

**Budget & Legislative Analyst Proposition E Board and Commission Survey - (to be completed by respondents)**

Department/Commission Name:	Department on the Status of Women
1	Commission on the Status of Women
2 Number of authorized members on commission or board	7
3 Number of actual members on commission or board as of 4/30/25	7
4 Meeting frequency	Monthly
5 # scheduled meetings FY 2024-25	12
6 # canceled meetings FY 2024-25	1
7	
	Department on the Status of Women: Blakely, Dominique
8 Survey contact	Commission on the Status of Women: Andary, Sophia
9 Email	Dominique Blakely <dominique.blakely@sfgov.org> Sophia Andary<sophia.andary@sfgov.org>
10 Phone #	Dominique Blakey 415-252-2570 Sophia Andary 818-400-3518

**Instructions for BLA Proposition E board and commission survey -- DUE MONDAY, MAY 19**

Pursuant to Proposition E passed by the voters in November 2024, the Budget and Legislative Analyst has been tasked with assessing the annual financial cost of the City's boards and commissions and the financial impact of elimination or consolidation of Charter-based boards and commissions. To do so, we have prepared the survey in this Excel workbook to be completed by board and commission support and/or department staff.

The deadline for submission is COB Monday, May 19. [Sophia Andary - extended until June 20, 2025, email confirmation from Amanda Guma <[amanda.guma@sfgov.org](mailto:amanda.guma@sfgov.org)> on Sunday, May 18, 2025 at 8:42 AM regarding deadline extension]

**Which boards and commissions are covered by Proposition E?**

All City appointive boards and commissions that meet the definition of a legislative body under California Government Code 54952 are covered by Proposition E.

**Annual financial costs**

To determine annual financial costs of the City's boards and commissions, we are requesting estimated staff time by key activity and actual/projected non-personnel costs from FY 2024-25 as detailed in the "3. Annual staff costs" and "4. Annual non-personnel" tabs in this Excel workbook. If necessary, please estimate costs through June 30, 2025. Specifically:

1) **Staff time:** Actual full-time positions dedicated to board and commission support on a full-time basis, such as a commission secretary, should be identified along with such positions' annual salaries and benefits. For staff that spend a portion of their time supporting board or commission activities, we ask that you provide estimated average time per month for each position and activity listed from FY 2024-25 as well as the positions' current annual salaries and benefits. These could include, for example, a Director of Administrative Services who regularly makes presentations at board or commission meetings that on average accounted for 15 hours per month of that staff member's time, a staff member preparing materials for a board or commission presentation, staff time spent responding to public inquiries about board or commission activity, information technology staff time spent posting information on a commission or board website, and others. We are asking for average staff time information per month for each relevant position classification so we can calculate total annual financial costs (see "3. Annual staff costs" tab).

2) **Non-personnel costs:** This will cover actual FY 2024-25 (and/or estimated as necessary) non-personnel costs for items that supported your commission or board such as materials and supplies, conference attendance fees, commissioner stipends, etc. (see "4. Annual non-personnel" tab).

Please note that some of these categories of costs may not be relevant to you. You can either leave those blank or write "N/A".

**What is board or commission support work?**

Board and commission support work includes activities such as preparing meeting agendas, arranging for meeting rooms, taking and distributing minutes, conducting research and preparing reports and presentations to the board or commission, website maintenance, etc. It includes time spent by City department staff preparing and presenting materials routinely submitted to boards and commissions, such as contracts and annual budgets for approval. It **does not include** staff time spent on activities that would still be performed even if your department did not have a board or commission, such as preparing the department's annual budget. However, it does include staff time spent preparing a *presentation* for the board or commission on the budget. Support work also includes researching and preparing presentations on topics at the request of boards or commissions and preparing case material presentations for issuing permits or quasi-judicial proceedings.

