

Office of Boards & Commissions



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Office of Boards & Commissions



Description

The Office of Boards & Commissions supports the day-to-day operations for the City's 49 boards and commissions and serves as an access point to the volunteer members appointed by the Mayor and City Council. These entities serve in a fiduciary, regulatory, policy-setting and/or advisory capacity. The Office includes the existing Executive Directors and staff positions that support the following: Commission for Arts and Culture; Community Review Board on Police Practices; Commission on Gang Prevention & Intervention; and Human Relations Commission.

For more details visit the Office of Boards and Commissions web page: <https://www.sandiego.gov/boards-and-commissions>

The mission is:

To train, equip, partner, and promote all city advisory boards to foster public policy decision-making, volunteerism, and civic engagement.

The vision is:

A bedrock of participatory, representative, and responsive city governance.

Office of Boards & Commissions

Goals and Objectives

Goal 1: To ensure all boards and commissions remain relevant and consistent with their mission and vision

- Formally solicit feedback and respond to internal and external critiques of current board and commission practices
- Collaborate with all relevant City departments to ensure that affiliated advisory board liaisons receive appropriate training and constant communication
- Provide training to departments and appointees to ensure compliance with regulations, code, and consistency with mission and vision
- Provide expedited filling of vacancies and ensure quorum is reached by all advisory boards

Goal 2: To promote public participation in decision-making and effective civic engagement

- Ensure that City Advisory Boards are producing timely, actionable advice to departments, the Mayor, and City Council, as defined by their municipal code powers
- Create an office communication plan
- Increase programmatic awareness and outreach with diverse communities

Goal 3: To communicate Mayoral, Council, and City-wide priorities to advisory bodies and community stakeholders

- Consistently communicate with advisory bodies on Mayoral priorities and report back on policy advice given from the boards
- Collaborate with internal/external stakeholders to ensure policy and vision consistency in law enforcement grants
- Consolidation and phasing out of defunct commissions
- New Boards Creation Plan

Key Performance Indicators

Performance Indicator	FY2018 Target	FY2018 Actual	FY2019 Target	FY2019 Actuals	FY2020 Target
Percentage of Audit Findings Implemented ¹	N/A	N/A	N/A	N/A	100%
Percentage of Meetings that met Quorum ²	N/A	N/A	N/A	N/A	80%
Percentage of vacant board appointments filled ³	N/A	N/A	N/A	N/A	80%
Number of applications for appointment ⁴	N/A	N/A	N/A	N/A	100
Quarterly Liaison Meeting / Training ⁵	N/A	N/A	N/A	N/A	4

1. FY 2019 prior year data is not available; OBC was created in FY 2019 and KPIs were established in FY 2020.

2. Refer to Footnote #1

3. Refer to Footnote #1

4. Refer to Footnote #1

5. Refer to Footnote #1

Office of Boards & Commissions

Department Summary

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
FTE Positions (Budgeted)	0.00	18.00	13.00	(5.00)
Personnel Expenditures	\$ -	\$ 2,249,878	\$ 1,586,261	\$ (663,617)
Non-Personnel Expenditures	-	1,206,363	1,107,790	(98,573)
Total Department Expenditures	\$ -	\$ 3,456,241	\$ 2,694,051	\$ (762,190)
Total Department Revenue	\$ -	\$ 578,410	\$ 555,771	\$ (22,639)

General Fund

Department Expenditures

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Office of Boards & Commissions	\$ -	\$ 1,370,892	\$ 801,684	\$ (569,208)
Total	\$ -	\$ 1,370,892	\$ 801,684	\$ (569,208)

Department Personnel

	FY2018 Budget	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Office of Boards & Commissions	0.00	10.00	5.00	(5.00)
Total	0.00	10.00	5.00	(5.00)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments	0.00	\$ 173,768	-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
Legal Counsel	0.00	25,000	-
Addition of non-personnel expenditures for outside legal counsel to support the Community Review Board on Police Practices.			
Pay-in-Lieu of Annual Leave Adjustments	0.00	13,328	-
Adjustment to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.			
Non-Discretionary Adjustment	0.00	11,026	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			
Support for Information Technology	0.00	5,137	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.			
Reduction of Non-Personnel Expenditures	0.00	(41,127)	-
Reduction of non-personnel expenditures related to supplies, travel and training, photocopy and print shop services, meetings, and other miscellaneous expenses.			

