

# BOARD OF APPEALS

Draft Budget Presentation  
FY27 & FY28  
February 18, 2026

# OVERVIEW

City departments must submit two-year budget proposals by February 21 (since this falls on a Saturday, the budget is due February 23).

- Required by San Francisco Administrative Code Chapter 3.3

Before the submittal deadline, the Board must adopt budgets for Fiscal Years (FYs) 2026-27 & 2027-28.

This presentation provides:

- An overview of the Board's budget structure
- An update on the current year's budget (FY26)
- Recommendations for FY27 & FY28 budgets
- Budget detail for FY27 & FY28

# OVERVIEW — REVENUE BUDGET

## Surcharges = 99% of budget

- Collected on new and renewed permits
- Rates based on percentage of cases originating from each underlying department and anticipated permit application volume
- Rates analyzed annually and adjusted if needed

## Filing Fees = 1% of budget

- Collected by Board when appeals are filed
- Amount collected fluctuates based on appeal volume and types filed each year

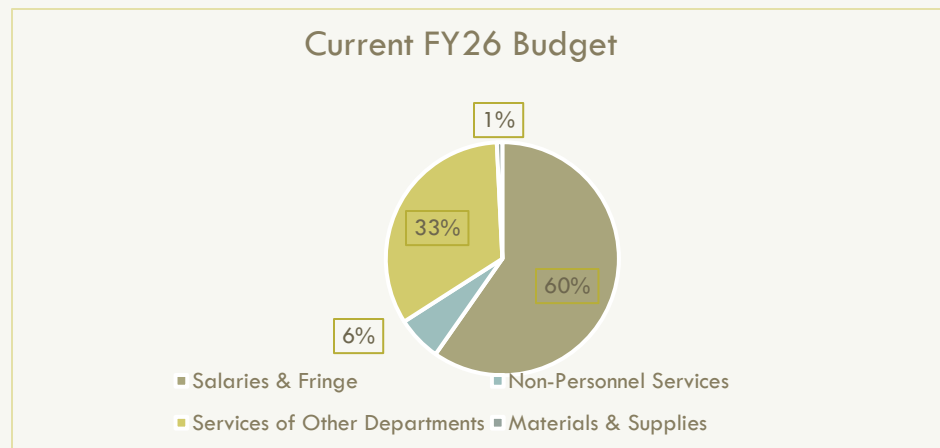
Surcharges

# OVERVIEW — EXPENDITURE BUDGET

60% of the Board's expenditure budget covers salary & fringe benefit expenses.

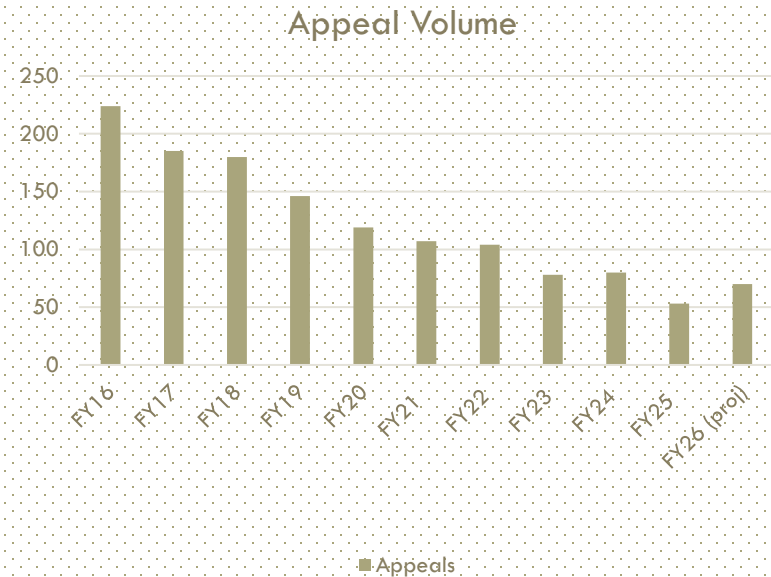
33% of the Board's expenditure budget covers services provided by other departments e.g. City Attorney's Office, SFGOV TV, Dept. of Technology, Rent at 49 South Van Ness Ave. etc.

The remainder of the budget consists of costs for Non-Personnel Services (miscellaneous costs e.g., software costs, interpreters, copier, parking, food (6%) and Materials & Supplies (1%).



## CURRENT FY UPDATE YEAR-END PROJECTION — APPEALS

Projected appeal volume  
for FY26 is 70 appeals.



# CURRENT FY UPDATE

## YEAR-END PROJECTION — REVENUE

Based on six-month actuals, revenue is higher than projected.

