

# BOARD OF APPEALS

BOS Budget Presentation  
FY26 & FY27  
June 11, 2025

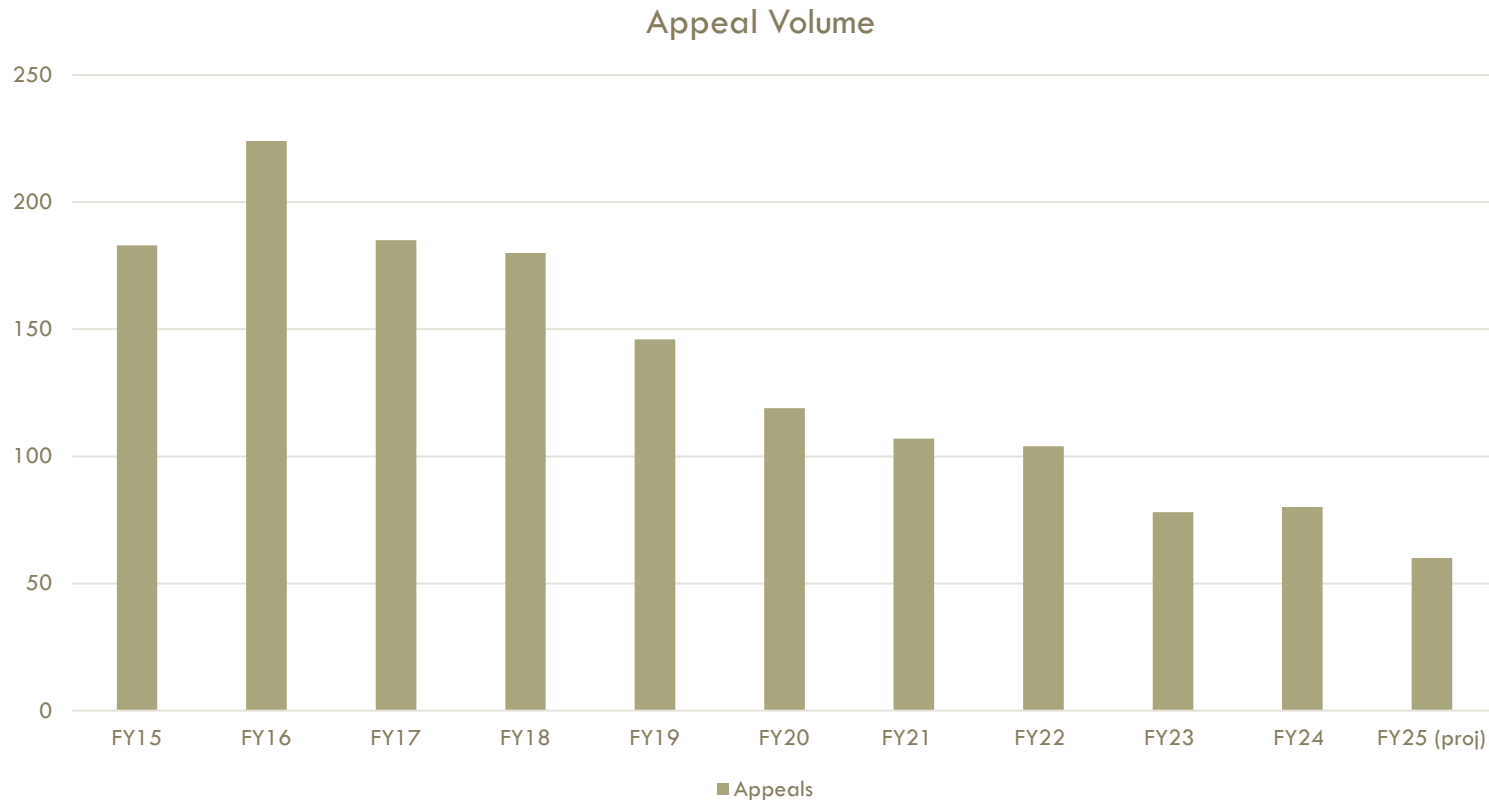
# BOARD OF APPEALS

## Mission

Provide the public with a final administrative review process for the issuance, denial, suspension, revocation and modification of City permits, licenses and other determinations.