**What about board and commission support activities that also serve other purposes?**

In some cases, work performed by staff supports a board or commission but has other purposes as well. For example, staff may spend time preparing a presentation on the department's proposed budget for both its board or commission and another body such as the Board of Supervisors. In such a case, we ask that you divide the estimated time spent between the two bodies so that, for example, any time spent customizing the presentation for the board or commission specifically would be counted as board or commission support costs whereas the rest of the time on this work would not be counted since it would have occurred anyway in preparing materials for the Board of Supervisors.

**Financial impact of eliminating or consolidating boards or commissions established in the Charter**

This Excel workbook includes a tab labeled "5. Intro Elim Consol" that provides more information about information we are requesting concerning our assessment of the financial impact of elimination or consolidation of Charter-established boards or commissions, as required by Proposition E.

For questions, please contact Amanda Guma of the Budget and Legislative Analyst's office at [amanda.guma@sfgov.org](mailto:amanda.guma@sfgov.org).

When you have completed all the tabs on the survey, please email the document to Amanda Guma at [amanda.guma@sfgov.org](mailto:amanda.guma@sfgov.org).

Personnel Time &amp; Costs - Please identify staff by classification number and title in Row 4

Full Time Employees				Staff Supporting Board/Commission in Limited Capacity										Add more columns as needed
Commission Secretary	Commission Support Staff #1	Commission Support Staff #2	Department Head	Senior Department Official #1	Senior Department Official #2	Senior Department Official #3	Analyst Staff #1	Analyst Staff #2	Analyst Staff #3	Technical Staff #1	Technical Staff #2	Other Staff #1	Other Staff #2	
e.g., 1454 Executive Secretary III	e.g., 1406 Senior Clerk	e.g., 1444 Secretary I	e.g., 9399 Port Director	e.g., 0955 Deputy Director V	e.g., 0942 Manager VII	e.g., 0913 Manager IV	1822 Administrative Analyst	e.g., 1823 Sr Administrative Analyst	e.g., 1824 Principal Analyst	1052 IS Business Analyst	e.g., 1070 IS Project Director			
Enter position classification information here (type over shown text) -->														
A 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)														
B. Positions that allocate part of their time to board/commission support, by task				0961										
Staff positions that spend only part of their time on board and commission support functions														
11.0 Meeting preparation and administration (preparing agendas, packets, meeting room, taking minutes, etc.)				Type classification number in top row										
a	Job Classification (enter a position classification number in a separate column for each position doing this work)	1840	2998	2998	0961	0951		1822	1822		1823			
b	Average number of hours per month on this function based on FY 2024-25	40	9	8	10	10		8	5		3			
c	Annual current salary and benefits (FY 2024-25)	141,414.00	184,366.00	184,366.00	314,386.80	277,149.60		174,392.40	124,566		207,298.00			
12.0 Attending/making presentations at decision-making and approval meetings (e.g., annual budget, permits, other)				Type classification number in top row										
a	Job Classification (enter a position classification number in a separate column for each position doing this work)	1840			0961			1822						
b	Average number of hours per month on this function based on FY 2024-25	0			8			3						
c	Annual current salary and benefits (FY 2024-25)	141,414.00			314,386.80	277,149.60		174,392.00						
13.0 Attending meetings/making presentations for information gathering hearings, investigations				Type classification number in top row										
a	Job Classification (enter a position classification number in a separate column for each position doing this work)	1840			0961			1822						
b	Average number of hours per month on this function based on FY 2024-25	0			10			3			10			
c	Annual current salary and benefits (FY 2024-25)	141,414.00			314,386.80	277,149.60		174,392.40	124,566.00					
14.0 Preparing reports and presentation materials for any type board/commission meeting				Type classification number in top row										
a	Job Classification (enter a position classification number in a separate column for each position doing this work)	1840	2998	2998	0961			1822	1822					
b	Average number of hours per month on this function based on FY 2024-25	5	8	5	10			3	10					
c	Annual current salary and benefits (FY 2024-25)	141,414.00	184,366.00	184,366.00	314,386.80	277,149.60		174,392.40	124,566.00					
15.0 Responding to public information/media requests about board or commission matters				Type classification number in top row										
a	Job Classification (enter a position classification number in a separate column for each position doing this work)	1840												
b	Average number of hours per month on this function based on FY 2024-25	3												
c	Annual current salary and benefits (FY 2024-25)	141,414.00												
16.0 Producing annual reports pertaining to board and commission activities				Type classification number in top row										
a	Job Classification (enter a position classification number in a separate column for each position doing this work)	1840			0961			1822			1823			
b	Average number of hours per month on this function based on FY 2024-25	0			5			3			3			
c	Annual current salary and benefits (FY 2024-25)	141,414.00			314,386.80	277,149.60		124,566.00	207,298.00					
17.0 Managing board or commission website pages				Type classification number in top row										
a	Job Classification (enter a position classification number in a separate column for each position doing this work)	1840			e.g., 9399									
b	Average number of hours per month on this function based on FY 2024-25	4												
c	Annual current salary and benefits (FY 2024-25)	141,414.00												
18.0 Assisting with commissioner appointments (recruiting, vetting, on-boarding)*				Type classification number in top row										
a	Job Classification (enter a position classification number in a separate column for each position doing this work)	1840			0961									
b	Average number of hours per month on this function based on FY 2024-25	3			2									
c	Annual current salary and benefits (FY 2024-25)	141,414.00			314,386.80	277,149.60								
* Your department (use only). Time spent by Mayor's Office and Board of Supervisors will be collected separately.														
19.0 Other functions (please specify). Insert more rows if needed														
19.1 Executive Assistant to the Director				Type classification number in top row										
a	1840 - see job description	1840			Director									
b	Average number of hours per month on this function based on FY 2024-25	40												
c	Annual current salary and benefits (FY 2024-25)	141,414.00			314,386.80	277,149.60								
19.2 Public Information Officer (public records request, media requests, etc.); Office manager (manage facilities, order office supplies, and general admin); Ethics Commission Filing Officer; DT (telecommunications) liaison.				Type classification number in top row										
a	Job Classification (enter a position classification number in a separate column for each position doing this work)	1840												
b	Average number of hours per month on this function based on FY 2024-25	70												
c	Annual current salary and benefits (FY 2024-25)	141,414.00												

