarding the Southeast Community Facility and Greenhouses.
Treasure Island Development Authority Board of Directors	Oversees TIDA - a non-profit, public benefit agency dedicated to the economic development of Treasure Island. Makes policy decisions and acts as both the development agency and the trustee of the Tideland Trust for Treasure and Yerba Buena Islands.

Decision 2: should department **policy area**, **funding sources**, or **functions** dictate whether a department should have a governance body?

Draft Approach:

General agreement to use some department characteristics. Limited agreement on specifics.

Multiple proposals:

- Option 1: Enterprise departments
- Option 2: Department should be insulated from politics and political pressures
 - Example: Department needs **a long-term approach to oversight** due to fiduciary duties and ongoing, self-sufficient maintenance of physical assets
 - Example: Department makes decisions that **personally affect elected city leaders** or are related to elections
- Option 3: Department operations include a large portfolio of grantmaking
- Option 4: Specific policy areas

Options are not mutually exclusive; you may decide one or more options are appropriate

Decision 2: should department **policy area**, **funding sources**, or **functions** dictate whether a department should have a governance body?

Option 1: Enterprise Departments: focus on City-related business operations, and include the Port, Municipal Transportation Agency, Airport, and Public Utilities Commission.

Commission Name	Department
Airport Commission	AIR
Municipal Transportation Agency Board of Directors	MTA
Port Commission	PRT
Public Utilities Commission	PUC

Decision 2: should department **policy area**, **funding sources**, or **functions** dictate whether a department should have a governance body?

Option 2: Department should be **insulated from politics** and political pressures

Example: Department needs a long-term approach to oversight

Commission Name	Department
Airport Commission	AIR
Port Commission	PRT
Public Utilities Commission	PUC
Retirement Board**	
Health Services Board**	

Example: Department makes decisions that **personally affect elected city leaders**

Commission Name
Elections Commission
Civil Service Commission*
Ethics Commission*
Elections Task Force**

*currently categorized as regulatory due to having quasi-judicial functions

** currently categorized as other

Decision 2: should department **policy area**, **funding sources**, or **functions** dictate whether a department should have a governance body?

Option 3: Department operations include a large portfolio of grantmaking

Department	FY23	FY24	Department	FY23	FY24
Homelessness and Supportive Housing*	\$359.6 M	\$403.9 M	Status of Women*	\$16.0 M	\$10.4 M
Public Health*	\$347.3 M	\$341.0 M	Recreation and Parks*	\$5.8 M	\$6.6 M
Human Services Agency*	\$176.7 M	\$164.1 M	Building Inspection*	\$4.8 M	\$4.2 M
Children, Youth & Families*	\$166.5 M	\$152.2 M	Airport*	\$3.4 M	\$3.3 M
Mayor's Office of Housing and			Public Utilities Commission*	\$1.9 M	\$2.6 M
Community Development	\$137.9 M	\$148.8 M	Emergency Management	\$0.4 M	\$2.0 M
Economic & Workforce Development	\$100.4 M	\$103.0 M	Environment*	\$0.9 M	\$1.9 M
Early Childhood*	\$62.5 M	\$59.4 M	Municipal Transportation Agency*	\$1.6 M	\$1.9 M
City Administrator	\$31.7 M	\$34.8 M	District Attorney	\$1.3 M	\$1.8 M
Arts Commission*	\$14.8 M	\$17.2 M	Port*	\$0.2 M	\$1.7 M
Adult Probation	\$12.4 M	\$14.2 M	Police*	\$2.0 M	\$1.3 M
Public Works*	\$16.4 M	\$12.8 M	Treasurer/Tax Collector	\$0.6 M	\$1.2 M
Sheriff	\$11.4 M	\$11.9 M			·
Human Rights Commission*	\$8.3 M	\$11.2 M			

^{*} Currently has a governance body

Decision 2: should department policy area, funding sources, or functions dictate whether a department should have a governance body?