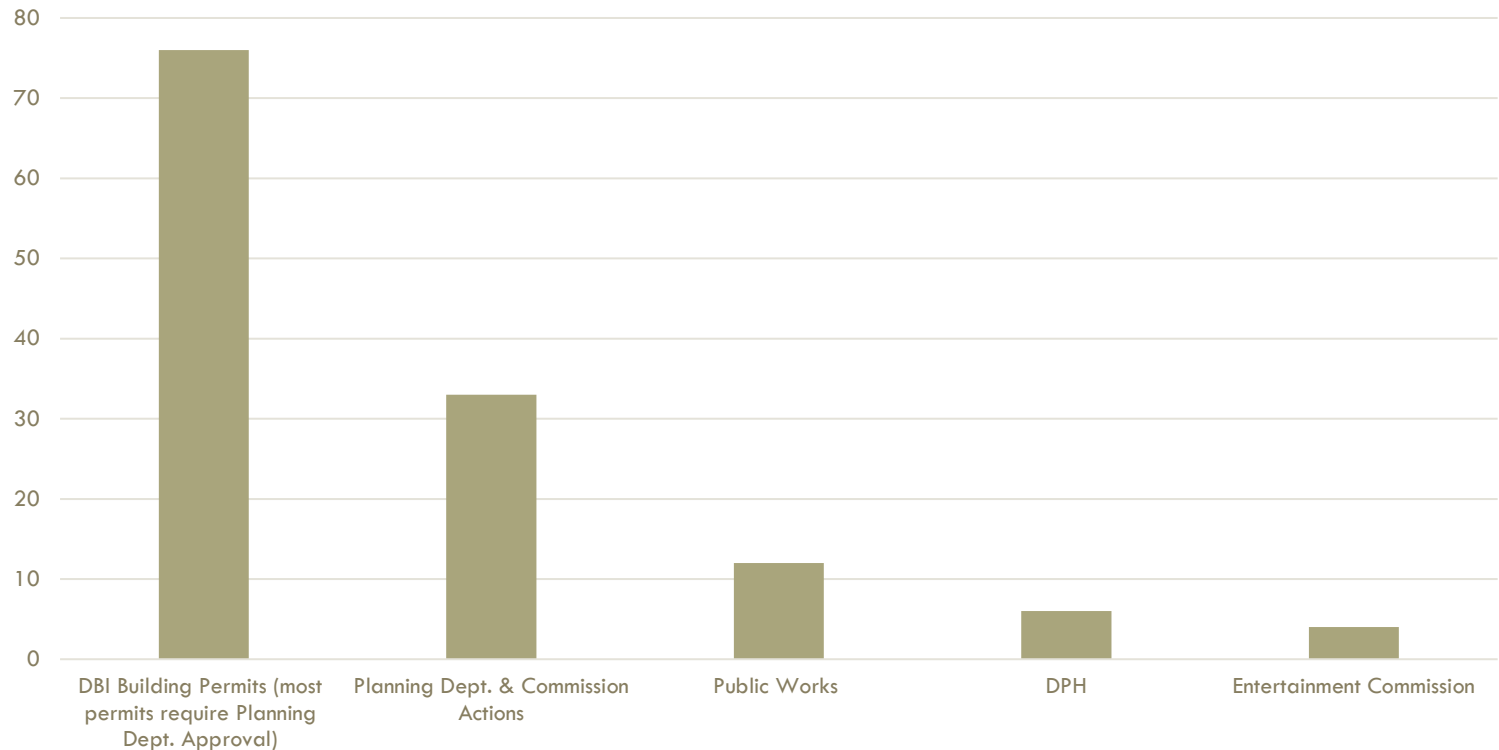
Provide an efficient, fair and expeditious public hearing and decision-making process before an impartial panel.

