

**PUBLIC WORKS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. _____

WHEREAS, Pursuant to the San Francisco Charter Section 4.103, each board and commission of the City and County shall be required by ordinance to prepare an annual report describing its activities; and,

WHEREAS, Each commission shall file the annual report with the Mayor and Clerk of the Board of Supervisors; and, be it

RESOLVED, The San Francisco Public Works Commission adopts its Fiscal Year 2023-2024 annual report; and, be it

FURTHER RESOLVED, The annual report of the San Francisco Public Works Commission will be posted on-line and filed with the Mayor and Clerk of the Board of Supervisors.

I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of _____.

Commission Affairs Manager, Public Works Commission

San Francisco Public Works Commission
Annual Report for July 1, 2023 through June 30, 2024

1. Personnel

a. Members and Leadership

- Chair Lauren Post – reappointed by the Controller and confirmed by the Board of Supervisors for a term expiring July 2, 2028.
- Vice Chair Fady Zoubi – reappointed and confirmed by the Board of Supervisors for a term expiring July 2, 2028.
- Commissioner Eleanor Blume – appointed by the Mayor and confirmed by the Board of Supervisors for a term expiring July 2, 2026; preceded by Commissioner Lynne Newhouse Segal who resigned in April 2024.
- Commissioner Gerald Turner – reappointed and confirmed by the Board of Supervisors for a term expiring July 2, 2028.
- Commissioner Paul Woolford – appointed by the Mayor and confirmed by the Board of Supervisors for a term expiring July 2, 2026.

b. Appointments, Reappointments, Vacancies, and Attendance

- There were no new appointments during the reporting period of July 1, 2023 through June 30, 2024.
- Lauren Post, Fady Zoubi, and Gerald Turner were reappointed by their respective appointing bodies and confirmed by the Board of Supervisors.
- Lynne Newhouse Segal resigned from the Commission in April 2024, leaving the seat vacant until Eleanor Blume was appointed by the Mayor in September following the reporting period.
- The Commission had an 80% average attendance record, consistently making quorum. The Commission is a demanding volunteer assignment and meets during business hours. A majority of members have full-time professional careers requiring travel, and retired members maintain other civic volunteer commitments.

Member	Meetings Held During Term	Meetings Attended During Term	Attendance Rate
Lynne Newhouse Segal	15*	11	73%
Lauren Post	19	17	89%
Gerald Turner	19	16	84%
Paul Woolford	19	15	79%
Fady Zoubi	19	14	74%
Commission-wide	91	73	80%

*Commissioner Newhouse Segal resigned in April, leaving the seat vacant for four meetings during the reporting period.

2. Statement of purpose

San Francisco Public Works Commission

Statement of Jurisdiction and Purpose.

The San Francisco Public Works Commission (Commission) is a five-member volunteer body tasked with providing public oversight of San Francisco Public Works (Department).

Composition

Two of the Commission's five members are appointed by the Mayor, subject to confirmation by the Board of Supervisors. Two members are appointed by the Board of Supervisors. One member is appointed by the Controller, subject to confirmation by the Board of Supervisors. Commission meetings are open to the public and are generally held twice per month at San Francisco City Hall.

Jurisdiction and Authority

As provided in Section 4.141 of the San Francisco Charter, with regard to the Department, the Commission shall exercise all powers and duties of boards and commissions set forth in Sections 4.102, 4.103, and 4.104, except for the authority conferred to the Sanitation and Streets Commission in Section 4.139. In addition, the Commission may take other actions as prescribed by City ordinances.

The Commission's significant powers include, but are not limited to:

1. Approval of the Department's annual budget, subject to the Mayor's authority to initiate, prepare, and submit the proposed budget.
2. Recommendation of rates, fees, and similar charges to the Mayor for approval by the Board of Supervisors.
3. Approval of Department contracts according to Chapter 6 of the San Francisco Administrative Code.
4. Conducting investigations into Department operations and making recommendations to the Board of Supervisors.
5. Removal of the Department head.
6. In the case of a Department head vacancy, submittal to the Mayor of three or more qualified applicants for the position, subject to appointment by the Mayor.