REVENUE	Current FY Budget	Six Month Actuals	Year End Projection	Projected Variance
Surcharges & Filing Fees	1,254,289	751,016	1,462,182	207,893

# CURRENT FY UPDATE

## YEAR-END PROJECTION — EXPENDITURES

It is expected that the Board will have a savings of \$140,022 based on mid-year spending and projections.

EXPENDITURES	Current FY Budget	Six Month Actuals	Year End Projection	Projected Variance
Salaries & Fringe Benefits	749,036	344,186	672,267	76,769
Services of Other Departments	417,737	*199,545	400,000	17,737
Non-Personnel Services	77,958	12,662	35,000	42,958
Materials & Supplies	9,558	2,867	7,000	2,558
<b>Total</b>	<b>1,254,289</b>	<b>559,260</b>	<b>1,114,267</b>	<b>140,022</b>

\*The BOA was not billed for all interdepartmental services in the first half of the fiscal year.

# CURRENT FY UPDATE

## YEAR-END PROJECTION – VARIANCE

- Based on six-month revenue and expenditure information, the Board is expected to end the current fiscal year with a projected surplus of approximately \$347,915.

VARIANCE	Current FY Budget	Year End Projection	Projected Variance
Revenue	1,254,289	1,462,182	207,893
Expenditures	1,254,289	1,114,267	140,022
Variance			347,915



# FY27 & FY28 BUDGETS

## PROPOSED REVENUE

Surcharge rates are designed to generate the revenue needed to cover operating expenses in both FYs.

Rates may be adjusted if deemed insufficient to cover expenses.

- Controller may adjust the rates.
- Legislation may be warranted to change the permit types upon which surcharges are levied.
- Controller performs rate analysis after other departments submit permit data in April.

Surcharge rates will be analyzed for FY27 during this year's budget process.

# FY27 & FY28 BUDGETS

## PROPOSED EXPENDITURES

Expenditures	Current FY26	FY27	Variance from FY26	FY28	Variance from FY27
Salaries and Fringe	749,036	780,780	31,744	833,627	52,847
Non-Personnel Services	77,958	34,658	(43,300)	34,658	0
Materials & Supplies	9,558	9,319	(239)	9,319	0
Work Orders	417,737	423,677	5,940	423,677	0
Total	1,254,289	1,248,434	(5,855)	1,301,281	52,847

\*SEE APPENDIX A.2 FOR EXPENDITURE DETAIL

**FY27 & FY28  
BUDGETS  
RECOMMENDATIONS**

**Work with Controller's  
Office and Mayor's  
Office to assess:**

- Surcharge rate changes that are warranted for FY27 taking into consideration a projection of the volume of permits being issued.

**Continue to closely  
manage operating  
expenses**

# APPENDIX

Note: some of the figures in the attached budget detail may change as fringe benefit rates and other variables are finalized. The FY28 budget will be reconsidered during next year's budget process.

# APPENDIX A.1

## BUDGET DETAIL - REVENUE

REVENUE	Current FY26 Budget	FY27 Proposed	Variance From FY26	FY28 Proposed	Variance From FY27
FILING FEES	10,000	10,000	0	10,000	0
SURCHARGES	1,244,289	1,238,434	(5,855)	1,291,281	52,847
TOTAL REVENUE	1,254,289	1,248,434	(5,855)	1,301,281	52,847

**APPENDIX A.2  
BUDGET DETAIL —  
EXPENDITURES:  
PERSONNEL AND  
NON-PERSONNEL  
(SEE NEXT PAGE) [ATTACH  
15.10.001 REPORT]**

Dept Grp BOA  
 Dept ID 232076  
 Dept ID Title BOA Board of Appeals  
 Fund 10000  
 Fund Title GF Annual Account Ctrl  
 Project 10026677  
 Project Title BA Appeals Processing  
 Activity 0001  
 Activity Title BA Appeals Processing  
 Authority 10000  
 Authority Title Operating

