



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: August 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 21 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.

Version History

Version	Date	Description
1	07/18/2025	Original
2	08/05/2025	Added Community Corrections Partnership, Family Violence Council, Reentry Council, and Workers' Compensation Council. Removed Special Strike Committee.
3	8/18/2025	Added Juvenile Justice Coordinating Council

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
APD	Community Corrections Partnership	Cal. Penal Code §§ 1228-1233.8
APD	Reentry Council	Administrative Code § 5.1-1
CPC	Interagency Planning and Implementation Committee	Administrative Code § 36.3
DAT	Real Estate Fraud Prosecution Trust Fund Committee	Administrative Code § 8.24-5
DAT	Sentencing Commission	Administrative Code § 5.250
DEM	Disaster Council	Administrative Code § 7.4
DPW	Committee for Utility Liaison on Construction and Other Projects	Administrative Code § 5.63
ECN	Committee on City Workforce Alignment	Administrative Code § 30.5
ENV	Municipal Green Building Task Force	Environment Code § 702
HRD	Workers' Compensation Council	Administrative Code § 16.121-2
JPD	Juvenile Justice Coordinating Council	Cal. Welfare and Institutions Code §§ 749.22-749.27
MTA	Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT)	Transportation Code § 6.1
MYR	State Legislation Committee	Administrative Code § 5.5
MYR	Family Violence Council	Administrative Code § 5.19-1

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. 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)

4. Community Corrections Partnership (Adult Probation Department)

Advises the City on the use of evidence-based practices in sentencing and probation. Submits a plan for Board of Supervisors Approval on how to allocate AB 109 funds and highlights efforts underway by other bodies and departments.

The Community Corrections Partnership shall be chaired by the Chief Probation Officer and comprised of the following:

1. Presiding judge of the Superior Court, or designee
2. A County Supervisor or the Chief Administrative Officer
3. District Attorney
4. Public Defender
5. Sheriff
6. Chief of Police
7. Head of the county department of social services
8. Head of the county department of mental health
9. Head of the county department of employment
10. Head of the county alcohol and substance abuse programs
11. Head of the county office of education

12. A representative from a community-based organization providing rehabilitation services for persons convicted of a criminal offense
13. An individual representing the interests of victims

5. Reentry Council (Adult Probation Department)

The Council coordinates local efforts to support adults exiting San Francisco County Jail, San Francisco juvenile justice system out-of-home placements, the California Department of Corrections and Rehabilitation facilities, and the United States Federal Bureau of Prison facilities.

The Council shall consist of 25 members:

- 1-7. Persons formerly incarcerated
8. The Mayor or designee
9. A representative of an entity responsible for administering pretrial services
10. A member of the Board of Supervisors
11. Public Defender's Office
12. District Attorney's Office
13. Sheriff's Department
14. Police Department
15. Adult Probation Department
16. Juvenile Probation Department
17. Office of Economic and Workforce Development
18. Human Services Agency
19. Department of Children, Youth, and Their Families
20. Department of Public Health
21. Department of Homelessness and Supportive Housing
22. Superior Court
23. Department of Child Support Services
24. CA Department of Corrections and Rehabilitation Division of Adult Parole Operations
25. United States Probation and Pretrial Services System

6. 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)

7. 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

8. 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

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. 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

11. Committee on City Workforce Alignment (Office of Economic and Workforce Development)

Develops a Citywide Workforce Development Plan to coordinate workforce development services across city departments.

The Committee shall be comprised of the following employees or their designee:

1. Member of the Board of Supervisors
2. Director of the Office of Economic and Workforce Development
3. Executive Director of the Human Rights Commission
4. Executive Director of the Human Services Agency
5. Director of the Department of Children, Youth, and Their Families
6. General Manager of the Public Utilities Commission
7. Director of the Department of Human Resources
8. Director of the Department of Public Health
9. Director of Public Works
10. Director of the Department of Homelessness and Supportive Housing
11. Chief Adult Probation Officer

Seats 12-17 shall be held by members of the public appointed by the Mayor and Board of Supervisors.

12. 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

13. 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

14. Juvenile Justice Coordinating Council (Juvenile Probation Department)

As mandated by state law to receive state funds, develops and implements a continuum of county-based responses to juvenile crime and submits the Juvenile Justice Crime Prevention Act Plan to the state.

San Francisco's Juvenile Justice Coordinating Council currently consists of twenty members, thirteen of whom are City employees. State law establishes a minimum of eleven positions:

1. Chief Probation Officer (Chair)
2. District Attorney's Office
3. Public Defender's Office
4. Sheriff's Department
5. Board of Supervisors
6. Department of Social Services
7. Department of Mental Health
8. A community-based drug and alcohol program
9. Police Department
10. County Office of Education
11. An at-large community representative

15. 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

16. 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

17. Family Violence Council (Mayor's Office of Victims' Rights)

Recommends programs, policies, and coordination of City services to the Mayor and Board of Supervisors, in order to reduce the incidence of family violence in San Francisco and optimize the system responses when family violence occurs.

The Family Violence Council consists of the following individuals or their respective designees:

1. Presiding Judge of the Superior Court
2. Mayor
3. President of the Board of Supervisors
4. District Attorney
5. Chief of Police
6. Sheriff
7. President of the Commission on the Status of Women
8. Chief of Adult Probation
9. Executive Director of Department of Emergency Management
10. Executive Director of the Domestic Violence Consortium
11. Executive Director of Human Services Agency
12. Executive Director of the Consortium for Elder Abuse Prevention

13. Executive Director of Safe & Sound, which operates the San Francisco Child Abuse Prevention Council
14. Director of the Department of Public Health
15. Executive Director of the Department of Disability and Aging Services
16. Executive Director of the Department of Children, Youth & Their Families
17. Medical Examiner
18. Director of the Department of Child Support Services
19. Chief of Juvenile Probation
20. Public Defender
21. Director of the Department of Animal Care and Control
22. Superintendent of San Francisco Unified School District
23. Human Resources Director
24. Chief of the Fire Department
25. Director of the Department of Homelessness and Supportive Housing
26. Director of the Department of Early Childhood
27. Director of the Department of Police Accountability
28. Executive Director of the Human Rights Commission