

A photograph of the San Francisco City Hall dome, a large, ornate, light-colored stone structure with a dark, ribbed dome and a golden spire. The building is set against a clear blue sky. A dark green rectangular box with a thin gold border is overlaid on the left side of the image, containing white text.

# **Final Report: Second Draft Presentation**

**Commission Streamlining Task Force**

Joanna Bell, Henry O'Connell

January 14, 2025



# Purpose & Overview

## Today's Goals:

- Provide an update on edits and additions made since 12/18 meeting
- Gather input on:
  - Content and framing of new sections
  - Any other edits, or opportunities for edits, that Task Force members would like

# **Edits to Framing and Content**



# Edits Since First Draft: Framing

## What we heard:

- Clarifying that the Task Force's approach evolved over time.
- Reframing changes to powers and duties
- Framing the cost data from the BLA report

## What we did:

- ✓ Added short section, *Using the Decision-Making Tools*: “While the Task Force’s tools supported initial objective assessments of each body, the Task Force’s approach evolved over time...” (p.11-12)
- ✓ Framed the recommendation around contract authority as clarifying commissions’ current legal authority (p.19-20)
- ✓ Replaced “consultative role in hiring/firing” with “Remove department head hiring and firing authority” (throughout)
- ✓ Added language clarifying that the Task Force did not use cost as a factor in recommendations (p. 7)

# Edits Since First Draft: Content

## What we heard:

- Exclude the 295 SPWG members from total counts of seats/members
  - ✓ Counts changed to approximately 1,200 members
- Replace language indicating a body had “no recommendation”
  - ? Changed to “no action” for bodies the Task Force recommends allowing to sunset on their planned date and Joint Zoo Committee. ***Does this framing resonate?***
- Added an appendix indicating where votes were split
- Edits to body-level summary language around type and application of the templates:
  - ✓ Used “Decision-Making,” “Advisory,” and “Staff Working Group” in the “type” cell
  - ✓ Deleted or reframed any language around “aligning to template”

### ▲ **Small Business Commission** – Keep, modify structure and responsibilities, move to Administrative Code

Type	Establishing Authority	Members	Appointing officers	Term length	Term limits	Member removal	Sunset
Decision-making	Charter	7	MYR (4), BOS (3)	4 years	None	For-cause	None
Advisory	Administrative Code				3 terms	At will	3 years

#### Changes to responsibilities

Remove department head hiring and firing authority, remove Legacy Business application review

# Edits Since First Draft: Formatting

## What we heard:

- Change spacing to making it easier for the reader to orient themselves in the body-level summaries by policy area
  - ✓ Made headings bigger, added page breaks between sections, added policy area to the header

30 | Recommended Changes to Each Public Body | Arts and Culture

### ▲ Arts and Culture

The Task Force discussed and recommended changes to arts and culture bodies at its July 16, October 1, and December 3, 2025, meetings ("Inactive Bodies," "Housing and Economic Development," "Deferred

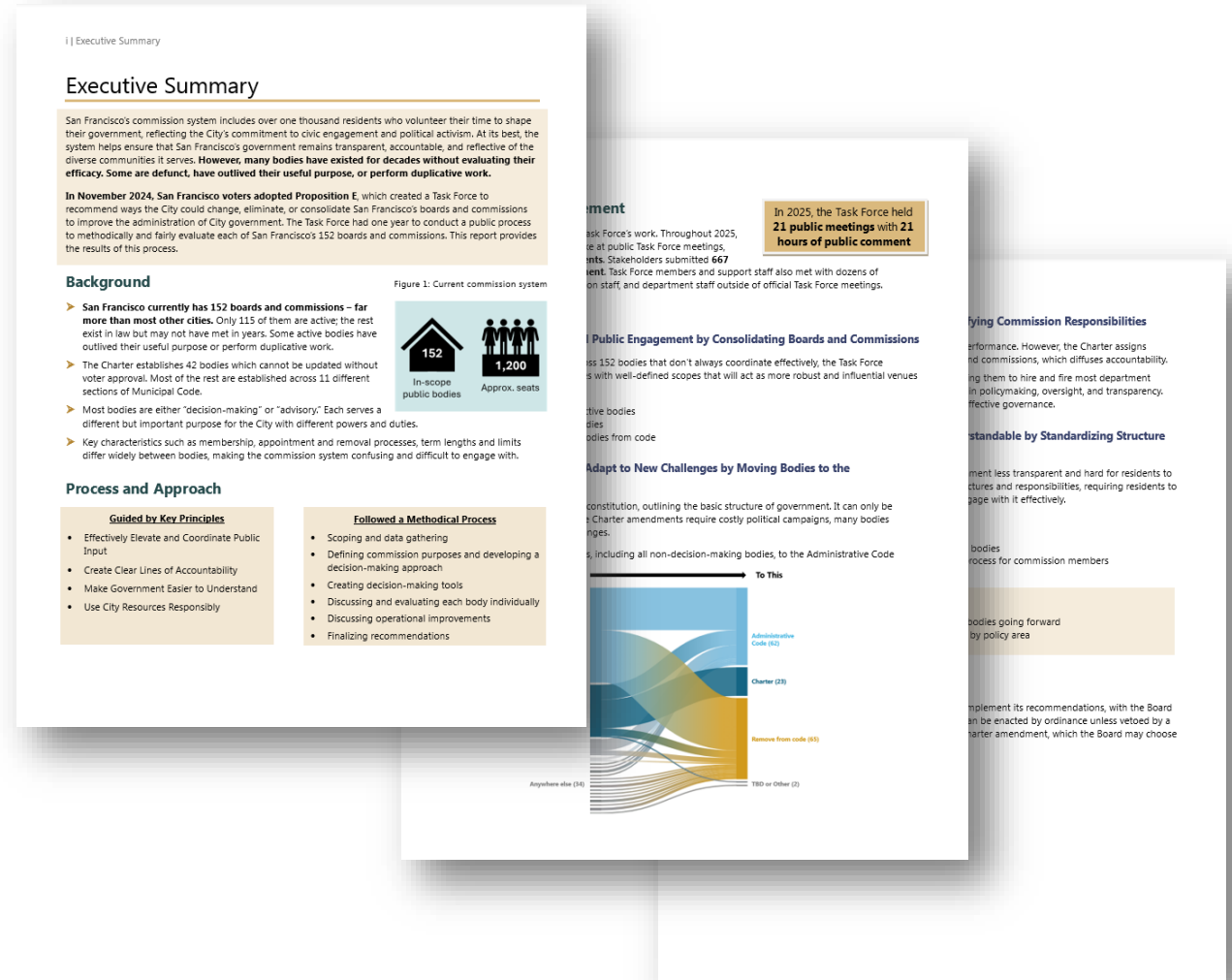
- Ensure report is evergreen by creating separate appendix that contains all linked documents
  - ✓ Created 3 documents with all staff memos, meeting minutes, and presentations that pertain to specific bodies that will be linked as a separate appendix.
  - ✓ Plan to file hard copies with SFPL and provide information in appendix.