Option 4: Using policy area to determine where governance bodies are appropriate

			Human Welfare &		Public Works,
Community Health	Culture & Recreation	General Administration & Finance	Neighborhood Development	Public Protection	Transportation & Commerce
			Children, Youth & Their		
Public Health*	Asian Art Museum*	City Administrator	Families	Adult Probation	Airport*
			Community Investment &	Emergency	Department of Building
	Academy of Sciences	Assessor/Recorder	Infrastructure	Management	Inspection*
					Economic and Workforce
	Arts Commission*	City Attorney	Dept of Early Childhood*	District Attorney	Development
			Department of the Status of		Municipal Transportation
	Fine Arts Museum*	City Planning*	Women*	Fire Department*	Agency*
	Law Library*	Controller	Environment*	Juvenile Probation*	Port*
			Homelessness and		Public Utilities
	Public Library*	DT GSA - Technology	Supportive Housing*	Police*	Commission*
	Recreation and Park			Police	
	Commission*	Elections*	Human Rights Commission*	Accountability	Public Works*
	War Memorial*	Human Resources	Human Services Agency*	Public Defender	
		Mayor		Sheriff*	
		Retirement System		Superior Court	
		Treasurer/Tax Collector			
				* Curre	ently has a governance body

Decision 3: should **department size** dictate if it should have a governance body?

Draft Approach:

Some interest in using department size to determine when a governance body is appropriate. Less interest in using FTEs.

Limited agreement on specifics, multiple proposals:

- Option 1: By Budget
- Option 2: By FTE
- Option 3: By Contracting Dollars

Questions:

- What should the thresholds be?
- Would there be exemptions?
- Would using this approach result in the creation of any new governance bodies, or only be used to remove existing governance bodies?

Decision 3: should **department size** dictate if it should have a governance body?

Option 1: Size by **department budget** (all departments)

Department	FY25	FY26
DPH Public Health*	\$3.2 B	\$3.4 B
PUC Public Utilities Commission*	\$2.0 B	\$2.1 B
AIR Airport Commission*	\$2.0 B	\$1.8 B
MTA Municipal Transprtn Agncy*	\$1.5 B	\$1.6 B
HSA Human Services Agency*	\$1.2 B	\$1.3 B
POL Police*	\$823 M	\$849 M
HOM Homelessness Services*	\$846 M	\$743 M
ADM GSA - City Administrator	\$617 M	\$611 M
FIR Fire Department*	\$531 M	\$554 M
DPW Public Works*	\$453 M	\$427 M
CHF Children; Youth & Families	\$349 M	\$349 M
SHF Sheriff	\$323 M	\$346 M
DEC Dept of Early Childhood*	\$337 M	\$342 M
REC Recreation & Park Commsn*	\$255 M	\$264 M
LIB Public Library*	\$188 M	\$194 M
DT GSA – Technology	\$169 M	\$174 M
MYR Housing and Community Development	\$197 M	\$172 M

Department	FY25	FY26
DEM Emergency Management	\$141 M	\$161 M
HRD Human Resources	\$157 M	\$158 M
PRT Port*	\$156 M	\$156 M
CAT City Attorney	\$118 M	\$125 M
DAT District Attorney	\$94 M	\$97 M
DBI Building Inspection*	\$88 M	\$88 M
CON Controller	\$89 M	\$86 M
ECN Economic & Wrkfrce Dvlpmnt	\$141 M	\$84 M
ADP Adult Probation	\$62 M	\$62 M
PDR Public Defender	\$57 M	\$58 M
CPC City Planning*	\$55 M	\$58 M
RET Retirement System*	\$55 M	\$56 M
TTX Treasurer-Tax Collector	\$49 M	\$55 M
JUV Juvenile Probation*	\$47 M	\$53 M
ASR Assessor – Recorder	\$40 M	\$42 M
ENV Environment*	\$46 M	\$41 M
CRT Superior Court	\$33 M	\$33 M