PLEASE GO TO THE NEXT TAB

**Department ANNUAL costs: Report estimated actual FY 2024-25 actual costs for the following**

	\$ FY 2024-25 Estimated Actual
Annual costs for commissioner training/conferences FY 2024-25	0
Commissioner retreat/planning sessions	1,000
Annual board or commission materials & supplies costs FY 2024-25	0
Printing (Board Agendas, etc)	0
Other materials & supplies	0
Commissioner stipends FY 2024-25	\$1,750.00 (Calculated from SF Open Book's Employee Compensation FY24 report as FY24-25 has not yet concluded) (Total for 7 Commissioners) \$12,846.20 (Calculated from SF Open Book's Employee Compensation FY24 report as FY24-25 has not yet concluded) (This number is reflective of the total of Commissioners opting into health care)
Actual Commissioner health insurance FY 2024-25	
Special one-time board or commission projects FY 2024-25 (please specify)	0

Other costs (please specify)

**Assessment of financial impact of board and commission eliminations or consolidations**

To fulfill Proposition E requirements, this survey requests that respondents indicate the impact on their department's staff and non-personnel costs resulting from elimination or consolidation of their Charter-established board or commission.

\*\*\*Please note that the Budget and Legislative Analyst will not be making recommendations for elimination or consolidation of any boards or commissions as a result of this survey. The survey is for information gathering purposes only and its results will be included in a public report that will serve as a reference for the Commission Streamlining Task Force and the public.

**Completing survey regarding elimination or consolidation of boards and commissions**

You are asked on Tabs 6 – 9 to provide staffing and non-personnel cost impacts of your board or commission being eliminated or absorbing another board or commission through consolidation. Your responses should incorporate the various outcomes that might occur through such elimination or consolidation. Cost increases or decreases such as the following should be reported in this part of the survey.