			FY26	FY27	FY28
			Values		
Account Lvl 2	Account Lvl 5	Account	Account Title	Sum of FY 2025-26 Original	Sum of FY 2026-27 Department
Revenue	4600C4Svcs	460126	Appeal Application Filing Fees	10,000	10,000
		460126	Board Of Appeals Surcharge	1,244,289	1,238,434
				1,254,289	1,248,434
Revenue Total				1,254,289	1,248,434
Expenditure	5010Salary	501010	Perm Salaries-Misc-Regular	433,979	450,077
		505010	Temp Misc Regular Salaries	59,596	59,595
		509010	Premium Pay - Misc	2,704	2,704
		511010	Overtime - Scheduled Misc	9,501	9,501
				505,780	521,877
	5010Salary Total				553,395
	5130Fringe	513010	Retire City Misc	59,996	64,541
		514010	Social Security (OASDI & HI)	29,135	30,204
		514020	Social Sec-Medicare(HI Only)	7,334	7,568
		515010	Health Service-City Match	16,998	18,443
		515020	Retiree Health-Match-Prop B	3,731	3,914
		515030	RetireeHlthCare-CityMatchPropC	1,191	1,169
		515510	Health Service-Admin Cost	1,547	1,643
		515610	Health Service-Retiree Subsidy	39,743	43,075
		515710	Dependent Coverage	40,772	44,596
		516010	Dental Coverage	3,639	3,962
		519110	Flexible Benefit Package	5,783	6,369
		519120	Long Term Disability Insurance	839	871
		519990	Other Fringe Benefits	32,548	32,548
				243,256	258,903
	5130Fringe Total				280,232
	5210NPSvcs	527000	Office Machine Rental	70,758	27,458
		531310	Other Current Expenses - Bdgt	5,700	5,700
		535000	Other Current Expenses - Bdgt	1,000	1,000
		530210	Garage Rent	500	500
				77,958	34,658
	5210NPSvcs Total				34,658
	5400Mat&Su	549210	Data Processing Supplies	747	747
		549510	Other Office Supplies	1,745	1,745
		549990	Other Materials & Supplies	7,066	6,827
				9,558	9,319
	5400Mat&Su Total				9,319
	5810OthDep	581015	Human Resources Modernization	225	229
		581016	Diversity Equity Inclusion	81	85
		581083	ADM-Real Estate 49 SVN Rent	93,270	96,624
		581140	DT Technology Projects	6,587	6,587
		581180	GF-Con-Fast Team	29,120	29,120
		581210	DT Technology Infrastructure	10,482	10,457
		581270	GF-City Attorney-Legal Service	150,000	150,000
		581280	DT SFGov TV Services	91,730	91,730
		581325	DT Enterprise Tech Contracts	2,414	2,656
		581360	DT Telecommunications Services	481	481
		581430	GF-HR-Equal Emplmnt Opportuni	920	947
		581820	Is-Purch-Reproduction	100	100
		581470	GF-HR-EMPLOYMENTSERVICES	1,062	1,122
		581161	GF-ADM-Digital Services	-	841
		581750	GF-Purch-General Office	31,265	32,698
				417,737	423,677
	5810OthDep Total				423,677
Expenditure Total				1,254,289	1,248,434
				2,508,578	2,496,868

# APPENDIX B.1    SURCHARGES

	Surcharge Rate FY23	Surcharge Rate FY24	Surcharge Rate FY25	Surcharge Rate FY26
Planning	\$37.00	\$39.00	\$44.00	\$45.00
DBI	\$37.00	\$39.00	\$44.00	\$45.00
DPH	\$45.00	\$48.00	\$51.00	\$51.00
SFPD	\$3.00	\$3.00	\$3.00	\$3.00
Public Works	\$9.00	\$10.00	\$11.00	\$11.00
Entertainment Commission	\$2.00	\$2.00	\$2.00	\$2.00



# APPENDIX B.2

## FILING FEES

DETERMINATION	FEE
ZONING ADMINISTRATOR DETERMINATION	\$600
PLANNING COMMISSION ACTION	\$600
DEPT. OF BUILDING INSPECTION ALTERATION, DEMOLITION OR OTHER PERMIT	\$175
DEPT. OF BUILDING INSPECTION RESIDENTIAL HOTEL OR APARTMENT CONVERSION PERMIT	\$525
DEPT. OF BUILDING INSPECTION IMPOSITION OF PENALTY	\$300
POLICE DEPT. & ENTERTAINMENT COMMISSION PERMIT ISSUED TO BUSINESS OWNER OR OPERATOR	\$375
POLICE DEPT. & ENTERTAINMENT COMMISSION PERMIT ISSUED TO EMPLOYEE OR CONTRACT WORKER	\$150
POLICE DEPT. & ENTERTAINMENT COMMISSION PERMIT REVOCATION OR SUSPENSION	\$375
SAN FRANCISCO PUBLIC WORKS TREE REMOVAL PERMIT ISSUED TO CITY	\$100
OTHER ORDER OR DECISION: TAXI, TOBACCO, MASSAGE, TREE REMOVAL, FOOD TRUCK, ETC.	\$300
REHEARING REQUEST & JURISDICTION REQUEST	\$150