# PROJECTED APPEAL VOLUME FOR FY25 (60 APPEALS) IS BELOW THE 10-YEAR AVERAGE OF 133 APPEALS



# APPEAL DISTRIBUTION BY DEPARTMENT

## FY24 AND FY25 (THROUGH 6/5/25)



# OVERVIEW — REVENUE SOURCES

## 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 by the Controller's Office if needed

## Filing Fees = 1% of budget

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

# BUDGET SUMMARY

	Current Budget FY25	Proposed Budget FY26	Change from FY25	Proposed Budget FY27	Change from FY26
Total Expenditures	1,198,622	1,254,289	55,667	1,244,217	(10,072)
Total FTE	4.11	3.50	(.61)	3.50	0

- Two surcharge rates will be increased through CPI adjustments:
  - DBI & Planning Department Permits/Determinations (increase by \$1)
- No other surcharge rates will be changed
- No change in filing fees

# APPENDIX A

## BUDGET DETAIL - REVENUE

REVENUE	Current FY Budget	FY26 Proposed	Variance From FY25	FY27 Proposed	Variance From FY26
<b>TOTAL REVENUE: SURCHARGES &amp; FILING FEES</b>	1,198,622	1,254,289	55,667	1,244,217	(10,072)

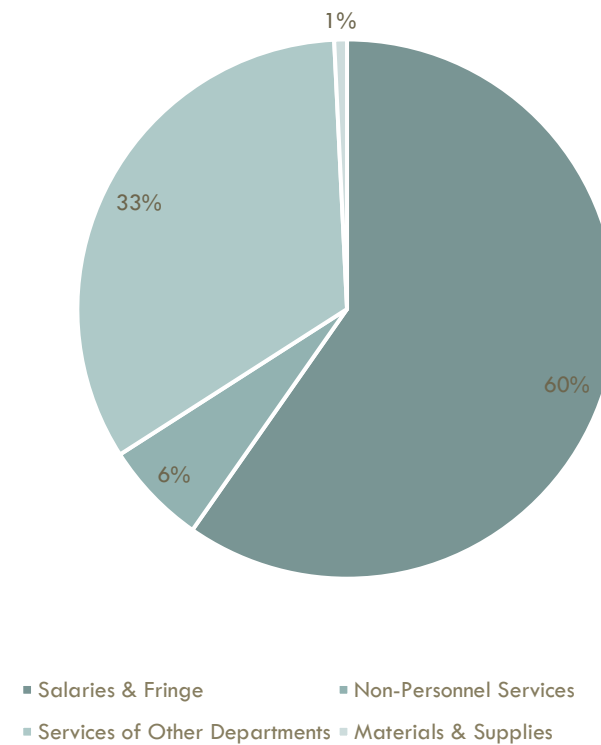
# APPENDIX B — BUDGET DETAIL- EXPENDITURES

EXPENDITURES	CURRENT FY25	FY26	Variance From FY25	FY27	Variance From FY25	Variance From FY26
Salary & Fringe	796,087	749,036	(47,051)	776,563	(19, 524)	27,527
Non-Personnel Services	34,158	77,958	43,800	34,658	500	(43,300)
Materials & Supplies	9,558	9,558	0	9,319	(239)	(239)
Work Orders & Infrastructure (includes rent)	358,819	417,737	58,918	423,677	64,858	5,940
<b>TOTAL</b>	<b>1,198,622</b>	<b>1,254,289</b>	<b>55,667</b>	<b>1,244,217</b>	<b>45,595</b>	<b>(10,072)</b>