Department	FY25	FY26
VAR War Memorial*	\$31 M	\$32 M
HRC Human Rights Commission*	\$45 M	\$28 M
ART Arts Commission*	\$30 M	\$24 M
AM Fine Arts Museum*	\$24 M	\$24 M
REG Elections*	\$26 M	\$23 M
CSS Child Support Services	\$13 M	\$13 M
AM Asian Art Museum*	\$12 M	\$13 M
HSS Health Service System*	\$13 M	\$12 M
1YR Mayor	\$11 M	\$11 M
PA Police Accountability	\$10.0 M	\$9.5 M
SCI Academy of Sciences	\$7.7 M	\$8.1 M
LB Law Library*	\$1.3 M	\$1.2 M
Shrf Dept Ofc Inspctr Genl*	\$1.3 M	\$1.2 M
VOM Status of Women*	\$11.9 M	\$0.0 M

^{*} Currently has a governance or oversight body

Decision 3: should **department size** dictate if it should have a governance body?

Option 2: Size by **FTE counts** (all departments)

Department	FY26	FY25
Public Health*	7,626	7,621
Municipal Transprtn Agncy*	5,169	5,472
Police*	2,904	2,974
Human Services Agency*	2,307	2,292
Fire Department*	1,852	1,815
Airport Commission*	1,820	1,764
Public Utilities Commsn*	1,781	1,750
Public Works*	1,091	1,151
Recreation & Park Commsn*	970	987
Sheriff	945	1,003
GSA - City Administrator	898	942
Public Library*	734	724
City Attorney	339	334
Emergency Management	309	304
Building Inspection*	291	279
District Attorney	283	293
Homelessness Services*	255	257

Department	FY26	FY25
Department of Technology	254	258
Controller	248	245
Port*	244	242
Public Defender	215	228
Human Resources	187	201
Assessor – Recorder	179	177
Juvenile Probation*	178	175
Treasurer-Tax Collector	175	189
City Planning*	161	169
Retirement System	157	154
Adult Probation	147	144
Economic & Wrkfrce Dvlpmnt	104	115
Fine Arts Museum*	103	108
Environment*	96	92
Children;Youth & Families	68	67
Dept of Early Childhood*	68	70

Department	FY26	FY25
War Memorial*	65	66
Child Support Services	59	60
Asian Art Museum*	54	52
Elections*	53	58
Mayor (MOHCD)	47	37
Health Service System	38	3 43
Police Accountability	35	5 40
Human Rights Commission*	27	' 33
Arts Commission*	26	5 28
Academy of Sciences	12	2 13
Law Library*	2	2
Shrf Dept Ofc Inspctr Genl*	2	2 :
Status of Women*	0) {

^{*} Currently has a governance or oversight body

Decision 3: should **department size** dictate if it should have a governance body?

Option 3: Size by **Contract Spending** (all departments)

Department	FY25**	FY24
Public Utilities Commsn*	\$1.88 B	\$1.58 B
Airport Commission*	\$1.21 B	\$0.80 B
Public Health*	\$1.15 B	\$1.04 B
Human Services Agency*	\$543.3 M	\$513.7 M
Homelessness Services*	\$533.1 M	\$484.5 M
Mayor	\$484.9 M	\$752.9 M
Municipal Transprtn Agncy*	\$476.8 M	\$484.2 M
Public Works*	\$452.6 M	\$393.6 M
Dept of Early Childhood*	\$225.3 M	\$236.7 M
GSA - City Administrator	\$208.4 M	\$212.2 M
Children;Youth & Families	\$138.1 M	\$173.3 M
Economic & Wrkfrce Dvlpmnt	\$104.8 M	\$112.6 M
GSA – Technology	\$80.2 M	\$70.3 M
Recreation & Park Commsn*	\$56.8 M	\$44.9 M
Port*	\$54.3 M	\$38.7 M
Emergency Management	\$41.7 M	\$33.2 M
Public Library*	\$35.0 M	\$34.3 M

