

City of Santa Monica Boards, Commissions and Task Forces Snapshot:
Staff time and Estimated Costs

Boards and Commissions: Advisory

Board/Commission	Department	Staffing/Attend Meetings	% Staff Time	Meetings/Year	Avg Hours/Meeting	Total Staff Hours/Year	Total Staff Cost/Year
Airport Commission	Public Works	- Staff Assist. III	7.3%	11	2	650	\$67,270
		- Facilities Asset & Airport Mgr	15.5%				
		- COO/Airport Director	3.5%				
		- Public Works Director	1.5%				
		- Deputy City Attorney IV	3.5%				
		<i>Total staff time equivalent:</i>	<i>0.31 FTE</i>				
Arts Commission	Recreation and Arts	- Staff Assist. III	3.2%	12	3	284	\$22,295
		- Cultural Affairs Manager	4.1%				
		- Allison Ostrovsky	3.2%				
		- Cultural Affairs Supervisor	3.2%				
		<i>Total staff time equivalent:</i>	<i>0.14 FTE</i>				
Audit Subcommittee	Finance	- Secretary/Dir of Rec & Elect	1.2%	4	3	82	\$8,897
		- Executive Admin Asst	0.7%				
		- Pr Admin Analyst	0.7%				
		- Deputy City Attorney IV	1.3%				
		<i>Total staff time equivalent:</i>	<i>0.04 FTE</i>				
Clean Beaches & Ocean	Public Works	- Asst Dir Rec & Elect	0.8%	4	2	124	\$12,997
		- Pr Engineer	5.2%				
		<i>Total staff time equivalent:</i>	<i>0.6 FTE</i>				
Commission on Sustainability, Environmental Justice, and the Environment	City Manager's Office	- Project Support Asst	2.7%	10	3	160	\$13,863
		- Chief Sustainability Officer	5%				
		<i>Total staff time equivalent:</i>	<i>0.8 FTE</i>				

Boards and Commissions: Advisory

Board/Commission	Department	Staffing/Attend Meetings	% Staff Time	Meetings/Year	Avg Hours/Meeting	Total Staff Hours/Year	Total Staff Cost/Year
Disabilities Commission	Housing & Human Services	- Staff Assistant III	9.2%	12	3	202	\$10,227
		- Sr. Homelessness Prev Analyst	0.3%				
		- Human Serv Manager	0.3%				
		<i>Total staff time equivalent:</i>	<i>0.10 FTE</i>				
Housing Commission	Housing & Human Services	- Staff Assistant III	9.8%	12	3	264	\$16,367
		- Housing Manager	2.9%				
		<i>Total staff time equivalent:</i>	<i>0.13 FTE</i>				
Human Services Commission	Housing & Human Services	- Staff Assistant III	4%	5	2	119	\$7,521
		- Human Services Manager	0.6%				
		- Sr Analyst	0.6%				
		- Homeless & Intervention Mgr	0.6%				
		<i>Total staff time equivalent:</i>	<i>0.6 FTE</i>				
Measure GS Resident Oversight Committee	Housing & Human Services	- Staff Assistant III	10%	12	3	312	\$20,888
		- Housing Manager	5%				
		<i>Total staff time equivalent:</i>	<i>0.15 FTE</i>				
Public Safety Reform and Oversight Commission	City Manager's Office	- Equity & Inclusion Manager	17%	20	3	520	\$64,512
		- Asst City Attorney	8%				
		<i>Total staff time equivalent:</i>	<i>0.25 FTE</i>				
Recreation and Parks Commission	Recreation & Arts	- Staff Assistant III	4%	12	3	258	\$24,140
		- Community Rec Manager	4%				
		- Recreation & Arts Director	4%				
		<i>Total staff time equivalent:</i>	<i>0.12 FTE</i>				

Boards and Commissions: Advisory

Board/Commission	Department	Staffing/Attend Meetings	% Staff Time	Meetings/Year	Avg Hours/Meeting	Total Staff Hours/Year	Total Staff Cost/Year
Santa Monica Library Board	Library	- Executive Admin Asst	10%	12	2	357	\$29,197
		- Library Director	7%				
		- Pr Admin Analyst	0.2%				
		<i>Total staff time equivalent:</i>	<i>0.17 FTE</i>				
Transient Occupancy Tax Advisory	Finance	- Secretary/Deputy City Clerk	0.8%	2	3	69	\$7,085
		- Executive Admin Asst	0.8%				
		- Pr Admin Analyst	0.4%				
		- Finance Director	0.8%				
		- Deputy City Attorney IV	0.9%				
		<i>Total staff time equivalent:</i>	<i>0.03 FTE</i>				
Transit Security Advisory Committee	Transportation	- Staff Assistant III	1.4%	4	2	76	\$6,190
		- Transit Safety and Training Mgr	2.3%				
		<i>Total staff time equivalent:</i>	<i>0.04 FTE</i>				

Task Forces: Advisory

Task Force	Department	Staffing/Attend Meetings	% Staff Time	Meetings/Year	Avg Hours/Meeting	Total Staff Hours/Year	Total Staff Cost/Year
Urban Forest Task Force	Public Works	- Staff Assistant III	3%	6	2	173	\$11,519
		- Public Landscape Manager	1.8%				
		- Urban Forest Coordinator	1.8%				
		- Urban Forest Supervisor	1.8%				
		<i>Total staff time equivalent:</i>	<i>0.08 FTE</i>				

Boards and Commissions: Regulatory/Quasi-Judicial

Board/Commission	Department	Staffing/Attend Meetings	% Staff Time	Meetings/ Year	Avg Hours/ Meeting	Total Staff Hours/Year	Total Staff Cost/Year
Architectural Review Board	Community Development	- Staff Assist. III	5%	12	2	376	\$30,481
		- Sr Planner	2%				
		- Design/Historic Preservation Planner	11%				
		<i>Total staff time equivalent:</i>	<i>0.18 FTE</i>				
Building and Fire-Life Safety Commission	Community Development	- Staff Assist. III	4.6%	4	2	202	\$17,302
		- Sr Admin Analyst	0.2%				
		- Fire Marshall	1%				
		- Building/Safety Build Officer	1.4%				
		- Deputy City Attorney IV	1.3%				
		- Asst Building Official	0.4%				
		- Inspection Supervisor	0.4%				
		<i>Total staff time equivalent:</i>	<i>0.1 FTE</i>				
Landmarks Commission	Community Development	- Staff Assistant III	40%	12	3	2,880	\$255,089
		- Design/Historic Prsv Planner	50%				
		- Sr Planner	23%				
		- Planning Manager	11%				
		- Deputy City Attorney IV	14%				
		<i>Total staff time equivalent:</i>	<i>1.38 FTE</i>				
Personnel Board	Human Resources	- Executive Admin. Asst	6.4%	12	1	268	\$10,909
		- HR Director	1.2%				
		- Deputy Attorney IV	5.4%				
		<i>Total staff time equivalent:</i>	<i>0.13 FTE</i>				
Planning Commission*	Community Development	- Staff Assistant III	35%	24	4	824	\$51,431
		- Planning Manager	----				
		- City Attorney	----				

*Due to the nature of the work of the Planning Commission, and it being deeply integrated and overlapping into the day-to-day responsibilities of staff in the Planning Department, it was difficult to provide a more accurate estimated time.