Office of Boards & Commissions

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Transfer of the Office of ADA and Accessibility	(5.00)	(756,340)	-
Transfer of the Office of the ADA and Accessibility from the Office of Boards & Commissions to the Neighborhood Services Branch to better align with services provided by this Office.			
Total	(5.00) \$	(569,208) \$	-

Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
PERSONNEL				
Personnel Cost	\$ -	\$ 797,541	\$ 505,312	(292,229)
Fringe Benefits	-	451,056	202,784	(248,272)
PERSONNEL SUBTOTAL	-	1,248,597	708,096	(540,501)
NON-PERSONNEL				
Supplies	\$ -	\$ 5,309	\$ 3,242	(2,067)
Contracts	-	79,108	56,331	(22,777)
Information Technology	-	23,575	28,712	5,137
Energy and Utilities	-	5,103	3,103	(2,000)
Other	-	9,200	2,200	(7,000)
NON-PERSONNEL SUBTOTAL	-	122,295	93,588	(28,707)
Total	\$ -	\$ 1,370,892	\$ 801,684	(569,208)

Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000024	Administrative Aide 2	0.00	1.00	1.00	\$ 45,444 - 54,769	\$ 54,610
20000119	Associate Management Analyst	0.00	1.00	0.00	57,691 - 69,723	-
20001101	Department Director	0.00	0.00	1.00	63,127 - 239,144	144,620
20000924	Executive Assistant	0.00	1.00	1.00	46,475 - 56,208	52,815
20001220	Executive Director	0.00	4.00	2.00	50,128 - 184,332	239,939
20000760	Project Assistant	0.00	1.00	0.00	61,752 - 74,407	-
20000763	Project Officer 2	0.00	1.00	0.00	81,949 - 99,074	-
20000756	Word Processing Operator	0.00	1.00	0.00	33,605 - 40,459	-
	Vacation Pay In Lieu					13,328
FTE, Salaries, and Wages Subtotal		0.00	10.00	5.00	\$	505,312

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Fringe Benefits				
Employee Offset Savings	\$ -	\$ 4,182	\$ 546	(3,636)
Flexible Benefits	-	137,551	69,962	(67,589)
Medicare	-	11,563	7,134	(4,429)
Other Post-Employment Benefits	-	61,242	30,625	(30,617)
Retiree Medical Trust	-	1,076	1,106	30
Retirement ADC	-	145,522	40,931	(104,591)
Retirement DROP	-	5,122	-	(5,122)
Risk Management Administration	-	10,530	6,027	(4,503)
Supplemental Pension Savings Plan	-	58,563	42,968	(15,595)
Unemployment Insurance	-	1,339	757	(582)

Office of Boards & Commissions

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Workers' Compensation	-	14,366	2,728	(11,638)
Fringe Benefits Subtotal	\$ -	\$ 451,056	\$ 202,784	\$ (248,272)
Total Personnel Expenditures		\$ 708,096		

Public Art Fund¹

Department Expenditures

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Office of Boards & Commissions	\$ -	\$ 578,410	\$ 555,771	(22,639)
Total	\$ -	\$ 578,410	\$ 555,771	(22,639)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Public Art Fund Allocation	0.00	\$ 423,732	\$ 423,732
Addition of one-time non-personnel expenditures and associated revenue to support artwork repair, conservation, installation, and other professional art collections management practices.			
Reduction of Public Art Fund Allocation	0.00	(22,604)	(22,604)
Reduction of non-personnel expenditures and associated revenue for department initiated public art projects.			
One-Time Additions and Annualizations	0.00	(423,767)	(423,767)
Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2019.			
Total	0.00	\$ (22,639)	\$ (22,639)

Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
NON-PERSONNEL				
Contracts	\$ -	\$ 578,410	\$ 555,771	(22,639)
NON-PERSONNEL SUBTOTAL	-	578,410	555,771	(22,639)
Total	\$ -	\$ 578,410	\$ 555,771	(22,639)

Revenues by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Transfers In	\$ -	\$ 578,410	\$ 555,771	(22,639)
Total	\$ -	\$ 578,410	\$ 555,771	(22,639)

¹ In the Fiscal Year 2019 Adopted Budget, the Public Art Fund was transferred from the Commission for Arts & Culture to the newly created Office of Boards & Commissions. Prior year actuals and budget can be found in the Commission for Arts & Culture.

Office of Boards & Commissions

Transient Occupancy Tax Fund²

Department Expenditures

		FY2018 Actual		FY2019 Budget		FY2020 Adopted		FY2019-2020 Change
Office of Boards & Commissions	\$	-	\$	1,506,939	\$	1,336,596	\$	(170,343)
Total	\$	-	\$	1,506,939	\$	1,336,596	\$	(170,343)

Department Personnel

		FY2018 Budget		FY2019 Budget		FY2020 Adopted		FY2019-2020 Change
Office of Boards & Commissions		0.00		8.00		8.00		0.00
Total		0.00		8.00		8.00		0.00