FY25**	FY24
\$32.9 M	\$36.2 M
\$28.2 M	\$25.9 M
\$24.1 M	\$21.3 M
\$22.9 M	\$23.2 M
\$21.3 M	\$19.5 M
\$16.9 M	\$11.6 M
\$13.7 M	\$10.7 M
\$13.3 M	\$11.2 M
\$13.3 M	\$10.8 M
\$8.7 M	\$7.1 M
\$8.5 M	\$9.6 M
\$8.4 M	\$8.1 M
\$6.6 M	\$6.0 M
\$6.2 M	\$7.0 M
\$5.2 M	\$5.0 M
	\$32.9 M \$28.2 M \$24.1 M \$22.9 M \$21.3 M \$16.9 M \$13.3 M \$13.3 M \$8.7 M \$8.5 M \$8.4 M \$6.6 M \$6.2 M

Department	FY25**	FY24
District Attorney	\$3.5 M	\$3.3 M
Fine Arts Museum*	\$2.8 M	\$1.5 M
City Planning*	\$2.6 M	\$3.1 M
War Memorial*	\$2.5 M	\$2.2 M
Iuvenile Probation*	\$2.1 M	\$1.3 M
City Attorney	\$1.0 M	\$6.8 M
Public Defender	\$816 K	\$812 K
Child Support Services	\$421 K	\$106 K
Police Accountability	\$191 K	\$268 K
Shrf Dept Ofc Inspctr Genl*	\$131 K	\$118 K

Template Components Discussion

- We will walk through all components you do want or maybe want included in templates.
- Focus discussion on components where there is disagreement.
- There may be situations where there are exceptions to the templates. Focus
 today is on general rules and requirements.

Question to keep in mind:

- Should governance bodies that need to be insulated from political pressures have differently structured templates?
 - Should there be different templates for different types of governance bodies?
 - Or, should bodies with different template components be treated as exceptions to a standard template?

Template Components: All Possible Components

Commissioner Attributes and Processes		
Appointing Authority	Appointment Confirmations	
Removal Process and Authority	Term Lengths and Term Limits	
Commissioner Qualifications	Conflict of Interest Policy	
Compensation and Benefits		

Role in Department Oversight	
Hiring and firing authority	Authority over department operations
Policy-making	Budget approval
Contract approval	Department performance review
Employee discipline	

Additional Functions	
Facilitating public participation	Calling public hearings
Watching for fraud and corruption	Upholding and enforcing laws

Commission Operations and Attributes		
Sunset dates	Commission size	
Establishing authority	Ability to act independently	
Meeting cadence	Setting meeting agendas	

Required Outputs	
Annual statement of purpose	Annual reports
Other information	

Purpose	
Stated Purpose	Summary of Responsibilities

Legend	
Included	
Maybe include	
Removed	

Template Components: Today's Discussion

Commissioner Attributes and Processes	
Appointing Authority	Appointment Confirmations
Removal Process and Authority	Term Lengths and Term Limits
Commissioner Qualifications	Compensation and Benefits

Commission Operations and Attributes		
Sunset dates	Commission size	
Establishing authority		

Role in Department Oversight		
Hiring and firing authority	Authority over department operations	
Policy-making	Budget approval	
Contract approval	Department performance review	
Employee discipline		

Required Outputs	
Annual reports	

Additional Functions	
Upholding and enforcing laws	Calling public hearings

Purpose	
Stated Purpose	Summary of Responsibilities

Appointing Authority

Key Questions:

Who should be appointing authorities?

Options:

- Mayor Appointments Only
- Split Appointments

Draft Decision

Mayoral appointments only

- Some exceptions:
 - Bodies that should be insulated from political pressure should have split appointments, e.g.:
 - Port, Airport, PUC
 - Elections
 - Police, Planning, MTA

Appointment Confirmations

Key Questions:

Should there be confirmations from other branches of government?