Department staff work might still need to be performed to prepare an annual department budget if your board or commission were eliminated, but there would be savings in staff time costs due to no longer having to present it at a board or commission meeting for approval. Other staff tasks such as supporting the board or commission's appointment of an executive secretary to manage the affairs of the body (mandated by Charter Section 4.102.9) would no longer have to be performed if the board or commission were eliminated so there would be savings in staff time costs associated with that activity.

Cost increases could occur as the result of elimination of a board or commission if, for example, a function now performed by the body would still need to be performed, requiring additional staff or a contractor to be hired to fill that gap. For example, if a board or commission that now issues permits were eliminated, the department may need to hire a contractor to fulfill its obligation to perform that function.

**Considerations about consolidations of boards or commissions**

Proposition E calls for the BLA to assess the financial impact of consolidating Charter-established boards and commissions with another body. It does not specify which boards or commissions might be consolidated for this analysis or the mechanics of how this would work in terms of staff and responsibility transfers or changes to the Charter or Administrative and other City codes. For that reason, please prepare your best estimate and report the assumptions you are making about absorption of another body into your board or commission (e.g., which board or commission would be absorbed, if you assume dedicated staff from the absorbed body would be transferred to your department, etc.). There is no set approach to consolidations in Proposition E so you should use your own assumptions. There is space at the bottom of Tab 8.Consol Staff Costs to describe your assumptions and other comments.

If your board or commission were to be absorbed by another board or commission, those costs and savings are covered by your board or commission elimination cost and savings estimates reported in Tabs 6 and 7.

As you prepare these financial impacts of elimination or consolidation of boards and commissions on Tabs 6-9, please account for the following functions mandated by the Charter. Sections 4.102 , 4.103, and 4.104 establish functions for all Charter-established boards and commissions. In addition, unique functions for some boards and commissions are established in the Charter and shown below if applicable. Finally, your board or commission may perform other functions not spelled out in the Charter. Please add those below in the designated space.

**Required of all Charter-established boards and commissions:**

Adopt rules, keep records, hold hearings (Charter Sect. 4.104)  
Prepare annual statement of purpose (4.102.2)  
Prepare goals and objectives (4.102.1)  
Prepare annual report (4.103)  
Hold hearings and take testimony (4.102.10)  
Conduct investigations within area of purview (4.102.7)  
Hold public hearings; approve budget and budget modifications (4.102.3)  
Recommend rates and fees to the Board of Supervisors and Mayor (4.102.4)  
Make nominations for department head (4.102.5, 4.105)  
Remove department head (4.102.6)  
Appoint executive secretary (4.102.9)  
Exercise other powers prescribed by the Board of Supervisors (4.102.8)  
Retain temporary counsel as needed (4.102.11)

In addition to these functions, the Charter establishes unique functions for certain boards and commissions that should also be incorporated into your board or commission costs for this survey instrument.

**Unique functions for the Commission on the Status of Women are as follows:**

Develop and recommend policies (4.119)

**Additional functions performed by your board or commission**

If your board or commission carries out additional functions not reflected above, please note those below (add additional space as necessary):

(1) **Advocacy:** Founded in 1975, the San Francisco Commission on the Status of Women was created to ensure women's voices shape the policies that impact their lives. When the U.S. refused to ratify CEDAW, San Francisco took a stand, becoming the first city to adopt it locally and commit meaningful resources. The 1994 City Charter established the Department on the Status of Women (DOSW) to monitor gender equity, identify disparities, and recommend solutions. Through policy leadership, research, and comprehensive department-wide assessments, we strive to advance outcomes for women, girls, and gender-expansive communities. Our commissioners actively engage with the community by meeting with local organizations, leaders, and residents; participating in events; and serving on panels. They advocate for equity and inclusion, champion the needs of the most marginalized populations, and work to protect survivors of sexual and domestic violence.