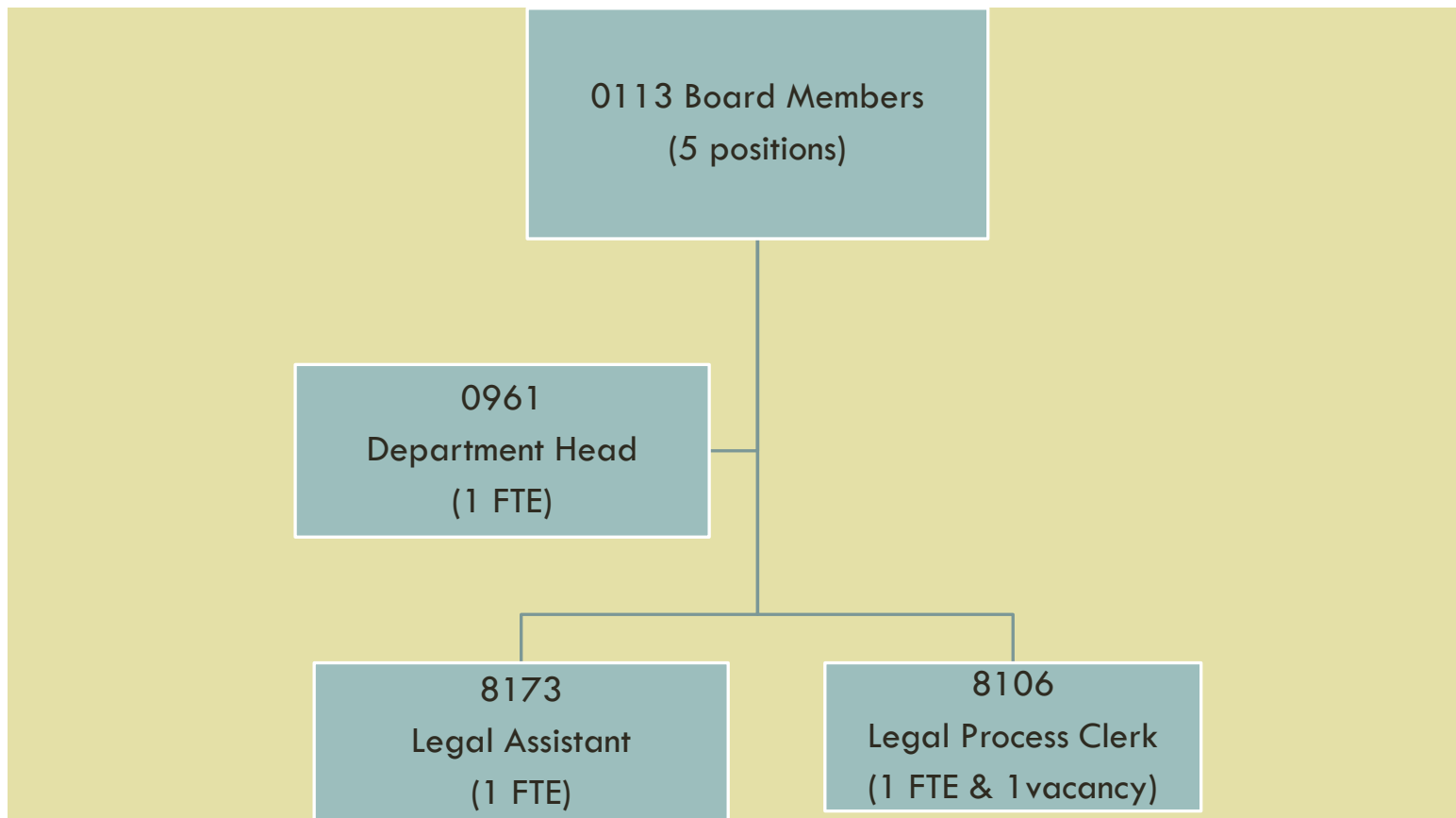


# PROPOSED BUDGET FY26

Proposed Budget FY26



# APPENDIX C — FY25 ORGANIZATIONAL CHART



- The BOA proposes eliminating the vacant 8106 Legal Process Clerk position for the FY26 budget
- Note: In FY20, the BOA had five commissioners, one Department Head, one Legal Assistant and three 8106 Legal Process Clerk positions (5.11 FTEs)

# APPENDIX D SURCHARGE RATES

	Current Surcharge FY25	Proposed Surcharge FY26	Change
Planning	\$44.00	\$45.00	\$1.00
DBI	\$44.00	\$45.00	\$1.00
DPH	\$51.00	\$51.00	\$0
SFPD	\$3.00	\$3.00	\$0
Public Works	\$11.00	\$11.00	\$0
Entertainment Commission	\$2.00	\$2.00	\$0

# APPENDIX E

## 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

# APPENDIX F PERFORMANCE MEASURES

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1. Percentage of cases decided within 75 days of filing, excluding those that have been rescheduled or continued at the request of the parties. Target=80%

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2. Percentage of written decisions released within 15 days of final action. Target=90%

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3. Number of employees for whom performance appraisal were scheduled.

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4. Number of employees for whom schedule performance appraisals were completed.

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The BOA plans on meeting or exceeding the targets for FY25.