



Commission Streamlining Task Force

CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM

TO: Chair Ed Harrington and Members, Commission Streamlining Task Force

FROM: Rachel Alonso, Project Director, City Administrator's Office
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DATE: July 18, 2025

SUBJECT: List of Staff Working Groups for Future Discussion

Per Proposition E, approved by voters in November 2024, the Commission Streamlining Task Force ("Task Force") is responsible for making recommendations to the Mayor and Board of Supervisors about ways to modify, eliminate, or combine the City's appointive boards and commissions ("policy bodies") to improve the administration of government.

The Task Force will discuss staff working groups in a future meeting. This memo establishes a list of such bodies and briefly discusses some considerations for upcoming Task Force decisions.

Staff working groups are defined as policy bodies that are predominantly comprised of City employees. While City employees frequently meet and coordinate with one another, staff working groups are distinguished by the fact that they are formally established in code and function as public meeting bodies. Some of these groups are comprised exclusively of City employees; others include members of the public. In today's memo, we identify 17 staff working groups. Four of these bodies are inactive and have already been discussed during the July 16, 2025, Task Force meeting where the Task Force voted to eliminate them and remove them from code.

This memo does not issue recommended actions for the bodies listed. Instead, the Task Force should continue its work to develop evaluation criteria and templates which will allow staff to issue recommendations for these bodies in the future by policy area.

List of Staff Working Groups

Department	Name of Body	Code Citation
ADM	Capital Planning Committee	Administrative Code § 3.21
ADM	Committee on Information Technology (COIT)	Administrative Code § 22A.3
ADM (DT)	Justice Tracking Information System (JUSTIS) Committee Governance Council	Administrative Code § 2A.85
CPC	Interagency Planning and Implementation Committee	Administrative Code § 36.3
CSC	Special Strike Committee ¹	Charter § A8.346
HRD	Workers' Compensation Council	Administrative Code § 16.121-2
ENV	Municipal Green Building Task Force	Environment Code § 702
MYR	State Legislation Committee	Administrative Code § 5.5
DEM	Disaster Council	Administrative Code § 7.4
DAT	Real Estate Fraud Prosecution Trust Fund Committee	Administrative Code § 8.24-5
DAT	Sentencing Commission	Administrative Code § 5.250
DPW	Committee for Utility Liaison on Construction and Other Projects	Administrative Code § 5.63
MTA	Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT)	Transportation Code § 6.1
Notes:		
1. This body is excluded from our definition of inactive bodies because it is only intended to convene for a specific purpose – in the event of a City employee strike. However, there have been no strikes since this body was added to the Charter, so it has never convened.		

Inactive Staff Working Groups Discussed on 7/16/25			
Department	Name of Body	Code Citation	Action Taken
ADM (Permit Center)	Permit Prioritization Task Force	Campaign & Governmental Conduct Code § 3.400	Eliminate
DPW	Street Design Review Committee	Administrative Code § 98.2	Eliminate
DPW	Street Utilities Coordinating Committee	Administrative Code § 5.60	Eliminate
MYR	Supportive Housing Services Fund Committee	Administrative Code § 10.100-131	Eliminate

Purpose and Composition of Active Staff Working Groups

1. **Capital Planning Committee** (City Administrator)

Reviews the proposed capital expenditure plan and monitors the City's ongoing compliance with the final adopted capital plan.

Consists of the following eleven members or their designees:

1. City Administrator
2. President of the Board of Supervisors
3. Mayor's Budget Director
4. Controller
5. City Planning Director
6. Director of Public Works
7. Airport Director
8. Executive Director of Municipal Transportation Agency
9. General Manager of the Public Utilities Commission
10. General Manager of Recreation and Parks Department
11. Executive Director of the Port

2. **Committee on Information Technology** (City Administrator)

Develops and approves information and communication technology (ICT) plans, annual surveillance reports, budgets, and projects for all city departments. Reviews and makes funding recommendations to the Mayor's Office for all technology proposals. Guides and advises city departments on technology policy development including but not limited to 19B surveillance technology, digital accessibility and inclusion standards, data governance, domain policies, etc.