(2) **Education and Political Engagement:** As commissioners, we are often more informed due to regular access to reports, survey data, and briefings from our dedicated department staff. However, many of the most marginalized members of our community face significant barriers to engagement, as they often lack the time, access, or resources to attend commission meetings or stay involved in civic processes. We take seriously our role in being a voice for these communities. We also have the ability to request reports, presentations, and data to be shared during public meetings. This allows us to educate the broader public and ensure transparency and accountability across city departments, particularly when it comes to advancing equity for women and gender non-conforming individuals.

(3) **Accountability:** As commissioners, we serve as critical watchdogs for the well-being and status of women and gender-expansive individuals across the City and County of San Francisco. Our role includes monitoring city policies, programs, and departmental actions to ensure they align with principles of equity, justice, and inclusion. Civilian oversight is essential in maintaining transparency and public trust—without it, there is a greater risk that those in power may stray from their responsibility to serve all residents, especially those most often left out of decision-making processes. By holding departments and elected officials accountable, we help ensure that policies are not only well-intentioned but also effectively implemented and responsive to the needs of marginalized communities. Our presence helps safeguard democratic processes, elevate community voices, and ensure that government remains people-centered.

1.0 If your board or commission were eliminated, what would be the impact on staff costs as detailed below?

Full Time Employees				Staff Supporting Board/Commission in Limited Capacity											Add more columns as needed
Commission Secretary	Commission Support Staff #1	Commission Support Staff #2	Department Head	Senior Department Official #1	Senior Department Official #2	Senior Department Official #3	Analyst Staff #1	Analyst Staff #2	Analyst Staff #3	Technical Staff #1	Technical Staff #2	Other Staff #1	Other Staff #2		
e.g., Clerk	e.g., 1406 Senior Clerk	e.g., 1444 Secretary I	e.g., 9339 Port Director	e.g., 0901 Deputy Director V	e.g., 0942 Manager VII	e.g., 0912 Manager IV	e.g., 1823 Sr. Administrative Analyst	e.g., 1843 Sr. Administrative Analyst	e.g., 1824 Principal Analyst	e.g., 1805 Business Analyst	e.g., 1806 Project Director				
Positions (add columns for each classification if more needed) Enter position classification information here (type over shown text) -->															
A. <b>Changes for full-time positions performing board/commission support</b> Enter the change in the number of full-time positions for each full-time classification (indicate "+", "-", or "0" ) Annual current salary and benefits (FY 2024-25)															
B.															
See tab 3 and the annual staff cost would be eliminated															
Changes for positions that allocate part of their time to board/commission support, by task (For activities with multiple purposes (e.g., budget presentation for board or commission and Board of Supervisors), report only estimated time for your board or commission)															
1.0 Meeting preparation and administration (preparing agendas, packets, meeting room, taking minutes, etc.)				Type classification number in top row											
a Job Classification (enter a position classification number in a separate column for each position doing this work)				1840	2998	2998	0961		1822	1822	1823				
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0" )				(-40)	(-9)	(-8)	(-10)		(-8)	(-8)	(-5)				
c Annual current salary and benefits				141,414.00	184,366.00	184,366.00	240,676.80		174,392.40	124,566	207,298.00				
2.0 Attending/making presentations at decision making/approval meetings (e.g., annual budget, permits, other)				Type classification number in top row											
a Job Classification (enter a position classification number in a separate column for each position doing this work)				1840			0961		1822						
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0" )				0			(-8)		(-3)						
c Annual current salary and benefits				141,414.00			240,676.80		174,392.00						
3.0 Attending meetings/making presentations for information gathering hearings, investigations				Type classification number in top row											
a Job Classification (enter a position classification number in a separate column for each position doing this work)				1840			0961								
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0" )				0			(-5)								
c Annual current salary and benefits				141,414.00			240,676.80								
4.0 Preparing reports and presentation materials for any board/commission meetings				Type classification number in top row											
a Job Classification (enter a position classification number in a separate column for each position doing this work)				1840	2998	2998	0961		1822	1822					
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0" )				(-5)	(-8)	(-5)	(-10)		(-3)	(-10)					
c Annual current salary and benefits				141,414.00	184,366.00	184,366.00	240,676.80		174,392.40	124,566.00					
5.0 Responding to public information /media requests about board or commission matters				Type classification number in top row											
a Job Classification (enter a position classification number in a separate column for each position doing this work)				1840			0961								
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0" )				(-3)			(-10)								
c Annual current salary and benefits				141,414.00			240,676.80								
6.0 Producing annual reports pertaining to board and commission activities				Type classification number in top row											
a Job Classification (enter a position classification number in a separate column for each position doing this work)				1840			0961		1822	1823					
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0" )				0			(-5)		(-3)	(-3)					
c Annual current salary and benefits				141,414.00			240,676.80		124,566.00	207,298.00					
7.0 Managing board or commission website pages				Type classification number in top row											
a Job Classification (enter a position classification number in a separate column for each position doing this work)				1840			e.g., 9339								
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0" )				(-4)											
c Annual current salary and benefits				141,414.00											
8.0 Assisting with commissioner appointments (recruiting, vetting, on-boarding)*				Type classification number in top row											
a Job Classification (enter a position classification number in a separate column for each position doing this work)				1840			0961								
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0" )				(-3)			(-2)								
c Annual current salary and benefits				141,414.00			240,676.80								
* Your department time only. Time spent by Mayor's Office and Board of Supervisors will be collected separately.															
9.0 Other functions (please specify). Insert more rows if needed				Type classification number in top row											
9.1 Enter function here				Director											
a Job Classification (enter a position classification number in a separate column for each position doing this work)															
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0" )															
c Annual current salary and benefits															
9.2 Enter function here				Type classification number in top row											
a Job Classification (enter a position classification number in a separate column for each position doing this work)				e.g., 9339											
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0" )															
c Annual current salary and benefits															