Significant Budget Adjustments

		FTE		Expenditures		Revenue
Non-Discretionary Adjustment		0.00	\$	206,250	\$	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.						
Relocation to 101 Ash Street		0.00		22,473		-
Addition of one-time non-personnel expenditures related to relocation into the 101 Ash Street building.						
Support for Information Technology		0.00		(2,071)		-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.						
One-Time Additions and Annualizations		0.00		(47,987)		-
Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2019.						
Salary and Benefit Adjustments		0.00		(123,116)		-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.						
Rent Reclassification		0.00		(225,892)		-
Reclassification of rent expenditures from discretionary to non-discretionary.						
Total		0.00	\$	(170,343)	\$	-

Expenditures by Category

		FY2018 Actual		FY2019 Budget		FY2020 Adopted		FY2019-2020 Change
PERSONNEL								
Personnel Cost	\$	-	\$	649,676	\$	646,818	\$	(2,858)
Fringe Benefits		-		351,605		231,347		(120,258)
PERSONNEL SUBTOTAL		-		1,001,281		878,165		(123,116)
NON-PERSONNEL								
Supplies	\$	-	\$	11,092	\$	11,287	\$	195

² In the Fiscal Year 2019 Adopted Budget, the Transient Occupancy Tax Fund was transferred from the Commission for Arts & Culture to the newly created Office of Boards & Commissions. Prior year actuals and budget can be found in the Commission for Arts & Culture.

Office of Boards & Commissions

Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Contracts	-	184,206	364,747	180,541
Information Technology	-	79,468	77,397	(2,071)
Energy and Utilities	-	4,500	4,500	-
Other	-	500	500	-
Transfers Out	-	225,892	-	(225,892)
NON-PERSONNEL SUBTOTAL	-	505,658	458,431	(47,227)
Total	\$ -	\$ 1,506,939	\$ 1,336,596	\$ (170,343)

Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000132	Associate Management Analyst	0.00	3.00	3.00	\$ 57,691 - 69,723	\$ 184,059
20000924	Executive Assistant	0.00	1.00	1.00	46,475 - 56,208	46,475
20001220	Executive Director	0.00	1.00	1.00	50,128 - 184,332	154,950
20001222	Program Manager	0.00	1.00	1.00	50,128 - 184,332	117,380
20000778	Public Art Program Administrator	0.00	2.00	2.00	71,249 - 86,311	142,498
	Bilingual - Regular					1,456
FTE, Salaries, and Wages Subtotal		0.00	8.00	8.00		\$ 646,818

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Fringe Benefits				
Employee Offset Savings	\$ -	\$ 4,122	\$ -	(4,122)
Flexible Benefits	-	89,929	93,130	3,201
Medicare	-	9,436	9,380	(56)
Other Post-Employment Benefits	-	48,992	49,000	8
Retiree Medical Trust	-	1,201	1,615	414
Retirement 401 Plan	-	836	1,174	338
Retirement ADC	-	132,927	13,933	(118,994)
Risk Management Administration	-	8,424	9,640	1,216
Supplemental Pension Savings Plan	-	41,590	48,709	7,119
Unemployment Insurance	-	1,091	996	(95)
Workers' Compensation	-	13,057	3,770	(9,287)
Fringe Benefits Subtotal	\$ -	\$ 351,605	\$ 231,347	(120,258)
Total Personnel Expenditures		\$	\$ 878,165	

Office of Boards & Commissions

Revenue and Expense Statement (Non-General Fund)

Public Art Fund	FY2018 Actual	FY2019* Budget	FY2020 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 1,827,434	\$ 2,738,458	\$ 3,614,927
TOTAL BALANCE AND RESERVES	\$ 1,827,434	\$ 2,738,458	\$ 3,614,927
REVENUE			
Other Revenue	\$ 1,131,332	\$ -	\$ -
Transfers In	867,843	578,410	555,771
TOTAL REVENUE	\$ 1,999,175	\$ 578,410	\$ 555,771
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 3,826,609	\$ 3,316,868	\$ 4,170,698
OPERATING EXPENSE			
Contracts	\$ 234,628	\$ 578,410	\$ 555,771
Information Technology	20,348	-	-
TOTAL OPERATING EXPENSE	\$ 254,976	\$ 578,410	\$ 555,771
TOTAL EXPENSE	\$ 254,976	\$ 578,410	\$ 555,771
BALANCE	\$ 3,571,633	\$ 2,738,458	\$ 3,614,927
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 3,826,609	\$ 3,316,868	\$ 4,170,698

* At the time of publication, financial statements for Fiscal Year 2019 were not available. Therefore, the Fiscal Year 2019 Revenues, Expenditures, and Fund Balances reflect those amounts as published in the Fiscal Year 2019 Adopted Budget. Fiscal Year 2020 Beginning Fund Balance reflects the projected Fiscal Year 2019 Ending Fund Balance based on updated Revenue and Expenditure Projections for Fiscal Year 2019.