

<b>DRAFT</b> <b>Requirements for Public-Serving Departments to Conduct Public Engagement</b> <b>Task Force on Streamlining Commissions</b> <b>June 4, 2025</b>	
<i>Stakeholder Engagement for Major Decisions</i>	<ul style="list-style-type: none"><li>* Departments that serve the public (Public-serving departments) are expected to engage relevant stakeholders prior to making major decisions.</li><li>* Departments should use methods that reach the stakeholders who are likely to be most affected by the decision.</li><li>* Departments are encouraged to develop expertise in the myriad ways that public engagement can occur, ranging from surveys to focus groups to task forces of experts. (Consider City setting up small unit to help departments with this with savings from eliminated commissions.</li></ul>
<i>Quarterly Department Reports</i>	<ul style="list-style-type: none"><li>* Each quarter, each public-serving department shall publish a report listing the major accomplishments of the Department in the prior quarter and the major decisions expected to be considered in the upcoming quarter.</li></ul>
<i>Quarterly Department Listening Sessions</i>	<ul style="list-style-type: none"><li>* Each public-serving department must hold a public listening session each quarter for a minimum of 2 hours.</li><li>* Any person may attend such listening session and may comment on any matter under the jurisdiction of the department for 3 minutes.</li></ul>

<p style="text-align: center;"><b>DRAFT</b></p> <p style="text-align: center;"><b>Template for Advisory Councils</b></p> <p style="text-align: center;"><b>Task Force on Streamlining Commissions</b></p> <p style="text-align: center;"><b>June 4, 2025</b></p>	
<b>Category</b>	<b>Details</b>
<i>Purpose</i>	Provide expert advice on a specific issue either to a Department or to the BOS.
<i>Responsibilities</i>	Provide advice to the Department or to the BOS on the defined issue for a limited time
<i>Department Head</i>	No oversight or hiring/firing of department head
<i>Who appoints members?</i>	Set in the document creating the Advisory Council.
<i>How long do they serve (&amp; any term limits)?</i>	For the length of the Advisory Council.
<i>Who can remove them?</i>	Whichever person or entity appointed them.
<i>Qualifications</i>	Set in the document creating the Advisory Council.
<i>Size</i>	Recommend not larger than 15 to encourage dialogue.
<i>Other</i>	Automatic sunset of all advisory councils after 2 years.
<i>What happens to existing advisory bodies?</i>	All existing bodies are eliminated effective on XXX date.

<p style="text-align: center;"><b>DRAFT</b></p> <p style="text-align: center;"><b>Template for Appeals Boards</b></p> <p style="text-align: center;"><b>Task Force on Streamlining Commissions</b></p> <p style="text-align: center;"><b>June 4, 2025</b></p>	
<b>Category</b>	<b>Details</b>
<i>Purpose</i>	Give people who believe City department made a mistake in applying rules to their situation the opportunity to get a review of the City department's decision
<i>Key Responsibilities</i>	Review City decisions to ensure fair application of law and City rules in individual cases
<i>Department Head</i>	No oversight or hiring/firing of department head - appeals only
<i>Who appoints members?</i>	Appointed by Mayor with Board of Supervisors ability to veto to diffuse political influence (to promote fairness and trust, rules need to be applied consistently, not based on political influence of the individuals involved)
<i>How long do they serve?</i>	For five years, can be reappointed.  Consider mandatory retirement at 70 or 15 years, whichever comes first
<i>Who can remove them?</i>	Mayor can suspend for 60 days for alleged misconduct, but permanent removal requires approval of majority of Board of Supervisors.
<i>Qualifications</i>	Lawyers or professionals with qualifications in the specific area
<i>Size</i>	3 or 5 maximum
<i>Other</i>	To consider -- the City could hire professionals to hear and decide these appeals similar to Administrative Law Judges in state and federal systems. Likely to result in faster, more consistent and fairer decisions.

<p style="text-align: center;"><b>DRAFT</b></p> <p style="text-align: center;"><b>Template for Protected Governance Commission</b></p> <p style="text-align: center;"><b>Task Force on Streamlining Commissions</b></p> <p style="text-align: center;"><b>June 4, 2025</b></p>	
<b>Category</b>	<b>Details</b>
<i>Purpose</i>	<ul style="list-style-type: none"> <li>* Enable asset-heavy departments that rely on earned revenue to fund their operations and replacements of their assets to ensure long term effectiveness of the service by insulating them from momentary political influences</li> <li>* Enable departments that regulate city leaders to be protected from individual political influence</li> </ul>
<i>Required Focus</i>	<p>For asset-heavy departments with earned revenue:</p> <ul style="list-style-type: none"> <li>• Excellent service for users/customers</li> <li>* Long-term operational and financial sustainability</li> </ul> <p>For city regulating departments:</p> <ul style="list-style-type: none"> <li>• Integrity of city leaders actions &amp; elections</li> </ul>
<i>Key Responsibilities</i>	<ul style="list-style-type: none"> <li>* Approve operational and capital budgets</li> <li>* Make fee/rate decisions</li> <li>* Oversee audits</li> <li>* Set key performance indicators</li> <li>* Hear public comments</li> </ul>
<i>Department Head</i>	Hire/fire department head
<i>Provide transparency into operations</i>	<p>Must publish:</p> <ul style="list-style-type: none"> <li>* budgets</li> <li>* contracts over \$ threshold</li> <li>* sole source contracts except those with trade secrets, personally-identifiable information, security information, other appropriate exceptions</li> </ul>
<i>Who appoints members?</i>	Mayor with BOS approval
<i>How long do they serve?</i>	5 years; may be re-appointed; overall term limits?
<i>Who can remove them?</i>	Mayor can suspend for 60 days for alleged misconduct, but permanent removal requires approval of majority of Board of Supervisors.
<i>Qualifications</i>	Depends on expertise needed for the body
<i>Size</i>	5 or 7 members
<i>What happens to existing advisory bodies?</i>	TBD -- may need transition period
<i>Other</i>	<p>Sample Key Performance Indicators for Asset-Heavy Departments:</p> <ul style="list-style-type: none"> <li>* customer satisfaction;</li> <li>* % of assets within expected life span;</li> <li>* reserve accounts meeting financial requirements;</li> <li>* % of compliance with regulations, etc.</li> </ul>