PLEASE GO THE NEXT TAB

**1.0 If your board or commission were eliminated, what would be the impact on non-personnel costs for the activities below?**

<b>A. Meeting preparation and administration (preparing agendas, packets, meeting room, taking minutes, etc.)</b>	
<b>1.0</b> Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Department/Commission Retreat meeting	(\$1,000.00)
<hr/>	
<b>b Attending /making presentations at decision making and approval meetings (e.g., annual budget, permits, other)</b>	
<b>i</b> Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<hr/>	
<b>c Attending meetings/making presentations for information gathering hearings, investigations</b>	
<b>i</b> Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<hr/>	
<b>d Preparing reports and presentation materials for any board/commission meetings (report only hours related to board or commission- some activities would still be performed for other purposes and presentations)</b>	
<b>i</b> Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<hr/>	
<b>e Responding to public information /media requests about board or commission matters</b>	
<b>i</b> Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<hr/>	
<b>f Producing annual reports pertaining to board and commission activities</b>	
<b>i</b> Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<hr/>	
<b>g Managing board or commission website pages</b>	
<b>i</b> Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<hr/>	
<b>h Assisting with commissioner appointments (recruiting, vetting, on-boarding)*</b>	
<b>i</b> Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<hr/>	
<b>j Other board or commission activities (please specify). Insert more rows if needed</b>	
Enter other activities here here (e.g., disciplinary hearings)	
<hr/>	
<b>i</b> Net change in non-personnel costs for this task area (indicate "+" or "-")	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0

PLEASE GO THE NEXT TAB

1.0 If your board or commission absorbed another board or commission, what would be the impact on staff costs as detailed below?

Proposition E calls for the BLA to assess the financial impact of consolidating Charter-established boards and commissions with another body. It does not specify which boards or commission might be consolidated for this analysis or the mechanics of how this would work in terms of staff and responsibility transfers or any changes to the Charter, Administrative Code, or other City codes. For that reason, please prepare your best estimate and report the assumptions you are making about such an absorption of another body by your board or commission. Please use space at the bottom of this page to enter your assumptions and other comments.