# New Content



# Executive Summary

- **Three-page executive summary**
  - Background
  - Process and approach
  - Stakeholder engagement
  - Recommendations
  - Next steps
- Is any important content missing?
- Are any key points underdeveloped?
- Is any content extraneous or overly detailed?



# Recommendations for Managing and Improving Public Bodies

Recommendations	Example Tools or Actions
Clearly define each body's <b>mission and scope</b>	<ul style="list-style-type: none"><li>• Mission statement</li></ul>
Ensure <b>role clarity</b> for commission members	<ul style="list-style-type: none"><li>• Documented role descriptions</li></ul>
Provide <b>robust onboarding and training</b> for commission members and support staff	<ul style="list-style-type: none"><li>• Handbook or checklist for common tasks</li><li>• Brown Act, Roberts Rules, and Good Governance trainings</li></ul>
Plan and facilitate <b>effective meetings</b>	<ul style="list-style-type: none"><li>• Structured agendas</li><li>• Staff support</li></ul>
Provide commissions with <b>greater City support</b>	<ul style="list-style-type: none"><li>• Updated list of meeting rooms</li><li>• SFGovTV availability and support</li></ul>
<b>Update rules and requirements</b> to improve flexibility and participation	<ul style="list-style-type: none"><li>• Remove floating seat requirements</li><li>• Lobby the state to allow virtual meetings</li></ul>
Track commission <b>data and performance</b>	<ul style="list-style-type: none"><li>• Maintain an accurate list of bodies</li></ul>

## Other New Content

- Added the number of **seats by appointing authority** (p.5)
- Computed statistics on **public input and engagement** (p.13)
- Deleted the **appeals board** template, since it's largely the same as the governance commission template and was used sparingly (p.21)
- Brief paragraph about **standardizing naming conventions** (p.22)
- Half page **conclusion** summarizing recommendations and next steps (p.87)
- Added several **appendices**

***400 seats** appointed by the Mayor and **341** by the **Board of Supervisors***

***320 different people** spoke at Task Force meetings and **provided 556 comments***

*“The City should **institutionalize a regular review process for its Charter and commission system**, ensuring that governance structures continue to evolve alongside the needs of San Franciscans (p.89)”*

# Next Steps

- Staff will continue editing report based on feedback today
- Task Force members may submit red-line edits to staff
- Up to two more January meetings for report review and discussion

Would any other review opportunities would be helpful?

## Important Dates for Report and Legislation

- **January 21<sup>st</sup> CSTF Meeting:** can discuss report v.3 if needed
- **January 28<sup>th</sup> CSTF Meeting:** approve final report; discuss legislation
- **February 1<sup>st</sup>:** deadline to approve final report
- **February 4<sup>th</sup> and 11<sup>th</sup> CSTF Meetings:** present and discuss draft legislation
- **February 25<sup>th</sup>:CSTF Meeting:** approve legislation
- **March 1<sup>st</sup>:** deadline to approve legislation