Apart from hiring the Commission Affairs Manager, the Commission does not have power over hiring decisions, workforce deployment, or other day-to-day departmental operations. The Department head exercises those operational powers.

Purpose and Goals

1. Enhance the quality of life in San Francisco by providing effective oversight of the construction and maintenance of public facilities and the public right-of-way.
2. Evaluate the performance of the Department in executing its responsibilities.
3. Set Department policies that reflect industry best practices and the input of San Franciscans.

4. Create a forum for the public to learn about and comment on the work of the Department.
5. Serve the public interest with integrity, openness, and independence.

Statement Adopted November 4, 2023

3. Meeting Schedule and Logistics

Through December 2023 the Public Works Commission met on the 1st and 3rd Fridays of the month in City Hall room 408. Starting in January 2024, the Commission held its meetings on the 2nd and 4th Mondays of the month.

4. Regular Business of the Public Works Commission from July 2023 through June 2024

- a. Prepared for and held 20 public meetings.
- b. Met in public session for a total of 48 hours. (Total does not include individual briefings by and meetings with staff as needed outside of meeting hours.)
- c. Average public meeting time of 2 hours, 40 minutes.
- d. Prepared for and heard 19 Informational Reports.
- e. Heard 54 Public Comments and requested staff follow-up when appropriate.
- f. Reviewed and awarded 60 Contracts with a total value of \$324 million.
- g. Reviewed and approved 30 Contract Modifications with a total value of \$42 million.
- h. Reviewed and approved 9 Grant Agreements with a total value of \$17.5 million.

5. Accomplishments in Fiscal Year 2023-24

A. Managed the Director Hiring Process

In November 2023, Mayor London Breed announced the permanent hire of Carla Short as the Director of San Francisco Public Works. This appointment followed an extensive, year-long national search led by the Commission, at the request of the Mayor, for a senior public works professional to manage the Department. The Commission fulfilled its Charter mandate by submitting to the Mayor a minimum of three qualified candidates for the position.

B. Initiated Department Performance Reporting

Since the Public Works Commission's launch in 2022, it has executed its responsibility to represent the public's interest in ensuring that the Public Works Department meets the City's expectations for service, and does so cost-effectively. To fulfill this mandate, the Commission has provided input into the Department's annual priorities and budget, approved construction and other contracts, made site visits to taxpayer-funded capital projects, and heard informational presentations.

Significantly, in FY 2023-24 the Commission continued its work with Department staff to institutionalize annual performance reporting for all Public Works services. While underway, this initiative was underscored by the June 20, 2024 San Francisco Civil Grand Jury report,

“Building San Francisco”, which suggested how Public Works and the Commission could better monitor and measure the Department’s work. The Department’s first comprehensive performance report is scheduled for release by the close of calendar year 2024.

C. Instituted Capital Project Updates

A significant portion of Commission business is the approval of contracts supporting multi-million-dollar capital projects managed by Public Works. In late 2023, the Commission requested annual updates on projects with contract values greater than \$5 million, so that large projects’ scope, schedule, and budget can be monitored against initial projections and public expectations. The first capital project updates were heard in June 2024 and continue.

D. Amended Contract Approval Delegation Policy

In April 2024, the Commission adopted an amendment to its contract approval delegation policy to improve Commission and Department efficiency. The amendment raised the value thresholds for contracts to be heard by the Commission and delegated the approval of lower-cost contract awards and modifications to the Department Director. It further clarified the thresholds for contracts that qualify for the consent calendar and those heard and voted on individually on the regular calendar. The amendment also delegated term-only contract modifications to the Director. These changes have reduced the number of routine contracts on the Commission’s meeting agendas. The Commission has requested regular reporting of contracts now delegated to the Director.