Consists of the following eight permanent members or their designees:

1. Mayor
2. President of the Board of Supervisors
3. Controller
4. City Administrator **(Chair)**
5. Clerk of the Board of Supervisors
6. Executive Director of the Human Rights Commission
7. Chief Information Officer
8. Chief Information Security Officer

The Chair shall recommend five department heads to serve for two-year terms, representing each of the following major service areas:

1. Public Protection
2. Human Welfare and Neighborhood Development
3. Community Health

4. Culture and Recreation
5. General Administration and Finance

The Chair shall also recommend three members representing the major service area of Public Works, Transportation and Commerce.

3. Interagency Planning and Implementation Committee (San Francisco Planning)

The Interagency Plan Implementation Committee (IPIC) is responsible for overseeing the implementation of eleven Area Plans, which taken together, are expected to have created 44,500 housing units and 60,000 jobs over the next twenty to twenty-five years from plan adoption.

In addition to the Planning Department, represented agencies shall, if relevant, include, but are not limited to:

1. The County Transportation Authority
2. The Municipal Transportation Agency
3. The Department of Public Works
4. Library
5. Redevelopment Agency or its successor (OCII)
6. Mayor's Office of Economic and Workforce Development
7. Mayor's Office of Housing and Community Development
8. Public Utilities Commission
9. Recreation and Parks Department
10. Department of the Environment
11. Office of City Greening
12. Transbay Joint Powers Authority
13. Bay Area Rapid Transit District (BART)

4. Justice Tracking Information System (JUSTIS) Committee Governance Council (City Administrator - Department of Technology)

Establishes policy, provides guidance, and oversees the ongoing operations of JUSTIS, an integrated criminal justice information system serving participating criminal justice agencies in San Francisco.

The membership of the JUSTIS Governance Council shall be composed of the heads of the following agencies:

1. San Francisco Superior Court
2. District Attorney's Office
3. Public Defender's Office
4. Sheriff's Department
5. Adult Probation Department
6. Police Department
7. Department of Emergency Management
8. Juvenile Probation Department
9. Mayor's Office

10. Department on the Status of Women
11. Office of the City Administrator (Chair)
12. Department of Technology (non-voting)

5. Special Strike Committee* (Civil Service Commission)

In the event of a strike, or if the Mayor and a majority of the Board of Supervisors determine that a strike is imminent, a Special Strike Committee shall be convened, and it shall be the duty of the committee to dismiss any municipal employee found to be in violation of Charter § A8.346.

The Special Strike Committee shall consist of the following:

1. President of the Airport Commission
2. President of the Civil Service Commission (Chair)
3. President of the Fire Commission
4. President of the Police Commission
5. President of the Municipal Transportation Agency Board
6. President of the Public Utilities Commission

6. Workers' Compensation Council (Human Resources Department)

Act in an advisory capacity in all matters pertaining to workers' compensation and safety as required for the guidance of management, department heads, officers and employees of the City and County of San Francisco.

The council shall consist of the following City employees or their designees:

1. Human Resources Director (Chair)
2. City Administrator
3. Controller
4. City Attorney
5. Executive Director of the Retirement System
6. Mayor's Budget Director

7. Municipal Green Building Task Force (Department of the Environment)

The Board of Supervisors established the Municipal Green Building Task Force (the "Task Force") to oversee and assist in enhancing the environmental performance of Municipal Construction Projects. The Task Force shall assist the Director of the Department of the Environment in providing green building advice, assistance, outreach, and education to City Departments, and may review Municipal Construction Projects subject to this Chapter during their design and construction to ensure compliance with the green building requirements. The Task Force shall facilitate interdepartmental communication and cooperation, and act as an educational forum to increase green building knowledge and share project-related successes and lessons learned.

The Task Force shall consist of one member of the public appointed by the Mayor, and a representative with building design, construction, and/or finance experience from each of the following City Departments and divisions, or their successor agencies:

1. Department of the Environment

2. Building Design and Construction Division within San Francisco Public Works
3. Design and Engineering Division within San Francisco Public Works
4. Landscape Architecture Division within San Francisco Public Works
5. San Francisco Public Works Buildings - Project Management
6. Bureau of Building Repair within San Francisco Public Works
7. Power Enterprise within San Francisco Public Utilities Commission
8. Water Enterprise within San Francisco Public Utilities Commission
9. Wastewater Enterprise within San Francisco Public Utilities Commission
10. Infrastructure within San Francisco Public Utilities Commission
11. Capital and Planning Division within Recreation and Parks Department
12. Capital Programs and Construction Division within San Francisco Municipal Transportation Agency
13. Office of Resilience and Capital Planning within Office of the City Administrator
14. Department of Building Inspection
15. Citywide Planning Division within Planning Department
16. Port of San Francisco
17. San Francisco International Airport
18. Facilities Division within San Francisco Public Library
19. Fire Department
20. Department of Public Health
21. Real Estate Division within Office of the City Administrator

8. State Legislation Committee (Mayor)

The body votes to take positions on state legislation on behalf of the City and County of San Francisco.