Options:

- Confirmations are fine
- No confirmations; appointments should be automatic
- No confirmations, but allow for BOS/Mayor to veto

Draft Decision

Preference for no confirmations, but some middle ground proposed:

- No confirmations
- BOS can veto, but standardize under 3.100.18: appointments are effective immediately, but BOS has 30 days to veto with a 2/3 majority
- BOS or Mayor can veto

Confirmation preferences may depend on what you decided about appointing authority

Commissioner Removal Process and Authority

Key Questions:

How are commissioners removed from their role? What is the process? Who is able to remove them?

Options:

- At will (removal for any reason)
- For cause (removal only for certain reasons)

Draft Decision

Preference for removal at-will, by appointing authority, with some exceptions:

- Proposal to allow Board to veto removal of Mayoral appointees
- Proposal to do for-cause removals, with a lower burden than current for-cause removals (e.g. require recommendation of appointing body and approval of BOS).
- Proposal that bodies that should be insulated from politics should be for cause only, e.g.:
 - Port, Airport, PUC
 - Elections, Ethics
 - Others?

Term Lengths and Term Limits

Key Questions:

Should terms be limited to a certain length? Should there be term limits? What other considerations are there?

Options:

- Serve indefinitely
- Specific term lengths, no term limits
- Specific term lengths and term limits

Draft Decision

Agreement on having specific term lengths. Split on term limits. Different proposals:

- Term lengths:
 - 2 years
 - 3 years
 - 4 years
- Term limits:
 - 2 terms
 - 4 terms
 - No term limits

Note that new bodies can stagger terms to start, as new body is created.

Commissioner Qualifications

Key Questions:

Where are minimum qualifications appropriate? Should they be at the seat or body level?

Options:

- Seat requirements OK
- Body requirements OK
- No requirements for body or seat

Draft Decision

QUESTION: should this be part of our templates?

• Split between not including at all and including general guidelines

If included, two proposals:

- Require appointing authority to indicate in writing why appointee is qualified
- Specify that requirements must be body-level, not seat-level.

Staff Proposal: Templates should:

- Require specifics to be decided on an individual body basis
- State that any specific requirements a body has must be body-level, not seat level
- State that if no specific qualifications are required, the appointing authority should submit some information on why a candidate is qualified

Compensation and Benefits

Key Questions:

Where are minimum qualifications What benefits should commissioners get? Should they be paid more than a stipend?

Options:

- No compensation/benefits
- Continue current practice (benefits, minimal stipends)
- Meaningful compensations

Draft Decision

QUESTION: should this be part of our templates?

Split between maybe and no

If yes, not many proposals

Staff Proposal: do not include in templates; keep current structure.

Current State Information

- Members of 40 bodies eligible to purchase health insurance through City (across all types of public bodies)
- Compensation:
 - Ranges from \$25/meeting \$300 per meeting
 - Some bodies prohibited from compensating commissioners
 - Admin code authorizes compensation for members of specific bodies
 - CAT advised that BOS can authorize stipends for advisory bodies; only done occasionally.

Public Bodies Eligible for Health Benefits (In Scope, Active)

- (1) Access Appeals Commission
- (2) Airport Commission
- (3) Art Commission
- (4) Asian Art Commission
- (6) Board of Appeals
- (7) Building Inspection Commission
- (8) Civil Service Commission
- (9) Commission on the Aging
- (10) Commission on the Environment
- (11) Commission on the Status of Women
- (14) Elections Commission
- (15) Entertainment Commission
- (16) Ethics Commission
- (17) Fine Arts Museums Board of Trustees
- (18) Fire Commission
- (19) Film and Video Arts Commission
- (20) First Five Commission

- (21) Health Commission
- (22) Health Service Board
- (23) Human Rights Commission
- (24) Human Services Commission
- (25) Juvenile Probation Commission
- (26) Law Library Board of Trustees
- (27) Library Commission
- (28) Municipal Transportation Authority
- (29) Planning Commission
- (30) Police Commission
- (31) Port Commission
- (32) Public Utilities Commission
- (33) Recreation and Parks Commission
- (34) Residential Rent Stabilization and Arbitration Board
- (35) Retiree Health Care Trust Fund Board
- (36) Retirement Board
- (37) Small Business Commission
- (38) Sunshine Ordinance Task Force
- (39) War Memorial and Performing Arts Center Board
- (40) Youth Commission

Establishing Authority

Key Questions:

Where should bodies be established in the charter? Where should they be in the admin code only?

