

Update: Proposition E Analysis Costs of City Boards and Commissions

Presentation to:

COMMISSION STREAMLINING TASK FORCE
CITY AND COUNTY OF SAN FRANCISCO

August 20, 2025

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BLA analysis mandated by Proposition E

Approved November 2024, requires Budget and Legislative Analyst (BLA) to prepare for each SF board and commission established by the Charter or ordinance:

(1) the annual financial cost to the City to operate the body, including but not limited to the costs of City staff time spent to support, brief, meet with, develop materials for, or otherwise enable the functioning of the body.

And for each Charter-based board and commission only:

(2) the projected financial impact of eliminating the appointive board or commission, and

(3) the projected financial impact of eliminating the appointive board or commission

The BLA report is to be prepared in conjunction with the establishment and review of City boards and commissions by the Commission Streamlining Task Force.

Limitations of Legislation

- Approach to board/commission consolidation not provided.
 - Many permutations possible: e.g., consolidate mission-aligned bodies; consolidate smaller entities into larger boards and commissions; add/delete functions.
- Does not call for assessment of value of board and commission functions or opportunities for eliminating or adding functions.
- Financial Impact of elimination and consolidation required only for Charter-mandated bodies.
- Does not mandate a cost-benefit analysis of City boards and commissions; calls for financial analysis only.



Other Challenges

- Board and commission costs not tracked in City budget or financial system.
- Staff time spent supporting boards and commissions not tracked.
- Board and commission support work is mostly provided by staff with other responsibilities.

BLA Methods

- *Survey instrument:* Excel workbook format to allow for dynamic detailed data entry of FTEs by board and commission function, salary and benefits costs, and average staff hours per month by position.
- Detailed instructions and online Q&A sessions provided definitions of board and commission support work, how to account for staff work that supports the board or commission and serves other purposes, and estimation methods, etc.
- Review and input from City Administrator's Office, Controller, selected board and commission secretaries and staff.
- FY 2024-25 data and estimates requested.
- Central services cost data collected directly from central agencies (SFGovTV, City Attorney, etc.). Disaggregated by boards and commissions when possible.

Extract from survey

Positions (add columns for each classification if more needed)

Commsn. Secretary	Commsn. Support Staff #1	Senior Department Official #1	Senior Department Official #2
e.g., 1454 Executive Secretary III	e.g., 1406 Senior Clerk	e.g., 0955 Deputy Director V	e.g., 0942 Manager VII

Enter position classification information here (type over shown text) -->

1. Full-time positions performing board/commission support

Enter the number of full-time positions for each full-time classification entered

Annual current salary and benefits (FY 2024-25)

2. Positions that allocate part of their time to board/commission support, by task

Staff positions that spend only part of their time on board and commission support functions

a. Meeting preparation and administration (preparing agendas, packets, meeting room, taking minutes, etc.)

Job Classification (enter a position classification number in a separate column for each position doing this work)

Average number of hours per month on this function based on FY 2024-25

Annual current salary and benefits (FY 2024-25)

b. Attending /making presentations at decision-making and approval meetings (e.g., annual budget, permits, other)

Job Classification (enter a position classification number in a separate column for each position doing this work)

Average number of hours per month on this function based on FY 2024-25

Annual current salary and benefits (FY 2024-25)

Timeline

March 2025	Review Charter, City Codes to inventory board and commission functions
April	List of “in-scope” bodies finalized by City Administrator/Controller; points of contact identified BLA solicits input on board/commission functioning from staff representatives, City Administrator, Controller Presentation to Commission Streamlining Task Force
May	Survey developed/revised Survey disseminated Multiple online Q&A sessions conducted for survey recipients BLA project team available to troubleshoot survey issues
May - July	Surveys returned Data validation & compilation
July - August	Final clarifications/quality control Report preparation

Number of Boards and Commissions Surveyed, by Authority Type

	Distributed	Returned
Charter	41	38
Ordinance	63	59
Both/other	14	14
TOTAL	118	111

Survey Results*

1. Total annual costs by board or commission; hard and soft costs for:
 - Personnel
 - Non-personnel
 2. Financial impact of eliminating most Charter-based boards and commissions.
 3. Financial impact of consolidating many Charter-based boards and commissions with other bodies.
- *Most costs are soft costs, covering small increments of multiple staff members' time supporting boards and commissions along with their other responsibilities.*

*Numbers forthcoming

Survey Results (cont'd)

Elimination financial impact:

- Majority of respondents estimated their board of commission eliminations would result in cost **reductions**.
- Some stated that board or commission functions would need to be replaced by another entity or staff, resulting in cost **increases**.
- Some did not respond or reported elimination of their body was not feasible due to legal mandates or other reasons.

Survey Results (cont'd)

Consolidation financial impact:

- Approximately half of respondents did not provide an estimate, claiming consolidation was not feasible or did not provide an explanation.
- Majority of respondents' estimates assumed their costs would increase, but many did not consider cost offsets by entity being absorbed.
- Most respondents assumed all *functions* of the body being absorbed would remain the same.

Questions and comments

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