E. Collaborated with the SASC

The Public Works Commission (PWC) and Sanitation and Streets Commission (SASC) have significant overlap in their respective mandates. SASC oversees the Department’s Operations Division while PWC oversees the entire Department, including Operations. In 2022, Proposition B reversed a previously-approved spin-off of Operations into its own department. SASC was maintained, however, with its contract approval power removed and placed with PWC.

Following passage of the proposition, the two commission chairs collaborated to ensure that members of both bodies understand their respective mandates and jurisdictions. This collaboration has included meetings between the chairs, distribution of agendas to members of both commissions, and a report on activities of SASC provided at PWC meetings. SASC receives a report on the Operations-related work of PWC.

6. Plans for Fiscal Year 2024-25

A. Continue Regular Business

The Commission will continue to conduct its regular business at semi-monthly meetings, including contract and grant approvals, informational reports on Department services, and collaboration with SASC.

B. Advance Department Performance Reporting

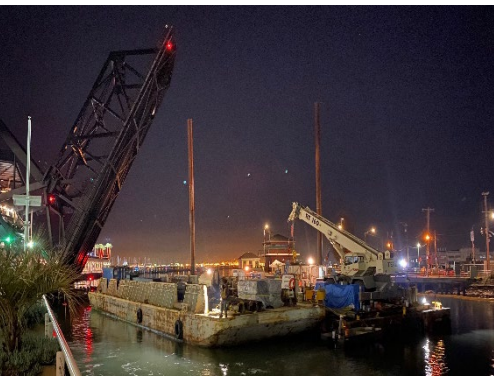
By the middle of Fiscal Year 2024-25 the Commission will have received its first annual comprehensive performance report from Public Works. The report is timed to follow the City's annual budget approval and provide input to the Department before the next year's budget is submitted. This important document will enable the Commission to appropriately monitor and comment on the Public Works Department's performance each year, work to refine performance metrics so they are sensible and informative to the public, and highlight the breadth of the Department's work on behalf of the City.

C. Receive Capital Project Updates

Capital project updates will continue to be heard through Fiscal Year 2024-25. The Commission will continue to work with Department staff to refine the capital project update process and template so that these regular reports convey useful information to the public, including how taxpayer funds are spent.

D. Collaborate with New Taskforce on Commissions

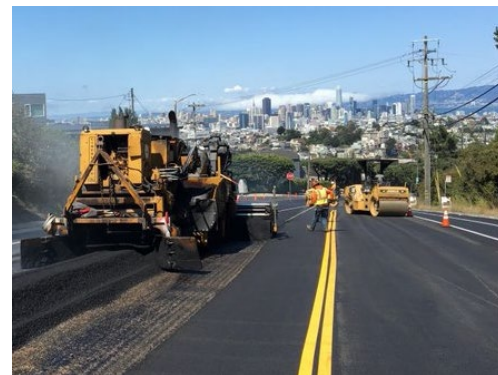
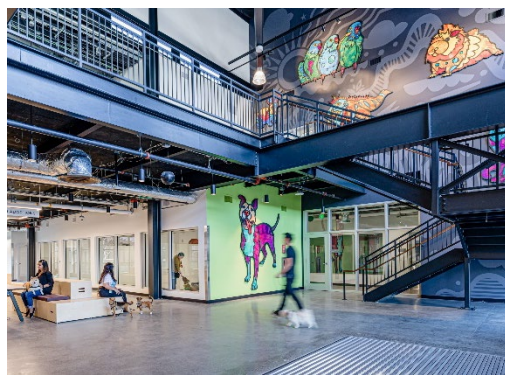
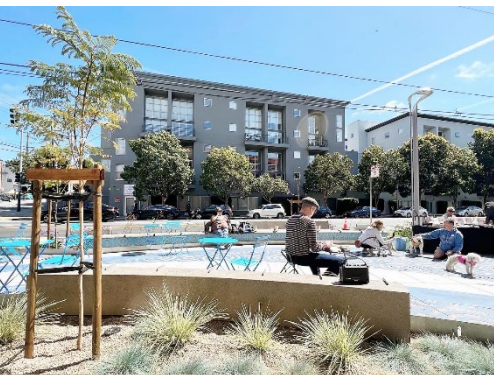
Given the passage of Proposition E on the November 5, 2024 ballot, the Commission will collaborate on proposals for how the City can best provide oversight of the Public Works Department as requested by the new taskforce on City commissions to be formed in early 2025.