Options:

- A body may or must exist in the charter
- A body may not live in the charter but can live in the code

Draft Decision

Split Opinions

- Most say charter
- Some say admin code
- Preference may depend on the number of governance bodies the process results in (defer decision to after other decisions made).

Sunset Dates

Key Questions:

Should there be set and consistent sunset dates?

Options:

- No sunset dates
- Include sunset dates

Draft Decision

No sunset dates for governance bodies

- Most prefer to not include anything in the template
- Proposals around re-affirming utility of body:
 - If not in charter, should have regular confirmation of body's continuance (e.g. every 5-10 years)
 - Require annual statement of purpose

Commission Size

Key Questions:

What should the maximum number of commissioners be?

Options:

Any odd number or range of odd numbers

Draft Decision

General agreement of 5-7 members

Hiring and Firing Authority

Key Questions:

Should the public bodies have the ability to hire and fire department heads?

Options:

- Require role in hiring and firing
- No formal role in hiring or firing
- Mayor has option (but not requirement) to use public bodies in searches or interviews

Draft Decision

General agreement that Mayor should ultimately be responsible for hiring and firing department heads.

Most want bodies to have some consultative responsibilities:

- Give mayor option to use public bodies in searches or interview
- Allow for some involvement of public bodies
- Bodies can provide input into criteria, qualifications, etc. for hiring, but should not have a role in firing
- Commission meetings can be used as a public forum for feedback on hiring/firing

One proposal for exceptions:

- Exceptions for bodies that should be insulated from politics: should own hiring and firing

Policy-Making

Key Questions:

Should the body set policy for departments?

Options:

- Yes
- Specific circumstances/situations (e.g. approving strategic plans)
- No

Draft Decision

QUESTION: should this be in the template?

Some agreement that yes (core function of a governance body).

- Not clear what specific details would be included in the template.
- Some think policy should ultimately be set by department head and Mayor, however may be a role for body to provide input and create space for public feedback.

Contract Approval

Key Questions:

In what situations should a board or commission have contract approval authority?

Options:

- Should have a role
- Should not have a role
- Should only have a role in specific situations

Draft Decision

QUESTION: should this be in the template?

Most agree it should be in template. Different opinions on what that should look like:

- No role
 - Could require department to report on contracting to commission for transparency
- Should have a role; require that each body develop policy on when contract approval required
- Yes, should have a role in contract approval

Budget Approval

Key Questions:

What authority should public bodies have over budgets submitted to the Mayor?

Options:

- Require approval
- Do not require approval

Draft Decision

Agreement: yes, should approve budget

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Employee Discipline

Key Questions:

Do boards and commissions have a role to play in employee discipline?

Options:

- Yes
- No

Draft Decision

QUESTION: should this be in the template?

Agreement that generally should not be in purview.

May be some situations where it may be appropriate:

Only when legally required, i.e. for SFFD and SFPD

Department Performance Review

Key Questions:

Does the body have the authority to oversee or review the performance of a department? What does that involve, and what actions can they take to address performance?

Options:

- Yes
- No
- Specifics about purview

Draft Decision

QUESTION: should this be in the template?

Agreement that YES bodies should have some oversight of performance

Debate about what that looks like

Staff proposal: templates should include this in a summary of key responsibilities, allow each body to determine what that looks like on an individual basis.

Authority Over Department Operations

Key Questions:

Can the body direct departments to take specific actions? Do departments have to listen to what public bodies say?

Options:

Specific actions and authority

Draft Decision

QUESTION: should this be in the template? Is there anything that should go here in that isn't covered by prior components?

General agreement: governance commissions should have authority over department operations. Examples outside of other components include fees and rates to the public.