Members of the committee shall consist of the following officials or their designee:

1. Mayor (Chair)
2. City Attorney
3. Member of the Board of Supervisors (designated by the President of the Board)
4. Member of the Board of Supervisors (designated by the President of the Board)
5. Controller
6. Assessor-Recorder
7. Treasurer

9. Disaster Council (Department of Emergency Management)

Develops/approves plans for disaster response requiring the mobilization of public and private resources and advises the Board of Supervisors on regulations needed to implement these plans.

The Disaster Council shall consist of the following:

1. Mayor (Chair)
2. Vice Chair, who shall be appointed by the Mayor
3. Such officers in charge of the emergency services as are provided for in the current emergency plan of the City and County

4. Representatives of other organizations having an official emergency responsibility, as appointed by the Mayor
5. Member of the Board of Supervisors (designated by the President of the Board)
6. Member of the Board of Supervisors (designated by the President of the Board)
7. Member of the Board of Supervisors (designated by the President of the Board)
8. Controller
9. Director of Emergency Services (Executive Secretary)

10. Real Estate Fraud Prosecution Trust Fund Committee (District Attorney)

The Real Estate Prosecution Trust Fund Committee aims to distribute dedicated funds for the investigation and prosecution of real estate fraud within San Francisco to eligible law enforcement agencies.

The committee shall consist of the following officials or their designee:

1. District Attorney
2. City Administrator
3. City Attorney

11. Sentencing Commission (District Attorney)

Advises the Mayor and the Board of Supervisors on strategies to improve public safety, reduce recidivism, and reform criminal sentencing.

The head of each of the following agencies shall serve on or will assign one staff member to serve on the Commission as a voting member:

1. District Attorney's Office (Chair)
2. Public Defender's Office
3. Adult Probation Department
4. Juvenile Probation Department
5. Sheriff's Department
6. Police Department
7. Department of Public Health
8. Reentry Council
9. Superior Court (if they agree to participate)

In addition, the following voting public members will be appointed:

1. Member of a nonprofit that works with victims
2. Member of a nonprofit that works with ex-offenders
3. A sentencing expert chosen by the Board of supervisors
4. An academic researcher with expertise in data analysis, appointed by the Mayor

12. Committee for Utility Liaison on Construction and Other Projects (Department of Public Works)

The Committee for Utility Liaison on Construction and Other Projects (CULCOP) is a monthly meeting chaired by Public Works. Its members include a representative from each city agency and utility company who performs excavation work within the public right of

way Admin. Code 5.63a. CULCOP members are committed to coordinating street excavation, utility work, paving and other construction projects in the public right of way in order to minimize the impact of construction on our streets and in our neighborhoods.

CULCOP membership was originally set forth in Administrative Code in 1974, and many departments/divisions have since changed. Membership set forth in the code consists of staff level personnel from the following:

1. Bureau of Engineering of the Department of Public Works (Chair)
2. San Francisco Department of Telecommunications and Information Services
3. San Francisco Water Department
4. Hetch Hetchy Water and Power System
5. Municipal Railway
6. Fire Department
7. San Francisco Department of Electricity
8. San Francisco Redevelopment Agency
9. Pacific Gas and Electric Company, Gas Division
10. Pacific Gas and Electric Company, Electric Division
11. Pacific Telephone Company
12. Western Union
13. Television Signal Corporation

13. Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT) (Municipal Transportation Agency)

This body holds hearings and reviews temporary street closure permits.

ISCOTT consists of representatives from the following City departments:

1. Municipal Transportation Agency (Chair)
2. San Francisco Planning
3. Department of Public Works
4. Police Department
5. Fire Department
6. Public Health Department
7. Entertainment Commission