November 25, 2024

Public Works Commission Overview 2023-24

Bob Fuller
Commission Affairs Manager



Commission Mandate

SF Charter Sections 4.102 and 4.141

SEC. 4.102. BOARDS AND COMMISSIONS – POWERS AND DUTIES.

Unless otherwise provided in this Charter, each appointive board, commission or other unit of government of the executive branch of the City and County shall:

1. Formulate, evaluate and approve goals, objectives, plans and programs and set policies consistent with the overall objectives of the City and County, as established by the Mayor and the Board of Supervisors through the adoption of City legislation;
2. Develop and keep current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals, subject to review and approval by the Mayor and the Board of Supervisors;
3. After public hearing, approve applicable departmental budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors, subject to the Mayor's final authority to initiate, prepare and submit the annual proposed budget on behalf of the executive branch and the Board of Supervisors' authority under Section [9.103](#);
4. Recommend to the Mayor for submission to the Board of Supervisors rates, fees and similar charges with respect to appropriate items coming within their respective jurisdictions;
5. Unless otherwise specifically provided, submit to the Mayor at least three qualified applicants, and if rejected, to make additional nominations in the same manner, for the position of department head, subject to appointment by the Mayor;
6. Remove a department head; the Mayor may recommend removal of a department head to the commission, and it shall be the commission's duty to act on the Mayor's recommendation by removing or retaining the department head within 30 days; failure to act on the Mayor's recommendation shall constitute official misconduct;
7. Conduct investigations into any aspect of governmental operations within its jurisdiction through the power of inquiry, and make recommendations to the Mayor or the Board of Supervisors;
8. Exercise such other powers and duties as shall be prescribed by the Board of Supervisors; and
9. Appoint an executive secretary to manage the affairs and operations of the board or commission.

In furtherance of the discharge of its responsibilities, an appointive board, commission or other unit of government may:

10. Hold hearings and take testimony; and
11. Retain temporary counsel for specific purposes, subject to the consent of the Mayor and the City Attorney.

Each board or commission, relative to the affairs of its own department, shall deal with administrative matters solely through the department head or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of a board or commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the board or commission's powers of hearing and inquiry as provided in this Charter.

SEC. 4.141(c) Powers and Duties. With regard to the Department of Public Works, the Commission shall exercise all the powers and duties of boards and commissions set forth in Sections [4.102](#), [4.103](#), and [4.104](#), except for the authority conferred on the Sanitation and Streets Commission in Section [4.139](#), and may take other actions as prescribed by ordinance.

Commission Activities

July 2023-June 2024

Meetings Held

20

Total Meeting Time

48 hours

Average Meeting Time

2 hours, 40 minutes

Reports Heard

19

Public Comments

54

Contract Awards

60 with a value of \$324m

Contract Modifications

30 with a value of \$42m

Grant Approvals and Modifications

9 with a value of \$17.5m

Meeting Calendar for 2025

2nd and 4th Thursdays of the Month

- **Jan. 9 and 23– Joint Budget Hearing with Sanitation and Streets Commission**
- **Feb. 13 (budget approval) and 27**
- **Mar. 13**
- **April 10 and 24**
- **May 8 and 22**
- **June 12 and 26**
- **July 10 and 24**
- **Sept. 11 and 25**
- **Oct. 9 and 23**
- **Nov. 13**
- **Dec. 11**

Commissioner Terms

Commissioner

Appointed

Term Expires

Lauren Post

Controller

July 2, 2028

Gerald Turner

Bd. of Supervisors

July 2, 2028

Fady Zoubi

Bd. of Supervisors

July 2, 2028

Eleanor Blume

Mayor

July 2, 2026

Paul Woolford

Mayor

July 2, 2026



QUESTIONS