Positions (add columns for each classification if more needed)  Enter position classification information here (type over shown text) -->	Full Time Employees			Staff Supporting Board/Commission in Limited Capacity											columns as needed
	Commission Secretary	Support Staff #1	Support Staff #2	Department Head	Department Official #1	Department Official #2	Department Official #3	Analyst Staff #1	Analyst Staff #2	Analyst Staff #3	Technical Staff #1	Technical Staff #2	Other Staff #1	Other Staff #2	
	e.g., Chief Executive Secretary III	e.g., 1406 Senior Clerk	e.g., 1444 Secretary I	e.g., 9399 Port Director	e.g., 0941 Deputy Director V	e.g., 0942 Manager VII	e.g., 0932 Manager IV	e.g., 1823 Sr. Analyst	e.g., 1823 Sr. Administrative Analyst	e.g., 1824 Principal Analyst	e.g., 1825 Business Analyst	e.g., 1826 Project Director			
A. Changes for full-time positions performing board/commission support Enter the change in the number of full-time positions for each full-time classification (indicate "+", "-", or "0") Annual current salary and benefits (FY 2024-25)															
<p>COSW/DOSW: In response to the request for an estimate regarding the potential consolidation of the Commission on the Status of Women with another body under Proposition E, we must state unequivocally that this Commission should not, under any circumstances, be combined with another entity.</p> <p>At a time when the rights, safety, and well-being of women, girls, and gender non-conforming individuals are under increasing attack, it is not only inappropriate but inconceivable to consider dismantling or merging the City's only body solely dedicated to advancing gender equity. The Commission was established with a clear and urgent mandate to protect and uplift those most impacted by gender-based disparities, and that work is more vital now than ever.</p> <p>There is no plausible or appropriate scenario in which consolidation would serve the public interest or allow us to fulfill our mission. Any such merger would dilute our focus, erode public trust, and compromise the specialized policy expertise and deep community relationships that define our work. Accordingly, it is not possible to provide a meaningful or responsible financial or operational estimate for a scenario we believe should not and cannot occur.</p>															
Changes for positions that allocate part of their time to board/commission support, by task For activities with multiple purposes (e.g., budget presentation for board or commission and Board of Supervisors), report only estimated time for board or commission)															
1.0 Meeting preparation and administration (preparing agendas, packets, meeting room, taking minutes, etc.)				Type classification number in top row e.g., 9399											
a Job Classification (enter a position classification number in a separate column for each position doing this work)	N/A														
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0")															
c Annual current salary and benefits for FY 2024-25															
2.0 Attending /making presentations at decision making/approval meetings (e.g., annual budget, permits, other)				Type classification number in top row e.g., 9399											
a Job Classification (enter a position classification number in a separate column for each position doing this work)	N/A														
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0")															
c Annual current salary and benefits															
3.0 Attending meetings/making presentations for information gathering hearings, investigations				Type classification number in top row e.g., 9399											
a Job Classification (enter a position classification number in a separate column for each position doing this work)	N/A														
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0")															
c Annual current salary and benefits															
4.0 Preparing reports and presentation materials for any board/commission meetings				Type classification number in top row e.g., 9399											
a Job Classification (enter a position classification number in a separate column for each position doing this work)	N/A														
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0")															
c Annual current salary and benefits															
5.0 Responding to public information /media requests about board or commission matters				Type classification number in top row e.g., 9399											
a Job Classification (enter a position classification number in a separate column for each position doing this work)	N/A														
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0")															
c Annual current salary and benefits															
6.0 Producing annual reports pertaining to board and commission activities				Type classification number in top row e.g., 9399											
a Job Classification (enter a position classification number in a separate column for each position doing this work)	N/A														
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0")															
c Annual current salary and benefits															
7.0 Managing board or commission website pages				Type classification number in top row e.g., 9399											
a Job Classification (enter a position classification number in a separate column for each position doing this work)	N/A														
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0")															
c Annual current salary and benefits															
8.0 Assisting with commissioner appointments (recruiting, vetting, on-boarding)*				Type classification number in top row e.g., 9399											
a Job Classification (enter a position classification number in a separate column for each position doing this work)	N/A														
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0")															
c Annual current salary and benefits															
* Your department time only. Time spent by Mayor's Office and Board of Supervisors will be collected separately.															
9.0 Other functions (please specify). Insert more rows if needed				Type classification number in top row e.g., 9399											
9.1 Other function here															
a Job Classification (enter a position classification number in a separate column for each position doing this work)															
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0")															
c Annual current salary and benefits															
9.2 Other function here				Type classification number in top row e.g., 9399											
a Job Classification (enter a position classification number in a separate column for each position doing this work)															
b Net change in average number of hours per month for this activity based on FY 2024-25 (indicate "+", "-", or "0")															
c Annual current salary and benefits															

