

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	<ul style="list-style-type: none"> <li>- Staff Assist. III</li> <li>- Facilities Asset &amp; Airport Mgr</li> <li>- COO/Airport Director</li> <li>- Public Works Director</li> <li>- Deputy City Attorney IV</li> </ul>	7.3% 15.5% 3.5% 1.5% 3.5%	11	2	650	\$67,270
		<i>Total staff time equivalent:</i>	<i>0.31 FTE</i>				
Arts Commission	Recreation and Arts	<ul style="list-style-type: none"> <li>- Staff Assist. III</li> <li>- Cultural Affairs Manager</li> <li>- Allison Ostrovsky</li> <li>- Cultural Affairs Supervisor</li> </ul>	3.2% 4.1% 3.2% 3.2%	12	3	284	\$22,295
		<i>Total staff time equivalent:</i>	<i>0.14 FTE</i>				
Audit Subcommittee	Finance	<ul style="list-style-type: none"> <li>- Secretary/Dir of Rec &amp; Elect</li> <li>- Executive Admin Asst</li> <li>- Pr Admin Analyst</li> <li>- Deputy City Attorney IV</li> </ul>	1.2% 0.7% 0.7% 1.3%	4	3	82	\$8,897
		<i>Total staff time equivalent:</i>	<i>0.04 FTE</i>				
Clean Beaches & Ocean	Public Works	<ul style="list-style-type: none"> <li>- Asst Dir Rec &amp; Elect</li> <li>- Pr Engineer</li> </ul>	0.8% 5.2%	4	2	124	\$12,997
		<i>Total staff time equivalent:</i>	<i>0.6 FTE</i>				
Commission on Sustainability, Environmental Justice, and the Environment	City Manager's Office	<ul style="list-style-type: none"> <li>- Project Support Asst</li> <li>- Chief Sustainability Officer</li> </ul>	2.7% 5%	10	3	160	\$13,863
		<i>Total staff time equivalent:</i>	<i>0.8 FTE</i>				

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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	<ul style="list-style-type: none"> <li>- Staff Assistant III 9.2%</li> <li>- Sr. Homelessness Prev Analyst 0.3%</li> <li>- Human Serv Manager 0.3%</li> </ul>		12	3	202	\$10,227
		<i>Total staff time equivalent:</i>	<i>0.10 FTE</i>				
Housing Commission	Housing & Human Services	<ul style="list-style-type: none"> <li>- Staff Assistant III 9.8%</li> <li>- Housing Manager 2.9%</li> </ul>		12	3	264	\$16,367
		<i>Total staff time equivalent:</i>	<i>0.13 FTE</i>				
Human Services Commission	Housing & Human Services	<ul style="list-style-type: none"> <li>- Staff Assistant III 4%</li> <li>- Human Services Manager 0.6%</li> <li>- Sr Analyst 0.6%</li> <li>- Homeless &amp; Intervention Mgr 0.6%</li> </ul>		5	2	119	\$7,521
		<i>Total staff time equivalent:</i>	<i>0.6 FTE</i>				
Measure GS Resident Oversight Committee	Housing & Human Services	<ul style="list-style-type: none"> <li>- Staff Assistant III 10%</li> <li>- Housing Manager 5%</li> </ul>		12	3	312	\$20,888
		<i>Total staff time equivalent:</i>	<i>0.15 FTE</i>				
Public Safety Reform and Oversight Commission	City Manager's Office	<ul style="list-style-type: none"> <li>- Equity &amp; Inclusion Manager 17%</li> <li>- Asst City Attorney 8%</li> </ul>		20	3	520	\$64,512
		<i>Total staff time equivalent:</i>	<i>0.25 FTE</i>				
Recreation and Parks Commission	Recreation & Arts	<ul style="list-style-type: none"> <li>- Staff Assistant III 4%</li> <li>- Community Rec Manager 4%</li> <li>- Recreation &amp; Arts Director 4%</li> </ul>		12	3	258	\$24,140
		<i>Total staff time equivalent:</i>	<i>0.12 FTE</i>				

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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	<ul style="list-style-type: none"> <li>- Executive Admin Asst</li> <li>- Library Director</li> <li>- Pr Admin Analyst</li> </ul>	10% 7% 0.2%	12	2	357	\$29,197
		<i>Total staff time equivalent:</i>	<i>0.17 FTE</i>				
Transient Occupancy Tax Advisory	Finance	<ul style="list-style-type: none"> <li>- Secretary/Deputy City Clerk</li> <li>- Executive Admin Asst</li> <li>- Pr Admin Analyst</li> <li>- Finance Director</li> <li>- Deputy City Attorney IV</li> </ul>	0.8% 0.8% 0.4% 0.8% 0.9%	2	3	69	\$7,085
		<i>Total staff time equivalent:</i>	<i>0.03 FTE</i>				
Transit Security Advisory Committee	Transportation	<ul style="list-style-type: none"> <li>- Staff Assistant III</li> <li>- Transit Safety and Training Mgr</li> </ul>	1.4% 2.3%	4	2	76	\$6,190
		<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	<ul style="list-style-type: none"> <li>- Staff Assistant III</li> <li>- Public Landscape Manager</li> <li>- Urban Forest Coordinator</li> <li>- Urban Forest Supervisor</li> </ul>	3% 1.8% 1.8% 1.8%	6	2	173	\$11,519
		<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	<ul style="list-style-type: none"> <li>- Staff Assist. III</li> <li>- Sr Planner</li> <li>- Design/Historic Preservation Planner</li> </ul>	5% 2% 11%	12	2	376	\$30,481
		<i>Total staff time equivalent:</i>	<i>0.18 FTE</i>				
Building and Fire-Life Safety Commission	Community Development	<ul style="list-style-type: none"> <li>- Staff Assist. III</li> <li>- Sr Admin Analyst</li> <li>- Fire Marshall</li> <li>- Building/Safety Build Officer</li> <li>- Deputy City Attorney IV</li> <li>- Asst Building Official</li> <li>- Inspection Supervisor</li> </ul>	4.6% 0.2% 1% 1.4% 1.3% 0.4% 0.4%	4	2	202	\$17,302
		<i>Total staff time equivalent:</i>	<i>0.1 FTE</i>				
Landmarks Commission	Community Development	<ul style="list-style-type: none"> <li>- Staff Assistant III</li> <li>- Design/Historic Prsv Planner</li> <li>- Sr Planner</li> <li>- Planning Manager</li> <li>- Deputy City Attorney IV</li> </ul>	40% 50% 23% 11% 14%	12	3	2,880	\$255,089
		<i>Total staff time equivalent:</i>	<i>1.38 FTE</i>				
Personnel Board	Human Resources	<ul style="list-style-type: none"> <li>- Executive Admin. Asst</li> <li>- HR Director</li> <li>- Deputy Attorney IV</li> </ul>	6.4% 1.2% 5.4%	12	1	268	\$10,909
		<i>Total staff time equivalent:</i>	<i>0.13 FTE</i>				
Planning Commission*	Community Development	<ul style="list-style-type: none"> <li>- Staff Assistant III</li> <li>- Planning Manager</li> <li>- City Attorney</li> </ul>	35% ----- -----	24	4	824	\$51,431
<small>*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.</small>							