Required Output and Activities

Key Questions:

What should be required?

Options:

- Annual statement of purpose
- Annual reports
- Anything else?

Draft Decision

QUESTION: should this be in the template?

Mixed opinions:

- Appetite for annual statement of purpose to affirm utility of body.
- One vote for requiring annual report
- Proposal for additional information to include KPIs on finances, customer service, asset maintenance for specific departments.

Current State:

- Annual statement of purpose and annual report required
- Unclear if most bodies complete these requirements

Calling Public Hearings

Key Questions:

Should the body be bringing information to the public that otherwise would not be public?

Options:

- Yes
- No

Draft Decision

QUESTION: should this be in the template?

Limited appetite to include additional functions

Calling public hearings only component that seemed important

Staff Proposal: If templates include a brief description of purpose and general responsibilities or activities for each body, add "calling public hearings" as an example.

Purpose & Responsibilities

Key Questions:

What is the purpose of having a governance body?

What responsibilities should each have? What should be in the template?

Options:

- Include general purpose of governance bodies
- Include general list of responsibilities
- Include neither

Draft Decision

QUESTION: should this be in the template?

If yes, should the template include a standardized requirement for each body to develop their own purpose and summary of responsibilities? Or, should the template include a standard purpose and responsibilities list.

Some interest in including this

Staff Proposal:

- Include standard purpose and summary of responsibilities
- Under responsibilities, define what should be included in department oversight
- Require body to explicitly state the purpose if the body is in the charter

Naming Conventions: Governance Commissions

Discussion:

- Should some departments' governance bodies have differently structured templates?
 - Should there be **different names and templates** for different types of governance bodies?
 - Or, should bodies with different template components be treated as exceptions to a standard template?
 - E.g. "Fiduciary Board" vs "Governance Commission"

Current State:

Body Name	Count
Board of Directors	2
Board of Trustees	3
Commission	26

Staff Working Groups

10 minutes

Staff Working Groups

Draft Approach:

Reminder: type sorting criteria is for categorizing what type of body each body should be.

No plans to re-categorize any staff working groups; decision is whether to keep them in code/charter or not. Criteria should just be a workable definition.

Text from draft criteria

Criteria	If yes	If no	Information source
Is the group primarily comprised of City staff,	Categorize as staff	Continue with	✓ Workbook
with the intention of bringing together staffers	working group	assessment	
and outside experts to address specific			
topics?			

Template Components Discussion

• Template Components discussion only needed if you want to allow staff working groups to **remain in code**.

Establishing Authority

Key Questions:

Should any staff working groups be in the admin code? Why or why not?

Options:

- A body may or must exist in the charter
- A body may not live in the charter but can live in the code
- A body should live in neither the charter nor the code

Considerations:

- Does being in code ensure that the group meets?
- Will cross-departmental coordination happen without those groups being in the admin code?
- Should any group remain in the charter?
- If you decide that SWGs shouldn't be in the admin code, should current groups be removed? Or only future groups would not be permitted to be added to the admin code?

Establishing Authority

Active and In Scope Staff Working Groups

Name	Charter or Ordinance
Capital Planning Committee	Ordinance
Committee for Utility Liaison on Construction and Other Projects	Ordinance
Committee on Information Technology (COIT)	Ordinance
Disaster Council	Ordinance
Interagency Planning and Implementation Committee	Ordinance
Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT)	Ordinance
Justice Tracking Information System (JUSTIS) Committee Governance Council	Ordinance
Municipal Green Building Task Force	Ordinance
Permit Prioritization Task Force	Ordinance
Real Estate Fraud Prosecution Trust Fund Committee	Ordinance
Sentencing Commission	Ordinance
Special Strike Committee	Charter
State Legislation Committee	Ordinance
Street Design Review Committee	Ordinance
Street Utilities Coordinating Committee	Ordinance
Supportive Housing Services Fund Committee	Ordinance
Workers' Compensation Council	Ordinance

Questions?