10.0 Please enter your assumptions used for these estimates of the impact of your board or commission absorbing another board or commission (add more rows as needed)

A section assessing how time and costs would change if the Commission were to merge with another department or commission. However, because we do not have access to the staffing structures or cost breakdowns of other departments, accurately estimating the "B. Consolidated Staff Costs" is not feasible at this time.

PLEASE GO THE NEXT TAB



**1.0 If your board or commission absorbed another board or commission, what would be the impact on non-personnel costs for the activities below?**

<b>a Meeting preparation and administration (preparing agendas, packets, meeting room, taking minutes, etc.)</b>	
i Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
We don't have enough data about the other Commission and their staffing costs at this time	\$1,000.00
<b>b Attending /making presentations at decision making/approval meetings (e.g., annual budget, permits, other)</b>	
i Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<b>c Attending meetings/making presentations for information gathering hearings, investigations</b>	
i Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<b>d Preparing reports and presentation materials for any board/commission meetings</b>	
i Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<b>e Responding to public information /media requests about board or commission matters</b>	
i Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<b>f Producing annual reports pertaining to board and commission activities</b>	
i Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<b>g Managing board or commission website pages</b>	
i Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<b>h Assisting with commissioner appointments (recruiting, vetting, on-boarding)*</b>	
i Net change in non-personnel costs for this task area (indicate "+" or "-") for each cost item listed; \$ amount in Column C	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0
<b>j Other board or commission activities (please specify). Insert more rows if needed</b>	
Enter other activities here here (e.g., disciplinary hearings)	
i Net change in non-personnel costs for this task area (indicate "+" or "-")	<u>\$ Amount</u>
Enter cost items here (e.g., professional services contract)	0

**2.0 Please enter your assumptions used for these estimates of the impact of your board or commission absorbing another board or commission (add more rows as needed)**

The survey uses a nontraditional format, which makes it a bit more challenging to interpret at first glance. Based on our understanding, the survey appears to be divided into four key sections:

1 - An estimate of the time and costs (every month) spent by the Commission Secretary and other department staff for Commission-related activities, meetings, etc.

2- A projection that eliminating the Commissioner role would reduce the "Annual Staff Costs," however, this does not appear to account for the additional responsibilities and workload currently handled by that position.

3- A section assessing how time and costs would change if the Commission were to merge with another department or commission. However, because we do not have access to the staffing structures or cost breakdowns of other departments, accurately estimating the "8. Consolidated Staff Costs" is not feasible at this time.

4- A review of Non-Personnel costs. For FY 2024–25, our only non-personnel expense has been the Commissioners themselves, who are not compensated beyond their meeting stipends. As a result, most of the entries in those sections did not apply to our commission.

**THIS IS THE LAST TAB IN THIS SURVEY DOCUMENT. IF YOU HAVE COMPLETED ALL TABS, PLEASE EMAIL THIS DOCUMENT TO:**

[amanda.guma@sfgov.org](mailto:amanda.guma@sfgov.org)

**THANK YOU!**